

Company (with Shares) Registration Order Form

Name Phone
Firm E-mail

Company Details

Preferred Company Name/s

The only way to check whether the name is truly available is via a trade mark search (see attached form).

Is this a registered business name wholly owned by one or more Officers or Members? Yes No If Yes, ABN/BN:

Is this a Special Purpose Company? If Yes, please select: Superannuation Trustee Home Unit Charitable purposes only (see notes over)

Preferred State/Territory of Company Registration (Please select): Qld NSW ACT Vic Tas SA WA NT

Full Registered Office Address

Does the Company occupy the Registered Office? If No, name of Occupier:

Full Principal Place of Business

Name of Ultimate Holding Company (if applicable)

ACN/ARBN or Country of Incorporation (if not Australia)

Company Officers and Members

IMPORTANT: Full, verifiable name and address details are required.

#1 To be Chairman

Family Name/Company

Given Names/ACN TFN*

Street Address

Date of Birth Place of Birth (Town/State/Country)

Position/s Held Sole Director/Sole Secretary Director Secretary Public Officer Member

Number of Shares Class ORD or: Paid \$1/Share or:

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details (such as Name & Address etc): TFN*

#2

Family Name/Company

Given Names/ACN TFN*

Street Address

Date of Birth Place of Birth (Town/State/Country)

Position/s Held Director Secretary Public Officer Member

Number of Shares Class ORD or: Paid \$1/Share or:

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details (such as Name & Address etc): TFN*

*Providing TFNs is optional, but will benefit ABN/TFN applications.

The declaration (over page) must be signed and submitted with this order.

Company (with Shares) Registration Order Form



#3

Family Name/Company			
Given Names/ACN		TFN*	
Street Address			
Date of Birth	Place of Birth (Town/State/Country)		
Position/s Held	<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Public Officer <input type="checkbox"/> Member		
Number of Shares	Class ORD or:	Paid \$/Share or:	
If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details (such as Name & Address etc):			
			TFN*

#4

Family Name/Company			
Given Names/ACN		TFN*	
Street Address			
Date of Birth	Place of Birth (Town/State/Country)		
Position/s Held	<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Public Officer <input type="checkbox"/> Member		
Number of Shares	Class ORD or:	Paid \$/Share or:	
If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details (such as Name & Address etc):			
			TFN*

*Providing TFNs is optional, but will benefit ABN/TFN applications.

Additional Information/Special Instructions

Declaration

I, (Print Name)		the applicant, declare that I hold the consents by each officer and member of the company as required by s117(2), and where the company name is identical to a registered business name, I declare that I make this application for the company name as, or as a professional advisor of and with the authority of, the registered owner/s of the above identical business name/s and authorise Acis Services Pty Ltd to make an application for company registration as my agent.
Signature Required		

Payment Details

Please debit the following card details by the amount of \$					
Type of Card	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diners Club* <input type="checkbox"/> Amex*	*3% SURCHARGE APPLIES			
Card Number		Expires		CCV	
Name on Card		Signature			

Please return this completed form to acis@acis.net.au, Freefax 1800 655 556 or Locked Bag 1, Fortitude Valley Q 4006

Share Classes and Rights

The Acis Constitution provides for multiple share classes. The private and public (limited by shares) companies' share classes have the (summarised) rights set out below. While the full rights attached to all share classes are set out in the Constitution, the directors remain able to vary the share rights or add to them on the issue of any class of shares.

Class	Full Title	Summary of Rights	Company Type
ORD	Ordinary Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
A	A Class Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
B	B Class Shares	vote, dividends, equity	Pty Ltd only
C	C Class Shares	no vote, dividends, equity	Pty Ltd only
D	D Class Shares	no vote, dividends, equity	Pty Ltd only
E	E Class Shares	no vote, dividends, equity	Pty Ltd only
F	F Class Redeemable Preference Shares	voting, dividends, no equity, redeemable	Pty Ltd / Public Ltd by shares
G	G Class Redeemable Preference Shares	no vote, pref dividends at prescribed rate, no equity, redeemable	Pty Ltd / Public Ltd by shares
H	H Class Shares	vote, no dividends, equity	Pty Ltd only
I	I Class Shares	no vote, dividends, no equity	Pty Ltd only
J	J Class Shares	no vote, dividends, no equity	Pty Ltd only
K	K Class Shares	no vote, dividends, no equity	Pty Ltd only
L	L Class Shares	vote, no dividends, no equity	Pty Ltd only
M	M Class Shares	no vote, no dividends, equity	Pty Ltd only

Special Purpose Company?

Superannuation Trustee – A company that acts solely as the trustee of a regulated superannuation fund within the meaning of s19 of the *Superannuation Industry (Supervision) ACT 1993* and whose constitution prohibits the distribution of its income or property among its members.

Home Unit – A proprietary company that is the proprietor of land on which a building is erected and divided into separate residential areas and areas for common usage; whose members are entitled to exclusive occupation of one or more of those areas and use of the common areas; and which operates solely to facilitate the rights of those members in relation to their exclusive occupation of those residential areas and maintenance of the common areas.

Charitable purposes only – A company whose constitution requires it to pursue charitable purposes only and to apply its income in promoting those purposes; and prohibits the company making distributions to its members and paying fees to its directors; and requires its directors to approve all other payments the company makes to them.

Note on Need for Shareholders' Agreement

A Shareholders' Agreement, while considered necessary in arm's-length relationships, may be just as beneficial in related party shareholding situations.

Without a shareholders' agreement there may be no way of resolving contentious issues between the various directors/shareholders without going to Court. In addition, the process of preparing a governance agreement will present opportunities such as:

- determining what should happen when expectations are not met. Most people don't consider that there might even be a down side let alone what happens when it transpires;
- committing to paper what the parties real intentions are rather than relying on the subjective recollections of the stakeholders;
- highlighting different intentions rather than assuming everyone else knows exactly what you mean when you say something; and
- eliminating ambiguity and raising real possibilities which have not been considered.

If you have any questions regarding the need for such an agreement (or the types of provisions included in them), please contact us when lodging your order.

Sole Director should also be Sole Secretary

It is recommended a Sole Director also be appointed as Sole Secretary. Further information on this topic may be found at <https://www.acis.net.au/resources/company-secretaries>.



Consent/s to Act

Proposed Company Name:

*I/We, the undersigned, hereby consent to act as *Director (or equivalent)/*Secretary/*Member of the above-mentioned Company.

Signature

Full Name

Street Address

Date:

*Strike out if not applicable

Proposed Company Name:

*I/We, the undersigned, hereby consent to act as *Director (or equivalent)/*Secretary/*Member of the above-mentioned Company.

Signature

Full Name

Street Address

Date:

*Strike out if not applicable

Proposed Company Name:

*I/We, the undersigned, hereby consent to act as *Director (or equivalent)/*Secretary/*Member of the above-mentioned Company.

Signature

Full Name

Street Address

Date:

*Strike out if not applicable



Trade Mark Search Order Form

Name	<input type="text"/>	Phone	<input type="text"/>
Firm	<input type="text"/>	E-mail	<input type="text"/>

Trade Mark Details

Trading Name

What are the key goods and/or services provided?

A registered trade mark provides exclusivity in relation to the same kind of goods or services provided by the owner. To ascertain whether a conflict exists, we need to clearly understand what goods and/or services will be offered.

Important Note

- Searches may take up to 3 business hours.
- Orders awaiting the search result will then be processed unless the name conflicts with a registered trade mark.
- A detailed search report will be provided within 2 business days.

What's in a name?

Nothing much...just the future of your business

Choose your trading name carefully. Your name distinguishes your business from competitors, encapsulates identity and accrues goodwill.

Names that are descriptive of the business' function are difficult to register as trade marks. Without a registered trade mark your name will be vulnerable to use by others.

Tips for choosing a name that can be protected:

- Suggestive, e.g. Red Balloon is much easier to register than Online Gifts.
- Invented, e.g. Uber or Instagram.
- Unrelated, e.g. Apple is not related to computers or technology.

Contact us if you have any questions about registering a company name.

Additional Information/Special Instructions

Payment Details

Please debit the following card details by the amount of **\$198 (inc. GST)**

Type of Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Diners Club*	<input type="checkbox"/> Amex*	*3% SURCHARGE APPLIES
Card Number	<input type="text"/>	Expires	<input type="text"/>	CCV	<input type="text"/>
Name on Card	<input type="text"/>	Signature	<input type="text"/>		