



Company Registration

Introduction

- Decide on the name you want to call the company:
 - if the name has already been reserved with ASIC with a Form 410, then give the Name Reservation Number and full name of the person who reserved the name.
 - if the proposed name is identical to a business name registered before 28 May 2012, then give the RBN, or
 - if the proposed name is identical to a business name registered after 28 May 2012 with ASIC, then give the ABN.
 - Decide whether you want to purchase domain names along with the new company – and if so, what those domain names are to be.
 - If the company has an ultimate holding company on registration, then provide the name and ACN/ARBN/ABN and country (if not Australia) of that organisation.
 - The State or Territory in which the company is to be registered.
 - Confirm if company is:
 - only to be trustee of a SMSF.
 - to be not-for-profit company, including as trustee of a Private or Public Ancillary Fund.
 - Address of the company's registered office:
 - confirm whether the company occupies these premises.
 - confirm whether the company's principal place of business is the same as the registered office address.

Notes

Officeholder and Shareholder details

- The name, occupation, birth details (city, country, and date of birth) and address of any "Officers" (Director, Secretary, Public Officer).
 - Also give details of each "Officer's" shareholding: class, number and price per share.
 - If there are shareholders who are not officeholders, then give their name, ACN/ABN (of a company), address and shareholding details (class, number and price per share).

Notes

Constitution

- Decide on one vote per member or one vote per fully paid share.
 - If a shareholder sells shares, confirms whether they first have to offer the shares to other shareholders.
 - If a company issues shares, confirm whether it first has to offer the share to other shareholders.

Notes

Meeting

- Give the date, time and place of Meeting of Directors.
- Decide whether the first meeting of Directors will approve the reimbursement of any expenses incurred in promoting and forming the company. If so:
 - what amount is to be reimbursed, and
 - who to.

Notes

Other terms and conditions

- For an additional \$49.50, do you want Cleardocs to print, bind and express courier deliver these documents to you?
- If 'yes', then do you also need the company seal for an extra \$38.50?

Notes
