**Company Changes**

**Person ordering**

|  |  |
| --- | --- |
| Name:       |  |
| Firm:       |
| Member number:       |
| Phone:       | Email:       |  |

**Payment details**

Please select required products and provide credit card details for payment.

|  |
| --- |
| Register Changes **$275** [ ]  (Appointments/Resignations/Share transfers\*/Address changes)\*Notify ASIC of transfer of shares between shareholders |
| Current Company Extract **$35** [ ]  |  |

We ask that you provide **a current company extract** as we will prepare the form and documents based on the current company information. Alternatively, please select the **$35** extract option.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  On Account\*  | [ ]  Visa  | [ ]  Mastercard  | [ ]  Amex |
| Card Holder Name:       |
| Credit Card Number:       |
| Expiry Date:       /       | Authorised Card Signature:       |

All prices include GST and the documents will be sent to the nominated email address in PDF format.

Note that our staff will call you to request the CVV when payment is processed.

\*To pay on account, you must have a current On Account Agreement with Docscentre.

**Company Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |       |  | ACN:       |
| **Registered Office –** (not a PO Box) |  |
| Street address:  |       |  |  |
| Suburb: |       |   | State & Postcode:       |
| **Principal Business Office –** (not a PO Box) |  |
| Street address: |       |  |  |
| Suburb: |       |  | State & Postcode:       |

**Please complete all details in legible handwriting and provide full legal names.**

**Return completed form to info@docscentre.com.au**



**Company Changes**

**Details of Director resignation/appointment**

|  |
| --- |
|       |
|       |
|       |

**Details of any share transfers between shareholders**

|  |
| --- |
|       |
|       |
|       |

It is preferable if you send us a copy of the last annual return (if it is up-to-date) or a current company search along with any changes you require.

Please note that you will be provided with all relevant resolutions and a Form 484 to be returned to us for lodgement with ASIC.

ASIC will be notified of these changes when we receive the signed Form 484, but please ensure that the company attends to all related matters and that the relevant documents are updated and filed in the company register.

**Officeholders’ information -** if there is not enough space, please add further pages as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Officeholder 1**Last Name |       |  | **Officeholder 2**Last Name |       |
| Given Name | ]       |  | Given Name |       |
| Middle Name |        |  | Middle Name |       |
| Former/Maiden Name |        |  | Former/Maiden Name |       |
| Residential Address |        |  | Residential Address |       |
|  |         |  |  |       |
| D.O.B |        |  | D.O.B |       |
| Town/City of Birth |        |  | Town/City of Birth |       |
| State/Country of Birth |        |  | State/Country of Birth |       |
| Number of shares (if applicable) |        |  | Number of shares (if applicable) |       |
| Director Identification Number |        |  | Director Identification Number |       |
| [ ]  Director | [ ]  Secretary | [ ]  Shareholder |  | [ ]  Director |  [ ]  Secretary | [ ]  Shareholder |
| [ ]  Appoint | [ ]  Resign | [ ]  Remain |  | [ ]  Appoint |  [ ]  Resign | [ ]  Remain |



**Company Changes**

**Officeholders’ information continued**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Officeholder 3**Last Name |       |  | **Officeholder 4**Last Name |       |
| Given Name |        |  | Given Name |       |
| Middle Name |        |  | Middle Name |       |
| Former/Maiden Name |        |  | Former/Maiden Name |       |
| Residential Address |        |  | Residential Address |       |
|  |        |  |  |       |
| D.O.B |        |  | D.O.B |       |
| Town/City of Birth |        |  | Town/City of Birth |       |
| State/Country of Birth |        |  | State/Country of Birth |       |
| Number of shares (if applicable) |        |  | Number of shares (if applicable) |       |
| Director Identification Number |        |  | Director Identification Number |       |
| [ ]  Director | [ ]  Secretary | [ ]  Shareholder |  | [ ]  Director |  [ ]  Secretary | [ ]  Shareholder |
| [ ]  Appoint | [ ]  Resign | [ ]  Remain |  | [ ]  Appoint |  [ ]  Resign | [ ]  Remain |

**Additional shareholders or transfer of shares –** if there is not enough space, please add further pages as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.**Last Name |       |  | **2.**Last Name |       |
| Given Name |        |  | Given Name |       |
| Middle Name |        |  | Middle Name |       |
| Former/Maiden Name |        |  | Former/Maiden Name |       |
| Address |        |  | Address |       |
|  |        |  |  |       |
| ACN (if applicable) |        |  | ACN (if applicable) |       |
| ATF (if applicable) |        |  | ATF (if applicable) |       |
| Number of shares |        |  | Number of shares |       |

**Please note: If a company is applying for shares, the directors of that company should have resolved to authorise a director (or some other person) to sign the application for shares.**



**Company Changes**

**Director, Secretary and Member consents**

I consent to act as a director (and/or secretary, if applicable) of this company and where applicable I apply for the share(s) specified above and agree to be bound by the constitution of the company. I appoint Docscentre Pty Ltd to be my agent for the purpose of the changes.

**Please sign and date below**

|  |  |
| --- | --- |
| 1. Full Name:       | Date:       /       /       |
| 2. Full Name:       | Date:       /       /       |
| 3. Full Name:       | Date:       /       /       |
| 4. Full Name:       | Date:       /       /       |

Should the above consents not be signed by the relevant officeholder/member, by selecting this box, you acknowledge that all relevant consents to act as officeholder and to be a member (and to be bound by the Constitution of the Company) as required by the Corporations Act 2001 have been given and that Docscentre and its Company supplier have been appointed to act as the agent for the purpose of the registration.

[ ]  (please select)

By completing this order form and returning to Docscentre, you confirm that you have read and accepted our terms and conditions which can be found here – [www.docscentre.com.au/terms-and-conditions/](http://www.docscentre.com.au/terms-and-conditions/)

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| A picture containing icon  Description automatically generated Legal documents you can trust. Since 2004 |
| A picture containing application  Description automatically generated  Because it’s a jungle out there. Since 1983 |
| Logo  Description automatically generated The Voice of the Tax Agent community. Since 1992 |
| A logo with a castle in the middle  Description automatically generated  Partnering with you to get it right. Since 1995 |

