

Company Registration: Information Checklist

- 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 registered business name, then give the RBN, and the State the business name was reserved in.

Domain names 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 taken to be registered.
- The full address of the Company's registered office and also its Principal Place of Business (if that address is different from the registered office).
- 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 (if a company), address and shareholding details (class, number and price per share).
- SMSF Trustee only?** You should decide whether the ONLY thing the company will do is be the trustee of a regulated superannuation fund as defined by the Superannuation Industry (Supervision) Act 1993. This includes a company that is ONLY the trustee of a Self-Managed Superannuation Fund. Those companies are known as a 'Special Purpose Company' and pay a lower annual ASIC review fee. A Special Purpose Company's constitution must contain a restriction on paying dividends to shareholders. If you choose this option, then your company's constitution will contain the necessary restriction.



To create the documents to register a company, you need to provide the information listed below. You might like to print this checklist out and gather the information before you start online.

Client Notes

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Any questions? Call our helpline on 1300 307 343

Company Registration: Checklist Continued

- If the first meeting of Directors will appoint a Managing Director, then give the name of the Managing Director and the name of Director responsible for arranging the Managing Director's contract.
- If the first meeting of Directors is to appoint an auditor, then give the name of the auditor's firm.
- Decide whether the bank account details and mandate forms will be ready for the first meeting of Directors.
- Decide whether the company is to adopt a common seal.
- Decide on one vote per member, or one vote per fully paid share.
- Decide whether if a shareholder is selling shares they first have to offer the shares to other shareholders
- Decide whether if the company is issuing shares it first has to offer the shares to other shareholders
- Give the date, time and place of Meeting of Directors to resolve the Amendment.
- Decide whether the first meeting of Directors will approve the reimbursement of any expenses incurred in promoting and forming the company. If so, then what amount is to be reimbursed and who to.
- Decide whether the first meeting of directors will be held by circulated resolution or a proper meeting. If a proper meeting, then give the date, time and venue details.

Printing, Binding and Company Seal

- 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 \$22?

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