

Change to Sole Director Information Checklist

Preliminary checks You need to check that the company's existing Constitution:

- does not contain any special requirements that must be complied with before the Constitution can be changed or replaced; and
- does not contain any special rights attached to shares or to the control of the company that need to be preserved.

→ If it does, then Cleardocs can't provide the documents. Instead, you need legal advice in relation to the documents. You can get that legal advice from Maddocks on (03) 9240 0823. Ask for Julian Smith.

If both these Preliminary checks are passed, then proceed to collect:

- The name, ACN, address and registered State or Territory of the Company
- The name of the Director who is remaining as sole director after the change
- If one of the resigning Directors is also the company secretary, then give their name.
- The name, occupation, birth details (city, country, date of birth) and address of any Directors.
 - If any addresses aren't the usual residential addresses of the director, then give the ASIC approval number for the director to use a different address for this form.
 - Also give each Director's shareholding details: class, number and price per share.
- If there are shareholders who are not directors, then give their name and address and their shareholding details (class, number and price per share).

If the shareholder is a company, then also give:

- its ACN/ABN
- the name of the person to be appointed as the shareholder company's representative at the shareholder's meeting of the Company that is changing to a sole director structure.
- give the names of the Director & the Director or Secretary who will sign the appointment.



To create the documents to Change to Sole Director, you need to provide the information listed to the left. You might like to print this checklist out and gather the information before you start online.

Client Notes

...continued

Any questions? Call our helpline on 1300 307 343

Change to Sole Director Checklist Continued

- The date, time and place of the Director's meeting to be held to resolve putting the amendment to the Constitution to a General Meeting of the Company
- The name of who will present and chair that meeting
- The date, time and place of the General Meeting of the company to amend the constitution, and who is to chair that meeting
- Decide whether that meeting is to be held on short notice
- Decide whether the company's constitution requires a proxy to be a member of the company
- 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

Client Notes