



- where, what date and what time the meeting of directors is to be held that will resolve to put the amendment to the constitution to a general meeting of the company.
- who is to represent at and who is to chair the meeting of directors.

Notes

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## Shareholder details

- Collect details of the shareholders:
  - name and address of all shareholders:
    - directors.
    - non-directors.
    - joint holdings.
    - companies.
  - for company shareholders, collect:
    - company name.
    - ACN.
    - name of signatory.

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## Constitution

- Check for company specific requirements:
  - if the company's existing constitution imposes requirements on amending the constitution, then collect the clause number and details of those requirements. You can ignore the clauses requiring the shareholders to approve the change by "special resolution" at a meeting of which proper notice is given as Cleardocs deals with this situation.
- Decide on one vote per member or one vote per fully paid share.
- If a shareholder is selling shares, decide whether they first have to offer the shares to other shareholders.
- If the company is issuing shares, decide whether it first has to offer the shares to other shareholders.

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