Cleardocs
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Information Checklist

To create a Public Company Limited by Guarantee document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Public Company Limited by Guarantee

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.
- [ ] What the objectives of the company are going to be.
- [ ] Whether a gift fund is to be setup for tax deductable donations, if so:
  - name of gift fund.
- [ ] The State or Territory in which the company is to be taken to be registered.
- [ ] Address of the company's registered office:
  - does the company occupy these premises.
  - is the company's principal place of business the same as the registered office address.
  - the opening hours of the registered office (please specify).

Notes

Officeholder and member details

- [ ] The maximum number of directors the Constitution will allow the company to have.
- [ ] The minimum number of times a year the Board must meet.
- [ ] The number of directors the company is to have, including:
  - the director's full name.
  - date of birth.
  - usual residential address.
  - whether director is consenting to be secretary.
- [ ] If there is to be a non-director secretary, then:
  - their full name.
  - usual residential address.
- [ ] Public Officer's full name and address of service.

Notes

- [ ] Date the director(s), secretary, and public officer consent to their appointment.
- [ ] Whether any directors will also be members.
- [ ] Whether there will be any non-director members that are either:
  - individual.
  - companies.

Notes

Meeting of Director(s)

- [ ] Details of the first meeting of members:
  - place.
  - time.
  - who will attend meeting.
  - who will chair meeting.
- [ ] Confirm whether first meeting will:
  - appoint a managing director.
  - appoint an auditor, if so:
    - provide name of auditor's firm.
  - have bank account details, mandate form etc ready on the day.
  - see the company adopting a common seal.
  - approve the reimbursement of any expenses incurred in promoting and forming the company, if so:
    - what amount is to be reimbursed, and
    - who to?
- [ ] Date, time and place of Meeting of Directors.

  If meeting is to be held at a proper meeting, then:
  - place.
  - date and time.
  - attendees.
  - chair of the meeting.
- [ ] Or whether meeting is to be held by circulated resolution, then:
  - date resolution is to be circulated.

Notes

Other terms and conditions

- [ ] For an additional price, 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 cost?

Notes