

To create a Company Registration 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.

Company Registration

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.
- 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 registered.
- Confirm if company is:
 - only to be trustee of a SMSF.
 - to be not-for-profit company, including as trustee of a Private or Public Ancillary Fund.
- Address of the company's registered office:
 - confirm whether the company occupies these premises.
 - confirm whether the company's principal place of business is the same as the registered office address.

Notes

Officeholder and Shareholder details

- 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 (of a company), address and shareholding details (class, number and price per share).

Notes

Constitution

- Decide on one vote per member or one vote per fully paid share.
- If a shareholder sells shares, confirm whether they first have to offer the shares to other shareholders.
- If a company issues shares, confirm whether it first has to offer the share to other shareholders.

Notes

Meeting

- Give the date, time and place of Meeting of Directors.
- Decide whether the first meeting of Directors will approve the reimbursement of any expenses incurred in promoting and forming the company. If so:
 - what amount is to be reimbursed, and
 - who to.

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
