

To create a Business Name 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.

Hybrid Trust

Trust Information

- The name of the trust.
- The name and address of the settlor.
- Amount the settlor is contributing to settle the trust — that is, the amount of the settled sum.

Unit holder details

- The name and address of the unit holders. If a unit holder is a company, then give:
 - its ACN or ABN.
 - its authorised representative (and whether they are a director or secretary of the company).
- Whether each unitholder will hold these units on trust for someone. If yes, then provide the name of the individual or entity for whom the units are held on trust.
- The unit price.
- For each unitholder give the following information for each type of unit they are applying for:
 - type of unit.
 - number.
 - amount paid.
 - amount owing on the unit.

Trustee details

- The name and address of the trustee(s). If a trustee is a company, then give:
 - its ACN or ABN.
 - its authorised representative (and whether they are a director or secretary of the company).
- Whether the trustee is to be excluded from being a beneficiary of the trust.
- Trustee meetings details including:
 - attendees of the meeting.
 - person who will chair the meeting.
 - the venue, date and time that the meeting will be held.
- If a trustee is a company, confirm whether it will execute the trust deed by affixing its common seal.

Printing and binding

- For an additional \$49.50, do you want Cleardocs to print, bind and express courier deliver these documents to you?

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