

Shareholders Agreement: Information Checklist



To create the documents for a shareholders agreement, 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.

Introduction

- Details of the company such as:
 - Name and ACN
 - Registered office address and state/territory it was registered in
 - The company's main business activity
 - Does the company have an approved business plan and budget?

Officers

- The name and address details for all directors of the company
- If there is a company secretary the name and address of the secretary
- The name and address of the public officer

Members

- Total number of shares held, whether all shares are ordinary shares, and what percentage of shares entitles a shareholder to appoint a representative director
- Details of director shareholders, non-director shareholders, organisation shareholders and joint shareholders - name, address and shareholding details

Share transfer

- If you wish to give drag-along rights to a shareholders
- If you wish to give tag-along rights to a shareholders
- If you wish that the shareholders agreement is to deal with what happens to an individual shareholders shares when they are deceased.

Client Notes

Meeting

- If the directors will pass the resolution to enter into the shareholders agreement at a meeting or by circulating resolution
- The minimum amount of times a year that the board must meet

Which matters are to be decided by unanimous resolution of the board of directors

Signing

- The date on which the shareholders agreement be signed
- Whether the company will execute the agreement by affixing its common seal