

To create a Sole Director 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.

Sole Director Package

Before you start

- You need to check that the company's existing constitution:
 - does not contain any special requirements that must be complied with before the constitution can be changed or replaced, and
 - does not contain any special rights attached to shares or to the control of the company that need to be preserved.

If it does, then Cleardocs can't provide the documents. Instead, you need legal advice in relation to the documents. Contact Cleardocs on 1300 307 343 and we can arrange for you to speak with someone at Maddocks.

Notes

Company details

- The name, ACN, address and registered state or territory of the company.

Notes

Director details

- The name of the director who is remaining as sole director after the change.
- If one of the resigning directors is also the company secretary, then give their name.
- The name, occupation, birth details (city, country, date of birth) and address of any directors.
 - if any addresses aren't the usual residential addresses of the director, then give the ASIC approval number for the director to use a different address for this form, and
 - give each director's shareholding details – class, number and price per share.

Notes

Shareholder details

- If there are shareholders who are not directors, then give their:
 - name,
 - address, and
 - shareholding details (class, number and price per share).

Notes

- If the shareholder is a company, then also give:
 - its ACN/ABN,
 - the name of the person to be appointed as the shareholder company's representative at the shareholders' meeting of the company that is changing to a sole director structure, and
 - the names of the director and the director or secretary who will sign the appointment.

Notes

Meeting of directors

- The date, time and place of the director's meeting that is to be held to resolve putting the amendment to the constitution to a general meeting of the company.
- The name of who will present and chair that meeting.
- The date, time and place of the general meeting of the company to amend the constitution, and who is to chair that meeting.
- Decide whether :
 - that meeting is to be held on short notice, and
 - the company's constitution requires a proxy to be a member of the company.

Notes

Constitution

- 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.

Notes
