

To create a Registration Document Only 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.

Registration Documents Only

Introduction

- The company name, ACN and registered date.
- 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 taken to be registered.
- If the company is only to be trustee of a SMSF.

Address

- Address of the company's registered office:
 - confirm if company occupies these premises.
 - confirm if the company's principal place of business is the same as the registered office address.
- Officeholder and Shareholder Details.
- The name, occupation, birth details (city, country, and date of birth) and address of any "officers" (director, secretary, public officer).
- Provide 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 (if a company), address and shareholding details (class, number and price per share).
- Decide on one vote per member, or one vote per fully paid share.
- If the company issues shares, confirm if they must be offered to members first.
- If a member decides to sell shares, confirm if they have to offer it to members first.

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, then what amount is to be reimbursed and who to.

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Applicant

- Name of individual who signed the form 201 lodged with ASIC.

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Other terms and conditions

- For an additional \$49.50, 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 \$38.50?

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