

## New company instruction sheet

Please forward your completed order form to us by email: [tanya.bolzan@paxton-hall.com.au](mailto:tanya.bolzan@paxton-hall.com.au)

Company detail	
Name of company:	
1 <sup>st</sup> Preference	
2 <sup>nd</sup> Preference	
Has the company name been reserved?	Yes No
Registered office:	
Business name exist:	YES / NO
Principal place of business:	
Postal address	

### Please note:

A proprietary company must have at least one director, but does not need to have a secretary. The director and secretary (if any), must ordinarily reside in Australia.

A public company must have at least three (3) directors. At least two (2) directors must ordinarily reside in Australia.

A public company must have at least one (1) secretary. At least one (1) of them must ordinarily reside in Australia.

Every company must have at least one member (shareholder).

Each director must hold a Director Identification Number before consenting to act as a director.

**First officer details****Full name**

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**Residential Address  
(PO Box not allowed)**

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**Previous surname  
(if any)**

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**Date of birth:**

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**Place of birth**

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**Position held:**☐ Director ☐ Secretary ☐ Shareholder**Type of shares**☐ Ordinary ☐ A shares ☐ Other**No. of shares**

Amount per share \$

**Do you have a Director  
Identification Number**Note: This is a requirement for  
all directors from 5 April 2022☐ Yes☐ No – you will need to apply for a Director Identification  
Number before you can consent to act as a director**Second officer details****Full name**

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**Residential Address  
(PO Box not allowed)**

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**Previous surname  
(if any)**

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**Date of birth:**

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**Place of birth**

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**Position held:**☐ Director ☐ Secretary ☐ Shareholder**Type of shares**☐ Ordinary ☐ A shares ☐ Other**No. of shares**

Amount per share \$

**Do you have a Director  
Identification Number**Note: This is a requirement for  
all directors from 5 April 2022☐ Yes☐ No – you will need to apply for a Director Identification  
Number before you can consent to act as a director

### Third officer details

Full name

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Residential Address  
(PO Box not allowed)

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Previous surname  
(if any)

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Date of birth:

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Place of birth

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Position held:

☐ Director ☐ Secretary ☐ Shareholder

Type of shares

☐ Ordinary ☐ A shares ☐ Other

No. of shares

\_\_\_\_\_ Amount per share \$ \_\_\_\_\_

Do you have a Director  
Identification Number

Note: This is a requirement for  
all directors from 5 April 2022

☐ Yes

☐ No – you will need to apply for a Director Identification  
Number before you can consent to act as a director

### Your contact details

Name

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Firm Name

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Address

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Telephone No

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Email:

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### Accountant

Name

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Firm Name

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Address

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Telephone No

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Email:

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