



**COMPANY (WITH SHARES)  
REGISTRATION ORDER FORM**

NAME: .....

FIRM: .....

PHONE: .....

E-MAIL: .....

**FREECALL 1800 773 477**

**COMPANY DETAILS**

Preferred Company Name/s \_\_\_\_\_  
\_\_\_\_\_

Is this name a Registered Business Name owned by the shareholder/s? If Yes, State/s or Territory/s registered? \_\_\_\_\_

Is this a Special Purpose Company? If Yes, please select  Superannuation Trustee  Home Unit  Charitable purposes only (see notes over)

Preferred State/Territory of Company Registration (please circle) QLD NSW ACT VIC TAS SA WA NT

Full Registered Office Address \_\_\_\_\_  
\_\_\_\_\_

Does the Company occupy the Registered Office? If No, name of Occupier \_\_\_\_\_

Full Principal Place of Business \_\_\_\_\_  
\_\_\_\_\_

Name of Ultimate Holding Company (if applicable) \_\_\_\_\_

ACN/ARBN \_\_\_\_\_ OR Country of Incorporation (if NOT Australia) \_\_\_\_\_

**COMPANY OFFICER/S AND SHAREHOLDER/S**

**#1** (To be Chairman)

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Full Street Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth (Town/State/Country) \_\_\_\_\_

Position/s Held  SOLE DIRECTOR & SECRETARY  DIRECTOR  SECRETARY  PUBLIC OFFICER

Number of Shares \_\_\_\_\_ Class ORD or \_\_\_\_\_ Paid \$1/share OR: \_\_\_\_\_

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details below (such as name & address etc):

\_\_\_\_\_  
\_\_\_\_\_

**#2**

Family/Company Name \_\_\_\_\_

Given Names/ACN \_\_\_\_\_

Full Street Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth (Town/State/Country) \_\_\_\_\_

Position/s Held  DIRECTOR  SECRETARY  PUBLIC OFFICER

Number of Shares \_\_\_\_\_ Class ORD or \_\_\_\_\_ Paid \$1/share OR: \_\_\_\_\_

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details below (such as name & address etc):

\_\_\_\_\_  
\_\_\_\_\_

**The declaration (over page) must be signed and submitted with this order on FREEFAX 1800 655 556.**

## COMPANY OFFICER/S AND SHAREHOLDER/S (continued)

#3

Family/Company Name \_\_\_\_\_

Given Names/ACN \_\_\_\_\_

Street Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth (Town/State/Country) \_\_\_\_\_

Position/s Held  DIRECTOR  SECRETARY  PUBLIC OFFICER

Number of Shares \_\_\_\_\_ Class ORD or \_\_\_\_\_ Paid \$1/share OR: \_\_\_\_\_

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details below (such as name & address etc):

#4

Family/Company Name \_\_\_\_\_

Given Names/ACN \_\_\_\_\_

Street Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth (Town/State/Country) \_\_\_\_\_

Position/s Held  DIRECTOR  SECRETARY  PUBLIC OFFICER

Number of Shares \_\_\_\_\_ Class ORD or \_\_\_\_\_ Paid \$1/share OR: \_\_\_\_\_

If shares are held jointly or on behalf of a trust, SMSF or other party, please provide full details below (such as name & address etc):

## ADDITIONAL INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DECLARATION

I, \_\_\_\_\_, the applicant, declare that I hold the consents by each officer and member of the  
(Print Name) company as required by s117(2) of the Corporations Act 2001 and authorise ACIS  
Services Pty Ltd to make an application for company registration as my agent.

\_\_\_\_\_  
*Signature required*

**PAYMENT DETAILS:** Please debit the following card details by the amount of \$ \_\_\_\_\_

**TYPE OF CARD:** Visa  Mastercard  \*Diners Club  \*Amex  \* 3% surcharge applies.

**CARD NUMBER:** \_\_\_\_\_ **EXPIRY DATE:** ( / )

**NAME ON CARD:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Please return Pages 1 & 2 of this Form on FREEFAX 1800 655 556 or call with any queries.

## SHARE CLASSES AND RIGHTS

The ACIS Constitution provides for multiple share classes. The private and public (limited by shares) companies' share classes have the (summarised) rights set out below. While the full rights attached to all share classes are set out in the Constitution, the directors remain able to vary the share rights or add to them on the issue of any class of shares.

CLASS	FULL TITLE	SUMMARY OF RIGHTS	COMPANY TYPE
ORD	Ordinary Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
A	A Class Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
B	B Class Shares	vote, dividends, equity	Pty Ltd only
C	C Class Shares	no vote, dividends, equity	Pty Ltd only
D	D Class Shares	no vote, dividends, equity	Pty Ltd only
E	E Class Shares	no vote, dividends, equity	Pty Ltd only
F	F Class Redeemable Preference Shares	voting, dividends, no equity, redeemable	Pty Ltd / Public Ltd by shares
G	G Class Redeemable Preference Shares	no vote, pref dividends at prescribed rate, no equity, redeemable	Pty Ltd / Public Ltd by shares
H	H Class Shares	vote, no dividends, equity	Pty Ltd only
I	I Class Shares	no vote, dividends, no equity	Pty Ltd only
J	J Class Shares	no vote, dividends, no equity	Pty Ltd only
K	K Class Shares	no vote, dividends, no equity	Pty Ltd only
L	L Class Shares	vote, no dividends, no equity	Pty Ltd only
M	M Class Shares	no vote, no dividends, equity	Pty Ltd only

## SPECIAL PURPOSE COMPANY?

**Superannuation Trustee** – a company that acts solely as the trustee of a regulated superannuation fund within the meaning of s19 of the *Superannuation Industry (Supervision) ACT 1993* and whose constitution prohibits the distribution of its income or property among its members.

**Home Unit** – a proprietary company that is the proprietor of land on which a building is erected and divided into separate residential areas and areas for common usage; whose members are entitled to exclusive occupation of one or more of those areas and use of the common areas; and which operates solely to facilitate the rights of those members in relation to their exclusive occupation of those residential areas and maintenance of the common areas.

**Charitable purposes only** – a company whose constitution requires it to pursue charitable purposes only and to apply its income in promoting those purposes; and prohibits the company making distributions to its members and paying fees to its directors; and requires its directors to approve all other payments the company makes to them.

## NOTE ON NEED FOR SHAREHOLDERS' AGREEMENT

A Shareholders' Agreement, while considered necessary in arm's-length relationships, may be just as beneficial in related party shareholding situations.

Without a shareholders' agreement there may be no way of resolving contentious issues between the various directors/shareholders without going to Court. In addition, the process of preparing a governance agreement will present opportunities such as:

- (a) determining what should happen when expectations are not met. Most people don't consider that there might even be a down side let alone what happens when it transpires;
- (b) committing to paper what the parties real intentions are rather than relying on the subjective recollections of the stakeholders;
- (c) highlighting different intentions rather than assuming everyone else knows exactly what you mean when you say something; and
- (d) eliminating ambiguity and raising real possibilities which have not been considered.

If you have any questions regarding the need for such an agreement (or the types of provisions included in them), please contact us when lodging your order.