



documentshop

Instructions for Change of Company Details

A. Order and delivery instructions

Your details

Name

Date

Organisation

ACN/ABN

Delivery Address

Phone

Email

Your Ref No.

B. Details:

Please provide details of the changes below. You will appoint Document Shop as your ASIC Registered Agent which will allow us to access your Company record and lodge your changes online. We will provide to you all necessary documents to make the changes below including the ASIC forms. Once you sign and email back to us the ASIC form we will lodge it for you and give you an updated Company profile.

Cost - Please complete the details below and we will give you a quote before proceeding.

Company Details

Company Name

ACN

C. Changes:

Resigning Officeholders

(if applicable)

Full Name

Date of resignation

Resigning as

Director? Secretary?

New Officeholders

(if applicable)

[There must be at least 1 director who is also the secretary, or 2 directors. One director & 1 secretary must be an Australian resident]

Full Name (& Former Name if any)	Appointment Date	Street Address	Appoint as Director? Secretary?	Date of birth	Place of birth (Town/City & State/Country)

Share transfers

(if applicable)

Transferor Name, ACN & Street Address	Transferee Name, ACN & Street Address (if share held as Trustee then name of Trust)	Transfer Date	Number & class of shares	Distinguishing numbers (eg. 5 - 10)	Amount paid

Share issue

(if applicable)

Share Class	Number of Shares	Issue price	Date of Issue

Specific rights attached to Share class if any:

Shares issued to:

Member Name & ACN (if held as Trustee then name of Trust)	Street Address	Number & class of shares	Amount paid	Fully paid? Y/N

Address change

(if applicable)

New address:

Apply to:

- Registered Office
 - Principal Place of Business
Address
 - Member (Member's Name)
 - Office Holder (Office Holder's
Name)
-

Special Purpose Company?

(if applicable)

- Changing to a Sole Purpose Super Trustee Company?
 - Other (please specify)?
-

Other requirements (if any)

Acceptance of terms and conditions

- By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us at info@documentshop.com.au and we will e-mail or post a copy to you].
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Please return this order form to info@documentshop.com.au.

We will provide a quote to you before proceeding.

Your order will be processed once payment has been received.