



# Instructions for registration of a Public Company Limited by Guarantee

## A. Public Company Limited by Guarantee order instructions

### Your details

Name

Date

Organisation

ACN/ABN

Delivery  
Address

Phone

Email

Your Ref No.

### Order Instructions

Please complete the below information. We will provide you with a quote before proceeding.

### Please complete below

By ticking this box, I/we confirm that:

- each of the persons listed in this order as directors and/or secretaries have given written consent to their appointment to the proposed company (sections 117(2) and 117(5) *Corporations Act*);
- each of the persons listed in this order as members of the company have read the proposed constitution and have given written consent to its terms and to becoming a member of the proposed company (for the purpose of sections 117(2), 117(5) and 136 *Corporations Act*);
- the occupier of the registered office address (if not the company) has given written consent to the company using that address as the company's registered office (section 100 *Corporations Act*),

and I/we appoint Document Shop Pty Ltd to sign the Application for Registration of the company being ordered as an agent on my/our behalf.

## B. Basic Details:

### Name of Company

Choice 1

Choice 2  
(if choice 1 unavailable)

### Identical to a registered business name?

Is the proposed company name identical to an existing registered business name? **Yes / No**

If **Yes**, are you the owner of that business name? **Yes\*** / **No**

\*Please note, that the existing owner of the Business Name must become a director or member of this new Company in order to use the same name.

### Registered office

Street Address (not PO Box):

Will the company occupy the registered office? **Yes / No**

If **No**, name of occupier

Principal business office  
(if different to above)

### Directors

[There must be at least 3 directors]

Full Name (& Former Name if applicable)	Street Address <i>(if no street number, then either Lot No. or RMB No. must be provided)</i>	Date of birth	Place of birth (Town/City & State/Country)
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### Company secretary

[There must be at least 1 company secretary]

Full Name (& Former Name if applicable)	Street Address	Date of birth	Place of birth (Town/City & State/Country)
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## Public officer

[for taxation purposes] [note: if none appointed, the secretary will be the public officer]

Full Name	Street Address	Date of birth	Place of birth
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## Members

Full Name	Street Address <i>(PO Box not acceptable)</i>	Amount of Member Guarantee <i>(eg \$100)</i>
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## State or Territory of Registration

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## Company's Main Purpose and Objectives

[or email to [info@documentshop.com.au](mailto:info@documentshop.com.au)]

Please describe the Company's main purpose and objectives.

## Does the Company intend to apply for Charity and/or DGR status?

[or email to [info@documentshop.com.au](mailto:info@documentshop.com.au)]

If yes, under which category? We can discuss this with you further.

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## Logo

Would you like us to include your logo on the documents?

- Yes - please e-mail to us your logo for insertion
  - No - we will include our logo
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## Other requirements

[including special provisions for Constitution, if any]

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## 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](http://www.documentshop.com.au) or contact us at [info@documentshop.com.au](mailto: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](mailto:info@documentshop.com.au).

**We will provide a quote to you before proceeding.**

Your order will be processed once payment has been received.