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Instructions for a Share Buy Back Agreement

Your details

Name	Date
Organisation	ACN/ABN
Delivery Address	
Phone	
Email	

Agreement details

A Company may only buy back its shares if that is permitted under Part 2J.1 of the *Corporations Act* and if the buy back will not materially prejudice the Company's ability to pay its creditors.

The following information is required for a Selective Share Buy Back.

We will provide you with: Notice of Meeting, Information Statement, Buy Back Agreement, Share transfer form, Minutes of Members Meeting and ASIC forms. We can also assist you with the ASIC lodgements.

- **Company details** – Name, ACN, registered office address (we can provide a Company search).
- **Nature of the Business** – description of business, business name, location.
- **Seller** details (name, ACN, address)
- **Buy back Shares**– number and class.
- Any **encumbrances** on the Buy Back Shares?
- **Reasons** for the buy back including any advantages and disadvantages?
- **Purchase price -** Amount and how payable?
- Proposed **Completion Date**?
- **Conditions Precedent** to Completion – (in addition to *Corporations Act* requirements) eg discharge of encumbrances? other?
- **Other** specific requirements?

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

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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