



# Instructions for Trust Change of Trustee, Appointor or Trust Name

## Your details

Name

Date

Organisation

ACN/ABN

Delivery  
Address

Phone

Email

Your Ref No.

## Delivery options

(please tick the appropriate box)

DIY Print - Please deliver all documents to me via e-mail **\$330\***

Hard copy - Please print, bind and deliver all documents to me in a binder via express post **\$385\***

\*Prices are GST inclusive. Prices do not include any stamp duty that may be payable.

## Order Instructions

Please:

- **complete** the **order form**; and
- **forward** to us the **original Trust Deed** and any **amendments** that have been made (these will be returned) to [info@documentshop.com.au](mailto:info@documentshop.com.au).

## Details of trust

Trust Name

Date of Original Deed

Have there been prior  No

amendments to the

trust?

Yes:

date of amendment:

type of amendment: e.g. change of Trustee or Appointor/change of name/ Variation to Trust:

**Current Trustee(s) details**

[Individual[s] or Corporate Trustee]

**Individuals** Full Name/s:  
Address/es:

**Company** Name:  
ACN:  
Registered Office Address:  
Name of each director:

Meeting Address

**Current Unit Holder details (for Unit Trusts)**

Unit Holder Name	Address	Type and Number of Units Held

**New Trustee (if applicable)**

[The Trustee must have consented to their appointment]

Full Name Address

**New Appointor (if applicable)**

[The Appointor has the power to remove and appoint trustees]

[The Appointor must have consented to their appointment]

Full Name Address

**New Trust Name (if applicable)**

**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 the Document Shop logo

## Other requirements

(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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## Payment

Please debit the following credit card by the amount of \$ \_\_\_\_\_ (GST inclusive):

Type of Card     Mastercard             Visa                     Bankcard

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ CSC \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

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Your order will be processed once payment has been received.