

New Company Instruction Form

Fax/Email this form to:
 Fax: +61 8 9338 8699 Email: admin@mercia.net.au
 Or Call us on:
 Tel: +61 8 9338 8600



www.mercia.net.au

<p>Name Of New Company: (Please provide two alternative company names in the event that the first name requested is not available)</p>	<p>1. 2. 3.</p>
<p>Does Business Name Exist (Enter Yes or No)</p> <p>If yes, please give state of registration and registration number for all identical business names in the space provided</p>	<p><input type="radio"/> _____.</p> <p><input type="radio"/> .</p> <p><input type="radio"/> .</p>
<p>Principal Place Of Business: Where will your business operate from, this is either your business address or if you work from home your home address.</p> <p><i>Consider tax consequences from operating a business from home. If your company is a investment company then this will have no tax consequences on entering your home address as the place of business.</i></p>	
<p>Registered Office: This is your Accountants Address, as this is where your corporate register and all ASIC and company minutes will be prepared and located for ASIC to review should they need to.</p>	<p>Our Address details will be entered here. Click here to see here our address details</p>
<p>DIRECTOR: (Please give former names if applicable)</p> <p>A company can have one person act as a sole director and secretary. Alternatively you can have more than 1.</p> <p>Director Duties are best explained by us as your Accountants, however if you would like to read material on directors duties click here.</p>	<p>SURNAME: GIVEN NAMES: ADDRESS:</p> <p>DATE OF BIRTH: PLACE OF BIRTH -Town: PLACE OF BIRTH - Country:</p> <p>OCCUPATION TELEPHONE NO:</p>
<p>SECRETARY</p> <p>A company can only have one secretary.</p>	<p>SURNAME: GIVEN NAMES: ADDRESS:</p> <p>DATE OF BIRTH: PLACE OF BIRTH -Town: PLACE OF BIRTH - Country:</p> <p>OCCUPATION TELEPHONE NO:</p>
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<p>SHAREHOLDERS:</p> <p><i>Sometime a shareholder maybe another company/Trust (corporate trustee or individual trustee), in these instances this should be noted on the form.</i></p> <p>Private companies have less than 51 members, public companies have more than 51 members or more. Private companies Shares in Private companies cannot be offered for sale to the general public. A public company can offer its shares to the public. A public company may be listed on the Stock Exchange or unlisted.</p>	<p>SURNAME: GIVEN NAMES: Company Name (If applic): ADDRESS:</p> <p>No Of ORD Shares:</p> <p>No Of Other Shares CLASS.....</p>
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<p>CHAIRMAN:</p>	<p>SURNAME</p> <p>GIVEN NAMES</p> <p>ADDRESS</p> <p>.....</p> <p>DATE OF BIRTH</p> <p>PLACE OF BIRTH Town & Country</p> <p>.....</p> <p>OCCUPATION</p> <p>TELEPHONE NO.....</p>
<p>PUBLIC OFFICER:</p> <p>The person whom the tax office contacts should their be queries. In reality the tax Office contacts the Tax Agent, your Accountant first whom then contact the company, its directors including the public officer. The Public officer is normally a director.</p>	<p>SURNAME</p> <p>GIVEN NAMES</p> <p>ADDRESS</p> <p>.....</p> <p>DATE OF BIRTH</p> <p>PLACE OF BIRTH Town & Country</p> <p>.....</p> <p>OCCUPATION</p> <p>TELEPHONE NO.....</p>

The cost of a company formation including Bank Account Kit, ABN and Tax File Number Registration, GST, FBT, PAYG Registrations and Company Formation Advice, subject terms of trade of the company is \$900+GST.