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

Name Of New Company:	
(Please provide two alternative 1.	
first name requested is not available) 3.	
Does Business Name Exist (Enter Yes or No) o	
If yes, please give state of registration O.	
and resistantian number for all identical business names in the	
and registration number for all identical business names in the space provided	
opuso provided	
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.	
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.	
piace of business.	
Registered Office: Our Address details will be entered here.	
This is your Associationts Address, so 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.	
Teview Stibula tiley fleed to.	
DIRECTOR: SURNAME:	
(Please give former names if applicable) GIVEN NAMES:	
ADDRESS:	
A company can have one person act as a sole	
director and secretary. Alternatively you can have DATE OF BIRTH:	
more than 1. PLACE OF BIRTH -Town:	
PLACE OF BIRTH - Country:	
Director Duties are best explained by us as your OCCUPATION	
Accountants, however if you would like to read TELEPHONE NO:	
material on directors duties click here.	
SECRETARY SURNAME:	
GIVEN NAMES:	
A company can only have one secretary. ADDRESS:	
Stps, St. only have one obstatily.	
DATE OF BIRTH:	
PLACE OF BIRTH -Town:	
PLACE OF BIRTH - Country:	
OCCUPATION	
TELEPHONE NO:	
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ADDRESS:	
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Director Duties are best explained by us as your Accountants, PLACE OF BIRTH -Town:	
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	PLACE OF BIRTH -Town:
Director Duties are best explained by us as your Accountants,	PLACE OF BIRTH - Country:
however if you would like to read material on directors duties click	,
here.	OCCUPATION
	TELEPHONE NO:
SHAREHOLDERS:	SURNAME:
Sometime a shareholder maybe another company/Trust	GIVEN NAMES: Company Name (If applic):
(corporate trustee or individual trustee), in these instances	ADDRESS:
this should be noted on the form.	ADDITEGO.
the directa se field on the form.	
Private companies have less than 51 members, public companies have	No Of ORD Shares:
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	No Of Other Shares CLASS
on the Stock Exchange or unlisted.	
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0	GIVEN NAMES:
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company can offer its shares to the public. A public company may be listed	
on the Stock Exchange or unlisted.	SURNAME
CHAIRMAN:	GIVEN NAMES
	ADDRESS
	DATE OF DIDIL.
	DATE OF BIRTH
	PLACE OF BIRTH Town & Country
	OCCUPATION
	TELEPHONE NO
PUBLIC OFFICER:	SURNAME
The person whom the tax office contacts should their be queries.	GIVEN NAMES
In reality the tax Office contacts the Tax Agent, your Accountant	ADDRESS
first whom then contact the company, its directors including the	
public officer. The Public officer is normally a director.	DATE OF BIRTH
	PLACE OF BIRTH Town & Country
	OCCUPATION
1	TELEPHONE NO

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.