



ORDER FORM – PREPARATION OF ASIC FORMS

- COMPANY NAME:
- A.C.N.:
- REGISTERED OFFICE:
- DATE OF CHANGES:
- LODGE ONLINE \$99.00 SEND PAPER FORMS FOR SIGNING \$121.00
- New Share Certificate for either Share Issue or Share Transfer: \$15.00 (first) \$5.50 (each additional)
- Total numbers of certificates:

PLEASE INDICATE & COMPLETE THE RELEVANT SECTION(S):

- SHARE ISSUE (Form 484C):
 - New member’s details:
 - Full Name (& A.C.N. if Company):
 - Address (No PO Boxes):
 - Class of Shares to be issued:
 - Number of Shares to be issued:
 - If non-beneficially held, who held in trust for:
 - Value per share (eg. \$1):
 - Second New member’s details:
 - Full Name (& A.C.N. if Company):
 - Address (No PO Boxes):
 - Class of Shares to be issued:
 - Number of Shares to be issued:
 - If non-beneficially held, who held in trust for:
 - Value per share (eg \$1):



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SHARE TRANSFER (Form 484C):

- Shares being transferred from:
- Number and Class of shares being transferred:

- Shares transferred to:
 - Full Name:
 - A.C.N. (if company):
 - Address (No PO Boxes):
 - If non-beneficially held, who held in trust for:

- Shares being transferred from:
- Number and Class of shares being transferred:
- Shares transferred to:
 - Full Name:
 - A.C.N. (if company):
 - Address (No PO Boxes):
 - If non-beneficially held, who held in trust for:

CONVERSION OF SHARE CLASSES (Form 211):

- Existing Share Class:
- New Share Class:
- Number of Shares to be converted:
- Shareholder(s) this change applies to:

CHANGES TO DIRECTORS/SECRETARIES (Form 484B):

- Appoint/Resign Officeholder:
 - Full Name:
 - Residential Address:
 - Date of Birth:
 - Place of Birth:
 - Please circle appropriate:
 - Appoint / Resign
 - Director / Secretary



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• Appoint/Resign Officeholder:

- Full Name:
- Residential Address:
- Date of Birth:
- Place of Birth:
- Please circle appropriate:
 - Appoint / Resign
 - Director / Secretary

CHANGES TO ADDRESSES (Form 484A):

• New Address for:

- Registered Office:
- Principal Place of Business:

Firm/ Person Placing Order

Firm Name: Contact Name:

Delivery Address (no PO boxes):

Suburb: State: Postcode:

Phone: Email:

Payment

Direct Deposit: BSB: 065-115 Acct: 10414902 (use proposed Company name as reference)

Cheque (Must be cleared before processing and made payable to XYZ Accounting)

Credit Card Number: Expiry Date:

Card Holder Name: CVV:

Type of Card: MasterCard Visa Amex (NB: Amex will incur 3.03% inc GST fee)

Signature:



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IMPORTANT INFORMATION

1. NO LEGAL, FINANCIAL OR TAX ADVICE

We do not provide legal, financial or taxation advice and therefore take no responsibility for these matters. You should consult your lawyer, financial advisor or accountant before placing an order with us.

2. NAME ON TAX INVOICE

Please note that you are our client and tax invoices are in your name and it is you we extend credit to, not your client. We cannot and will not alter the tax invoice from you to your client after your order has been processed. Should you want the tax invoice in the name of your client please advise us beforehand so it is not on your account. We shall require cleared funds in payment prior to processing your order as we do not extend credit to clients of our clients. The name on the tax invoice determines the debtor.

3. TERMS OF TRADE

We extend thirty days terms of trade to practising solicitors, financial planners and accountants but not to their clients. We require cleared funds from private clients before we process the order. See 2 above re name on Tax Invoice. Where accounts are paid after the time of order using credit card, we charge an admin fee of 2.5% (incl. GST) on Visa and MasterCard and 3.03% (incl. GST) on Amex. Whilst most of our clients observe the 30 days terms of trade we extend, please be aware it is company policy to suspend further credit at 45 days.

4. TERMS OF TRADE

We require cleared funds from private clients before we process the order. American Express (subject to surcharge of 3.03% incl. GST), MasterCard and Visa (not subject to surcharges) accepted. Non-bank cheques are accepted but need to be cleared before the order is processed which may take four business days.

5. REFUNDS

Products and services supplied by us are created to meet the specific requirements of each purchaser and/or client. We provide products and services that cannot be re-sold to another purchaser or client. As a result of this, we do not provide refunds for products or services supplied in good faith according to the request of the purchaser or client.

6. RETURNS

If the product or service is returned/referred back to us due to an error on the part of the purchaser or client, and we have complied with the original instructions and directions of the purchaser/client, we reserve the right to levy an additional charge that fairly reflects the time and expertise required to amend the error. We are not responsible for any error or loss due to a purchaser/client's mistake or misunderstanding of the Law.