

Patricia Holdings

ORDER FORM – PROPRIETARY COMPANY

Firm / Person Placing Order		
Firm Name:	Contact Name:	
Delivery Address (no PO boxes):		
Suburb:	State:	Postcode:
Phone:	Email:	
Pursuant to Section 117 of the <i>Corporations Act 2001 (Cth)</i>, I, the undersigned, confirm and agree that: - all Directors, Secretaries and Members on this form have consented in writing to their appointments to this Company and I hold these consents; - each Member has consented in writing to subscribe to the number and class of Shares at the price indicated in the order form (including the amounts paid and unpaid) and also indicated in writing whether those Shares will or will not be beneficially owned by the relevant proposed Member. I appoint Patricia Holdings to sign the Application for Registration of this Company and lodge it with the Australian Securities and Investments Commission as agent on our behalf. By signing this form I also agree that I have read and understood the terms and conditions of sale on page 4 of this document. Signature: Name: Date:		

Proposed Company Name
1st Choice Company Name
2nd Choice Company Name (if 1 st unavailable)
Is the proposed Company Name identical to an existing Business Name? ☐ Yes ☐ No ☐ If Yes, I declare that I hold, or am registering the Company on behalf of the holder(s) of, the existing Business Name. (NB. Holder must be an officer or member of proposed Company) ABN of the existing Business Name holder
State of Registration (NB: Must Complete)
☐ NSW ☐ ACT ☐ VIC ☐ QLD ☐ WA ☐ SA ☐ TAS ☐ NT
Constitution Type
☐ Our standard Single-class constitution ☐ Our multi-class constitution (See the Standard Proprietary Company page of our website for class rights). ☐ Your own constitution (please email this to us) If your company is to act as a super trustee company or a not-for-profit company, you will need to ensure the constitution meets ASIC's special purpose company requirements. You can find these here.

How Will Payment Be Made
☐ Account number:
☐ Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use your 1 st choice company name as reference)
☐ Cheque (Must be cleared before processing and made payable to Patricia Holdings)
☐ Credit Card Number: Expiry Date:
Card Holder Name
Type of Card: MasterCard ☐ Visa ☐ Amex ☐ (NB: Amex will incur 1.93% incl. GST fee)
Card Holders Signature:

Company Type	☐ Proprietary	☐ Superannuation Trustee	☐ Not-for-profit										
Delivery Type													
☐ A ☐ \$847 ☐ B ☐ \$704 ☐ A & ☐ B ☐ \$863.50													
☐ A a quality bound Company Register with identifying dividers for easy reference and filing of compliance documents delivered to you via courier. ☐ B a PDF version of the Company Register delivered to you via email.													
Package Deals (leave blank if not part of a package) NB: Our stamping fee for the trust deed does not include the cost of OSR (NSW) or SRO (VIC) Stamp Duty (AAT – Asset Acquisition Trust) (SMSF – Self Managed Superannuation Fund)													
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Extras													
☐ Additional bound copies of Constitution (\$16.50 each) Number of extra copies: ☐ Black Deluxe Folder (\$38.50 extra) ☐ Bank Account Kit (PDF \$22 extra; Courier \$27.50 extra) ☐ Common Seal (\$66.00 extra) ☐ Div 7A Loan Agreement template (\$93.50 extra)													

Ultimate Holding Company
Will this Company have an Ultimate Holding Company? ☐ Yes ☐ No Name of Ultimate Holding Company: ACN/ABN/ARBN (if registered in Australia): Country of incorporation:
Registered Office Address (No PO Boxes)
☐ Use Patricia Holdings address (\$198 p.a. extra) C/- PATRICIA HOLDINGS, LEVEL 1 9-11 GROSVENOR ST NEUTRAL BAY NSW 2089 Address: Suburb: State: Postcode: Will this Company occupy this address? ☐ Yes ☐ No If no, Occupier's name: ☐ I confirm that the Occupier has consented in writing to the use of this address as the Registered Office Address of the Company and has not withdrawn that consent (required).
Principal Place Of Business Address (No PO Boxes)
Address: Suburb: State: Postcode:

OFFICERS AND MEMBERS DETAILS

- All names must be full legal names as per Birth Certificate/Drivers Licence, no initials. Directors and Secretaries MUST also include all former given and family names *s117 Corporations Act 2001 (Cth)*. (Members are only required to provide current given and family names).
- Under the *Income Tax Assessment Act 1936 (Cth)*, a company must appoint a Public Officer within three months after the company commences to carry on business or derive an income in Australia.

Officer/Member Details Director ☐ Chairperson ☐ Secretary ☐ Public Officer ☐ Shareholder/Member ☐		
*Surname/Company Name:		Former (if applicable):.....
*Given Name/s /ACN:		Former (if applicable):.....
Address:.....		
Suburb:.....	State:.....	Postcode:.....
Country (if not Australia):.....		
Date of Birth:.....	Place of Birth - Town/City:.....	State/Country:.....
Class of Share:.....	Number of Shares:.....	
Price Paid Per Share: (usually \$1.00) \$.....		Fully Paid? ☐ Yes ☐ No
Are Shares beneficially held? ☐ Yes or ☐ No, the beneficial owner is:.....		

Officer/Member Details Director ☐ Chairperson ☐ Secretary ☐ Public Officer ☐ Shareholder/Member ☐		
*Surname/Company Name:		Former (if applicable):.....
*Given Name/s /ACN:		Former (if applicable):.....
Address:.....		
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Date of Birth:.....	Place of Birth - Town/City:.....	State/Country:.....
Class of Share:.....	Number of Shares:.....	
Price Paid Per Share: (usually \$1.00) \$.....		Fully Paid? ☐ Yes ☐ No
Are Shares beneficially held? ☐ Yes or ☐ No, the beneficial owner is:.....		

Patricia Holdings

THINGS TO KNOW

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, accountant or financial advisor before placing an order with us.

2. THE COMPANY CONSTITUTION

If your company is to be governed by one of our standard Constitutions or by your own constitution (the "Constitution"), the company must first adopt the Constitution by way of special resolution of the members passed either at a meeting of the members or by way of written resolution. Please be aware that under the Corporations Act 2001 (Cth) (the Act) the Constitution will not apply to your company until such a special resolution is passed and the Replaceable Rules in the Act will apply instead. Once your company is registered we shall provide you with a written resolution that members may use to adopt the Constitution. All members must sign the document in order for the resolution to be passed.

3. COMPANY NAME ALREADY RESERVED

When a company name has been reserved with ASIC by you, or your client, the registration of the company may be delayed. ASIC require us to either email them a name reservation withdrawal letter signed by the same applicant that signed the original reservation, or to provide them with the details of the reservation including the document number and expiry date of the reservation. We provide a template reservation withdrawal letter which can be downloaded [here](#).

4. TERMS OF TRADE (FOR CLIENTS WITH ACCOUNTS)

We extend thirty days terms of trade to approved practising solicitors, financial planners and accountants, but not to their clients. We require cleared funds from private clients before we process the order (see clauses 5 and 6 below regarding name on Tax Invoice). 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. Overdue accounts will attract late fees as outlined below.

40 days	60 days	90 days
\$5	\$10	\$20

You will also be liable for any debt recovery expenses relating to the payment of your account.

5. TERMS OF TRADE (FOR PRIVATE CLIENTS)

We require cleared funds from private clients before we process the order. We accept payment via credit card (see clause 7 below for surcharge information), bank transfer and cheque. Funds sent by bank transfer or cheque will need to be cleared before orders are processed which may take up to four business days.

6. NAME ON TAX INVOICE

Please note that if you are our client and tax invoices are in your name, 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 the order is 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 as we do not extend credit to clients of our clients. The name on the tax invoice determines the debtor.

7. CREDIT CARD SURCHARGE

Where accounts are paid after the time of order using credit card, we charge an admin fee of 0.87% (incl. GST) on Visa and MasterCard, and 1.93% (incl. GST) on Amex. For accounts paid at the time of ordering, we charge an admin fee of 1.93% on Amex only. Visa and MasterCard will not be subject to fees.

8. 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.

9. 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.