

CNL

## INCORPORATIONS

CNL

Suite 601, Level 6  
2-12 Foveaux Street  
Surry Hills NSW 2010  
www.incorporations.com.au

**CORPORATE  
NETWORK  
LTD**

abn : 79 079196768  
Ph : 02 9212 6399  
Fax : 02 9281 1970  
cnl@incorporations.com.au

## COMPANY INSTRUCTION FORM

**PART 1**

<b>FROM:</b>	DATE	FIRM
	ABN	ACN
	DESCRIPTON (Accountants/Solicitors/etc)	
	PARTNER	CONTACT
	SUITE/FL	BUILDING
	STREET NO. & NAME	SUBURB/CITY
	STATE	POSTCODE
	PHONE	FAX
	EMAIL	

**I/WE ADVISE CORPORATE NETWORK LTD THAT:** WE ACCEPT RESPONSIBILITY FOR PAYMENT OF YOUR CURRENT FEES; AND, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS. ACCEPT

<b>INCORPORATION TYPE:</b>	<input type="checkbox"/> FOUNDER FORMATION
	<input type="checkbox"/> PAPER \$803 <input type="checkbox"/> PDF \$759 <b>UPFRONT PAYMENT ONLY SEE PAYMENT TAB</b>
<b>COMPANY:</b>	TYPE <input type="checkbox"/> PROPRIETARY <input type="checkbox"/> PUBLIC <input type="checkbox"/> NO LIABILITY
	FOR COMPANY LIMITED BY GUARANTEE SEE SEPARATE FORM ONLINE
<b>NAME:</b>	1 <sup>st</sup> PREFERENCE
	2 <sup>nd</sup> PREFERENCE NAME
<b>SUFFIX (DEFAULT BOLD)</b>	<input type="checkbox"/> PTY <input type="checkbox"/> PTY. <input type="checkbox"/> LTD <input type="checkbox"/> LTD. <input type="checkbox"/> LIMITED

<b>REGD OFFICE:</b>	C/- (IF APPLICABLE )
	SUITE/FL      BUILDING
	STREET NO. & NAME      SUBURB/CITY
	STATE      POSTCODE
	USUAL OCCUPIER (IF APPLICABLE):
	LEGAL JURISDICTION (DEFAULT = REGD OFFICE STATE)
<b>BUSINESS ADDRESS:</b>	(DEFAULT = SAME AS REGD OFFICE)
	SUITE/FL      BUILDING
	STREET NO. & NAME      SUBURB/CITY
	STATE      POSTCODE

**COMPANY INSTRUCTIONS  
(OPTIONAL – DEFAULTS APPLY IF NOT COMPLETED)**

**PART 2**

**COMPANY NAME:** \_\_\_\_\_

ULTIMATE HOLDING COY: NAME: \_\_\_\_\_

ACN (only if registered in Aust): \_\_\_\_\_

COUNTRY INCORPORATED (if not Aust): \_\_\_\_\_

SPECIAL PURPOSE:  SUPERANNUATION FUND TRUSTEE - RESTRICT CONSTITUTION YES NO

CHARITABLE

MISC: COMMON SEAL:  ADOPT (DEF = NO)  MD TO BE SOLE SIGNATORY (DEF = NO)

AUDITORS: \_\_\_\_\_

<b>SHARE STRUCTURE</b>	CLASSES Type A: (DEFAULT FOR PTY COYS - DESIGNED FOR FLEXIBILITY) ORD + EQ + MGT + DVE + DVVR + CAPR + APTR (Y/N):
	CLASSES Type B: (MAY SUIT 1 DIRECTOR/SHAREHOLDER COYS) ORD + APTR + VARIABLE DIV + REDEEM CAP (Y/N):
	CLASSES Type C: (DEFAULT FOR PUBLIC COYS) ORDINARY ONLY (Y/N):
	CLASSES Type D: (DIVS AT DIFFERENT RATES BETWEEN CLASSES) 10 CLASSES OF ORDINARY SHARES (ORDA to ORDJ) (Y/N):
	CLASSES Type E: (MAY SUIT 1 DIRECTOR NON-TRADING TRUSTEE COYS) ORD + APTR (Y/N):

**COMPANY INSTRUCTIONS  
(OFFICERS & SHAREHOLDERS - MUST BE COMPLETED)**

**COMPANY NAME:** \_\_\_\_\_

**NAME** GIVEN NAMES \_\_\_\_\_

SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_

FORMER NAME(S) \_\_\_\_\_

UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_

STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_

STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

SHARES HELD IN TRUST:  FOR: \_\_\_\_\_

**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

**FOLLOWING PAGES:                      DETAILS OF MORE OFFICERS & SHAREHOLDERS ARE ATTACHED**

**COMPANY INSTRUCTIONS  
(OFFICERS & SHAREHOLDERS - MUST BE COMPLETED)**

**PART 3**

**COMPANY NAME:**

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

SHARES HELD IN TRUST:  FOR

**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

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**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

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**COMPANY INSTRUCTIONS  
(OFFICERS & SHAREHOLDERS - MUST BE COMPLETED)**

**PART 4**

**COMPANY NAME:**

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

SHARES HELD IN TRUST:  FOR: \_\_\_\_\_

**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

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**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

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SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

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PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

SHARES HELD IN TRUST:  FOR: \_\_\_\_\_

**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

**FOLLOWING PAGES:**  DETAILS OF MORE OFFICERS & SHAREHOLDERS ARE ATTACHED

**COMPANY INSTRUCTIONS  
(OFFICERS & SHAREHOLDERS - MUST BE COMPLETED)**

**PART 5**

**COMPANY NAME:**

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING: \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY: \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

JOINTLY HELD AS:  JOINT TENANTS  TENANTS IN COMMON

SHARES HELD IN TRUST:  FOR: \_\_\_\_\_

**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY) \_\_\_\_\_  
 FORMER NAME(S) \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING \_\_\_\_\_  
 STREET \_\_\_\_\_ SUBURB/CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**D.O.B:** CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

**OFFICES:**  DIRECTOR  SECRETARY  ALTERNATE

ALTERNATE FOR (NAME): \_\_\_\_\_

PUBLIC OFFICER  CHAIR  MNG DIR

SHARES	
CLASS	NUMBER

ISSUE PRICE/SH	AMOUNT PAID/SH	AMOUNT DUE/SH	NO. PAID IN KIND

RETURN ISSUE PRICE ON WINDUP	
AS CAPITAL/SH	AS ASSETS/SH

PAYMENT IN KIND: (DESC) \_\_\_\_\_

JOINT HOLDER: (IF ANY): \_\_\_\_\_

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**FOUNDER?**  RESIGN AS DIRECTOR  REDEEM FOUNDER SHARE