



**ADOPT NEW CONSTITUTION  
ORDER FORM**

**COMPANY DETAILS**

NAME OF COMPANY

.....

A.C.N. OF COMPANY

.....

REGISTERED OFFICE OF COMPANY:

.....  
.....

**Is this a Special Purpose Company? (Tick if appropriate) :**

Home Unit Company  Superannuation Trustee Company  Charitable

**CURRENT OFFICE HOLDER DETAILS** (Required for Minutes of Directors Meeting)

FULL NAME OF OFFICE HOLDER

**MEETING DETAILS**

In Attendance  Chairman

In Attendance  Chairman

In Attendance  Chairman

**CURRENT SHARE HOLDER DETAILS** (Required for Resolution of Shareholders)

FULL NAME OF SHARE HOLDER

**MEETING DETAILS**

In Attendance

In Attendance

In Attendance

**I understand that I will be supplied with: Memorandum – which explains the documents;  
Minutes of Directors Meeting;  
Resolution of Shareholders  
1 x Bound Copy of the Constitution marked as Annexure A  
3 x Additional Bound Copies of the Constitution**

**Cost is \$165 including GST**

A Director can resign by lodging a Form 484 with the Australian Securities & Investments Commission within 28 days of the date of the resignation. Late fees shall apply if lodged after 28 days of the date thereon.

The company is also able to have one shareholder but if any shares are transferred to any other party there may be taxation implications as a consequence. In this regard you should consult your accountant for specific advice, before any shares are transferred.

Should you require assistance to resign/appoint officers and/or transfer shares, an additional fee is applicable.

**SENDER DETAILS:**

CONTACT NAME:

.....

COMPANY NAME:

.....

POSTAL ADDRESS:

.....

PHONE No:

FACSIMILE  
No:

SIGNATURE

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