



TO: Cooper Grace Ward  
Level 21, 400 George Street, Brisbane 4000  
GPO Box 834, Brisbane 4001

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W www.cgw.com.au

**1. Applicant/Accountant details**

Firm name:			
Contact name:			
Telephone:		Fax:	
Email address:			
Postal address:			
Street address:			
Suburb/City:		State:	Postcode:

**Please choose how you would like the document sent:**

Electronic copy only or  Hard copy register (you will also receive pdf copy)

**2. Details for company**

Proposed company name:		
Is an identical business name in existence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amount of members guarantee	\$10	

If the proposed name is identical to a registered business name that is owned by the proposed directors, then we authorise Cooper Grace Ward to apply for registration of the proposed company of behalf of the business name. Please fax or email a copy of the Business Name Registration Certificate to our office with this application form.

**3. Officers and members – Note: A public company must have three directors and two must reside in Australia From 5 April 2022, all individuals must have a director identification number before they are appointed as a director of a company. If they do not have one, they can apply for one at <https://www.abrs.gov.au/director-identification-number>.**

(a)	Given names:		Surname:		
	Director ID number:				
	Residential address:				
	Suburb/City:		State:	Postcode:	
	Date of birth:		Place of birth:		
	Positions to be held:	<input type="checkbox"/> director	<input type="checkbox"/> secretary*	<input type="checkbox"/> public officer**	<input type="checkbox"/> member
	(b)	Given names:		Surname:	
Director ID number:					
Residential address:					
Suburb/City:			State:	Postcode:	
Date of birth:			Place of birth:		
Positions to be held:		<input type="checkbox"/> director	<input type="checkbox"/> secretary*	<input type="checkbox"/> public officer**	<input type="checkbox"/> member

(c)	Given names:		Surname:	
	Director ID number:			
	Residential address:			
	Suburb/City:		State:	
				Postcode:
	Date of birth:		Place of birth:	
	Positions to be held:	<input type="checkbox"/> director <input type="checkbox"/> secretary* <input type="checkbox"/> public officer** <input type="checkbox"/> member		
(d)	Given names:		Surname:	
	Director ID number:			
	Residential address:			
	Suburb/City:		State:	
				Postcode:
	Date of birth:		Place of birth:	
	Positions to be held:	<input type="checkbox"/> director <input type="checkbox"/> secretary* <input type="checkbox"/> public officer** <input type="checkbox"/> member		
(e)	Given names:		Surname:	
	Director ID number:			
	Residential address:			
	Suburb/City:		State:	
				Postcode:
	Date of birth:		Place of birth:	
	Positions to be held:	<input type="checkbox"/> director <input type="checkbox"/> secretary* <input type="checkbox"/> public officer** <input type="checkbox"/> member		
(f)	Given names:		Surname:	
	Director ID number:			
	Residential address:			
	Suburb/City:		State:	
				Postcode:
	Date of birth:		Place of birth:	
	Positions to be held:	<input type="checkbox"/> director <input type="checkbox"/> secretary* <input type="checkbox"/> public officer** <input type="checkbox"/> member		

\*A public company must have at least one secretary

\*\* A company carrying on business in Australia must have a public officer and must notify the ATO (section 252 ITAA 1936); there are penalties for non-compliance.

#### 4. Company procedures



Establish the company with the officeholders at Q3 as the directors and members on incorporation. You **must** fax or email the signed consents to Cooper Grace Ward on 3231 8402 **before** we can incorporate the company).

#### 5. Registered office

ASIC requires full address. (Please note ASIC will **not** accept a corner address or a mail service number.) If rural property, ASIC requires the name of the access road to the property. The registered office must be open to the public and display the company name.

Street address:			
Suburb/City:		State:	
			Postcode:
Occupier (if not company):			
Hours that the office is open to the public	<p>Strike out the option that is not applicable from the list below:</p> <p>1. From at least 10.00 am to 12 noon and from at least 2.00 pm to 4.00 pm each business day.</p> <p>2. For at least 3 hours nominated by the company between 9.00 am and 5.00 pm each business day – if this option is chosen – identify the hours in the space below.</p>		

## 6. Principal place of business

ASIC requires full address. (Please note ASIC will **not** accept a corner address or a mail service number.) If it is a rural property, ASIC requires the name of the access road to the property.

Street address:				
Suburb/City:		State:		Postcode:
Occupier (if not company):				

## 7. Tax status and objects

If the company intends on applying for tax concessions, please contact us to discuss.

Please also forward with this application the objects of the company for inclusion in the constitution.

## 8. Declaration

I/We confirm that we are applying for a public company limited by guarantee (not-for-profit company) to be incorporated.

I/We confirm that we are not seeking structuring or tax advice regarding the proposed new company and do not require advice on the constitution of the company or specific provisions to be included.

I/We confirm that the persons named in Item 3 of this form:

- have consented **IN WRITING** to act as directors/ officers/members of the company;
- have director identification numbers; and
- will provide copies of such consents on request.

I/We confirm that:

- I/we authorise Cooper Grace Ward or each partner and staff member of that firm to sign and lodge a Form 201 application for incorporation for the company and pay the appropriate ASIC fees as agent for the persons named in Item 3; and
- if the proposed company name is identical to a registered business name that is owned by the proposed directors, then I/we authorise Cooper Grace Ward to apply for registration of the proposed company on behalf of the owners of the business name.

If applicable, I/We consent to the nomination of my/our office as the new registered office of the company or the occupant of the registered office has consented to its office being named as the registered office of the company and I/we will provide a copy of such consent on request.

Dated the                      day of                      2022

\_\_\_\_\_  
 Signature of applicant

**FOR EACH DIRECTOR:**

TO: insert proposed company name

I, \_\_\_\_\_ consent to act as a director of insert proposed company name.

I confirm that I understand and acknowledge that the company will be incorporated as a public company limited by guarantee.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
To be signed by consenting director

**FOR EACH SECRETARY:**

TO: insert proposed company name

I, \_\_\_\_\_ consent to act as a secretary of insert proposed company name.

I confirm that I understand and acknowledge that the company will be incorporated as a public company limited by guarantee.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
To be signed by consenting secretary

**FOR EACH PUBLIC OFFICER:**

TO: insert proposed company name

I, \_\_\_\_\_ consent to act as a public officer of insert proposed company name.

I confirm that I understand and acknowledge that the company will be incorporated as a public company limited by guarantee.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
To be signed by consenting public officer

**FOR EACH MEMBER:**

TO: insert proposed company name

I, \_\_\_\_\_ confirm that I have agreed to be a member of insert proposed company name.

I confirm that I understand and acknowledge that the company will be incorporated as a public company limited by guarantee.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
To be signed by consenting member