

Convert to a Single Director Company Checklist

☐ LODGING PARTY DETAILS

Name of Firm	
Contact Name	
Address (No. Street Name, Suburb, Postcode, Country)	
Telephone number	
Fax number	
Your Reference	

☐ COMPANY DETAILS

Company Name	
ACN	
Registered Office Address (No. Street Name, Suburb, Postcode, Country)	

☐ RESIGNING DIRECTORS

Resigning Director 1	
Full Name	
Date of Birth	
Place of Birth (Town, State & Country)	
Also the Company Secretary? Yes/No	

Resigning Director 2	
Full Name	
Date of Birth	
Place of Birth (Town, State & Country)	
Also the Company Secretary? Yes/No	

Resigning Director 3	
Full Name	
Date of Birth	
Place of Birth (Town, State & Country)	
Also the Company Secretary? Yes/No	

Resigning Director 4	
Full Name	
Date of Birth	
Place of Birth (Town, State & Country)	
Also the Company Secretary? Yes/No	

☐ **REMAINING SOLE DIRECTOR**

Full Name	
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Date of Birth	
Place of Birth (Town, State & Country)	
Residential Address (No. Street Name, Suburb, Postcode, Country)	
Was this Director also the Company Secretary? Yes/No	

☐ **COMPANY MEMBERS/SHAREHOLDERS**

Please list all Members/ Shareholders	Full Name (First Name, Middle Name and Surname)
Member 1	
Member 2	
Member 3	
Member 4	
Member 5	

☐ **DATE OF CONVERSION TO SINGLE DIRECTOR COMPANY**

Date of Conversion	
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