

Build a Company E Lodgement Checklist

JURISDICTION

Which State/Territory do you want to incorporate in?	
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COMPANY NAME

Include full name including Pty Ltd, Pty Limited, Proprietary Ltd or Proprietary Limited	
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BUSINESS NAMES

Identical Business Names?	If yes, complete ABN OR Business No. & State/Territory of Registration

REGISTERED OFFICE ADDRESS AND PRINCIPAL PLACE OF BUSINESS

(C/-, Office, Unit, Level, Building Name, No. Street Name, Suburb, Postcode, Country)	
Does the Company occupy the Registered Office Address? Yes/No	
If No, what is the name of the occupier of the premises (eg your accountant) & have you obtained the prior written consent of the occupier of the premises to the use of the specified address as the address of the registered office of the Company and that consent has not been withdrawn?	Name of Occupier: Yes/No to consent:

Principal Place of Business (if different from the Registered Office Address)	
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ULTIMATE HOLDING COMPANY

Company Name	
ACN or ABN	
Country of Incorporation?	

COMPANY DIRECTORS

DIRECTOR 1 (*also Company Secretary*)	
Full Name	
Director Identification Number	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country) *Must reside in Australia*	
Date of Birth	
Place of Birth (Town/City, State/Territory & Country)	

DIRECTOR 2	
Full Name	
Director Identification Number	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country)	
Date of Birth	
Place of Birth (Town/City, State/Territory & Country)	

DIRECTOR 3	
Full Name	
Director Identification Number	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country)	
Date of Birth	
Place of Birth (Town/City, State/Territory & Country)	

SHARE DETAILS

Value of each share (Cannot be less than \$0.01 e.g. AUD \$1.00)	
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SHAREHOLDERS

SHAREHOLDER 1	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?) Yes/No	
If No, list details of the Representative Capacity (eg for a trustee of a trust: "as trustee for the Trust" (*This information is NOT sent to ASIC)	

SHAREHOLDER 2	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?) Yes/No	
If No, list details of the Representative Capacity (eg for a trustee of a trust: "as trustee for the Trust" (*This information is NOT sent to ASIC)	

SHAREHOLDER 3	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?) Yes/No	
If No, list details of the Representative Capacity (eg for a trustee of a trust: "as trustee for the Trust" (*This information is NOT sent to ASIC)	

SPECIAL PURPOSE SUPERANNUATION TRUSTEE COMPANY

Is the Company a Special Purpose Superannuation Trustee Company? Yes/No	
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CPA AUSTRALIA RULES

Include CPA Australia rules? (for accounting houses only) Yes/No	
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