COMPANY ORDER FORM

New Company Incorporation
All prices inclusive of GST and disbursements

Coulter Legal

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W: www.coulterlegal.com.au

Please email the completed form to clcorporate@coulterlegal.com.au

Instructing Business:	
Contact Person:	
Address:	
Telephone:	
Email:	

1.	**Company Details:**		
	(a)	Preferred Company Name:	
	(b)	Second Preferred Name:	
	(c)	Registered Office:	
	(d)	Principal Place of Business:	
	(e)	Existing Business Name Details: (if applicable)	
2.	**Office Holder Details:**		
	(a)	First Office Holder:	
		(i) Full Name:	
		(ii) Residential Address:	
		(iii) Date & Place of Birth:	
		(iv) Position/Office held:	Director: Yes ☐ No ☐ Secretary: Yes ☐ No ☐ Public Officer: Yes ☐ No ☐
		(v) Does this person have a Director Identification No (**DIN**)?	Yes ☐ No ☐ **Note: a DIN is required prior to incorporation**
	(b)	Second Office Holder:	
		(i) Full Name:	
		(ii) Residential Address:	

	(iii) Date & Place of Birth:	
	(iv) Position/Office held:	Director: Yes ☐ No ☐ Secretary: Yes ☐ No ☐ Public Officer: Yes ☐ No ☐
	(v) Does this person have a Director Identification No (**DIN**)?	Yes ☐ No ☐ **Note: a DIN is required prior to incorporation**
(c)	Third Office Holder:	
	(i) Full Name:	
	(ii) Residential Address:	
	(iii) Date & Place of Birth:	
	(iv) Position/Office held:	Director: Yes ☐ No ☐ Secretary: Yes ☐ No ☐ Public Officer: Yes ☐ No ☐
	(v) Does this person have a Director Identification No (**DIN**)?	Yes ☐ No ☐ **Note: a DIN is required prior to incorporation**
3.	**Members Details:**	
(a)	First Member	
	(i) Full Name:	
	(ii) Usual Address:	
	(iii) Director of Shareholding Entity (if applicable):	
	(iv) ACN (if applicable):	
	(v) Registered Office / Usual Address:	
	(vi) Class of Shares:	
	(vii) Value of Shares:	
	(viii) Number of Shares:	
	(ix) Fully paid:	Yes ☐ No ☐
	(x) Beneficially Held:	Yes ☐ No ☐
(b)	Second Member	
	(i) Full Name:	
	(ii) Usual Address:	
	(iii) Director of Shareholding Entity (if applicable):	

	(iv) ACN (if applicable):	
	(v) Registered Office / Usual Address:	
	(vi) Class of Shares:	
	(vii) Value of Shares:	
	(viii) Number of Shares:	
	(ix) Fully paid:	Yes ☐ No ☐
	(x) Beneficially Held:	Yes ☐ No ☐
4. Specific Instructions:		Physical or Electronic Register:

PAYMENT DETAILS: Please debit the following credit card for full payment of the incorporation of the above company.

Card Type	Visa	☐	MasterCard	☐		**CVC Number**						
Card Number						**Expiry Date**						
Name on Card				**Signature**								

Credit Card details will be kept only for the purpose of processing payment. Please note that a 1% surcharge applies to all payments made by credit card. For our Privacy Policy, please visit our website www.coulterlegal.com.au
Liability limited by a scheme approved under Professional Standards Legislation

1. Prices quoted are effective 1 July 2025. All prices are GST inclusive. Prices subject to change at any time.
2. It is the responsibility of the instructing party at all times to ensure that the information provided is accurate.
3. If new documents have to be prepared as a result of errors in the information given then a further fee will be charged in accordance with the time taken to rectify the error.
4. The Corporate Services Division of Coulter Legal Pty Ltd does not offer any legal advice in the process of drafting the documents requested. If the instructing party requires legal advice then they may make an appointment with one of our Commercial Lawyers.
5. The documents received will be in a standard form prepared by Solicitors at Coulter Legal Pty Ltd.
6. All documentation will be prepared on the instructions contained in the order form. The Corporate Services Division of Coulter Legal Pty Ltd has provided no advice to the parties in relation to establishing the particular entity. The Corporate Services Division is not licensed to provide Financial Product ("FP") advice under the Corporations Act 2001 and you should consider taking advice from the holder of an Australian Financial Services Licence before making a decision on an FP.