

Changes to constitution Service Form



Complete this form and return to clientsupport@heffron.com.au or mail to PO Box 200 Maitland NSW 2320.

Our service includes:
Completion of the documentation necessary for the constitution changes.

SECTION A: ACCOUNTANT/ADVISER DETAILS

Contact person		Company name	
Postal address			
Suburb		State	
		Postcode	
Phone		Email	
Mobile phone		CC Email	
Please select how you would like to receive the documents		Email	<u>OR</u> Post

SECTION B: FUND DETAILS (For record keeping purposes, please enter the Fund to which the company is "linked")

Fund name		ABN	
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SECTION C: COMPANY DETAILS

Company name		ACN	
Please attach the following:			
A current company extract, or			
A copy of the most recent ASIC annual review statement for the company, and			
A copy of the current company constitution, if available		Current constitution is lost	

SECTION D: REQUESTED SERVICE

Replacement of lost constitution
Constitution update
Change to company's purpose: Change to Special purpose trustee company (Can only be used as an SMSF trustee) Change to Private Pty Ltd company (Can be used as corporate custodian for LRBA's)

Heffron Consulting Pty Ltd ABN 88 084 734 261 AFSL 241 739

Maitland: Unit 1, 27 Bulwer Street, Maitland NSW 2320 | Brisbane: Level 15, 120 Edward Street, Brisbane QLD 4000
Postal: PO Box 200, Maitland NSW 2320 | Call: 1300 HEFFRON | Fax: (02) 4930 2199 | Email: heffron@heffron.com.au

SECTION E: ACKNOWLEDGEMENT

The director(s) of the company hereby:

- declare that the information provided on this form is correct and agree to pay for the services requested on this form,
- instruct Heffron to arrange for the changes to the company's constitution using the information provided on this form,
- authorise Heffron to provide any relevant information to 3rd parties in relation to the constitution changes, and
- acknowledge this is an "execution only" service and am/are not asking Heffron to consider if the course of action contemplated by these documents is appropriate for my/our circumstances.

Signature of person authorised to make the
above statements on behalf of the director(s)
of the company

Print name

Date

SECTION F: PRIVACY STATEMENT

Heffron SMSF Solutions is committed to protecting the privacy and rights of its customers. Our [Privacy Policy](#) contains important information about how we collect, hold, use and disclose personal information. If you have questions or wish to make a complaint, please contact our Privacy Officer at Heffron SMSF Solutions, PO Box 200, MAITLAND NSW 2320, or via email at privacy.officer@heffron.com.au.

PAYMENT INFORMATION

Amount: \$	
EFT Transfer	BSB: 082 691 Account: 561309446 <i>Please attach transaction receipt of payment to service form as confirmation of payment</i>
Credit Card – Please call Heffron on 1300-HEFFRON to process Credit card payments. (VISA or Mastercard only)	
Direct Debit Authority in place	