

# Company incorporation service form



Complete this form and return to [documentservices@heffron.com.au](mailto:documentservices@heffron.com.au) or mail to PO Box 200 Maitland NSW 2320.

<b>Our service includes:</b>
Delivery: Electronic delivery <u>or</u> hard copy delivery
Document inclusions: <ul style="list-style-type: none"><li>• consent to act as director/secretary notice for each director/secretary and resolution to appoint each director/secretary,</li><li>• company constitution, and</li><li>• share application(s), share certificate(s) and shareholder register(s).</li></ul>
Signing, dating and witnessing requirements individually marked to minimise risk of error (for documents delivered via hard copy only)
Registration of the company with ASIC

## 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 <b>OR</b>	Post
Please select who should receive the documents		Accountant/Adviser <b>OR</b>	Trustee 1

## 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: NEW COMPANY DETAILS

Heffron to incorporate	Special purpose trustee company (Can only be used as an SMSF trustee)	Private Pty Ltd company (Can be used as corporate custodian for LRBAs)
Preferred company name		
Alternate company name		
Would you like Heffron to become the ASIC agent and registered office? (Option only available for Heffron administration clients – Additional fees apply.)	Yes	No
Registered office address (if not Heffron)		
Suburb	State	Postcode
ASIC requires full physical address details and will not accept a PO Box, property name or Mail Service number. If rural property, please provide the name of the access road to the property		
Occupier of above address (if not the company or Heffron)		
Principal place of business address	As above	
Suburb	State	Postcode

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

### SECTION D: OFFICEHOLDER & SHAREHOLDER DETAILS

<b>INDIVIDUAL 1</b>	Director	Secretary	Public officer	Shareholder
Full legal name (First / Middle / Last)				Title
Date of birth	Director identification number			
Residential address				
Suburb		State		Postcode
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	
<b>INDIVIDUAL 2</b>	Director	Secretary	Public officer	Shareholder
Full legal name (First / Middle / Last)				Title
Date of birth	Director identification number			
Residential address				
Suburb		State		Postcode
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	
<b>INDIVIDUAL 3</b>	Director	Secretary	Public officer	Shareholder
Full legal name (First / Middle / Last)				Title
Date of birth	Director identification number			
Residential address				
Suburb		State		Postcode
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	
<b>INDIVIDUAL 4</b>	Director	Secretary	Public officer	Shareholder
Full legal name (First / Middle / Last)				Title
Date of birth	Director identification number			
Residential address				
Suburb		State		Postcode
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	

**Note if there are more than 4 individuals, please copy the page above for the additional individuals.**

## SECTION E: DECLARATIONS

The director(s), secretary(ies) and shareholder(s) of the company hereby:

- declare that the information provided on this form is true and correct and agree to pay for the services requested on this form and, in the event that any information on this form is incorrect and Heffron are requested to amend the documentation, agree to pay any amendment fees charged,
- instruct & authorise Heffron to provide any relevant information to 3rd parties in relation to the establishment of this company, and appoint such 3rd party as an agent to sign and lodge the application for registration of the company,
- declare that the director(s), secretary(ies) and shareholder(s) on this form have consented in writing to their appointment (as required by the Corporations Act),
- instruct Heffron to provide any other requested services to the director(s), secretary(ies) and shareholder(s) of the company using the information provided on this form, and acknowledge and understand that neither the contents of this form, nor the documentation prepared or other services provided constitute 'Financial Product Advice' as defined in the Corporations Act 2001 and should not be regarded as such, and
- acknowledge and understand that unless a Statement of Advice from Heffron has been obtained, Heffron has not reviewed the personal circumstances of any individual to determine whether or not establishing a company is appropriate. The services provided by Heffron are limited to those requested on this form as instructed by the director(s), secretary(ies) and shareholder(s) of the company.

\_\_\_\_\_  
Signature of person authorised to make the above statements on behalf of the director(s), secretary(ies) and shareholder(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](mailto: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	<a href="#">Document services payments</a> <i>Please attach transaction receipt of payment to service form as confirmation of payment</i>
Direct Debit Authority in place	