

# Patricia Holdings

## ORDER FORM – CONVERT TO/FROM UNLISTED PUBLIC COMPANY LIMITED BY SHARES

We will lodge all necessary ASIC Forms, prepare Minutes, notices and consents relevant to the ASIC Forms, prepare Minutes relevant to an Adoption of a new Constitution and provide the company with a new Constitution. We will also co-ordinate wet ink signatures and post to/from ASIC.

### Firm / Person Placing Order

Firm Name: ..... Contact Name: .....  
Delivery Address (no PO boxes): .....  
Suburb: ..... State: ..... Postcode:.....  
Phone: ..... Email:.....

### Conversion Type

Convert Company type from: ☐ Proprietary Company ☐ Public Company

Convert Company type to: ☐ Proprietary Company ☐ Public Company

### Fee

☐ from \$753.00 (incl ASIC fee)

NB: This order must be sent for signing before lodgement with ASIC.

The conversion will not be published until completion of the gazettal period (approximately 1 month).

Where works take more than 4 hours, an hourly service fee of \$150+GST will be charged for each hour thereafter.

### How Will Payment Be Made

☐ Account number: .....

☐ Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use the Company name as reference)

☐ Cheque (Must be cleared before processing and made payable to Patricia Holdings)

☐ Credit Card Number ..... Expiry Date  
.....

Card Holder Name .....

Type of Card: MasterCard ☐ Visa ☐ Amex ☐ (NB: Amex will incur 1.93% incl. GST fee)

Signature:.....

### Company Details

Company

Name:.....

A.C.N. :.....

Registered Office

Address:.....

.....

Form Signatory: .....

Date of Members

Meeting:.....

First Member's Name

(Chairperson):.....

Authorised Representative if Member is a Company

.....

**If you have the Company's current Memos & Articles or Constitution, please email through. This is especially important for companies with multiple classes of shares to ensure the correct rights are attached to the existing share classes.**

**Please send a current ASIC extract, company statement, and/or, Register of Members with your order form.**

**Please telephone us on (02) 9953 2399 if you are wishing to convert your company to/from a Public Company Limited by Guarantee.**

# PatriciaHoldings

## THINGS TO KNOW

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### 1. NO LEGAL, FINANCIAL OR TAX ADVICE

We do not provide legal, financial or taxation advice and therefore take no responsibility for these matters. You should consult your lawyer, accountant or financial advisor before placing an order with us.

### 2. THE COMPANY CONSTITUTION

If your company is to be governed by one of our standard Constitutions or by your own constitution (the "Constitution"), the company will need to adopt the Constitution by way of special resolution of the members passed either at a meeting of the members or by way of written resolution (as supplied by us where instructed). Please be aware that under the Corporations Act 2001 (Cth) ("the Act") the Constitution will not apply to your company until such a special resolution is passed and either the old Constitution or Memos & Articles or the Replaceable Rules in the Act will apply instead.

### 3. TERMS OF TRADE (FOR CLIENTS WITH ACCOUNTS)

We extend thirty days terms of trade to approved practising solicitors, financial planners and accountants, but not to their clients. We require cleared funds from private clients before we process the order (see clauses 4 and 5 below regarding name on Tax Invoice). Whilst most of our clients observe the 30 days terms of trade we extend, please be aware it is company policy to suspend further credit at 45 days. You will also be liable for any debt recovery expenses relating to the payment of your account.

### 4. TERMS OF TRADE (FOR PRIVATE CLIENTS)

We require cleared funds from private clients before we process the order. We accept payment via credit card (see clause 6 below for surcharge information), bank transfer and cheque. Funds sent by bank transfer or cheque will need to be cleared before orders are processed which may take up to four business days.

### 5. NAME ON TAX INVOICE

Please note that if you are our client and tax invoices are in your name, it is you we extend credit to, not your client. We cannot and will not alter the tax invoice from you to your client after the order is processed. Should you want the tax invoice in the name of your client please advise us beforehand so it is not on your account. We shall require cleared funds in payment prior to processing as we do not extend credit to clients of our clients. The name on the tax invoice determines the debtor.

### 6. CREDIT CARD SURCHARGE

Where accounts are paid after the time of order using credit card, we charge an admin fee of 0.87% (incl. GST) on Visa and MasterCard, and 1.93% (incl. GST) on Amex. For accounts paid at the time of ordering, we charge an admin fee of 1.93% on Amex only. Visa and MasterCard will not be subject to fees.

### 7. REFUNDS

Products and services supplied by us are created to meet the specific requirements of each purchaser and/or client. We provide products and services that cannot be re-sold to another purchaser or client. As a result of this, we do not provide refunds for products or services supplied in good faith according to the request of the purchaser or client.

### 8. RETURNS

If the product or service is returned/referred back to us due to an error on the part of the purchaser or client, and we have complied with the original instructions and directions of the purchaser/client, we reserve the right to levy an additional charge that fairly reflects the time and expertise required to amend the error. We are not responsible for any error or loss due to a purchaser/client's mistake or misunderstanding of the Law.

Level 1, 9-11 Grosvenor Street, Neutral Bay NSW 2089, P.O. Box 1714, Neutral Bay NSW 2089  
**T.** (02) 9953 2399 / 1800 226 735 **E.** [sales@patricia.com.au](mailto:sales@patricia.com.au)  
**W.** [www.patricia.com.au](http://www.patricia.com.au)