Patricia Holdings

www.patricia.com.au
02 9953 2399
sales@patricia.com.au

COMPANY REGISTRATION CHECKLIST – Public Company

Outlined below is a checklist of the information needed to complete a Company Registration application.

COMPANY DETAILS

- ☐ Preferred company name (or you may use the A.C.N. as the company name)
- ☐ If the company name is identical to a registered business name you will need to provide the ABN of the business name holder or the business name identifier if the name was registered prior to 28th May 2012
- ☐ If the company name has been reserved, you will need to provide a signed name reservation withdrawal letter signed by the applicant of the initial reservation form.
- ☐ State of registration
- ☐ Registered office address (must be located in Australia; PO boxes are not acceptable)
- ☐ The occupier of the registered office (if not the company) name and consent (in writing)
- ☐ Principal place of business (where the primary business activities will take place; PO boxes are not acceptable)

OFFICEHOLDER DETAILS

- ☐ Full name
- ☐ Consent (in writing) to their appointment
- ☐ Residential address
- ☐ Date of birth
- ☐ Place of birth (town and state)
- ☐ Office held – Director, Secretary or Public Officer
  NB this co type requires a min. of: 3 Directors (of which the majority reside in Australia)
  1 Secretary (all must reside in Australia)

SHAREHOLDER DETAILS

- ☐ Full Name (and A.C.N. if company)
- ☐ Consent (in writing) to their appointment and the class, number and price of share they have subscribed for
- ☐ Address
- ☐ Number of shares
- ☐ Class of shares
- ☐ Price paid per share
- ☐ Whether the shares are beneficially held or not i.e. are they held in Trust for another party?

If you have any questions about this list, please contact our friendly staff on 02 9953 2399.