

Company name

## Order form: Business name registration

### Instructions

Please complete all fields in this form. See 'Guidelines' on the next page for help with completing the form.

By submitting this order form, the proposed owner(s) hereby authorise(s) Castle Corporate Pty Ltd to apply for the registration of the business name(s) listed below.

### Order placed by

Your name

Telephone

Facsimile

Firm name

Email address

Firm address

### Name for registration

Name required

Alternative name

### Business contacts

Street or P.O. Box address for service of documents

Principal place of business (street address)

Email address (compulsory)

Mobile phone number (for SMS messages)

### Registration period – please check only one

- One year  
 Three years

### Owner of business name

Full name

Given name(s)

Surname

ABN (compulsory)

ACN

Date of birth

Place of birth

City

State (Country if not Australia)

Residential address

### Representatives of trust/partnership

#### Representative 1

Full name

Given name(s)

Surname

Company name

ACN

Date of birth

Place of birth

City

State (Country if not Australia)

Address

## Representatives of trust/partnership – continued

## Representative 2

Full name	Given name(s)		Surname	
Company name			ACN	
Date of birth		Place of birth	City	State (Country if not Australia)
Address				

## Guidelines

These guidelines will help you complete the Business name registration order form. If you need any further help, please call us on (03) 9898 6666.

## Name for registration

The name of your first preference will be registered if it is considered to be available by ASIC. Should the name be unavailable, and if you would be prepared to use a different business name, please indicate your second preference under 'Alternative name'.

## Business contacts

*Address for service of documents* – This may be the same as the principal place of the business - or it may be the address of your accountants or lawyers. The address must be a street address in Australia.

*Principal place of business* – Even if you plan on having more than one outlet, your principal place of business needs to be nominated here.

*Email address* – Please supply for ASIC contact purposes. This is mandatory.

*Mobile phone number* – Please supply for ASIC contact purposes. This is not mandatory.

## Registration period

You may choose from the following options:-

PERIOD	ASIC FEE	CASTLE'S FEE
One year	\$37.00	\$77.00
Three years	\$87.00	\$77.00

## Payment – The options to pay in 14 or 30 days are only available for approved clients

<input type="checkbox"/> Pay now	<input type="checkbox"/> Cheque	Please make cheques payable to: Castle Corporate Pty Ltd.	
	<input type="checkbox"/> Credit card	Please complete a <a href="#">Credit Card Authorisation form</a> and return with this form.	
	<input type="checkbox"/> Bank deposit	Account details: BSB: 083-543, Account: 66332-9114	Please provide reference you will use for direct deposit
<input type="checkbox"/> Pay in 14 days with our <a href="#">Enduring Credit Card Authorisation</a>			
<input type="checkbox"/> Pay in 30 days – I, the person named above, agree to pay Castle for this order within 30 days of the invoice date			

## Owner(s) of business name

If a proposed owner does not have an ABN, Castle can apply for the ABN on your behalf. To take advantage of this service, please complete the [ABN order form](#) or phone our office on (03) 9898 6666.

## Where the owner is an individual

Please provide the full name, residential street address, ABN, date and place of birth and email address for the individual owner.

Please note an individual owner must not be a disqualified person, being a person who is disqualified from managing a corporation or convicted of an offence involving dishonesty and imprisonment of at least 3 months.

## Where the owner is a company

Please provide the full name of the company, its ACN, ABN, its address (which can be any street address which makes commercial sense) and an appropriate email address.

## Where the owner is a trust

Please provide the full name of the trust, its ABN, its address (which can be any street address, which makes commercial sense) and an appropriate email address, name of all representatives. Representatives can be companies or individuals.