

Company name

Order form: Capital Restructure

Important information

Please provide us with the most recent annual company statement or an up-to-date ASIC search when submitting this order form. Alternatively, we can provide you with a search for an additional fee.

Please tick which of the following you will provide with this order form:-

- Company search
- ASIC or CAS Company download
- Up-to-date ASIC annual statement
- None of the above: –Castle to complete search on your behalf (**additional fees apply**)
- Company's Constitution or Memorandum

Note:

1. Information provided should be correct as at date of change.
2. **We cannot proceed without this information.**

Order placed by

Your name

Telephone

Facsimile

Firm name

Email address

Firm address

Delivery

Required delivery date

- ASAP Specific date

Please provide specific date

Delivery address

Street address preferred

- Firm address (listed above)
 Other address

Please provide other address

PDF required

- Yes No

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

Pay now

- Cheque
- Credit card
- Bank deposit

Please make cheques payable to: Castle Corporate Pty Ltd.

Please complete a [Credit Card Authorisation form](#) and return with this form.

Account details:

BSB: 083-543, Account: 66332-9114

Please provide reference you will use for direct deposit

Pay in 14 days with our [Enduring Credit Card Authorisation](#)

Pay in 30 days – I, the person named above, agree to pay Castle for this order within 30 days of the invoice date

Declaration

By submitting this form to Castle Corporate Pty Ltd, in accordance with the *Corporations Act 2001* (C'th), I warrant and declare that all statements made and all details shown in this order form are true and correct and that all persons named in this order form have consented in writing to their appointment as a director, secretary or shareholder (as relevant). I indemnify Castle Corporate Pty Ltd for any and all loss suffered as a result of my breach of the aforesaid warranty.

Company details

Company name

Company ACN

ASIC corporate key number
8 digits found on annual statement

Preferred lodgement date of first form with ASIC

Number of last share certificate issued

Share classes

Please list all required share classes to be included in the new company constitution in the following table. These may be existing share classes for which the rights are changing, or new share classes that need to be created. You may give classes of shares any name you wish.

- Vote:** Right to receive notice of, attend and vote at all general meetings.
- Dividends:** Right to receive dividends declared out of the profits or reserves of company.
- Return of capital:** In winding up of the company or upon reduction of capital of the company, right to receive repayment of capital.
- Share in surplus:** In winding up of the company or upon reduction of capital of company, right to participate in division of surplus assets.
- Appoint & resign directors:** Right to appoint and resign directors of company.

Rights						
Name of class	Vote	Dividends	Return of capital	Share in surplus on winding up	Appoint/ resign directors	Other
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Allotments - New shares issued by the company

Allotment 1

Individual

Title Mr Mrs Ms Miss Dr Other

Name

Address

Corporate

Company Name ACN

Address

Number of directors One – advise full name to the right
 Two or more directors - names not required

Shareholder details

Is the shareholder over 18 years old Yes No

No of shares Class of shares Ordinary Other

Amount paid per share \$1 Other Amount owing per share Nil Other

Shares are held For the benefit of the holder
 Jointly
 In trust for another entity

Allotment 2

Individual

Title Mr Mrs Ms Miss Dr Other

Name

Address

Corporate

Company Name ACN

Address

Number of directors One – advise full name to the right
 Two or more directors - names not required

Shareholder details

Is the shareholder over 18 years old Yes No

No of shares Class of shares Ordinary Other

Amount paid per share \$1 Other Amount owing per share Nil Other

Shares are held For the benefit of the holder
 Jointly
 In trust for another entity

Allotment 3

Individual

Title Mr Mrs Ms Miss Dr Other

Name

Address

Corporate

Company Name ACN

Address

Number of directors One – advise full name to the right
 Two or more directors - names not required

Shareholder details

Is the shareholder over 18 years old Yes No

No of shares Class of shares Ordinary Other

Amount paid per share \$1 Other Amount owing per share Nil Other

Shares are held For the benefit of the holder
 Jointly
 In trust for another entity

Allotment 4

Individual

Title Mr Mrs Ms Miss Dr Other

Name

Address

Corporate

Company Name ACN

Address

Number of directors One – advise full name to the right
 Two or more directors - names not required

Shareholder details

Is the shareholder over 18 years old Yes No

No of shares Class of shares Ordinary Other

Amount paid per share \$1 Other Amount owing per share Nil Other

Shares are held For the benefit of the holder
 Jointly
 In trust for another entity

Additional information – Use this space to give any other information that may help us to complete your order

A large, empty rectangular box with a thin black border, intended for providing additional information to complete an order.