

Order form: Public company limited by guarantee

For all other types of companies, please fill in the Company order form by [clicking here](#).

The Castle difference

☐ Opt in

At Castle, we pride ourselves on the service we provide and the value we can add to you and your clients. If you tick the 'opt in' box, we will contact you if we have any suggestions or questions about any information you have entered in the form. If you would prefer for your order to be processed exactly as you have entered below, please do not tick the box. However, if we believe something is incorrect in your form, we will contact you to discuss it.

Order placed by

Your name

Telephone

Facsimile

Firm name

Email address

Firm address

Choose your package – PDFs included with all packages

☐ Electronic

Email delivery of all documents in PDF.

☐ Standard

All key documents printed and inserted in a folder (with 6 dividers). 2 bound constitutions.

☐ Premium

All documents printed and inserted in a folder (with 12 dividers). 4 bound constitutions.

Presented in:-

☐ White Folder

☐ White Folder with Slip Case

☐ Black Folder

☐ Black Folder with Box and Lid

Additional order requirements

Please tick your additional requirements

☐ Apply for an ABN – complete [ABN application form](#) (additional fee of \$231 applies)

☐ Common Seal (additional fee applies - \$55 for Premium & Standard packages; \$66 for Electronic packages)

Domain names

Castle does not currently offer domain names, but there are many online companies that can sell domain names at a low price. Two popular Australian providers are: www.netregistry.com.au and www.crazydomains.com.au.

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

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

☐ Pay now

☐ Cheque

Please make cheques payable to: Castle Corporate Pty Ltd.

☐ Credit card

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

☐ Bank deposit

Account details:

BSB: 083-543, Account: 66-332-9114

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* (Cth), 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) and each person nominated as a director has applied for their Director ID Number. 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

(Please enter the name exactly as you would like it to appear)

Existing business name

☐ Yes ☐ No

Registration jurisdiction

☐ VIC ☐ NSW ☐ QLD ☐ SA ☐ WA ☐ NT ☐ TAS ☐ ACT

Registration date

☐ ASAP ☐ Future date

Please provide future date

Guarantee Amount

\$

Do you require a special purpose company?

Charitable companies only

☐ Yes ☐ No

Company address

Registered office

Australian street address only

☐ Firm address (as provided on page 1)☐ Other address

Please provide other address

Will the new company occupy this office?

☐ Yes ☐ No☐ Firm (as provided on page 1) ☐ Other

Provide occupier's name below

Principal place of business

Australian street address only

☐ Registered office ☐ Other address

Please provide other address

Officer and member details – At least three directors, one secretary and one member required

Party 1 – must be a director and an individual

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Other – please specify

Name

Given name(s)

Surname

Address

Must be residential

Office held

☐ Director☐ Secretary☐ Public officer

Date of birth

Place of birth

City

State (Country if not Australia)

Is this person a member?

☐ Yes ☐ No

Party 2 – must be a director and an individual

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Other – please specify

Name

Given name(s)

Surname

Address

Must be residential

Office held

☐ Director☐ Secretary☐ Public officer

Date of birth

Place of birth

City

State (Country if not Australia)

Is this person a member?

☐ Yes ☐ No

Party 3 – must be a director and an individual

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Other – please specify

Name

Given name(s)

Surname

Address

Must be residential

Office held

☐ Director☐ Secretary☐ Public officer

Date of birth

Place of birth

City

State (Country if not Australia)

Is this party a member?

☐ Yes ☐ No

Party 4 – officer/member OR corporate member

Name

☐ Individual ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Other – please specify

Given name(s)

Surname

☐ Corporate

Company Name

ACN

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

Address

If an officer, must be residential

Officer details *Only complete if the party is an officer*

Office held

☐ Director☐ Secretary☐ Public officer

Date of birth

Place of birth

City

State (Country if not Australia)

Is this party a member?

☐ Yes☐ No**Party 5 – officer/member OR corporate member**

Name

☐ Individual ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Other – please specify

Given name(s)

Surname

☐ Corporate

Company Name

ACN

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

Address

If an officer, must be residential

Officer details *Only complete if the party is an officer*

Office held

☐ Director☐ Secretary☐ Public officer

Date of birth

Place of birth

City

State (Country if not Australia)

Is this party a member?

☐ Yes☐ No**Additional information** – Use this space to provide any other information that may help us to complete your order.

Special instructions for a constitution for a public company limited by guarantee.

1. Will you supply the constitution?
- ☐ Yes You are not required to complete the remainder of this page. Please email the constitution to castle@castlecorp.com.au with the company name in the subject line.
- ☐ No Please complete the remaining questions below.
2. Are the directors to be on rotation?
- ☐ Yes ☐ Every year ☐ Every 2 years ☐ Every 3 years ☐ Every 4 years
- ☐ No
3. What will be a quorum for a general meeting? (Choose one)
- ☐ Of all members, at least: ☐ one half ☐ one third ☐ one quarter
- ☐ At least _____ [please insert number] members
- ☐ Whichever is the smaller between:
 _____ [please insert number] members, or
 _____ [please insert proportion] of the members
- ☐ Other – please provide details:
4. What will be a quorum for a board meeting? (Choose one)
- ☐ Of all directors, at least: ☐ one half ☐ one third ☐ one quarter
- ☐ At least _____ [please insert number] directors
- ☐ Whichever is the smaller between:
 _____ [please insert number] directors, or
 _____ [please insert proportion] of the directors
- ☐ Other – please provide details:
5. Do you require deductible gift receipt endorsement?
- ☐ No
- ☐ Yes – please indicate the most appropriate category(choose one):
- | | |
|---|--|
| <input type="checkbox"/> Animal welfare charity | <input type="checkbox"/> Overseas aid fund |
| <input type="checkbox"/> Charitable service institution | <input type="checkbox"/> Private ancillary fund |
| <input type="checkbox"/> Cultural organisation | <input type="checkbox"/> Public ancillary fund |
| <input type="checkbox"/> Environmental organisation | <input type="checkbox"/> Public benevolent institution |
| <input type="checkbox"/> Health promotion charity | <input type="checkbox"/> Scholarship fund |
| <input type="checkbox"/> Necessitous circumstances fund | |
6. Is the chairman to have a casting vote at general meetings?
- ☐ Yes ☐ No
7. Is the chairman to have a casting vote at board meetings?
- ☐ Yes ☐ No

Purposes of company – Please outline the objectives/activities the company will undertake.