

Company Registration Order Check-list

Company Details

- Proposed Name of Company: It should be unique
- State or Territory of the Company Registration
- Is the company Name is already Reserved with ASIC, if Yes, than ASIC reservation Number
- Company Type:
 - Sole Purpose
 - Super Trustee
- Registered and Mail address of the Company
- Principal place of the Company
- Meeting address of the Company
- If the Registered Address is not occupied by the Company, than Occupier Details
 - *Address must not be a PO Box
- If the Company have the ultimate Holding company than Name and CAN of the ultimate holding company.

Office Holder

- Office holder position
 - Director
 - Secretary

(Note – a **Public Company** must have at least 3 Directors (2 resident in Australia) and 1 Secretary. **Proprietary Companies** must have at least 1 director who is resident in Australia. A Secretary is optional, but if appointed must be resident of Australia)

- Full name, Address and Date of Birth including Birth Place of the Office holder

Shareholder Details

- Shareholder Full Name and Address
- If the member is a company, then
 - Company CAN
 - The name of the two representatives of the company shareholder to sign documents on behalf of the company shareholder
- Numbers of Share allocated to each Shareholder
- Amount paid / unpaid per share
- Class of Share (for more details please refer page 2)

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Share Class

Share Class	Rights and Restrictions attaching to shares
Ordinary, 'A' and 'B'	<ul style="list-style-type: none"> - Right to receive notice of and attend any meeting of members of the Company. - Right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - Right to participate in the dividends as determined by the Directors. - Right to repayment of capital paid upon such shares upon winding up of Company. - Right to participate in distribution of surplus assets or profits of the Company on winding up.
'C', 'D' and 'E'	<ul style="list-style-type: none"> - Right to receive notice of and attend any meeting of members of the Company. - Right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - Right to participate in the dividends as determined by the Directors. - Right to repayment of capital paid upon such shares upon winding up of Company. - No right to participate in distribution of surplus assets or profits of the Company on winding up.
'F', 'G' and 'H'	<ul style="list-style-type: none"> - Right to receive notice of and attend any meeting of members of the Company. - Right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - Right to participate in the dividends as determined by the Directors. - No right to repayment of capital paid upon such shares upon winding up of Company. - No right to participate in distribution of surplus assets or profits of the Company on winding up.

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‘I’	<ul style="list-style-type: none"> - Right to receive notice of and attend any meeting of members of the Company. - No right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - No right to participate in the dividends as determined by the Directors. - No right to repayment of capital paid upon such shares upon winding up of Company. - No right to participate in distribution of surplus assets or profits of the Company on winding up.
Share Class	Rights and Restrictions attaching to shares
‘J’	<ul style="list-style-type: none"> - No right to receive notice of and no right to attend any meeting of the Company. - No right to vote at meetings of the Company. - No right to participate in the dividends as determined by the Directors. - No right to repayment of capital paid upon such shares upon winding up of Company. - Right to participate in division of surplus assets of the Company on winding up
‘K’	<ul style="list-style-type: none"> - No right to receive notice of and attend any meeting of members of the Company. - No right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - Right to participate in the dividends as determined by the Directors. - No right to repayment of capital paid upon such shares upon winding up of Company. - Right to participate in distribution of surplus assets or profits of the Company on winding up.
‘L’	<ul style="list-style-type: none"> - No right to receive notice of and attend any meeting of members of the Company. - No right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - Right to participate in the dividends as determined by the Directors. - Right to repayment of capital paid upon such shares upon winding up of Company. - Right to participate in distribution of surplus assets or profits of the Company on winding up.

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‘M’	<ul style="list-style-type: none"> - No right to receive notice of and attend any meeting of members of the Company. - No right to vote at meetings of members of the Company on a show of hands or poll with one vote for every share held. - No right to participate in the dividends as determined by the Directors. - Right to repayment of capital paid upon such shares upon winding up of Company. - No right to participate in distribution of surplus assets or profits of the Company on winding up.
Share Class	Rights and Restrictions attaching to shares
Redeemable Preference Shares	<p>Right to receive notice of and to attend any meeting of the members of the Company, however shall not [provide any right to vote at such meeting except in one or more of the following circumstances:</p> <ul style="list-style-type: none"> - During periods in which dividend(s) or part of a dividend in respect of the shares is in arrears; - On a proposal to reduce the share capital of the Company; - On a proposal that affects rights attached to the redeemable preference shares - On a proposal to wind up the company and during the winding up of the Company - On a proposal for the disposal of all the company’s business, property and undertaking. <p>A right to receive from the profits of the company a fixed cumulative dividend at a rate per annum determined by the directors at the date of issue (or if no rate determined, at the rate of 5% per annum) on the capital for the time being) to rank in priority to dividends to be paid on all other shares of the company on issue.</p> <p>On a reduction of capital or on winding up of the Company, the right to a return of capital (plus dividends which have not been paid) but no right to participate in any distribution of surplus assets or profits of the Company.</p>