



**The Incorporation People**

A division of Corporate Representatives  
Pty Limited ABN 85 000 540 741

Suite 4301, 4 Daydream Street  
Warriewood NSW 2102

**Ph: 02 9999 3000**  
Fax: 02 9999 0519

**[www.corpreps.com.au](http://www.corpreps.com.au)**  
[jandrews@corpreps.com.au](mailto:jandrews@corpreps.com.au)

## **Incorporation of Company Limited by Guarantee**

**Thank you for your enquiry concerning the arranging of the incorporation of  
a Company Limited by Guarantee.**

The information which we will require to enable us to complete the required documentation should be set out on the enclosed Order Form along with a "Statement of Objects" setting out the aims of the company and returned to us to prepare the incorporation papers.

Please note that the company will require a promoter (or member), three directors and one secretary, who may also be one of the directors. At least two directors and one secretary must be resident in Australia.

Upon receipt of the abovementioned information we will complete and forward the required documentation to you for execution.

**Please telephone on (02) 9999 3000  
if you wish to discuss any aspect of the arranging of the incorporation of  
a Company Limited by Guarantee**



Suite 4301, 4 Daydream Street  
Warriewood NSW 2102

Ph: (02) 9999 3000

Fax: (02) 9999 0519

www.corpreps.com.au

**The Incorporation People**  
A division of Corporate Representatives  
Pty Limited ABN 85 000 540 741

## COMPANY LIMITED BY GUARANTEE ORDER FORM

<b>Company name</b>	
<b>Existing business name</b>	N <sup>o</sup>
<b>Type of company</b>	
<input type="checkbox"/> Limited be guarantee	
<input type="checkbox"/> Limited be guarantee (under Section 150)	

**MEMBERS / OFFICERS**

<b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Member</b> <input type="checkbox"/>	<b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Member</b> <input type="checkbox"/>
<b>Full name</b>  (given name/s) (surname)	<b>Full name</b>  (given name/s) (surname)
<b>Address</b> <span style="float: right;"><b>Postcode</b></span>	<b>Address</b> <span style="float: right;"><b>Postcode</b></span>
<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>	<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>
<b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Member</b> <input type="checkbox"/>	<b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Member</b> <input type="checkbox"/>
<b>Full name</b>  (given name/s) (surname)	<b>Full name</b>  (given name/s) (surname)
<b>Address</b> <span style="float: right;"><b>Postcode</b></span>	<b>Address</b> <span style="float: right;"><b>Postcode</b></span>
<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>	<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>
<b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Member</b> <input type="checkbox"/>	<b>Public officer</b> <input type="checkbox"/>
<b>Full name</b>  (given name/s) (surname)	<b>Full name</b>  (given name/s) (surname)
<b>Address</b> <span style="float: right;"><b>Postcode</b></span>	<b>Address</b> <span style="float: right;"><b>Postcode</b></span>
<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>	<b>Date of birth</b> <span style="float: right;"><b>Place of birth (City/State/Country)</b></span>
<b>COMPANY – MEMBER</b>	<b>COMPANY – MEMBER</b>
<b>Company name</b>	<b>Company name</b>
<b>Address</b> <span style="float: right;"><b>Postcode</b></span>	<b>Address</b> <span style="float: right;"><b>Postcode</b></span>
<b>A.C.N.</b>	<b>A.C.N.</b>

**Other details required:**

- 1) Amount of guarantee per Member \$ \_\_\_\_\_
- 2) Entry fee \$ \_\_\_\_\_
- 3) Annual fee \$ \_\_\_\_\_
- 4) Due date each year of annual fee \_\_\_\_\_
- 5) Number of Members to constitute a quorum  
(Members Meeting) \_\_\_\_\_
- 6) Number of Directors to constitute a quorum  
(Directors Meeting) \_\_\_\_\_

<b>STATEMENT OF OBJECTS</b>	<input type="checkbox"/> <b>SEE BELOW</b>	<input type="checkbox"/> <b>SEE ATTACHED</b>

COMPANY ADDRESSES		PAYMENT DETAILS	
Registered office	Postcode	<b>THIS SECTION MUST BE COMPLETED PRIOR TO INCORPORATION OF THE COMPANY</b>	<b>OFFICE USE ONLY</b>
Occupier's name (if other than company)			Order approved
Principal business office	Postcode		

ORDERED BY		<input type="checkbox"/> Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa  <b>Number</b>  <b>Expiry date</b> <b>Name</b>  <input type="checkbox"/> <b>Direct deposit</b> ( <i>Account details below. Please fax confirmation</i> ) CorpReps BSB 062287 A/c No. 10282947 Commonwealth Bank, Brookvale, NSW  <input type="checkbox"/> Bank cheque <input type="checkbox"/> Cash  <input type="checkbox"/> <b>Approved Client:</b> A/c No. ....	
Company name			
Contact name			
Address	Postcode		
Phone	Fax		
DELIVERY DETAILS		<b>Please note: The person placing the order is responsible for payment of the account</b>	
Personal collection	<input type="checkbox"/>		Courier