



CLIENT CODE:	
STAFF:	
DATE:	

## INFORMATION COLLECTION FOR COMPANY FORMATION

1. Proposed name of company: \_\_\_\_\_  
(subject to availability)  
Trading As: \_\_\_\_\_

2. Registered Office address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Directors' details** (to input more than 2 directors, see page 4. Delete if unnecessary)

**3. Director 1**

a) Full Name: \_\_\_\_\_

b) Date of Birth: \_\_\_\_\_

c) Place of Birth: \_\_\_\_\_

d) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Occupation: \_\_\_\_\_

f) TFN (optional) \_\_\_\_\_

g) Contact #: \_\_\_\_\_

h) Will this director also hold shares:  No  Yes \_\_\_\_\_ out of 120

i) If yes, will the shares be held by the directors themselves or on behalf of another entity?

1)  Held by themselves      2)  On behalf of \_\_\_\_\_

**4. Director 2**

a) Full Name: \_\_\_\_\_

b) Date of Birth: \_\_\_\_\_

c) Place of Birth: \_\_\_\_\_

d) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Occupation: \_\_\_\_\_

f) TFN (optional) \_\_\_\_\_

g) Contact #: \_\_\_\_\_

h) Will this director also hold shares:  No  Yes \_\_\_\_\_ out of 120

i) If yes, will the shares be held by the directors themselves or on behalf of another entity?

1)  Held by themselves      2)  On behalf of \_\_\_\_\_

5. Which one of the directors will be the Public Officer? \_\_\_\_\_  
(must appoint a public officer)

**Shareholders who aren't directors** (to input more than 3 shareholders, see page 5. Delete if unnecessary)

6. Non-Director Shareholder 1

a) Full Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) ABN (if company): \_\_\_\_\_

d) How many shares will they hold? \_\_\_\_\_ out of 120

e) Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves          2)  On behalf of \_\_\_\_\_

7. Non-Director Shareholder 2

a) Full Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) ABN (if company): \_\_\_\_\_

d) How many shares will they hold? \_\_\_\_\_ out of 120

e) Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves          2)  On behalf of \_\_\_\_\_

8. Non-Director Shareholder 3

a) Full Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) ABN (if company): \_\_\_\_\_

d) How many shares will they hold? \_\_\_\_\_ out of 120

e) Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves          2)  On behalf of \_\_\_\_\_

(to input more shareholders, see page 5. Delete if unnecessary)

**Business Registration (please complete as much information as you can)**

9. Does the company require an ABN?  Yes  No

10. Does the company require a TFN?  Yes  No

(if the company is only acting as a trustee of a trust, they only need an ABN)

11. What date does the company want to start trading? \_\_\_\_\_

12. What is the business activity? \_\_\_\_\_

\_\_\_\_\_

GST Registration

13. Does the company need to be registered for GST?  Yes  No

If no, progress to Q17. If yes;

14. What is the turnover?  \$0 - \$75,000 (if yes, they do not need to register for GST but they can apply for voluntary GST registration)

\$75,000 - \$100,000  \$100,000 - \$1,000,000  \$1,000,001 - \$19,999,999  \$20,000,000+

15. What reporting basis?  Cash  Accruals

16. How often will you lodge activity statements?  Monthly  Quarterly  Annually

PAYG Withholding Registration

17. Will the company employ people?  Yes  No (if no, there are no more questions)

If yes;

18. How many employees? \_\_\_\_\_ 19. Amount to be withheld annually? \$ \_\_\_\_\_

**EXTRA DIRECTORS & SHAREHOLDERS (DELETE IF UNNECESSARY)**

Director 3

a) Full Name: \_\_\_\_\_

b) Date of Birth: \_\_\_\_\_

c) Place of Birth: \_\_\_\_\_

d) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) Occupation: \_\_\_\_\_

f) TFN (optional) \_\_\_\_\_

g) Contact #: \_\_\_\_\_

h) Will this director also hold shares:  No  Yes \_\_\_\_\_ out of 120

i) If yes, will the shares be held by the directors themselves or on behalf of another entity?

1)  Held by themselves                      2)  On behalf of \_\_\_\_\_

Director 4

a) Full Name: \_\_\_\_\_

b) Date of Birth: \_\_\_\_\_

c) Place of Birth: \_\_\_\_\_

d) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) Occupation: \_\_\_\_\_

f) TFN (optional) \_\_\_\_\_

g) Contact #: \_\_\_\_\_

h) Will this director also hold shares:  No  Yes \_\_\_\_\_ out of 120

i) If yes, will the shares be held by the directors themselves or on behalf of another entity?

1)  Held by themselves                      2)  On behalf of \_\_\_\_\_

Non-Director Shareholder 4

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABN (if company): \_\_\_\_\_

How many shares will they hold? \_\_\_\_\_ out of 120

Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves      2)  On behalf of \_\_\_\_\_

Non-Director Shareholder 5

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABN (if company): \_\_\_\_\_

How many shares will they hold? \_\_\_\_\_ out of 120

Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves      2)  On behalf of \_\_\_\_\_

Non-Director Shareholder 6

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABN (if company): \_\_\_\_\_

How many shares will they hold? \_\_\_\_\_ out of 120

Will the shares be held by the shareholder themselves or on behalf of another entity?

1)  Held by themselves      2)  On behalf of \_\_\_\_\_