



# Convert Company to Sole Director/ Member Order Form

Name	<input type="text"/>	Phone	<input type="text"/>
Firm	<input type="text"/>	E-mail	<input type="text"/>

## Company Details

Please provide the information below OR provide an attachment ensuring FULL details of ALL company office holders and members are included (ie. most recent ASIC Return).

Company Name	<input type="text"/>
ACN	<input type="text"/>
Registered Office Address	<input type="text"/>
Meeting Address	<input type="text"/>

## Company Officers and Members

**IMPORTANT: Full, verifiable name and address details are required.**

**#1**

Family Name/Company	<input type="text"/>		
Given Names/ACN	<input type="text"/>		
Street Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth (Town/State/Country)	<input type="text"/>
Officer Positions Held	<input type="checkbox"/> Director - Date Appointed <input type="text"/>	<input type="checkbox"/> Secretary - Date Appointed	<input type="text"/>
Number of Shares	<input type="text"/>	Class ORD or: <input type="text"/>	Paid \$/Share or: <input type="text"/>
As Trustee For (if applicabe)	<input type="text"/>		

**#2**

Family Name/Company	<input type="text"/>		
Given Names/ACN	<input type="text"/>		
Street Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth (Town/State/Country)	<input type="text"/>
Officer Positions Held	<input type="checkbox"/> Director - Date Appointed <input type="text"/>	<input type="checkbox"/> Secretary - Date Appointed	<input type="text"/>
Number of Shares	<input type="text"/>	Class ORD or: <input type="text"/>	Paid \$/Share or: <input type="text"/>
As Trustee For (if applicabe)	<input type="text"/>		

**#3**

Family Name/Company	<input type="text"/>		
Given Names/ACN	<input type="text"/>		
Street Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth (Town/State/Country)	<input type="text"/>
Officer Positions Held	<input type="checkbox"/> Director - Date Appointed <input type="text"/>	<input type="checkbox"/> Secretary - Date Appointed	<input type="text"/>
Number of Shares	<input type="text"/>	Class ORD or: <input type="text"/>	Paid \$/Share or: <input type="text"/>
As Trustee For (if applicabe)	<input type="text"/>		

Please return this completed form to [acis@acis.net.au](mailto:acis@acis.net.au), Freefax 1800 655 556 or Locked Bag 1, Fortitude Valley Q 4006

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## PART 1: Constitution Upgrade

The members special resolution to repeal the existing constitution and to adopt the new Acis Constitution will be passed via a circular resolution pursuant to the Corporations Act (whereby the voting members of the company will sign a document containing a statement that they are in favour of the necessary resolution).

**OR** please select one of the following:

CONVENE AN EXTRAORDINARY GENERAL MEETING OF THE COMPANY WHERE EITHER

- MEMBERS ARE GIVEN WRITTEN NOTICE:** Due notice (at least 21 days) is given and the Special Resolution is passed at the ensuing meeting;  
OR
- NOTICE OF MEETING IS WAIVED:** Notice of the meeting is waived pursuant to the Corporations Act, as members present to pass the Special Resolution represent at least 95% of the total exercisable voting rights.

If 1 or 2 applies, please provide -

Date of Notice (if applicable)	<input type="text"/>	Date and Time of Meeting	<input type="text"/>
Meeting Address	<input type="text"/>		

## PART 2: Secretarial Work

**This section should only be completed where Acis is to attend to the preparation of documentation regarding the resignation of an existing officer and/or the transfer of shares.**

Resigning Officer Name	<input type="text"/>		
Positions Held	<input type="checkbox"/> Director <input type="checkbox"/> Secretary	Date of Resignation	<input type="text"/>
Transfer of Shares			
Transferor (seller)	<input type="text"/>		
Address	<input type="text"/>		
Transferee (buyer)	<input type="text"/>		
Address	<input type="text"/>		
Number of Shares	Class of Shares	Serial No. from	<input type="text"/> to <input type="text"/>
Last share certificate no. on issue	Total Consideration	Date of Transfer	<input type="text"/>
Is the share presently beneficially owned by the Transferor	<input type="checkbox"/> YES <input type="checkbox"/> NO		

If "NO", please provide the full details of the beneficial owner in the space provided below:

Name of beneficial owner	<input type="text"/>
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NOTE: It will be important to consider the banking, taxation and stamp duty implications of any share transaction.

## Additional Information/Special Instructions

<input type="text"/>
<input type="text"/>
<input type="text"/>

## Payment Details

Please debit the following card details by the amount of \$

Type of Card	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diners Club* <input type="checkbox"/> Amex*	*3% SURCHARGE APPLIES	
Card Number	<input type="text"/>	Expires	<input type="text"/> CCV <input type="text"/>
Name on Card	<input type="text"/>	Signature	<input type="text"/>

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## Share Classes and Rights

The Acis Constitution provides for multiple share classes. The private and public (limited by shares) companies' share classes have the (summarised) rights set out below. While the full rights attached to all share classes are set out in the Constitution, the directors remain able to vary the share rights or add to them on the issue of any class of shares.

<b>Class</b>	<b>Full Title</b>	<b>Summary of Rights</b>	<b>Company Type</b>
<b>ORD</b>	Ordinary Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
<b>A</b>	A Class Shares	vote, dividends, equity	Pty Ltd / Public Ltd by shares
<b>B</b>	B Class Shares	vote, dividends, equity	Pty Ltd only
<b>C</b>	C Class Shares	no vote, dividends, equity	Pty Ltd only
<b>D</b>	D Class Shares	no vote, dividends, equity	Pty Ltd only
<b>E</b>	E Class Shares	no vote, dividends, equity	Pty Ltd only
<b>F</b>	F Class Redeemable Preference Shares	voting, dividends, no equity, redeemable	Pty Ltd / Public Ltd by shares
<b>G</b>	G Class Redeemable Preference Shares	no vote, pref dividends at prescribed rate, no equity, redeemable	Pty Ltd / Public Ltd by shares
<b>H</b>	H Class Shares	vote, no dividends, equity	Pty Ltd only
<b>I</b>	I Class Shares	no vote, dividends, no equity	Pty Ltd only
<b>J</b>	J Class Shares	no vote, dividends, no equity	Pty Ltd only
<b>K</b>	K Class Shares	no vote, dividends, no equity	Pty Ltd only
<b>L</b>	L Class Shares	vote, no dividends, no equity	Pty Ltd only
<b>M</b>	M Class Shares	no vote, no dividends, equity	Pty Ltd only

## Sole Director should also be Sole Secretary

It is recommended a Sole Director also be appointed as Sole Secretary. Further information on this topic may be found at [www.acis.net.au/resources/company-secretaries](http://www.acis.net.au/resources/company-secretaries).