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| Document Fact Finder |
| Application for Incorporation of a Company |

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| This fact finder is designed to help to ensure that we have the necessary information to prepare the relevant documentation. Please complete the information requested in this fact finder and return it to us.  Please contact us for pricing. | | | | | | | |
| Please complete if a particular person at Moores needs to receive this document fact finder (*otherwise leave blank*) | | | | | | **Attention**: | |
| PERSONAL DETAILS | | **Surname(s)** |  | |  | |
| **Given Names** |  | |  | |
| **Residential Address** |  | | | |
| **Postal Address** *(if different)* |  | | | |
| **Contact nos** | (Business) | | (Home) | |
|  | (Fax) | | (Mobile) | |
| **Email address** |  | | | |
| Preferred method of correspondence:  Post  Email | | | | |
| GENERAL DETAILS | **Desired name of Company:**  (Please provide 3 options in order of preference. The company name should not include the words “trust”, “Royal”, “Commonwealth” or other similar representations) | | | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **What will be the Registered Office address?**  (This must be a street address) | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Will the company occupy this office?**  **(**Please note that you must have the written authority of the occupier to use their premises as your registered office) | | | * YES * NO   If No, please specify who occupies this premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Principal place of business**  Complete address if different from the registered office | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| OFFICER & OWNER DETAILS - INDIVIDUALS | **Party 1**  **Name:** | 🞏 Mr 🞏 Mrs 🞏 Ms 🞏 Miss 🞏 Dr 🞏 Other – please specify: \_\_\_\_\_\_\_\_  Give Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **Office Details:** | | | 🞏 Director 🞏 Secretary 🞏 Public Officer | | | | | | | |
| **Date of Birth** | | | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | **Place of Birth** | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Number of Shares** | | | | \_\_\_\_\_ | **Class of Shares** | | | 🞏 Ordinary 🞏 Other | | |
| **Amount paid per Share** | | | | 🞏 $1 🞏 Other | | | **Amount owing per Share** | | | 🞏 Nil 🞏 Other $\_\_\_\_ |
| **Shares held** | | 🞏 For the benefit of the holder 🞏 In trust for another entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | | | | | | | | | |
| **Party 2**  **Name:** | 🞏 Mr 🞏 Mrs 🞏 Ms 🞏 Miss 🞏 Dr 🞏 Other – please specify: \_\_\_\_\_\_\_\_  Give Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **Office Details:** | | | 🞏 Director 🞏 Secretary 🞏 Public Officer | | | | | | | |
| **Date of Birth** | | | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | **Place of Birth** | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Number of Shares** | | \_\_\_\_\_ | **Class of Shares** | | 🞏 Ordinary 🞏 Other | | | **Amount paid per Share** | | 🞏 $1 🞏 Other | | **Amount owing per Share** | | 🞏 Nil 🞏 Other $\_\_\_\_ | | **Shares held** | 🞏 For the benefit of the holder 🞏 In trust for another entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| **Party 3**  **Name:** | 🞏 Mr 🞏 Mrs 🞏 Ms 🞏 Miss 🞏 Dr 🞏 Other – please specify: \_\_\_\_\_\_\_\_  Give Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **Office Details:** | | | 🞏 Director 🞏 Secretary 🞏 Public Officer | | | | | | | |
| **Date of Birth** | | | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | **Place of Birth** | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Number of Shares** | | \_\_\_\_\_ | **Class of Shares** | | 🞏 Ordinary 🞏 Other | | | **Amount paid per Share** | | 🞏 $1 🞏 Other | | **Amount owing per Share** | | 🞏 Nil 🞏 Other $\_\_\_\_ | | **Shares held** | 🞏 For the benefit of the holder 🞏 In trust for another entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |

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| OFFICER & OWNER DETAILS - COMPANIES | **Shareholder 1 Company Name:**  **ACN:**  **Registered Office:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Number of Directors:** | | | 🞏 One: (fill in full name) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 Two or more (names not required) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Number of Shares** | | \_\_\_\_\_ | **Class of Shares** | | 🞏 Ordinary 🞏 Other | | | **Amount paid per Share** | | 🞏 $1 🞏 Other | | **Amount owing per Share** | | 🞏 Nil 🞏 Other $\_\_\_\_ | | **Shares held** | 🞏 For the benefit of the holder 🞏 In trust for another entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **Shareholder 2 Company Name:**  **ACN:**  **Registered Office:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Number of Directors:** | | 🞏 One: (fill in full name) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 Two or more (names not required) | |
|  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Number of Shares** | | \_\_\_\_\_ | **Class of Shares** | | 🞏 Ordinary 🞏 Other | | | **Amount paid per Share** | | 🞏 $1 🞏 Other | | **Amount owing per Share** | | 🞏 Nil 🞏 Other $\_\_\_\_ | | **Shares held** | 🞏 For the benefit of the holder 🞏 In trust for another entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |

# \*\*If there are further parties, please attach another page

# Payment

Please contact our office for payment instructions. We generally require payment of the company fee prior to arranging the incorporation.

*Statement of Advice:* This document is for Moores information gathering purposes only and should not be regarded as being comprehensive nor be relied on as (or in substitution for) legal, personal financial or other professional advice.

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