



Topdocs Companies

Topdocs provides Company Registrations suitable to act as both Standard and Sole Purpose SMSF Trustee Companies.

Setting up a company is quick and easy with Topdocs – with options to order online via our Document Portal or via easy complete paper order forms.

The Topdocs Company Constitution has been expertly drafted and is continually reviewed to ensure maximum flexibility and effectiveness.

All relevant constitutions, consents, minutes, applications and certificates are included in your order, along with a professional leather look Company Register. Instructions for your clients on how to execute their documents, open a bank account for the Company and register the Company with the ATO are also included. You also have the option of ordering a Company Seal.

Our range of share classes allow you to structure your Company in a variety of ways in regards to voting and distribution rights, as well as facilitating discretionary distribution of dividends. See our brochure titled “**Topdocs Share Classes – Company Incorporation**”.

Topdocs Constitution as an SMSF Trustee Company

Some suppliers of SMSF Corporate Trustee Companies try to convince you that you require different control mechanisms in your SMSF Trustee Company constitution than those provided for in a well drafted ‘standard constitution’.

Topdocs’ view, as well as that of most legal & accounting practitioners, is that a well planned SMSF establishment and properly considered shareholding of a well constructed ‘standard’ constitution will achieve the vast majority of desired outcomes. Specific tailoring of the SMSF deed and constitution should be only undertaken where dictated by specific circumstances.

For this reason, Topdocs has drafted its Company constitution to contain all of the provisions required to act as a sole purpose SMSF Trustee, while still allowing the flexibility to act as a ‘standard’ Company.

Pre 1995 Company Constitutions

Do you have existing companies with pre 1995 Company Constitutions? Amendments to corporations legislation over the past 15 years have made older company documents (formerly known as “Articles of Association”) outdated and potentially risky to continue with.

Topdocs can upgrade your Company constitutions. See our brochure titled “**Pre-1995 Company Constitutions – the risks**”.

Order your Companies online

Register for free at www.topdocs.com.au or log in to the Topdocs online ordering system with an existing username and password. Alternatively, logon to our website at www.topdocs.com.au and follow the links to our order forms page to order via an easy complete paper form.

The Topdocs Company Establishment Package includes:

- + The ability to order your documents online, or by paper order forms;
- + Certificate of Registration;
- + 2 bound copies of the Company Constitution, plus 1 unbound copy of the constitution to scan;
- + CD containing copies of all files & documents as well as CMY file;
- + High quality leather look binder indexed with tabs to store your documents;
- + Consents to act as Director, Secretary and Public Officer and ASIC Registered Agent notice;
- + All relevant Trustee Minutes, Member Applications, Registers, Share Certificates as required;
- + Procedures notice and Information on how to open a bank account in the name of the Company.