

Company Constitution upgrade Full Service Order Form

What you are required to do to order your Company:

1. Complete all relevant fields in BLOCK LETTERS
2. Post or email the following information to Topdocs, as well as this completed order form;
 - a. Copy of the current Company Constitution or Memorandum and Articles of Association;
 - b. Current Company report, showing the details of the CURRENT Officers and Members of the Company;

SECTION A (I): PERSON / ADVISOR ORDERING DETAILS

YOUR NAME		Signature	
YOUR COMPANY NAME			
YOUR POSTAL ADDRESS			
DATE OF ORDER	/ /	Your Ref.	
Phone		Fax	
		Email	

SECTION A (II): PAYMENT DETAILS

Enclosed is Payment for a Company Constitution Upgrade for the sum of \$

Direct Debit*
 Visa Card
 MasterCard
 Cheque

Card Holder Name			
Credit Card Number	- - -		
Expiry Date	/	Authorised Card Signature	

*To pay by Direct Debit you must have a current Direct Debit arrangement with Topdocs Pty Ltd.

If you would like to arrange for Direct Debit for future purchases please contact Topdocs Pty Ltd on 1300 65 92 42.

SECTION B: COMPANY DETAILS

Company Name			
Registration Date of the Company	/ /		
State of Registration of the Company			
Registered Office of Company			
Address where the meetings of the Company are held			
Reason for Constitution Upgrade:			

SECTION C (I): DETAILS OF COMPANY DIRECTORS

WHICH DIRECTOR CHAIRS THE MEETINGS OF THE COMPANY?

DIRECTOR 1	Full name
DIRECTOR 2	Full name
DIRECTOR 3	Full name
DIRECTOR 4	Full name
DIRECTOR 5	Full name
DIRECTOR 6	Full name
DIRECTOR 7	Full name
DIRECTOR 8	Full name

SECTION C (II): DETAILS OF COMPANY MEMBERS (SUBSCRIBERS)

MEMBER 1	Full name
MEMBER 2	Full name
MEMBER 3	Full name
MEMBER 4	Full name
MEMBER 5	Full name
MEMBER 6	Full name
MEMBER 7	Full name
MEMBER 8	Full name

ADDITIONAL INFORMATION:
