

Discretionary Trust Change of Trustee Full Service Order Form

What you are required to do to order your Trustee Change:

1. Complete all relevant fields in BLOCK LETTERS
2. Attach a copy of the Trust Deed for the Trust to your order form
3. Fax this form and the Trust deed to Topdocs at (03) 8256 0108; or email this form and the Trust Deed to Topdocs at orders@topdocs.com.au

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 Discretionary Trust Change of Trustee 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: DISCRETIONARY TRUST DETAILS

NAME OF TRUST		
Establishment Date of the Trust	/	/
State of Registration		

SECTION C: APPOINTOR DETAILS

Appointor 1 Name		ACN (if applicable)	-	-
Address				

Appointor 2 Name		ACN (if applicable)	-	-
Address				

SECTION D: GUARDIAN DETAILS

Guardian 1 Name		ACN (if applicable)	-	-
Address				

Guardian 2 Name		ACN (if applicable)	-	-
Address				

SECTION E (I): CURRENT TRUSTEE DETAILS WHERE THE CURRENT TRUSTEE IS A COMPANY

Company Name		ACN (if applicable)	-	-
Registered Office				

Full names of all Directors of the Trustee Company:

Director 1		Director 2	
Director 3		Director 4	
Director 5		Director 6	
Which Director will chair the meetings of the Company?			

SECTION E (II): CURRENT TRUSTEE DETAILS WHERE THE CURRENT TRUSTEES ARE INDIVIDUALS

TRUSTEE 1	Full name
Address	
TRUSTEE 2	Full name
Address	
TRUSTEE 3	Full name
Address	
TRUSTEE 4	Full name
Address	
TRUSTEE 5	Full name
Address	
Which Trustee will chair the meetings of the Company?	

SECTION F (I): NEW TRUSTEE DETAILS WHERE THE NEW TRUSTEE IS A COMPANY

Company Name		ACN (if applicable)	-	-
Registered Office				

Full names of all Directors of the Trustee Company:

Director 1		Director 2	
Director 3		Director 4	
Director 5		Director 6	
Which Director will chair the meetings of the Company?			

SECTION F (II): NEW TRUSTEE DETAILS WHERE THE NEW TRUSTEES ARE INDIVIDUALS

TRUSTEE 1	Full name
Address	
TRUSTEE 2	Full name
Address	
TRUSTEE 3	Full name
Address	
TRUSTEE 4	Full name
Address	
TRUSTEE 5	Full name
Address	
Which Trustee will chair the meetings of the Company?	