

ORDERING CHECKLIST

Company Constitution Upgrade

Outlined below is a checklist of the information needed to complete a Company Constitution Upgrade order.

COMPANY DETAILS

- Name of the company
- ACN of the company
- Meeting address of the company
- State of registration of the company
- Reason for the constitution upgrade
- Copy of the constitution of the company, or the company's memorandum and articles of association (if available)

DIRECTOR DETAILS

- Full name of each director
- Chairman of the company

SHAREHOLDER DETAILS

- Full name of each shareholder of the company

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.