

DOCUMENTATION CONTENTS

Company Constitution Upgrade

Outlined below is the list of documents you will receive with your order.

FULL SERVICE DELIVERY ONLY

- > Legal review of the Company constitution to determine any specification procedures that have to be met to upgrade the constitution, including determining the kind of shareholder meeting required to be held
- > Legal sign off on the final documents prepared, ensuring compliance with the Corporations Act and the Company's constitution
- > 2 bound copies of the Constitution
- > 1 unbound copy of the Constitution for scanning
- > 2 x director minutes of meeting in relation to the constitution upgrade
- > Notice of Meeting for the shareholders
- > Shareholder minutes of meeting in relation to the constitution upgrade
- > Procedures sheet

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