



ONLINE SERVICES

Abbots Incorporation Services' online services provide you with a secure environment to complete your electronic orders.

This useful facility is accessible from your home, office or personal computer and can be completed in a few easy steps simply by visiting our web page at **www.abbots.com.au**.

THE FOLLOWING ONLINE SERVICES ARE AVAILABLE TO REGISTERED USERS

- purchase a company (choice of name, A.C.N. named and shelf companies)
- establish a unit trust
- establish a discretionary trust
- establish a super fund (personal or employer)
- request a company name change, conversion/transfer or deregistration
- request a search on a company, business name or an individual
- PDF of order may be emailed directly prior to delivery upon request.

TO REGISTER FOR ONLINE SERVICES

Simply log on to **www.abbots.com.au** and follow the **Register for online ordering** link and complete the four step process. You will be advised via email when your account has been activated. This activation should take less than an hour if it is during business hours.

NB. All Initial Member companies are only available through our on-line services.

For offline orders, order forms in PDF format are available for download from our website. Follow the **How To Order** link.

HOW TO CONTACT US

local numbers

phone: (03) 9427 8888

fax: (03) 9427 7888

toll free (within australia)

phone: 1800 33 7964

fax: 1800 33 7965

international numbers

phone: 613 9427 8888

fax: 613 9427 7888

street & postal address

1st Floor, 225 Bridge Road

Richmond VIC 3121

PO Box 384, Richmond VIC 3121

email

orders@abbots.com.au

website

www.abbots.com.au

Payment Options

Abbots accepts the following payment options only:

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
PO Box 384, RICHMOND VIC 3121

PHONE: (03) 9427 8888

TOLL FREE: 1800 33 7964

FAX: (03) 9427 7888

TOLL FREE: 1800 33 7965

WEB: www.abbots.com.au

EMAIL: orders@abbots.com.au

A. CHEQUES , BANK CHEQUES, MONEY ORDERS OR CASH

1. Return payment with remittance advice

B. DIRECT DEPOSIT

1. Deposit funds into this account

Bank : National Australia Bank

Account Title : Abbot Incorporation Services Pty. Ltd.

BSB Number : 083-091

Account Number : 47-717-0242

Reference : Abbots Invoice Number

2. Send us confirmation of deposit via fax or email, including the following information:

Date : ___/___/___

Amount \$: _____

Abbots Invoice Number : _____

Bank Confirmation Number : _____

Note: You may use your own format, just include all the details given left

3. Email to orders@abbots.com.au or Fax to (03) 9427 7888

C. CREDIT CARD PAYMENT – SUBJECT TO 1.07% SURCHARGE (AMEX & Diners not available)

1. Complete, print, sign and Fax to (03) 9427 7888

Abbots Invoice Number: _____

Please charge \$: _____ +1.07% to my MasterCard Visa Bankcard

Name on Card : _____

Card Number : - - -

Expiry date : /

Signature : _____ Date ___/___/___

Price List

Current as at 1st July 2010

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Amendment to Superannuation Fund

\$165

discount for
bulk orders

personal or employer
sponsored funds

Updates include:

- 2 bound trust deeds (professional binding)
- minutes

Companies
from

\$497*

* applies to acn
companies

Shelf Companies

ACN named companies from **\$ 497**

choice of name companies **\$ 620**

all companies include:

- quality documentation & folder
- PDF copy of documentation
- 4 bound constitutions (professional binding)
- minutes and all registers
- all ASIC forms
- bank kit

Trust Deeds

drafted by our in house solicitor

unit trust or
discretionary trust **\$ 154**

(plus stamp duty – Victoria only)

all trusts include:

- quality documentation & folder
- PDF copy of documentation
- 4 bound trust deeds (professional binding)
- indexed trust register & minutes
- bank kit

Superannuation Funds

personal or employer
sponsored funds

\$ 275

all funds include:

- quality documentation & folder
- PDF copy of documentation
- 4 bound trust deeds (professional binding)
- members applications & statements
- minutes and all registers
- bank kit

Company Name
Change

\$ 460

Company
Deregistrations

\$ 250

Single Director
Company Conversions

\$ 165

(discount for bulk orders)

Company & Business
Name Searches

\$ 25.30

(plus disbursements)

All prices quoted are based on payment within seven days (strictly no exceptions), unless otherwise stated, and inclusive of GST if applicable. Credit card payments are subject to a **1.07% surcharge** (AMEX & Diners are not available).

Amendment to Superannuation Fund and/or Trustees

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
 1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
 PO Box 384, RICHMOND VIC 3121
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 FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965
 WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax
		email

Fund Details Please email a PDF copy to above email or:

name				fund type		<input type="checkbox"/> employer	<input type="checkbox"/> personal
date of establishment	date of signing	date(s) of previous amending deeds (if any)					
relevant state of deed <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA							

Trustee Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
2 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

3 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
4 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

Principal Employer Details (if any)

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
as trustee for	

Associated Employer Details (if any)

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
as trustee for	

Members Details

1	
family name	
given names	
address	dob
	gender (M/F)
	marital status
2	
family name	
given names	
address	dob
	gender (M/F)
	marital status

3	
family name	
given names	
address	dob
	gender (M/F)
	marital status
4	
family name	
given names	
address	dob
	gender (M/F)
	marital status

Other instructions

Please enclose Signed & dated copy or original of Deeds (including amending Deed(s) if any)
 Cheque for \$165

Company Order Form

ABBOTS

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 PO Box 384, RICHMOND VIC 3121

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 FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965
 WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax
		email

Company Details

Please email a PDF copy to above email or:

name	company type	<input type="checkbox"/> private	<input type="checkbox"/> public
alternative names		<input type="checkbox"/> sole purpose superann. trustee co.	
registered office address	suburb/city	postcode	
occupier, if not company			
principal place of business	suburb/city	postcode	

Directors, Secretaries &/or Shareholders Details

1	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				
2	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				
3	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				

4	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				
5	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				
6	<input type="checkbox"/> director	<input type="checkbox"/> secretary	<input type="checkbox"/> public officer	<input type="checkbox"/> shareholder
family name/company name				
given names/acn				
dob country place/town				
address				
suburb/city state postcode				
country (if not Aus) occupation				
total shares (class & no.)				
as trustee for				

Other instructions

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Company Deregistration Request

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
 1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
 PO Box 384, RICHMOND VIC 3121

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 FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965
 WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax
		email

Company Details

Please email a PDF copy to above email or:

name		
acn		
registered office address	suburb/city	postcode
date of deregistration		

Director who is making this application

1		
family name		
given names		
address		
suburb/city	state	postcode
country (if not Aus)		

Other Directors Names

1		
family name		
given names		
2		
family name		
given names		
3		
family name		
given names		

4		
family name		
given names		
5		
family name		
given names		
6		
family name		
given names		

Shareholders Names

1	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	
2	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	
3	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	

4	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	
5	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	
6	<input type="checkbox"/> company <input type="checkbox"/> individual
family name/company name	
given names/acn	

Financial Statements



Please **attach a copy** of the company's current balance sheet to this request

Search Request or Company Name Change Request

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
PO Box 384, RICHMOND VIC 3121

PHONE: (03) 9427 8888 TOLL FREE: 1800 33 7964

FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965

WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax
		email

Search

Company Search

company name
acn
type of company search <input type="checkbox"/> current <input type="checkbox"/> historical

Business Name Search

business name
registration number
relevant state of deed <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA

Company Name Change

Company Details Please email a PDF copy to above email or:

current name		
acn		
registered office address	suburb/city	postcode
date of name change		

Proposed Company Names

①
②
③

Director to sign ASIC Form 205

①	
family name	given names
date of birth	
date appointed as director	

Directors & Shareholders Names

① <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names
② <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names
③ <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names

④ <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names
⑤ <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names
⑥ <input type="checkbox"/> director <input type="checkbox"/> shareholder
family name
given names

Discretionary Trust Order Form

ABBOTS

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1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
PO Box 384, RICHMOND VIC 3121

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FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965
WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax email

Trust Details

Please email a PDF copy to above email or:

desired name	date of establishment
relevant state of deed <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA	
trust address	suburb/city postcode
settled sum \$	

Trustee Details

1 company individual

family name/ company name	
given names/ acn	
address	directors names

2 company individual

family name/ company name	
given names/ acn	
address	directors names

Settlor Details (must be independent, not a beneficiary)

1 company individual

family name/ company name	
given names/ acn	
address	

Appointor Details

1 company individual

family name/ company name	
given names/ acn	
address	

2 company individual

family name/ company name	
given names/ acn	
address	

Beneficiary Details

1 company individual corpus specified

family name/ company name	
given names/ acn	
address	as trustee for

3 company individual corpus specified

family name/ company name	
given names/ acn	
address	as trustee for

2 company individual corpus specified

family name/ company name	
given names/ acn	
address	as trustee for

4 company individual corpus specified

family name/ company name	
given names/ acn	
address	as trustee for

Employer Superannuation Fund Order Form

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
 1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
 PO Box 384, RICHMOND VIC 3121

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 FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965
 WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name		ASIC Number	client code
street address		postal address	
contact person	phone	fax	email

Fund Details

Please email a PDF copy to above email or:

desired name	date of establishment
relevant state of deed	<input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA

Trustee Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
2 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

3 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
4 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

Employer Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
as trustee for	

Associated Employer Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
as trustee for	

Members Details

1	
family name	
given names	
address	dob
	gender (M/F)
	marital status
2	
family name	
given names	
address	dob
	gender (M/F)
	marital status

3	
family name	
given names	
address	dob
	gender (M/F)
	marital status
4	
family name	
given names	
address	dob
	gender (M/F)
	marital status

Other instructions

Personal Superannuation Fund Order Form

ABBOTS

"THE SHELF COMPANY SPECIALISTS"
 1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121
 PO Box 384, RICHMOND VIC 3121

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FAX: (03) 9427 7888 TOLL FREE: 1800 33 7965

WEB: www.abbots.com.au EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax email

Fund Details

Please email a PDF copy to above email or:

desired name	date of establishment
relevant state of deed	<input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA

Trustee Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
2 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

3 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
4 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

Original Members Details

1	
family name	
given names	
address	dob
	gender (M/F)
	marital status
2	
family name	
given names	
address	dob
	gender (M/F)
	marital status

3	
family name	
given names	
address	dob
	gender (M/F)
	marital status
4	
family name	
given names	
address	dob
	gender (M/F)
	marital status

Other instructions

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Unit Trust Order Form

ABBOTS

"THE SHELF COMPANY SPECIALISTS"

1ST FLOOR, 225 BRIDGE ROAD, RICHMOND VIC 3121

PO Box 384, RICHMOND VIC 3121

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TOLL FREE: 1800 33 7964

FAX: (03) 9427 7888

TOLL FREE: 1800 33 7965

WEB: www.abbots.com.au

EMAIL: orders@abbots.com.au

Client Details

name	ASIC Number	client code
street address	postal address	
contact person	phone	fax email

Trust Details

Please email a PDF copy to above email or:

desired name	date of establishment
type of deed <input type="checkbox"/> FIXED TRUST <input type="checkbox"/> HYBRID TRUST	
relevant state of deed <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> WA <input type="checkbox"/> QLD <input type="checkbox"/> NT <input type="checkbox"/> TAS <input type="checkbox"/> ACT <input type="checkbox"/> SA	
trust address	suburb/city postcode

Trustee Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
2 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

3 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names
4 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	directors names

Unitholder Details

1 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	
2 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	
3 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	

4 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	
5 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	
6 <input type="checkbox"/> company <input type="checkbox"/> individual	
family name/ company name	
given names/ acn	
address	total units (class & no.)
as trustee for	