ABBOTS
INCORPORATION SERVICES

COMPANY CHECKLIST

NOTES

COMPANY DETAILS

- ☐ What is your proposed company name?
  Check whether the proposed company name is available via the Abbots website using the live ASIC company name search.
- ☐ Is the proposed company name is identical to a business name?
  If so, ABN and authorization are required for incorporation.
  Owner(s) of the business name MUST be included within the company order.
- ☐ Is this company going to be a Trustee of a Superannuation Fund?
  If no, then company will be registered as an ordinary proprietary company.
- ☐ Which State or Territory is the company to be registered in?

COMPANY ADDRESSES

- ☐ What is the registered office of the proposed company?
  *Registered office must be within Australia and must **not** be a PO BOX.*
- ☐ What is the principal place of business?

COMPANY STRUCTURE

Officeholder(s)

- ☐ Name and residential address of officeholder(s)
- ☐ D.O.B, place and country of birth
- ☐ Secretary
- ☐ Chairperson
- ☐ Public Officer – optional (ATO)

At least one director must reside in Australia.

Shareholder(s)

- ☐ Full name and address
- ☐ Class of shares
- ☐ Value of each share
- ☐ Does the shareholder hold the shares As Trustee for another party?

If a company is a shareholder, the ACN and registered office address are required.