ABBOTS
INCORPORATION SERVICES

# SHELF COMPANY CHECKLIST

NOTES

## COMPANY DETAILS

- ☐ Pick the most appropriate shelf company?
  *Check on the Abbots website the list of our available shelf companies.*
- ☐ What is the transfer date?
  *The date new director and shareholders take control of the shelf company.*

## 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.*