

Build a Company Checklist

☐ JURISDICTION

Which State/Territory do you want to incorporate in?	
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☐ CPA AUSTRALIA RULES

Include CPA Australia rules? (for accounting houses only) Yes/No	
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☐ COMPANY NAME

Include full name including Pty Ltd, Pty Limited, Proprietary Ltd or Proprietary Limited	
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☐ SPTC

Is the Company a Special Purpose Superannuation Trustee Company? Yes/No	
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☐ BUSINESS NAMES

Similar Business Names?	If yes, complete ABN OR Business No. & State/Territory of Registration

☐ REGISTERED OFFICE ADDRESS

(C/-, Office, Unit, Level, Building Name, No. Street Name, Suburb, Postcode, Country)	
Does the Company occupy the Registered Office Address? Yes/No	

☐ ULTIMATE HOLDING COMPANY

Company Name	
ACN or ABN	

☐ COMPANY DIRECTORS

DIRECTOR 1 (also Company Secretary)	
Full Name	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country)	
Date of Birth	
Place of Birth (Town/City, State/Territory & Country)	

DIRECTOR 2	
Full Name	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country)	
Date of Birth	

Place of Birth (Town/City, State/Territory & Country)	
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DIRECTOR 3	
Full Name	
Any Former Names?	
Address (No. Street Name, Suburb, Postcode, Country)	
Date of Birth	
Place of Birth (Town/City, State/Territory & Country)	

☐ SHARE DETAILS

Value of each share (Cannot be less than \$0.01 e.g. AUD \$1.00)	
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☐ SHAREHOLDERS

SHAREHOLDER 1	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?)	

SHAREHOLDER 2	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?)	

SHAREHOLDER 3	
Full Name or Company Name & ACN/ABN/ARBN	
Address (No. Street Name, Suburb, Postcode, Country)	
No. of Shares (whole numbers only)	
Does this shareholder own the shares beneficially? (ie are they held on trust or for someone else?)	