

# RAPID COMPANIES

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**RE: SECRETARIAL SERVICES**

Below is a check-list for information required for various Secretarial Services.

## APPOINTMENT OF DIRECTOR/SECRETARY

- Full Name
- Residential Address
- Date and Place of Birth
- Date of Appointment to Company
- Occupation
- Place of Meeting
- Chairman of Meeting

## RESIGNATION OF DIRECTOR/SECRETARY

- Full Name
- Residential Address
- Date and Place of Birth
- Original Date of Appointment to Company
- Date of Resignation from Company
- Occupation
- Place of Meeting
- Chairman of Meeting

## APPOINTMENT OF MEMBER

- Full Name (if company – Name & ACN)
- Residential Address (if company – Reg. Office Address)
- How Many Shares to be Issued
- Class and Nominal Value of Shares to be Issued
- Date of Share Issue
- Next Certificate Number
- Place of Meeting
- Chairman of Meeting

## NEW ISSUE OF SHARES (existing Member)

- Full Name (if company – Name & ACN)
- Residential Address (if company – Reg. Office Address)
- How Many Shares are being Issued
- Class and Nominal Value of Shares being Issued
- Date of Share Issue
- Next Certificate Number
- Place of Meeting
- Chairman of Meeting

## TRANSFER OF SHARES

- Full Name of Transferor (if company – Name & ACN)
- Residential Address (if company – Reg. Office Address)
- How Many Shares are being Transferred
- Class and Nominal Value of Shares being Transferred
- Full Name of Transferee (If company – Name & ACN)
- Residential Address (if company – Reg. Office Address)
- Date of Transfer
- Next Certificate Number
- Place of Meeting
- Chairman of Meeting

## CHANGE OF REGISTERED OFFICE/PRINCIPAL PLACE OF BUSINESS

- Current Registered Office/Principal Place of Business
- New Registered Office/Principal Place of Business
- Date of Change
- Place of Meeting
- Chairman of Meeting

**In addition, full details of current officeholders/members, registered office and principal place of business, are required for each secretarial service.**

**Price : POA (from \$88.00 incl. GST)**