



**ORDER FORM – TO ADOPT A NEW CONSTITUTION**

**RAPID COMPANIES - FAX NO. (07) 3221 9982 Ph. No. (07) 3229 8311**

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**FROM (Firm Name):** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**A.C.N.:** \_\_\_\_\_

**STANDARD** – Includes 4 copies of Constitution  
**Price: \$88.00** (incl. GST)  
**DO NOT COMPLETE BELOW, IF YOU ARE CHOOSING THIS PACKAGE**

**SECRETARIAL PACKAGE** – Includes 4 copies of Constitution, Minutes of Directors, Notice of General Meeting and Minutes of Members  
**Price: \$132.00** (incl. GST) **COMPLETE BELOW**

**COMPLETE THIS SECTION ONLY IF ORDERING SECRETARIAL PACKAGE**

**OFFICEHOLDERS & MEMBERS (if Member is a Company, please provide ACN and Registered Office Address)**

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

Full Name: (Surname First) \_\_\_\_\_

please tick  Director  Secretary  Member (*voting only*)  Chairman

**PLACE OF MEETING**

(At office of) C/- \_\_\_\_\_  
unit of office \_\_\_\_\_ level \_\_\_\_\_ building name \_\_\_\_\_  
street number and name \_\_\_\_\_  
suburb/city \_\_\_\_\_ state/territory \_\_\_\_\_ postcode \_\_\_\_\_

**DATE OF MEETING** \_\_\_\_\_

**PLEASE FAX A COPY OF CERTIFICATE, TO BE INCLUDED IN CONSTITUTION (ONLY IF YOU HAVE ONE AT HAND)**