



ORDER FORM – TO ADOPT A NEW CONSTITUTION

RAPID COMPANIES - FAX NO. (07) 3221 9982

Ph. No. (07) 3229 8311

visit us online www.rapidcompanies.com.au

FROM (Firm Name): _____
CONTACT: _____
TELEPHONE: _____

Company Name: _____

A.C.N.: _____

STANDARD . Includes 4 copies of Constitution
Price: \$121.00 (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: \$176.00 (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)