

Are you Accountable for your Accounts?

Company Secretarial - Changes Request Form

Entity Name:			
Date of Change:			
New Registered Office: <input type="checkbox"/>	New Principal place of Business: <input type="checkbox"/>	Cease Officeholders: <input type="checkbox"/>	
New Full Address:			
Cease Officeholder Name 1:		Ceased Role 1:	
Cease Officeholder Name 2:		Ceased Role 2:	

New Officeholder 1			
Name:			
Full Residential Address:			
Date of Birth:		Place & Country of Birth:	
Director: <input type="checkbox"/>	Secretary: <input type="checkbox"/>	Public Officeholder: <input type="checkbox"/>	Beneficially Held? <input type="checkbox"/> Y <input type="checkbox"/> N
Number of Shares:		Share Class:	Value/Share \$:

New Officeholder 2			
Name:			
Full Residential Address:			
Date of Birth:		Place & Country of Birth:	
Director: <input type="checkbox"/>	Secretary: <input type="checkbox"/>	Public Officeholder: <input type="checkbox"/>	Beneficially Held? <input type="checkbox"/> Y <input type="checkbox"/> N
Number of Shares:		Share Class:	Value/Share \$:

Members' Transfers				
Transfer From	Transfer To	New Members Address	# of Shares	Value/Share \$

Changes Requested By:			
Address:			
Telephone #:		Fax # / Email:	

Signed²: _____ Dated: _____

1. If company, please supply ACN.
2. I/We hereby accept all responsibility and costs incurred and confirm that all officeholders have consented to act.

Please attach any additional pages. Completed forms are to be forwarded to info@account-ability.net.au or PO Box 23, Wurtulla Q 4575.