

***It is your responsibility to provide the correct information regarding the company structure.
Please ensure that you obtain a company search prior to completing this form and, if you are unable to do this,
please contact Cleary Hoare so that we can assist you.***

General Details

Name of Company: _____
Type company name in full including PTY LTD (as applicable). Do not include ACN number here.

ACN of Company: _____

Name of First Director: _____
*Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company.
Name of Director in full, including middle names.*

Names of remaining Directors: _____
(Max 5 (in total))

Date of Meeting: _____
This is the date that you hold the meeting deciding to update the Constitution.

Location of Meeting: _____
This is the place where the meeting is held include Suburb then State, eg Newstead, Brisbane

Is the document being replaced a "Constitution" or "Memorandum and Articles of Association"?: Please Circle

***Does the Company's existing Constitution permit the Constitution to be replaced? YES/NO
You must confirm it does before replacing the Constitution***

Details of Shareholders (max 15) – if you have more than 15 shareholders please contact Cleary Hoare Solicitors

Name of **First** Shareholder (Chairman): _____
Type the name of the First Shareholder in full, this shareholder will also act as Chairman of the Meeting. If the shareholder is a company include ACN or if the shareholder is an individual include middle names.

If this Shareholder is a Company:

Name of First Director: _____
Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.

Names of remaining Directors: _____
(Max 5 (in total))

Name of **Second** Shareholder: _____

If this Shareholder is a Company:

Name of First Director: _____
Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.

Names of remaining Directors: _____
(Max 5 (in total))

Name of **Third** Shareholder: _____

If this Shareholder is a Company:

Name of First Director: _____
Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.

Names of remaining Directors: _____
(Max 5 (in total))

Name of Fourth Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____
Name of Fifth Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____
Name of Sixth Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____
Name of Seventh Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____
Name of Eighth Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____
Name of Ninth Shareholder:	_____
If this Shareholder is a Company:	
Name of First Director:	_____
	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	_____

Name of Tenth Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	
Name of Eleventh Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	
Name of Twelfth Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	
Name of Thirteenth Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	
Name of Fourteenth Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	
Name of Fifteenth Shareholder:	
<i>If this Shareholder is a Company:</i>	
Name of First Director:	<i>Choose any of your directors and type that name here. This person will be appointed to act as representative for the Company. Name of Director in full, including middle names.</i>
Names of remaining Directors: (Max 5 (in total))	