



NASSARIS ROSSI BUSINESS SERVICES PTY LTD  
65G Dulwich Avenue  
Dulwich SA 5065  
Telephone 08 8333 4347  
Facsimile 08 8332 0389  
www.nassarisrossi.com.au

## Company Guidelines

Your accountant or financial adviser may have recommended that you form a company.

You can use this facility to provide us with your instructions on-line, or alternatively, you may wish to complete the attached form and email or fax your instructions to us.

It is important that you understand the workings of a company before you apply this structure to your affairs. If you have not already done so, please contact your adviser to obtain further information.

## Company Registration

All Companies registered in Australia and its territories are governed by the Corporations Act 2001 (Commonwealth). This legislation is enforced by the Australian Securities and Investments Commission (ASIC). Upon registration, a company is allocated a unique Australian Company Number (ACN), which must appear on all trading and business documents.

## Name of Company

You can ascertain the availability of your proposed company name by checking the ASIC National Names Index. (<http://www.search.asic.gov.au/qns001.html>). Please note however that this will not guarantee that a name is available for registration at the time of application. In determining the availability of a proposed company name, ASIC will check to see if there are any similar names already in existence, and might seek submissions from us to ensure that the proposed company registration will not be trading in a similar market to an existing name.

## Nature of Business

This information will help us determine if the proposed company is a 'special purpose' company, and if you will need to apply for additional licenses or permits. In some instances, you will be eligible for reduced annual fees if the company is a special purpose company, for an example, if the company has been established to act solely as trustee for a self-managed super fund.

## Constitution

The Constitution contains the rules by which the Company will be governed. You can either choose to adopt the Replaceable Rules contained in the Corporations Act, or you can adopt our standard Constitution. Our standard Constitution is regularly checked and updated, and contains comprehensive rules regarding the issue and transfer of shares, directors' responsibilities and general meetings. In certain cases, such as the establishment of a company to act as a legal practice or conveyancing company a more complex Constitution will be required, and that Constitution must comply with the requirements of the various licensing Boards.

## Common Seal

You may wish to adopt a common seal as the method by which your Company intends to sign documents. Please note however, that this is no longer a standard company requirement.