



### Amendment/Adoption of a Constitution Instructions

Company Name: ..... ACN .....

#### Details of Officeholders/Members

The applicant hereby accepts full responsibility for any amount payable to CST Corporate Solutions Pty Ltd

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

Meeting Address: .....

#### Applicant Details:

Customer No: .....

Firm Name: .....

Contact Person: ..... Phone: .....

Street Add: ..... Fax: .....

Postal Add: ..... DX: .....

Email Address: .....

Please Deliver to: DX / Street Address / Postal Address / Other: .....

**Payment Details:**     Chq Encl.     Direct Deposit     Money Order Encl.

or Charge our Credit Card:     Bankcard     Visa     Mastercard    Amount \$ .....

Card Number: ..... Expiry Date: .....

I, ..... have been made aware of the requirements and of the implications, including any stamp duty and/or capital gains tax which may result in the alteration of the constitution of the abovenamed company to permit it to operate as a sole director/sole shareholder company and I have full knowledge and understanding of the existing constitution of the company of which I am director. I am satisfied that it's desirable and it's also my wish to proceed with the alteration of the company's constitution by adopting a new set in replacement of the existing constitution in order to permit the company to operate with a sole director/shareholder, namely myself, and I request you to prepare the necessary documents to facilitate this conversion and request further that you accept the information above to assist in this matter. I attach a copy of the current constitution and I understand that CST Online Pty Ltd is not and will not be responsible for any stamp duty or capital gains tax which may result from the changes requested.

Signed ..... Date: .....



Company Name: ..... PAGE 2 OF 2

**Extra Company Officeholders and Members:**

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

Surname: ..... Given Names: .....

Address: .....

Suburb: ..... State: ..... P/Code .....

Date of Birth ..... Place of Birth (Town/State/Country): .....

Current Director     Chairman     Retiring Director     Appoint Director     Member

Current Secretary     Public Officer     Retiring Secretary     Appoint Secretary     New Member

Class Share Type: ..... Number: ..... 2<sup>nd</sup> Class Share Type: ..... Number: .....

Transfer Shares To: .....

**\* Please attach a copy of the existing Articles of Association and a copy of the company's latest Annual Return.**