

COMPANY CONVERSION ADVICE FORM

FROM: NAME & FIRM:

TELEPHONE:

FACSIMILE:

RE: COMPANY NAME:

REGISTERED OFFICE ADDRESS:

IMPORTANT - COMPLETE IN ALL CASES

Clients wish A4COMPANIES PTY LIMITED to provide services either:

- (1) Under written instructions from their Solicitor,
- (2) Under a (limited power of attorney - (see sample).
Delete (1) or (2) above.

COMPANY CONVERSION CHECKLIST:

- (1) Copy of current memorandum & articles, including amendments.
- (2) Complete details below or provide copy of latest annual return.
- (3) Place (ie.Reg.Office) and DATE for Meetings of Shareholders and Officers
Venue: Reg.Office? **Y/N** or
- (4) Payment required with order. OPTIONS (Cash, Cheque, Bank Deposit to Account)

DATE: ____/____/200

DETAILS OF COMPANY OFFICERS/SHAREHOLDERS

CONTINUING SINGLE DIRECTOR

1. Given Name/s: Surname:
Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)

RESIGNING DIRECTOR? (ENTER Y (YES) OR BLANK IF SHAREHOLDER ONLY)

2. SECOND PERSONS DETAIL. Tick boxes below for "YES" or leave blank if "NO"

Given Name/s: Surname:
Director? (.....) Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)

RESIGNING DIRECTOR? (ENTER Y (YES) OR BLANK IF SHAREHOLDER ONLY)

3. THIRD PERSONS DETAIL. Tick boxes below for "YES" or leave blank if "NO"

Given Name/s: Surname:
Director? (.....) Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)

RESIGNING DIRECTOR? (ENTER Y (YES) OR BLANK IF SHAREHOLDER ONLY)

4. FOURTH PERSONS DETAIL. Tick boxes below for "YES" or leave blank if "NO"

Given Name/s: Surname:
Director? (.....) Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)

CHAIRMAN (of Directors) to be Person Number? [.....] (1,2,3,4 etc)

Please copy and attach if space is insufficient (Maximum 8 persons)

RESIGNING DIRECTOR? (ENTER Y (YES) OR BLANK IF SHAREHOLDER ONLY)

5. FIFTH PERSONS DETAIL. Tick boxes below for "YES" or leave blank if "NO"

Given Name/s: Surname:
Director? (.....) Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)

RESIGNING DIRECTOR? (ENTER Y (YES) OR BLANK IF SHAREHOLDER ONLY)

6. SIXTH PERSONS DETAIL. Tick boxes below for "YES" or leave blank if "NO"

Given Name/s: Surname:
Director? (.....) Company Secretary (.....) Number of Ordinary Shares Held (.....)
Number of OTHER CLASS Shares Held (.....) Class Details? (.....) (A,B,C etc)