

SamarasLawyers

COMPANY CONSTITUTION UPGRADE INSTRUCTION SHEET

1. Client Details

Name			
Address (include postal address if different)			
Telephone	T:	F:	Mob:
Email			

2. Company Details

Company Name			
ACN			
Registered Office of Company			
Current Directors & Role (ie Director, Director/Secretary)	1. 2. 3. 4.		
Is the company a special purpose superannuation fund trustee company?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to convert from superannuation trustee company to standard company or vice versa?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any additional instructions:			

If possible please provide us with a copy of the company's current constitution.

Postal Address: PO Box 2717, Taren Point NSW 2229
T: (02) 9247 1111 | Fax: (02) 9247 2222 | E: office@samaraslawyers.com.au
W: www.samaraslawyers.com.au

3. Payment Options

(a) Please charge my credit card (if you choose this option please complete and fax or email this page to 02 9247 2222 or office@samaraslawyers.com.au)	
Card Type Type (surcharge fee applies)	Visa Mastercard American Express
Card No:	
Expiry Date:	_____ / _____
Credit Card CCV No. (the last digits on front or reverse of card)	
Name on Card	
Amount	\$
Cardholders Signature	
(b) Paying an invoice by direct deposit (please provide a reference):	Bank: National Australia Bank Name: Samaras Lawyers Branch Number: 082 057 Account Number: 1964 08066
(c) Paying an amount into our trust account by direct deposit (please provide a reference):	Bank: National Australia Bank Name: Samaras Lawyers Law Practice Trust Account Branch Number: 082 057 Account Number: 1964 49247
(d) Post a cheque or money order to:	Samaras Lawyers PO Box 2717 Taren Point NSW 2229