



Companies By
Quorum Services Pty Ltd

Ph: 07 5574 0698

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info@quorum-services.com.au

Office: By Appointment Only



Allotment of Shares

Firm (if any) _____ Date _____
 Contact Person _____ Phone _____
 Email _____ Ref No. _____

COMPANIES BY QUORUM SERVICES PTY LTD provides a document preparation and registration service. COMPANIES BY QUORUM SERVICES PTY LTD does not provide legal or professional advice. Any person wishing to complete this procedure should obtain advice from a legal practitioner or accountant to ensure the change is suitable for its intended use.

Section A - Each item must be completed

Company Name _____
ACN _____

If shares are NOT fully paid \$1.00 shares please indicate. Issue price \$ _____ and Amount paid \$ _____

Date of Allotment _____

Name (surname & given names or company name & ACN) and ADDRESS of ALLOTTEE

Name _____
 Address _____ ACN _____
 Shares to be allotted QUANTITY _____ CLASS _____ HELD IN TRUST

Name (surname & given names or company name & ACN) and ADDRESS of ALLOTTEE

Name _____
 Address _____ ACN _____
 Shares to be allotted QUANTITY _____ CLASS _____ HELD IN TRUST

Name (surname & given names or company name & ACN) and ADDRESS of ALLOTTEE

Name _____
 Address _____ ACN _____
 Shares to be allotted QUANTITY _____ CLASS _____ HELD IN TRUST

Name (surname & given names or company name & ACN) and ADDRESS of ALLOTTEE

Name _____
 Address _____ ACN _____
 Shares to be allotted QUANTITY _____ CLASS _____ HELD IN TRUST

For additional allotments please use a second form and complete allottee details only

Section B - Certificate numbering

Next Certificate number _____ Next Share Number (if applicable) _____

Section C - Meeting (Please provide full address and date)

Location of meeting _____
Date of meeting _____ **Time** _____
Directors _____
Shareholder _____
Chairperson _____

PLEASE NOTE: IF YOU DO NOT HOLD AN ACCOUNT WITH COMPANIES BY QUORUM SERVICES PTY LTD ACN 083 201 432, PLEASE PROVIDE THE PAYMENT WITH YOUR ORDER. (SEE CURRENT FEE SCHEDULE). EMAIL ALL ORDER FORMS TO info@quorum-services.com.au.