



SHELF  
COMPANY SERVICES

ACN 608 393 451  
ABN 52 608 393 451

Free Call: 1300 842 223

Ph: 0755741192

www.shelfcompany.com.au

info@shelfcompany.com.au

Office: By Appointment Only



# Allotment of Shares

Firm (if any) \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Ref No. \_\_\_\_\_

SHELF COMPANY SERVICES AUSTRALIA PTY LTD provides a document preparation and registration service. SHELF COMPANY SERVICES AUSTRALIA 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 SHELF COMPANY SERVICES AUSTRALIA PTY LTD ACN 608 393 451, PLEASE PROVIDE THE PAYMENT WITH YOUR ORDER. (SEE CURRENT FEE SCHEDULE). EMAIL ALL ORDER FORMS TO info@shelfcompany.com.au.