



SHELF  
COMPANY SERVICES

ACN 608 393 451  
ABN 52 608 393 451

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1300 459 503

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info@shelfcompany.com.au

Suite 1E, 109 Upton Street Bundall, QLD 4217



# 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.