

DOCUMENTS TO BE ATTACHED

Current Memorandum & Articles of Association / Constitution
Amendments to the Memorandum & Articles of Association / Constitution
Copy of the latest Annual Review Statement
Copy of the Register of Members

**INSTRUCTIONS TO ADOPT A NEW CONSTITUTION AND CHANGES TO
COMPANY STRUCTURE**

Date _____
Firm _____ Contact _____
Address _____
_____ Email _____
Telephone _____ Facsimile _____

Part A – Adoption of New Constitution

COMPANY NAME
ACN
REGISTERED OFFICE
NATURE OF BUSINESS OF COMPANY
DATE OF CHANGE

MEMBERS FULL NAMES

(Chairperson's name to be listed first. Where a member is a company, list its representative. Please not all members must be included before changing to a single director / member Company)

Part B – Officer Resignation / Continuing / Appointment

RESIGNING OFFICEHOLDER		
Full Name		
Address		
Date of Birth	Place of Birth	
Position(s) held <i>(please circle)</i>	Director	Secretary
Date of Resignation	Occupation	

CONTINUING OR NEW APPOINTMENT OF OFFICEHOLDER		
Full Name		
Address		
Date of Birth	Place of Birth	
Continuing Position(s) held <i>(please circle)</i>	Director	Secretary
New Appointment <i>(please circle)</i>	Director	Secretary
Date of Original Appointment	Occupation	

CONTINUING OR NEW APPOINTMENT OF OFFICEHOLDER		
Full Name		
Address		
Date of Birth	Place of Birth	
Continuing Position(s) held <i>(please circle)</i>	Director	Secretary
New Appointment <i>(please circle)</i>	Director	Secretary
Date of Original Appointment	Occupation	

Part C – Transfer of Shares / Continuing Members

TRANSFER OF SHARES						
Transferor (Full Name)						
Address						
Transferee (Full Name)						
Address						
Number of Shares	Serial Numbers From	To	Class of Shares	Amount per share	Certificate Number	New Certificate Number
Last Certificate Number Used						
Is the Share presently beneficially owned by the Transferor? <i>(please circle)</i> Yes / No						
If "NO", please provide us below with full details of the beneficial owner, together with a copy of the instrument that has created the Trust, i.e. Deed or Declaration of Trust.						
Beneficial Owner (full name)						
Address						

CONTINUING MEMBERS			
Member (Full Name)			
Address			
Number of Shares	Serial Numbers From	To	Class of Shares
			Certificate Number