Companies Act 1997

Form 1

Section 13(1)*(a)*

APPLICATION FOR REGISTRATION OF A COMPANY

Note: Information in this form must be either typed or handwritten in block letters.

1.   Name of proposed company.

2.   Name reservation number.

Note: This application must be accompanied by a copy of the notice issued by the Registrar confirming reservation of the name in Item 1, or a Form 6 - Application for Reservation of a Company Name.

3.   Address of registered office.

Note: The suburb, and street name and number, or the allotment and section number or portion number, and the district and province must be stated. If at the premises of a firm or other person, specify the name of such. If in a building state particulars of the location within the building. A village address is not acceptable.

4.   Address for service.

Note: Section 167(2) of the Act provides that the address for service may be the company's registered office or another place, but it must not be a postal address, and must be readily identifiable and accessible during normal business hours. The suburb, and street name and number, or the allotment and section number or portion number, and the district and province must be stated. A village address is not acceptable.

Where the address for service is not at the registered office, the description must state the address of that place, and -
(a) where the place is at the premises of any firm or other person -
(i) that the address for service of the company is at the premises of that firm or person; and
(ii) particulars of the location in any building of those premises; or
(b) where the place is not at the premises of any firm or other person, but is located in a building occupied by persons other than, or in addition to, the company, state particulars of its location in the building.

5.   Postal address to which communications from the Registrar may be sent.

6.   Director(s).
On incorporation the company will have   director(s).

Note: Insert the number of persons who have consented to be a director of the proposed company. The consent of each director must be included on a Form 2 and submitted with this application.

7. Secretary(ies).

On incorporation the company will have ☐ secretary(ies).

Note: Insert the number of persons who have consented to be a secretary of the proposed company. A company does not have to appoint a secretary. Where no person is to be appointed insert "Nil". Where a secretary(ies) are appointed, the consent of each secretary must be included on a Form 3 and submitted with this application.

8. Shareholder(s).

On incorporation the company will have ☐ shareholder(s).

Note: Insert the number of persons who have consented to acquire shares in the company following incorporation. The consent of each shareholder must be included on a Form 4 and submitted with this application.

9. Constitution.

Has the company adopted a constitution   YES ☐   NO ☐

(Place a cross (x) in the appropriate box.)

Note: A company does not need to adopt a constitution. Where a constitution has been adopted a certified copy must be submitted with this form. A copy document must be certified in accordance with Section 9 of the Companies Regulation.

10. The following documents must be submitted with this form -

A. A copy of the notice of name reservation or an application for reservation of company name - (*Use Form 6*):
B. Where the company has a constitution, a certified copy of the company's constitution:
C. The consent of each director - (*Use Form 2*):
D. The consent of any secretary - (*Use Form 3*):
E. The consent of each shareholder - (*Use Form 4*).

Note: Any copy document must be certified in accordance with Section 9 of the Companies Regulation.

11. Declaration and signature.

I certify that the information in this form is true and correct, and the copy of every document submitted with this form is a true and correct copy of the original document.

Signature of Applicant: _____

Name of Applicant: _____

Proposed Role: _____ Date: _____

Note: This application must be signed by a proposed director or secretary of the proposed company.

Submitted by:...…….……	Office use only.
Address: ....……………	Submitted to the Office of the Registrar on:
...............……..................................………………	
Telephone: ....……………	