

## INSTRUCTION FORM: CONVERSION TO ONE DIRECTOR COMPANY

### YOUR DETAILS

I am \_\_\_\_\_ an advisor to an individual seeking to convert to a one director company  
\_\_\_\_\_ an individual seeking to convert to a one director company

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Address

### COMPANY DETAILS

\_\_\_\_\_  
Company name

\_\_\_\_\_  
ACN

#### Registered Address:

\_\_\_\_\_  
Address

Current corporate key: \_\_\_\_\_

### CONTINUING DIRECTOR

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Town and country of birth

### OUTGOING DIRECTOR(S)

#### Director #1

\_\_\_\_\_  
Full name

---

Address

---

Date of birth

---

Town and country of birth

**Director #2**

---

Full name

---

Address

---

Date of birth

---

Town and country of birth

**Director #3**

---

Full name

---

Address

---

Date of birth

---

Town and country of birth

**Director #4**

---

Full name

---

Address

---

Date of birth

---

Town and country of birth

*If you have additional outgoing directors, please include all relevant details in the textbox at the end of this form.*

## REQUIRED DOCUMENTS

Article of Association / Constitution

Latest ASIC annual return

**Once you submit this form, please attach your required documents to the return email.**

**Alternatively, please forward to:**

Shelfdocs  
GPO Box 467  
ADELAIDE SA 5001

Are there any other instructions we should know (including additional trustees etc)?

## BILLING

Your chosen payment method:

Cheque in mail

Direct deposit

Bankcard

Mastercard

Visa

Please send me an invoice, which I agree to pay within 14 days

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Name of cardholder

\_\_\_\_\_  
Expiry date

### Direct deposit details:

National Bank Australia (Pirie Street)  
BSB: 085-005      Account: 525 554 575  
Reference: "Shelfdocs [INSERT YOUR COMPANY NAME HERE]"