

## INSTRUCTION FORM: DEREGISTRATION OF A COMPANY

### YOUR DETAILS

I am \_\_\_\_\_ an advisor to an individual seeking to deregister a company  
\_\_\_\_\_ an individual seeking to deregister a company

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Billing Party

### COMPANY DETAILS

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

\_\_\_\_\_  
ACN

Date of deregistration: \_\_\_\_\_

Registered office address: \_\_\_\_\_

### CURRENT OFFICEHOLDERS AND MEMBERS

#### Officeholder #1

Director

Secretary

Member

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

\_\_\_\_\_  
Address

**Officeholder #2**

Director                  Secretary                  Member

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Full name

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Address

**Officeholder #3**

Director                  Secretary                  Member

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Full name

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Address

**Officeholder #4**

Director                  Secretary                  Member

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Full name

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Address

**CONSENT OF MEMBERS TO DEREGISTER**

**Once you submit this form, please attach evidence of the members consenting to deregister the company by the return email.**

**LIABILITIES/ASSETS**

The company has no liabilities and less than \$1,000.00 in assets?                  Yes                  No\*

The company is not a party to any legal proceedings?                  Yes                  No\*

The company has paid all fees and penalties payable under the Corporations Act?                  Yes                  No\*

*\*If no, then you cannot deregister the Company. Please contact Shelfdocs.*

## **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

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Card number

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Name of cardholder

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Expiry date

### **Direct deposit details:**

National Bank Australia (Pirie Street)

BSB: 085-005      Account: 525 554 575

Reference: "Shelfdocs [INSERT YOUR COMPANY NAME HERE]"