

Paul Roberts Pty. Ltd.

Company Registration Package, Part 2

Prepared for **Roberts, Paul**
Matter name **SMSF set up + register Corporate Trustee**
Prepared by **Joel James Hewish**
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What to do next

Sign the documents and notify the ATO

Congratulations. Your company is registered.

Now you need to arrange for the enclosed documents to be signed. Then you need:

- to give each shareholder their Share Certificate.
- to ensure that the public officer meets the [criteria for being a public officer](#) and can satisfy the [proof of identity requirements](#) and then arrange for the Notice of Appointment of Public Officer and the relevant proof of identity documents to be sent to the Australian Taxation Office (ATO).
- store the other documents (and copies of the Share Certificates and Notice of Appointment of Public Officer) in the company register.

The company's Constitution is in a separate document. You need to arrange for it to be signed. Then you need to give copies of it to each director and each shareholder and store the original in the company register.

Questions or further information

If you have any questions, you can call Cleardocs on 1300 307 343.

Cleardocs will answer all your administrative queries. These include, queries about our service, our website, registering as a user, payment or feedback.

Maddocks will answer all your questions about the nature, content, use, consequences, drafting and effectiveness of our documents.

All the legal information contained in this document is provided by our lawyers at Maddocks.

Paul Roberts Pty. Ltd.

United Global Capital, Level 33, 360 Collins Street
Melbourne, VIC, 3000 Australia
(ACN 656 982 964)

Circulating Resolution of Directors

Notice of circulating resolution

- 1 **Noted** that the requirements for notice of the circulating resolution have been satisfied.

Company registered

- 2 The sole director **noted** that Paul Roberts Pty. Ltd. was registered under the *Corporations Act* and is deemed to have been registered in SA on 02/02/2022. A copy of the Certificate of Registration is attached to this resolution.

Director

- 3 The sole director **noted** that the following person has been appointed in accordance with the Application for Registration of the Company signed by the applicant as at the date of the company's registration as the first director of the company and had received and recorded the signed consent to act.

Paul James Roberts

Secretary

- 4 The sole director **resolved** to appoint the following person as secretary of the company, and to receive and record the signed Consent to act as Secretary.

Paul James Roberts

Public officer

- 5 The sole director **resolved** to appoint Paul James Roberts as public officer of the company, and to receive and record the signed Consent to act as Public Officer and to notify the Deputy Commissioner of Taxation of the appointment.

Registered office

- 6 In accordance with the notification to the Australian Securities and Investments Commission, **resolved** that, as from the date of registration of the company, the registered office of the company is:

United Global Capital, Level 33, 360 Collins Street
Melbourne, VIC 3000
Australia

Shareholders

- 7 The sole director **noted** that the following, in accordance with the Application for Registration of the company signed by the applicant and lodged on 02/02/2022 is the first member of the company. Its shares are deemed to have been allotted on the date of registration.

Paul James Roberts

- 8 The sole director **resolved**:
- to record the name of the member in the Register of Members in accordance with the *Corporations Act*;
 - to prepare numbered Share Certificates in the name of the member recording the number and type of shares allotted to that member; and
 - to execute each Share Certificate in accordance with section 127(1) of the *Corporations Act*.

Register of option holders

- 9 The sole director **resolved** to establish, and keep up to date, a register of option holders in accordance with sections 168(1)(b) of the *Corporations Act*.

Register of debenture holders

- 10 The sole director **resolved** to establish, and keep up to date, a register of debenture holders in accordance with sections 168(1)(c) of the *Corporations Act*.

Financial records

- 11 The sole director **resolved** to do everything necessary to establish, and keep up to date, the financial records of the company, as required by the *Corporations Act*.

Common seal

- 12 The sole director **resolved** not to adopt a common seal.

Records

- 13 The sole director **resolved** to notify the relevant authorities and update the company's records in relation to the business.

Signed as a true record:

Date: _____

Signed by the sole director of the company in
accordance with section 248B of the *Corporations
Act*

Paul James Roberts

on _____

Share Certificate for Ordinary Shares

Certificate number	1		
Company name	Paul Roberts Pty. Ltd.	ACN	656 982 964
	The company is registered under the <i>Corporations Act</i> 2001 (Cth)		
Registered office	United Global Capital, Level 33, 360 Collins Street Melbourne, VIC 3000		

This certifies that (subject to the company's Constitution) Paul James Roberts of 15 Stoeckel Terrace Paringa, SA 5340 is the registered holder of 12 **Ordinary** shares.

The shares are numbered 1 to 12 inclusive.

The total number of shares under this certificate is 12.

Issued on 1 February 2022.

Signed by

Signature of

Paul James Roberts

Consent to act as Public Officer

15 Stoeckel Terrace
Paringa, SA 5340
Australia

To the directors

Paul Roberts Pty. Ltd.

ACN 656 982 964

Registered office United Global Capital, Level 33, 360 Collins Street
Melbourne, VIC 3000

I consent to act as public officer of Paul Roberts Pty. Ltd. with effect from the date of this consent.

My personal details are as follows:

Full name	Paul James Roberts
Former given names and family names (if any)	
Usual residential address	15 Stoeckel Terrace Paringa, SA 5340 Australia
Occupation	Vineyard Hand
Date of birth	20-08-1976
Place of birth	Adelaide

Signature: _____
Paul James Roberts

Date: 02/02/2022

Paul Roberts Pty. Ltd.

United Global Capital, Level 33, 360 Collins Street
Melbourne, VIC 3000

(ACN 656 982 964)

Issued on 1 February 2022

Deputy Commissioner of Taxation
Australian Taxation Office
PO Box 3373
Penrith NSW 2740

Dear Deputy Commissioner:

Notice of appointment of public officer

In accordance with section 252 of the Income *Tax Assessment Act* 1936, we give notice that Paul James Roberts whose date of birth was 20-08-1976 was appointed public officer of Paul Roberts Pty. Ltd., ACN 656 982 964 on 2 February 2022.

The registered address and address of service of the company and the officer is:

United Global Capital, Level 33, 360 Collins Street
Melbourne, VIC 3000

Other documents regarding the ATO's proof of identity requirements in support of this notice are enclosed.

Yours faithfully,

Signed on behalf of Paul Roberts Pty. Ltd.:

Signature: _____
Director

Signed by the public officer:

Signature: _____
Paul James Roberts

Paul Roberts Pty. Ltd.

ACN 656 982 964

Register of Members

Register of shares issued to, and transferred by, a shareholder (based on Register of Shares allotted and Register of Shares transferred) (Section 169 *Corporations Act 2001*).

Name of shareholder, and ACN if applicable: Paul James Roberts

Address: 15 Stoeckel Terrace Paringa, SA 5340

Date	Allotment or transfer	Class of share	Certificate number	Serial numbers (from and to)	Shares acquired	Shares transferred	Balance held	Amount paid per share	Amount unpaid per share
02/02/2022	Allotment	Ordinary	1	1 to 12	12	-		1.00	0.00

Paul Roberts Pty. Ltd.

ACN 656 982 964

Register of Options

(Section 170 *Corporations Act* 2001)

(Copies of all instruments by which options are granted to form part of the Register)

[illegible]

Paul Roberts Pty. Ltd.

ACN 656 982 964

Register of Debenture Holders

(Section 171 *Corporations Act* 2001)

[illegible]