

INCORPORATING A COMPANY

From: _____ **Date:** _____
Please incorporate a company with details as described below at the Companies office.

Preferred Name: _____
(Legal name of the company) – Trade name can be different from legal name. Simple names are better and easier in business communications.

Alternative Names: _____
(Provide alternative names, in case the preferred name is not available)

Nature of Business Activity: _____

Registered Office: *Greenlane CA Limited* – **Please tick:** Yes/No (If no, please provide physical address below)

Physical address: _____
(Under the companies act 1993, all companies must have a physical address where the legal documents and notices can be served. You can use Greenlane CA Limited as your Physical address and address for service)

Address for Service: _____
(If different from physical address)

Postal address: _____
(For correspondence, where communications from Greenlane CA Limited can be sent to)

E-mail Address: _____

DIRECTORS	DIRECTOR 1	DIRECTOR 2	DIRECTOR 3
Surname:	_____	_____	_____
First names:	_____	_____	_____
Physical Address:	_____	_____	_____
Phone Number:	_____	_____	_____
Date of Birth	_____	_____	_____
Place of Birth	_____	_____	_____
IRD Number	_____	_____	_____
E-mail Address:	_____	_____	_____



SHAREHOLDERS	SHAREHOLDER 1	SHAREHOLDER 2	SHAREHOLDER 3
Surname:	_____	_____	_____
First names:	_____	_____	_____
Physical Address:	_____	_____	_____
Phone Number:	_____	_____	_____
Share Allocation:	_____	_____	_____
IRD Number	_____	_____	_____
E-mail Address:	_____	_____	_____

Total No. of Shares: _____
 (Names of shareholders and number of shares issued, in case of a trust owning shares, the trustees name will appear on the share register)

***All Directors and Shareholders need to provide a full color copy of a valid identification document along with a utility bill as proof of physical address.**

Please Note: Greenlane CA Limited will check preferred names for identical or very similar names and will report back if it is apparent that the names are not available, however we accept no responsibility whatsoever if the name chosen conflicts with rights arising in breaches of the Fair Trading Act and Trade Marks Act or at common law. We act as agent only.

Requested by:
Name: _____ **Signed:** _____

Please tick the appropriate to complete new company incorporation process:

GST Registration: Yes/No
GST Accounting Bases: Payment/Invoice
GST Filing period: Monthly / 2Monthly / 6 Monthly

Filing of Company Annual Return must be done by: Greenlane CA Limited or yourself



Notes

1. The company IRD number is linked to the shareholder's IRD number for taxation purposes, IRD will not issue a company IRD number without a link to all individual shareholders.
2. A copy of the Directors and Shareholders current passport or driver's license is required.
3. It is prudent to seek Trademark registration of your company name.
4. A company is required to file an "Annual Return" with the Companies office on annual bases. The annual return will include the company's latest information on registered office, directorship, and shareholding. We charge a fee \$150 plus GST for filing the annual return and this annual fee is for the following:
 - Filing the company's annual return and paying the Companies Office charges;
 - Maintenance of the company's statutory records;
 - Use of our office as your company's registered office.
5. Failure to file the annual return within the stipulated time will result in an automatic strike off of the company from the Companies Office register. In the event of a strike off, the legal status of the company will cease, and the company cannot legally engage in any activities or hold assets. To reinstate a company is a time consuming and costly exercise. We maintain a system to ensure your company's annual return is filed on a timely basis thereby ensuring the legal status of the company is always preserved.
6. Company Resolutions must be signed by the Shareholders to that effect and filed in the company minute book.
7. The company formation process can be completed within 24 hours of receipt of all relevant information.
8. It is prudent to discuss the business setup to ensure that the correct structures are being utilized from commencement to utilize all business, management, and taxation advantages available.
9. The directors of a company have a duty to maintain the company's statutory records. These records include:
 - Share Register;
 - Directors' Register;
 - Directors' Certificates;
 - Company Constitution;
 - Shareholders' Resolution;
 - Directors' Resolution;
 - Interest Register
10. There are severe penalties in the Companies Act 1993 against directors for not maintaining the company's statutory records. We have encountered instances when Inland Revenue Department or other authorities make request to view the company's statutory records. As part of our service we will maintain the company's statutory records.
11. We suggest that you use our office address as your company's registered office. This will ensure any legal documents such as statutory demand or statements of claims are served at our office. It will further avoid persons visiting your home or business premises to serve these documents.
12. We undertake to forward these documents to you promptly. We will also advise you on the actions to be taken on any documents that are served.
13. By requesting this company formation from Greenlane Chartered Accountants, you are authorizing Greenlane Chartered Accountants to act as your Accountants and Tax advisers and permit Greenlane Chartered Accountants to liaise and act on your behalf with Inland Revenue Department, Companies office and other Government departments as well as banks and financial institutions.
14. The completion and return of this document constitutes a formal instruction to Greenlane Chartered Accountants to register a company on your behalf on our standard terms and conditions.

