

Pty Ltd Company Setup — Fillable Client Form

Type your details into the input boxes below, tick each item as you complete it, then save the PDF and email it back to info@trinitygroup.com.au (or print and bring it in). Fill in what you have now — we'll follow up on anything missing.

Useful government links

- ASIC company name check: asic.gov.au — [search registers](#)
- Director ID application: abrs.gov.au/director-identification-number
- ABN application: abr.gov.au
- GST & PAYG registration: ato.gov.au/businesses/registrations

1. Client Information

☐ **Full legal name**

As shown on passport or drivers licence

☐ **Date of birth**

☐ **Place of birth (city, state, country)**

Required by ASIC for ID verification

☐ **Contact number**

☐ **Email address**

☐ **Residential address (PO Boxes not accepted)**

☐ **Tax File Number (TFN)**

☐ **Director ID (mandatory before registration)**

Apply at abrs.gov.au if not yet held

2. Proposed Company Details

☐ **Preferred company name**

We will run the ASIC name check

☐ **Alternative name (in case first is unavailable)**☐ **Business activity description**

e.g. 'IT consulting services'

☐ **Registered office address**

Where ASIC will send notices

☐ **Principal place of business (if different from registered office)**

3. Shareholders & Directors

☐ **Director 1 — full name**

At least one director must ordinarily reside in Australia

☐ **Director 1 — date of birth**☐ **Director 2 — full name (if applicable)**☐ **Director 2 — date of birth (if applicable)**☐ **Shareholder 1 — full name**

Can be the same person as the director

☐ **Shareholder 1 — share %**☐ **Shareholder 2 — full name (if applicable)**

- ☐ Shareholder 2 — share %

4. Share Structure

- ☐ Total number of shares to be issued

Most small companies issue 10–1,000 ordinary shares

- ☐ Share class

e.g. Ordinary Shares

- ☐ Paid-up capital amount (\$)

Typically \$1 per share

- ☐ Payment for shares (cash on issue / unpaid)

5. Company Constitution

- ☐ Standard (Replaceable Rules) constitution — recommended for most small companies
- ☐ Custom constitution — I will provide a copy

6. Legal & Compliance — please confirm

- ☐ Each director has applied for and received their Director ID
- ☐ Each director has signed (or will sign) the Consent to Act form
- ☐ Each shareholder has signed (or will sign) the Consent to be a Member form
- ☐ I understand the beneficial-owner disclosure requirements (where applicable)

7. Post-Registration — please tick which apply

- ☐ Register for GST (projected turnover above \$75,000 p.a.)
- ☐ Register for PAYG withholding (will be paying wages)
- ☐ Open a business bank account
- ☐ Set up Xero accounting software (Trinity can configure)
- ☐ Arrange WorkCover / workers compensation insurance (NSW)
- ☐ Diarise the ASIC annual review fee

8. Notes / Anything else we should know

Signed (type your name)**Date****How to return this form to Trinity**

1. Click each input field above and type your details.
2. Save the completed PDF (*File* → *Save* or *Ctrl+S* / *Cmd+S*).
3. Email the saved PDF to info@trinitygroup.com.au (click the email address to open your mail app with everything pre-filled).
4. Or print and drop in at **159 Stoney Creek Road, Beverly Hills NSW 2209**.

Tip — to print: press Ctrl+P (Windows) or Cmd+P (Mac).