

Instruction Sheet

Establishment of a Proprietary Company

Attention: Harry Patsias

1. Company name

Name: SISTEMOS GROUP

Pty Ltd

Alternative name (if first name unavailable):

Pty Ltd

2. Registered office

Address (not a post office box):

45 Woottona Terrace
ST GEORGES SA 5064

Name of occupier (if it is not the company): DK Accounting & Tax Solutions

3. Principal place of business

- ☐ Same as registered office
- ☒ Other: 1B Yalpara Avenue ROSTREVOR SA 5073

Optional – if incorporation is urgent:

The occupier of the registered office, if it is not the company, must consent in writing to the company using the premises as its registered office **before** the application to register the company is lodged with ASIC (s. 100(1)(d) of the *Corporations Act 2001*). We will send a formal consent for signing in due course, but to speed up the process, the occupier can consent by **signing below**. We do not need to see the original signatures – a scanned or faxed copy is acceptable.

The occupier consents to the above address being the company's registered office:



Date: 25/12/14



4. Directors

(Must be an Australian resident and at least 18 years of age. Please state former names)

4.1. Director one

Full name: John Peter Lenigas

Address: 1B Yalpara Avenue ROSTREVOR SA 5073

Date of birth: 12/11/1963

Place of birth Town / City: BUNBURY

State / Country: Western Australia

4.2. Director two (if applicable)

Full name: Janine Grace Lenigas

Address: 1B Yalpara Avenue ROSTREVOR SA 5073

Date of birth: 03/12/1960

Place of birth Town / City: BALLARAT

State / Country: VICTORIA

4.3. Director three (if applicable)

Full name:

Address:

Date of birth:

Place of birth Town / City:

State / Country:

4.4. Director four (if applicable)

Full name:

Address:

Date of birth:

Place of birth Town / City:

State / Country:

Optional - if incorporation is urgent:

All directors must consent in writing to become a director of the company **before** the application to register the company is lodged with ASIC (s. 117(5) of the *Corporations Act 2001*). We will send formal consents for signing in due course, but to speed up the process, the directors can consent by **signing below**. We do not need to see the original signatures - a scanned or faxed copy is acceptable.

I, a director named above, consent to become a director of the company:

Date: 28/12/14

I, a director named above, consent to become a director of the company:

Date: 28/12/14

I, a director named above, consent to become a director of the company:

Date:

I, a director named above, consent to become a director of the company:

Date:



5. Secretary

☒ Director one ☐ Director two ☐ None ☐ Other (provide details below)

Full name:

Address:

Date of birth:

Place of birth

Town / City:

State / Country:

6. Public officer

☒ Director one ☐ Director two ☐ Other (provide details below)

Full name:

Address:

Date of birth:

Place of birth

Town / City:

State / Country:

7. Share structure

(All shares will be ordinary shares with equal rights / privileges. If you require otherwise, please contact us)

Total number of shares: 100

Amount paid per share: \$1.00

Optional – if incorporation is urgent:

As with directors (see previous page), all secretaries must consent in writing **before** the application to register the company is lodged with ASIC. To speed up the process, the secretary or secretaries can consent by **signing below**.

I, a secretary identified above, consent to become a secretary of the company:

Date:

I, a secretary identified above, consent to become a secretary of the company:

Date:



8. Shareholders

(if a shareholder will hold shares as trustee of a trust, please also provide the name of the trust)

8.1. Shareholder one

Full name: John Peter Lenigas & Janine Grace Lenigas ATF Lenigas Family Trust

Address: 1B Yalpara Avenue ROSTREVOR SA 5073

Shares Number: 100

Class (if not ordinary):

8.2. Shareholder two (if applicable)

Full name:

Address:

Shares Number:

Class (if not ordinary):

8.3. Shareholder three (if applicable)

Full name:

Address:

Shares Number:

Class (if not ordinary):

8.4. Shareholder four (if applicable)

Full name:

Address:

Shares Number:

Class (if not ordinary):

8.5. Shareholder five (if applicable)

Full name:

Address:

Shares Number:

Class (if not ordinary):

8.6. Shareholder six (if applicable)

Full name:

Address:

Shares Number:

Class (if not ordinary):

Optional - if incorporation is urgent:

As with directors and secretaries (see previous pages), all shareholders must agree in writing to the number and class of shares that they will take up in the company **before** the application to register the company is lodged with ASIC. To speed up the process, the shareholders can agree by **signing below**.

I, a shareholder named above, agree to take up the above shares:

Date: 28/12/14

I, a shareholder named above, agree to take up the above shares:

Date:

I, a shareholder named above, agree to take up the above shares:

Date:

I, a shareholder named above, agree to take up the above shares:

Date:

I, a shareholder named above, agree to take up the above shares:

Date:

I, a shareholder named above, agree to take up the above shares:

Date:



9. **Signatory to ASIC forms**

- ☒ Director one ☐ Director two ☐ Director three ☐ Director four ☐ Secretary

10. **Superannuation**

Is the sole purpose of the company to act as trustee of a superannuation fund?

- ☐ Yes ☒ No

11. **Other specific requirements**



12. Your contact details

Name: Darren Klenk

Email: dklenk@dkats.com.au

Telephone: 08 8338 4966

Preferred contact method: ☐ Phone ☐ Email ☐ Fax ☒ Any

13. Final documents to be sent to

Name: Darren Klenk, DK Accounting & Tax Solutions (Please do not send to physical address as it may be unattended)

Address: PO Box 6289, LINDEN PARK 5065

14. Tax invoice to be addressed to

Name: DK Accounting & Tax Solutions

Address: PO Box 6289, LINDEN PARK 5065

Signature: _____

Date: _____

28/12/14

15. Do you have any feedback / comments / special requirements?

