

Company Setup Form

To: **Biz Solutions Limited**

From: _____ **Date:** _____

Please incorporate a company with details as described below with records held at the following 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)

Registered Office: _____

(Physical address) _____

Address for Service: _____

(If different from 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 Biz Solutions as your Physical address and address for service)

Postal address

For Correspondence: _____

(Where communications from Biz Solutions can be sent to)

Initial number of shares to be issued: _____ **Ordinary Shares**

(The total number of shares in the company at commencement date, preferably 100 shares)

Directors: **Full Name** **Residential Address & contact number**

Date and Place of Birth:

(Full legal name of the Directors of the company and current physical address and contact details)

(REQUIRE; COLOUR PHOTO IDENTIFICATION, drivers licence, passport and utility bill for physical address)

Shareholders:

	Full Name	Residential Address	No. of Shares
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

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)

Please Note

Biz Solutions 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: _____

IRD Number Application Yes/No _____

GST Registration: Yes/No _____ Bases: Payments/Invoice _____ Filing period 1 2 6 monthly

LTC Application: Yes/ No _____

Nature of Business Activity: _____

Number of Employees: _____ Preferred Payroll Software _____

Bank: _____ Branch: _____ Manager: _____ Contact Number _____

Provisional taxation payment – standard method or Ratio method

Filing Company Annual Return: Biz Solutions or yourself (please circle)

Accounting System preferred: XERO MYOB Banklink Cash Manager Excel Other (please circle)

Shareholder Name _____ IRD Number: _____

Shareholder Name _____ IRD Number: _____

Shareholder Name _____ IRD Number: _____

Shareholder Name _____ IRD Number: _____

Shareholder Name _____ IRD Number: _____

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 licence is required
3. It is prudent to seek Trade mark registration of your company name.
4. A company is required to file an "Annual Return" with the companies office on annual bases. The cost of this exercise is \$120.00 plus GST. Company Resolutions must be signed by the Shareholders to that effect and filed in the company minute book.
5. The company formation process can be completed within 24 hours of receipt of all relevant information
6. The cost of company formation is as follows:

Company formation charges (payable to companies office)	\$160.00
Company with up to 5 individual shareholders	\$500.00
LTC registration	\$100.00
Additional with Trust shareholders (new trust to be formed)	\$800.00
Additional with Trust shareholders (use of existing trust)	\$200.00
Overseas companies (additional cost)	\$200.00
(the above charges include IRD registration as well and any company formation advise, you agree to pay these fee within 7 days of receipt of tax invoice from biz solutions)	
7. It is prudent to discuss the business setup to ensure that the correct structures are being utilised from commencement to utilise all business, management and taxation advantages available
8. By requesting company formation by biz solutions, you are authorising biz solutions to act as your Accountants and Tax advisers and permit biz solutions to liaise and act on your behalf with Inland Revenue Department, Companies office and other Government departments as well as banks and financial institutions