



### COMPANY FORMATION FORM

**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:** Biz Solutions Limited 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 Biz Solutions as your Physical address and address for service)

\_\_\_\_\_

**Address for Service:** \_\_\_\_\_

(If different from physical address)

\_\_\_\_\_

\_\_\_\_\_

**Postal address:** \_\_\_\_\_

(For correspondence, where communications from Biz Solutions can be sent to)

\_\_\_\_\_

DIRECTORS	DIRECTOR 1	DIRECTOR 2	DIRECTOR 3
<b>Surname:</b>	_____	_____	_____
<b>First names:</b>	_____	_____	_____
<b>Physical Address:</b>	_____	_____	_____
	_____	_____	_____
<b>Phone Number:</b>	_____	_____	_____
<b>Date and Place of birth:</b>	_____	_____	_____



SHAREHOLDERS	SHAREHOLDER 1	SHAREHOLDER 2	SHAREHOLDER 3
Surname:	_____	_____	_____
First names:	_____	_____	_____
Physical address:	_____	_____	_____
	_____	_____	_____
IRD Number:	_____	_____	_____
Share allocation:	_____	_____	_____

**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 colour copy of a valid identification document (Passport or NZ Driver Licence) along with a utility bill as proof of physical address.**

**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 or 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 (please circle)

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

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



## 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 \$140.00 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:

Identity Verification (all shareholders and directors required)	\$ 20.00 per verification
Company formation charges (payable to companies office)	\$ 120.00
Company with up to 5 individual shareholders	\$ 550.00
LTC registration	\$ 150.00
Additional with Trust shareholders (new trust to be formed)	\$1,000.00
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.