

Supporting Documents for Company Compliance

Supporting documentation provided by CCASA to ensure company changes comply in accordance with the Corporations Act 2001



	Concessional Fees	RO Change	PBA Change	Ultimate Holding Co.	Officer Appointments	Officer Resignations	Officer/ Shareholder Change of Name/ Address	Share Issues/ Allotments	Share Cancellations	Share Transfers	Return of Capital	Share Conversion	Share Division	Change of Company Name	Voluntary DeRegistration	Annual Review
Minutes of Meeting / Resolution of Directors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Minutes of Meeting / Resolution of Shareholders													✓	✓	✓	
Application and Allotment Journal								✓								
ASC207Z (Shares issued for other than cash)								✓								
ASC208 (Shares issued for other than cash)								✓								
ASC280 (Share Buy Back)									✓							
Consent To Act (PCA)					✓											
Register of Directors and Secretaries					✓	✓	✓									
Register of Directors Shareholdings (If applicable)								✓	✓	✓	✓	✓	✓			
Register of Members								✓	✓	✓	✓	✓	✓			
Notice of Share Allotment								✓								
Share Transfer Form										✓						
Transfer Journal										✓						
Notice of Beneficial Owner (If shares held non-beneficially)								✓	✓	✓	✓	✓	✓			
Declaration of Trust (If shares held non-beneficially)								✓	✓	✓	✓	✓	✓			
Notice of Resignation						✓										
Occupier Consent (If Company does not occupy)		✓														
Seal Register (Optional)																
Solvency Resolution																✓

This list is for informational purposes only, indicating which documents are required to ensure compliance following company changes. Requirements can, and do, change in accordance with the Corporations Act 2001, so please contact CCASA to ensure this list is correct at the time of reading.