

## **Procedures to incorporate your new Company**

Please read the following important instructions regarding the incorporation of your Company, ensuring you complete all tasks listed.

### **Signing of documents**

Convene initial meetings of the directors and the shareholders. Draft minutes for each of these meetings are contained within this package. After the relevant meetings have been held, sign and date all minutes, consent forms, shares applications and certificates included in your Company package. Once signed, distribute the share certificates to each shareholder of the Company, and place all minutes, registers, consent forms, share applications and constitutions in the Company register for your future reference.

### **Registering the Company for an ABN and TFN**

Please note that if this Company has been registered to act solely as a trustee of a Self Managed Superannuation Fund, there is no requirement to register the Company itself with the Australian Taxation Office for an Australian Business Number or Tax File Number.

### **Notifying ASIC of the Company's Sole Purpose Status**

The Australian Securities and Investments Commission (ASIC) has already been advised that your Company will be acting as a Sole Purpose SMSF Trustee. Therefore there is no requirement for the directors to notify ASIC of this fact

### **Company upload file**

You can import the details of your new Company into your Corporate Register software (for example *Corporate Affairs System* or *Prime32*) by uploading the included **Company Details.cmy** file into your respective software.

## REGISTER OF DIRECTORS

### BMBRJW SUPER FUND PTY LTD ACN 634 190 097

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Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation
Bronwyn Margaret Bevan 46 Churchill Road Killara NSW 2071	21 February 1947	18 June 2019	

Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation
Richard John Whiteside 46 Churchill Road Killara NSW 2071	24 February 1948	18 June 2019	

Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF DIRECTORS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

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Director Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF SECRETARIES**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Secretary Name and Address:	Date of Birth	Date of Appointment	Date of Resignation
Bronwyn Margaret Bevan 46 Churchill Road Killara NSW 2071	21 February 1947	18 June 2019	

Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF SECRETARIES**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

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Secretary Name and Address	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF PUBLIC OFFICERS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation
Bronwyn Margaret Bevan 46 Churchill Road Killara NSW 2071	21 February 1947	18 June 2019	

Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF PUBLIC OFFICERS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

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Public Officer Name and Address:	Date of Birth	Date of Appointment	Date of Resignation

**REGISTER OF SHAREHOLDERS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Shareholder Name and Address:	Date Shares First Issued	Date of Cessation
Bronwyn Margaret Bevan 46 Churchill Road Killara NSW 2071	18 June 2019	

Shareholder Name and Address:	Date Shares First Issued	Date of Cessation
Richard John Whiteside 46 Churchill Road Killara NSW 2071	18 June 2019	

Shareholder Name and Address:	Date Shares First Issued	Date of Cessation

Shareholder Name and Address:	Date Shares First Issued	Date of Cessation

**REGISTER OF SHAREHOLDERS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Shareholder Name and Address:	Date Shares First Issued	Date of Cessation

## REGISTER OF SHAREHOLDINGS

### BMBRJW SUPER FUND PTY LTD ACN 634 190 097

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Shareholder Name: Bronwyn Margaret Bevan  
46 Churchill Road Killara NSW 2071

Date of Transaction	Shares Allotted	Shares Transferred	Share Class	Share Serial Numbers	Share Certificate Number	Amount Paid per Share	Total Share Holding
18 June 2019	1		ORD	1 - 1	1	\$1.00	1

Shareholder Name: Richard John Whiteside  
46 Churchill Road Killara NSW 2071

Date of Transaction	Shares Allotted	Shares Transferred	Share Class	Share Serial Numbers	Share Certificate Number	Amount Paid per Share	Total Share Holding
18 June 2019	1		ORD	2 - 2	2	\$1.00	1

Shareholder Name:

Date of Transaction	Shares Allotted	Shares Transferred	Share Class	Share Serial Numbers	Share Certificate Number	Amount Paid per Share	Total Share Holding

## REGISTER OF SHAREHOLDINGS

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

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Shareholder Name:

Date of Transaction	Shares Allotted	Shares Transferred	Share Class	Share Serial Numbers	Share Certificate Number	Amount Paid per Share	Total Share Holding

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Date of Transaction	Shares Allotted	Shares Transferred	Share Class	Share Serial Numbers	Share Certificate Number	Amount Paid per Share	Total Share Holding

## ALLOTMENT JOURNAL

### BMBRJW SUPER FUND PTY LTD ACN 634 190 097

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Applicant Name: Bronwyn Margaret Bevan

Date of Application	Date of Allotment	Shares Allotted	Share serial Numbers	Share Certificate	Share Class	Amount Paid on Share Application	Balance payable	Balance due date
18 June 2019	18 June 2019	1	1 - 1	1	ORD	\$1.00		

Applicant Name: Richard John Whiteside

Date of Application	Date of Allotment	Shares Allotted	Share serial Numbers	Share Certificate	Share Class	Amount Paid on Share Application	Balance payable	Balance due date
18 June 2019	18 June 2019	1	2 - 2	2	ORD	\$1.00		

Applicant Name:

Date of Application	Date of Allotment	Shares Allotted	Share serial Numbers	Share Certificate	Share Class	Amount Paid on Share Application	Balance payable	Balance due date

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Date of Application	Date of Allotment	Shares Allotted	Share serial Numbers	Share Certificate	Share Class	Amount Paid on Share Application	Balance payable	Balance due date

## ALLOTMENT JOURNAL

### BMBRJW SUPER FUND PTY LTD ACN 634 190 097

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Date of Application	Date of Allotment	Shares Allotted	Share serial Numbers	Share Certificate	Share Class	Amount Paid on Share Application	Balance payable	Balance due date

**TRANSFER JOURNAL**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Transferor:

Transferee:

Date of Transfer	Number of Shares Transferred	Share Serial Numbers	Transferor Share Certificate Number	Transferee Share Certificate Number	Consideration Paid	Date of Minute

Transferor:

Transferee:

Date of Transfer	Number of Shares Transferred	Share Serial Numbers	Transferor Share Certificate Number	Transferee Share Certificate Number	Consideration Paid	Date of Minute

Transferor:

Transferee:

Date of Transfer	Number of Shares Transferred	Share Serial Numbers	Transferor Share Certificate Number	Transferee Share Certificate Number	Consideration Paid	Date of Minute

Transferor:

Transferee:

Date of Transfer	Number of Shares Transferred	Share Serial Numbers	Transferor Share Certificate Number	Transferee Share Certificate Number	Consideration Paid	Date of Minute





**REGISTER OF DEBENTURES**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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<b>Date of Transaction</b>	<b>Name and Address of Debenture Holder</b>	<b>Debenture Type</b>	<b>Debentures Acquired</b>	<b>Debentures Redeemed or Transferred</b>	<b>Interest Rate</b>	<b>Total Debentures Held</b>

**REGISTER OF SECURITY INTERESTS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Date of Transaction	Name and Address of Secured Party	Liability Secured	Property the subject of Security Interest

**REGISTER OF OPTIONS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

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Date of Transaction	Name and Address of Option Holder	Shares Over Which Option is Granted	Consideration Given for Option	Period in Which Option is Open

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

MINUTES of Meeting of the Shareholders being the First Meeting of the Company held on 18 June 2019  
at Suite 18, 12 Tryon Road Lindfield NSW 2070

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PRESENT:                   Bronwyn Margaret Bevan  
                                  Richard John Whiteside

CHAIRMAN:                It was agreed that Bronwyn Margaret Bevan be appointed Chairman of the meeting.

CERTIFICATE OF INCORPORATION:    It was reported that all matters in connection with the incorporation of the Company had been attended to and the Certificate of Incorporation bearing ACN 634 190 097 was tabled.

ADOPTION OF CONSTITUTION:        A copy of the proposed constitution for the Company was tabled.

RESOLVED by special resolution to adopt the tabled constitution as the constitution of the Company as from the date of incorporation.

APPOINTMENT OF OFFICEHOLDERS:    The Chairman noted that the following persons have consented to act, and have been appointed as, officeholders of the Company as from the date of incorporation:

Bronwyn Margaret Bevan	Director
Richard John Whiteside	Director
Bronwyn Margaret Bevan	Secretary

PUBLIC OFFICER:           RESOLVED that Bronwyn Margaret Bevan of 46 Churchill Road Killara NSW 2071 be appointed Public Officer of the Company and that the Commissioner of Taxation be advised of such appointment.

REGISTERED OFFICE:       RESOLVED that the registered office of the Company be at 46 Churchill Road Killara NSW 2071.

CLOSURE:                 There being no further business the Chairman declared the meeting closed.

Signed as a true and correct record:

.....  
**Chairman**

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

MINUTES of the Meeting of the Board of Directors of the Company held on 18 June 2019  
at Suite 18, 12 Tryon Road Lindfield NSW 2070

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PRESENT: Bronwyn Margaret Bevan  
Richard John Whiteside

CHAIRMAN: It was agreed that Bronwyn Margaret Bevan be appointed Chairman of the meeting.

CERTIFICATE OF INCORPORATION: It was reported that all matters in connection with the incorporation of the Company had been attended to and the Certificate of Incorporation bearing ACN 634 190 097 was tabled.

ADOPTION OF CONSTITUTION: The constitution of the Company was tabled, along with the *Minutes of Meeting of the Shareholders* being the first meeting of the Company in which the shareholders had adopted the tabled constitution.

APPOINTMENT OF OFFICEHOLDERS: The Chairman noted that the following persons had been appointed as officeholders of the Company as from the date of incorporation:

Bronwyn Margaret Bevan	Director
Richard John Whiteside	Director
Bronwyn Margaret Bevan	Secretary

AUDITOR/S: RESOLVED that no auditors of the Company be appointed for the current financial year.

NO COMMON SEAL: RESOLVED that the Company not adopt a common seal and that the directors and secretaries of the Company be authorised to execute documents on behalf of the Company in accordance with Section 127 of the Act.

ISSUE OF SHARES TO SUBSCRIBERS: ACKNOWLEDGED that having received the *Application For Initial Shares* and the required payment for the shares, the following shares have been issued on incorporation:-

Shareholder Name	Number of Shares	Class of Shares	Amount Paid
Bronwyn Margaret Bevan	1	ORD	\$1.00
Richard John Whiteside	1	ORD	\$1.00

It was directed that the abovenamed shareholders be registered as the holders of such shares respectively and that share certificates be issued to each respective shareholder.

SHARE CERTIFICATES: RESOLVED that authority is hereby given for the issue of any relevant share certificates in connection with any allotment or transfer of shares in the Company.

BOOKS: RESOLVED that the Company maintain the registers required by the Corporations Act and such other financial records that:-

- a) correctly record and explain the Company's transactions and financial position and performance; and
- b) would enable true and fair financial statements to be prepared and audited.

REPRESENTATION: RESOLVED that the Company hereby appoints each of the directors and the secretary separately as its representatives for the purpose of attending on the Company's behalf at all meetings of shareholders, whether general meetings or meetings of any class, in companies in which the Company may be a shareholder from time to time with full power to vote in the name of the Company at or in relation to any such meetings.

CLOSURE: There being no further business the Chairman declared the meeting closed.

Signed as a true and correct record:

.....  
**Chairman**



**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

MINUTES of the Meeting of the Board of Directors of the Company held on \_\_\_\_\_  
at Suite 18, 12 Tryon Road Lindfield NSW 2070

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PRESENT:                      Bronwyn Margaret Bevan  
   Richard John Whiteside

CHAIRMAN:                    It was agreed that Bronwyn Margaret Bevan be appointed Chairman of the meeting.

TRANSFER OF SHARES:    RESOLVED that the following Share Transfers be and are hereby approved and that the old Certificates in the names of the transferors be cancelled and that new Certificates in the names of the Transferees be issued and executed by the officers of the Company in accordance with Section 127 of the Act.

	No. of Shares
Transferor:	
Transferee:	
Transferor:	
Transferee:	

CLOSURE:                    There being no further business the Chairman declared the meeting closed.

Signed as a true and correct record:

.....  
**Chairman**

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

MINUTES of the Meeting of the Board of Directors of the Company held on \_\_\_\_\_  
at Suite 18, 12 Tryon Road Lindfield NSW 2070

---

PRESENT: Bronwyn Margaret Bevan  
Richard John Whiteside

CHAIRMAN: It was agreed that Bronwyn Margaret Bevan be appointed Chairman of the meeting.

BANK ACCOUNT: RESOLVED that the Company open a current account with the  
\_\_\_\_\_ Bank  
at its \_\_\_\_\_ Branch.

CLOSURE: There being no further business the Chairman declared the meeting closed.

Signed as a true and correct record:

.....  
**Chairman**

**FORM OF PROXY FOR MEETINGS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

TO THE SECRETARY

I \_\_\_\_\_  
of \_\_\_\_\_ being a Director  
of the company HEREBY APPOINT my co-Director \_\_\_\_\_ of  
\_\_\_\_\_ as my  
general/special proxy to vote for me and on my behalf at the meeting of Directors to be held on the  
\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ and at any adjournment thereof.

AND where special proxy to vote for / to vote against the following resolutions:

**SIGNED** at \_\_\_\_\_

me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

.....  
Print Name

**FORM OF PROXY FOR MEETINGS**

**BMBRJW SUPER FUND PTY LTD  
ACN 634 190 097**

TO THE SECRETARY

I \_\_\_\_\_ of \_\_\_\_\_

being a Shareholder of the company HEREBY APPOINT \_\_\_\_\_

of \_\_\_\_\_ as my general / special proxy to vote for

me and on my behalf at the meeting of Shareholders to be held on the \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_\_ and at any adjournment thereof.

AND where special proxy to vote for / to vote against the following resolutions:

**SIGNED** at \_\_\_\_\_

by me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

.....  
Print Name

**CONSENT TO ACT AS DIRECTOR**

**BMBRJW SUPER FUND PTY LTD**

I, Bronwyn Margaret Bevan, consent to act as a Director of BMBRJW Super Fund Pty Ltd. My personal details are as follows:

**Name:** Bronwyn Margaret Bevan

**Address:** 46 Churchill Road Killara NSW 2071

**Date of Birth:** 21 February 1947

**Place of Birth:** Sydney NSW

DATED: 18 June 2019

.....  
**Bronwyn Margaret Bevan**

**CONSENT TO ACT AS DIRECTOR**

**BMBRJW SUPER FUND PTY LTD**

I, Richard John Whiteside, consent to act as a Director of BMBRJW Super Fund Pty Ltd. My personal details are as follows:

**Name:** Richard John Whiteside

**Address:** 46 Churchill Road Killara NSW 2071

**Date of Birth:** 24 February 1948

**Place of Birth:** UNITED KINGDOM

DATED: 18 June 2019

.....  
**Richard John Whiteside**

**CONSENT TO ACT AS SECRETARY**

**BMBRJW SUPER FUND PTY LTD**

I, Bronwyn Margaret Bevan, consent to act as a Secretary of BMBRJW Super Fund Pty Ltd. My personal details are as follows:

**Name:** Bronwyn Margaret Bevan

**Address:** 46 Churchill Road Killara NSW 2071

**Date of Birth:** 21 February 1947

**Place of Birth:** Sydney NSW

DATED: 18 June 2019

.....  
**Bronwyn Margaret Bevan**

**CONSENT TO ACT AS PUBLIC OFFICER**

**BMBRJW SUPER FUND PTY LTD**

I, Bronwyn Margaret Bevan, consent to act as a Public Officer of BMBRJW Super Fund Pty Ltd. My personal details are as follows:

**Name:** Bronwyn Margaret Bevan

**Address:** 46 Churchill Road Killara NSW 2071

**Date of Birth:** 21 February 1947

**Place of Birth:** Sydney NSW

DATED: 18 June 2019

.....  
**Bronwyn Margaret Bevan**

## APPLICATION FOR INITIAL SHARES

### BMBRJW SUPER FUND PTY LTD

TO THE DIRECTORS

I apply for the allotment of the following number of shares, at the following share price;

<u>Number of Shares</u>	<u>Share Class</u>	<u>Share Price</u>
1	ORD	\$1.00

I tender **\$1.00** in full payment thereof.

My personal details are as follows:

Name	Bronwyn Margaret Bevan
Address	46 Churchill Road Killara NSW 2071

This application is unconditional and I authorise you to register me as a holder of the above number of shares and I agree to be bound by the constitution of the Company.

DATED: 18 June 2019

.....  
**Bronwyn Margaret Bevan**

## APPLICATION FOR INITIAL SHARES

### BMBRJW SUPER FUND PTY LTD

TO THE DIRECTORS

I apply for the allotment of the following number of shares, at the following share price;

<u>Number of Shares</u>	<u>Share Class</u>	<u>Share Price</u>
1	ORD	\$1.00

I tender **\$1.00** in full payment thereof.

My personal details are as follows:

Name	Richard John Whiteside
Address	46 Churchill Road Killara NSW 2071

This application is unconditional and I authorise you to register me as a holder of the above number of shares and I agree to be bound by the constitution of the Company.

DATED: 18 June 2019

.....  
**Richard John Whiteside**

# Share Certificate

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

Certificate No. 1

This is to certify that

***Bronwyn Margaret Bevan***

subject to the constitution of the Company, is the registered holder of the following shares in the company;

Total Shares in this Holding	Share Serial Numbers	Class of Shares	Share Price	Amount Paid	Amount Owing
1	1 - 1	ORD	\$1.00	\$1.00	

SHARES ISSUED ON: 18 June 2019

Signed on behalf of the Directors

.....  
Director Name

.....  
Director Signature

.....  
Director/Secretary Name

.....  
Director/Secretary Signature

# Share Certificate

**BMBRJW SUPER FUND PTY LTD**  
**ACN 634 190 097**

Certificate No. **2**

This is to certify that

***Richard John Whiteside***

subject to the constitution of the Company, is the registered holder of the following shares in the company;

<b>Total Shares in this Holding</b>	<b>Share Serial Numbers</b>	<b>Class of Shares</b>	<b>Share Price</b>	<b>Amount Paid</b>	<b>Amount Owing</b>
1	2 - 2	ORD	\$1.00	\$1.00	

SHARES ISSUED ON: 18 June 2019

Signed on behalf of the Directors

.....  
Director Name

.....  
Director Signature

.....  
Director/Secretary Name

.....  
Director/Secretary Signature