

## **INSTRUCTIONS FOR THE COMPLETION OF YOUR COMPANY REGISTRATION**

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

### **Australian Tax Office**

An application for ABN registration may be completed online via the ABR's website at [www.abr.gov.au](http://www.abr.gov.au). If you do not have internet access, a hard copy of this form may be obtained at your nearest ATO branch.

### **Director IDs**

Obtaining a Director ID is now mandatory. An application and more information can be found at <https://www.abrs.gov.au>.

### **Bank Account Kit**

Included is a Bank Account Kit to assist in the opening of your company bank account. Where this company is acting as trustee of a trust, the Bank Account Kit should be supplied to the bank, along with a copy of the trust deed.

### **Loan Pack**

Your loan pack will help to ensure ITAA compliance for any loans made to a related party.

### **Company Register**

All relevant forms in the company register should be signed where indicated.

### **Document Depot**

Copies of these documents are also available in the Acis Document Depot. You can obtain or download copies by logging on to our website [www.acis.net.au](http://www.acis.net.au) and locating the relevant product in the list of completed matters (or by locating the relevant invoice).

We look forward to again being of service and please call if we can be of any assistance.

Yours faithfully,

A handwritten signature in black ink, appearing to read "m neibling".

Matthew Neibling  
CEO

## Consent to use Registered Office

To: The Board of Directors of:

**SWEGMATE PTY LTD**

Dear Sir/Madam,

Marsh Tincknell  
C/- Marsh Tincknell  
Level 1  
1454 Logan Road  
Mount Gravatt QLD 4122

hereby consent to the use of the address specified above as the address of the Registered Office of the Company:

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For and behalf of  
Marsh Tincknell  
Dated: 19/05/2022

IMPORTANT: This letter of consent is to be retained in the Company Register.

## Bank Account Kit

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

Dear Sir/Madam,

To assist you in opening a bank account for your new company, we have provided this Bank Account Kit. Included in the Kit are the following items:

- (i) A copy of the constitution of the Company (if applicable), together with a copy of the Certificate of Registration (Form 204) issued by the Australian Securities & Investments Commission (ASIC).
- (ii) A copy of the ASIC Form 201 displaying evidence of the appointment of the current company officers and members.
- (iii) Our covering letter.

These will be required by your bank prior to the opening of your company bank account. Where this company is acting as trustee of a trust, a copy of the trust deed should also be supplied to the bank.

You should also note that your bank would normally require verification of the identity of any signatories to the proposed company bank account. Usually, it will be necessary to produce documentation that is equivalent to 100 identification points, but you should contact your bank to confirm the precise nature of material that will be acceptable.

Please contact our office should you have any queries with respect to this matter.

Yours faithfully,

A handwritten signature in black ink, appearing to read "m neibling", is written in a cursive style.

Matthew Neibling  
CEO

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

Dear Sir/Madam,

We hereby confirm that we have attended to the registration of the above-mentioned company, such registration being effected on 19/05/2022.

The full details of the company officers and members, their respective positions and their dates of appointment are outlined on the included ASIC Form 201.

Also provided is a copy of the Company's constitution (if applicable), which includes a photocopy of the original ASIC Certificate of Registration.

Please contact our office should you have any queries with respect to this matter.

Yours faithfully,

A handwritten signature in black ink, appearing to read "m neibling", is written in a cursive style.

Matthew Neibling  
CEO

registered agent number 190  
lodging party or agent name ACIS SERVICES PTY LTD  
address LOCKED BAG 1  
FORTITUDE VALLEY QLD 4006  
DX no DX location

**COPY**

Australian Securities and Investments Commission  
Application for  
**registration as an Australian company**

**Form 201**  
Corporation Act 2001  
117

**Application**

I/We apply for registration of the company under the Corporations Act 2001, and nominate as **QLD**  
the State or Territory in which the company will be taken to be registered.

**Proposed details of the company**

Does the company have a proposed company name? yes ☒ no ☐

if yes, proposed company name **SWEGMATE**

Name reservation number (if any)

if no, the company name on registration will be its Australian Company Number (ACN).

Legal elements to apply: **PTY LTD**

Is the proposed name identical to a registered business name(s)? yes ☐ no ☒

If yes, provide business  
names(s) registration details.

**I DECLARE** that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed.

Type and class of company	type of company	class of company	sub class of company
	<input checked="" type="checkbox"/> proprietary company	<input checked="" type="checkbox"/> limited by shares <input type="checkbox"/> unlimited with a share capital	<input type="checkbox"/> home unit proprietary company <input type="checkbox"/> non profit proprietary company <input checked="" type="checkbox"/> proprietary company <input type="checkbox"/> superannuation trustee prop
	<input type="checkbox"/> public company	<input type="checkbox"/> limited by shares <input type="checkbox"/> limited by guarantee <input type="checkbox"/> no liability <input type="checkbox"/> unlimited with a share capital	<input type="checkbox"/> entitled to omit "LIMITED" under S.150 <input type="checkbox"/> unlisted public company - non profit <input type="checkbox"/> non profit unlisted public & superannuation <input type="checkbox"/> unlisted public company
	<input type="checkbox"/> I DECLARE that this company is a special purpose company as defined under Regulation 3 of the Corporations (Fees) Regulations 2003.		

**governance of a public company**

Will the company rely entirely on replaceable rules? yes ☐ or

Does the company have a constitution? yes ☐

**A proposed public company which has adopted a 'constitution' must lodge a copy of the constitution with this application**

If the proposed company is to be a public company limited by guarantee, state the amount of the guarantee that each member agrees to.

**The amount of the member's guarantee is:**

registered office

**C/- Marsh Tincknell  
Level 1  
1454 Logan Road  
Mount Gravatt QLD 4122**

Does the company occupy these premises?    yes ☐    no ☒

if no, name of occupier

**Marsh Tincknell**

☒ The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

office hours

- (a) ☐ Registered office of a public company is open to the public each business day from at least 10am to 12 noon and 2pm to 4pm
- (b) ☐ Registered office of a public company is open to the public each business day for at least 3 hours between 9pm to 5pm

if (b), insert hours

principal place of business  
in Australia

**Unit 1  
1027 Manly Road  
Tingalpa QLD 4173**

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### Ultimate Holding Company

☐ Yes

Company Name

ACN/ARBN/ABN

Country of incorporation

☒ No

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### Director and Secretary Details

name **Emily Bridget Edwards**

address **85 Bundah Street  
Camp Hill QLD 4152**

birth details **14/12/1981 Sydney NSW**

office **Director  
Secretary**

name **Toby Gray Bryant Spencer**

address **17 Walkers Drive  
Balmoral QLD 4171**

birth details **08/02/1979 Brisbane QLD**

office **Director**

Share Structure Table				
class code	title	total number issued	total amount paid	total amount unpaid
ORD	Ordinary Shares	2	\$2.00	\$0.00

Share Structure Table				
class code	title	total number issued	total amount paid	total amount unpaid
ORD	Ordinary Shares	2	\$2.00	\$0.00

## Members

Members full name and address	class of share	no. of shares taken up	amount agreed to pay per share	total \$ paid on these shares	amount unpaid per share	total \$ unpaid on these shares	are shares fully paid	are shares beneficially owned
shareholding member name address	ORD	1	\$1.00	\$1.00	\$0.00	\$0.00	Y	Y
	Emily Bridget Edwards 85 Bundah Street Camp Hill QLD 4152							
shareholding member name address	ORD	1	\$1.00	\$1.00	\$0.00	\$0.00	Y	Y
	Toby Gray Bryant Spencer 17 Walkers Drive Balmoral QLD 4171							

**Shares issued other than for cash**

For a public company that is limited by shares or is an unlimited company, will any shares be issued for a non-cash consideration? yes ☐ no ☐

**If yes** and the issue of shares is not under a written contract, then attach to this application a form 208 giving details of the prescribed particulars about the share issue; **OR**

**If yes** and the shares will be issued under a written contract, then attach a copy of the contract to this application plus a Form 207Z certifying compliance with stamp duty law



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**Details of the applicant**

name of applicant **ACIS SERVICES PTY LTD**  
A.C.N./A.R.B.N. **069 187 140**  
address of applicant **LEVEL 8**  
**100 SKYRING TERRACE**  
**NEWSTEAD QLD 4006**

I apply for the registration of a company on the basis of the information in this form and any attachments. I have the necessary consents and agreements referred to in this application concerning the members and officeholders and I shall give the consents and agreements to the company after the company becomes registered. The information provided in this application and in any annexures is true and correct at the time of signing.

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**Signature**

Name **MATTHEW JAMES NEIBLING**  
Capacity **Director** Date **19/05/2022**

## Minutes of Meeting

### Minutes of Meeting of Members

**Of:** SWEGMATE PTY LTD  
**Held at:** Unit 1  
1027 Manly Road  
Tingalpa QLD 4173  
**On:** 19/05/2022

#### **Present**

Emily Bridget Edwards  
Toby Gray Bryant Spencer

#### **Chairman**

Emily Bridget Edwards was appointed as Chairman of the meeting.

#### **Registration**

It was confirmed that the Company had been registered by the ASIC on 19/05/2022 with Australian Company Number 659 528 051.

#### **Officer Appointments**

The appointment of the following persons as officers of the Company is confirmed:

Officer Name	Director	Secretary
Emily Bridget Edwards	✓	✓
Toby Gray Bryant Spencer	✓	

#### **Share Issue**

Applications for shares were received and it was resolved to issue the following shares in the Company and to issue share certificates to the allottees and to enter the information contained on the applications into the Register of Members:

Member Name	No. of Shares	Class	Cert. No.	Serial No's	
				From	To
Emily Bridget Edwards					
	1	ORD	1	ORD1	ORD1
Toby Gray Bryant Spencer					
	1	ORD	2	ORD2	ORD2

#### **Resolved**

To adopt the constitution tabled as the initial constitution for the Company.

#### **Closure of Meeting**

There being no further business, the meeting was declared closed.

Signed as a correct record

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Chairman

# Register of Directors and Secretaries

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

<b>Full Name</b>	Emily Bridget Edwards	
<b>Former Names</b>		
<b>Date and Place of Birth</b>	14/12/1981 Sydney, NSW	
<b>Residential Address</b>	85 Bundah Street Camp Hill QLD 4152	
<b>Office Held (as marked)</b>	<b>Nature of Change and Date</b>	
Director <input checked="" type="checkbox"/>	Date Appointed	19/05/2022
	Date Ceased	
Company Secretary <input checked="" type="checkbox"/>	Date Appointed	19/05/2022
	Date Ceased	
Alternate Director <input type="checkbox"/>	Date Appointed	
	Date Ceased	

<b>Full Name</b>	Toby Gray Bryant Spencer	
<b>Former Names</b>		
<b>Date and Place of Birth</b>	08/02/1979 Brisbane, QLD	
<b>Residential Address</b>	17 Walkers Drive Balmoral QLD 4171	
<b>Office Held (as marked)</b>	<b>Nature of Change and Date</b>	
Director <input checked="" type="checkbox"/>	Date Appointed	19/05/2022
	Date Ceased	
Company Secretary <input type="checkbox"/>	Date Appointed	
	Date Ceased	
Alternate Director <input type="checkbox"/>	Date Appointed	
	Date Ceased	

<b>Full Name</b>		
<b>Former Names</b>		
<b>Date and Place of Birth</b>		
<b>Residential Address</b>		
<b>Office Held (as marked)</b>	<b>Nature of Change and Date</b>	
Director <input type="checkbox"/>	Date Appointed	
	Date Ceased	
Company Secretary <input type="checkbox"/>	Date Appointed	
	Date Ceased	
Alternate Director <input type="checkbox"/>	Date Appointed	
	Date Ceased	

## Consent to Act

### SWEGMATE PTY LTD

I hereby consent to act as a Director and Secretary of the Company and I require the following information to be recorded:

Full Name: Emily Bridget Edwards

Residential Address: 85 Bundah Street  
Camp Hill QLD 4152

Date of Birth: 14/12/1981

Place of Birth: Sydney, NSW

Dated: 19/05/2022

Signature:

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Emily Bridget Edwards

## Consent to Act

### SWEGMATE PTY LTD

I hereby consent to act as a Director of the Company and I require the following information to be recorded:

Full Name: Toby Gray Bryant Spencer

Residential Address: 17 Walkers Drive  
Balmoral QLD 4171

Date of Birth: 08/02/1979

Place of Birth: Brisbane, QLD

Dated: 19/05/2022

Signature:

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Toby Gray Bryant Spencer

## Register of Members

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

**Name:** Emily Bridget Edwards

**Address:** 85 Bundah Street  
Camp Hill QLD 4152

**Date of entry  
as a member:** 19/05/2022

[illegible]

Date of cessation as a Member:

## Register of Members

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

**Name:** Toby Gray Bryant Spencer

**Address:** 17 Walkers Drive  
Balmoral QLD 4171

**Date of entry  
as a member:** 19/05/2022

[illegible]

Date of cessation as a Member:

# Application for Shares

SWEGMATE PTY LTD

Applicant Name	Applicant Address
Emily Bridget Edwards	85 Bundah Street Camp Hill QLD 4152

applies for the following shares:

Number of Shares	Class of Shares	Amount Paid per Share	Amount Unpaid per Share
1	ORD	\$1.00	\$0.00

The Applicant:

1. consents to become a member of the Company; and
2. agrees to terms and to be bound by the constitution (if any) of the Company.

Dated: 19/05/2022

Signature:

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Emily Bridget Edwards



# Application for Shares

**SWEGMATE PTY LTD**

Applicant Name	Applicant Address
Toby Gray Bryant Spencer	17 Walkers Drive Balmoral QLD 4171

applies for the following shares:

Number of Shares	Class of Shares	Amount Paid per Share	Amount Unpaid per Share
1	ORD	\$1.00	\$0.00

The Applicant:

1. consents to become a member of the Company; and
2. agrees to terms and to be bound by the constitution (if any) of the Company.

Dated: 19/05/2022

Signature:

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Toby Gray Bryant Spencer

# Allotment Journal

**SWEGMATE PTY LTD**  
**ACN 659 528 051**

Member Name: Emily Bridget Edwards

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		
19/05/2022	1	1	ORD	ORD1	ORD1	\$1.00	\$0.00

Member Name: Toby Gray Bryant Spencer

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		
19/05/2022	2	1	ORD	ORD2	ORD2	\$1.00	\$0.00

Member Name:

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		

Member Name:

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		

Member Name:

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		

Member Name:

Date Issued	Cert No.	Shares		Serial Numbers		Amount Paid/Share	Amount Unpaid/Share
		No.	Class	From	To		

# Share Certificate

**Company Name:** SWEGMATE PTY LTD  
**ACN:** 659 528 051  
**Registered Office:** C/- Marsh Tincknell  
Level 1  
1454 Logan Road  
Mount Gravatt QLD 4122  
**Certificate Number:** 1  
**Date of Issue:** 19/05/2022

**This is to certify that:**

Member Name	Member Address
Emily Bridget Edwards	85 Bundah Street Camp Hill QLD 4152

is/are the registered Member of the Shares in the Company as shown in the panel below, subject to the terms of the Constitution (if applicable).

Number of Shares	Class of Shares	Serial Numbers		Amount Paid per Share	Amount Unpaid per Share
		From	To		
1	ORD	ORD1	ORD1	\$1.00	\$0.00

Signed on behalf of SWEGMATE PTY LTD ACN 659 528 051 by:

\_\_\_\_\_  
Emily Bridget Edwards  
Director

This Certificate must be delivered to the Company on disposal of any or all of the shares comprised in it.

# Share Certificate

**Company Name:** SWEGMATE PTY LTD  
**ACN:** 659 528 051  
**Registered Office:** C/- Marsh Tincknell  
Level 1  
1454 Logan Road  
Mount Gravatt QLD 4122  
**Certificate Number:** 2  
**Date of Issue:** 19/05/2022

**This is to certify that:**

Member Name	Member Address
Toby Gray Bryant Spencer	17 Walkers Drive Balmoral QLD 4171

is/are the registered Member of the Shares in the Company as shown in the panel below, subject to the terms of the Constitution (if applicable).

Number of Shares	Class of Shares	Serial Numbers		Amount Paid per Share	Amount Unpaid per Share
		From	To		
1	ORD	ORD2	ORD2	\$1.00	\$0.00

Signed on behalf of SWEGMATE PTY LTD ACN 659 528 051 by:

\_\_\_\_\_  
Emily Bridget Edwards  
Director

This Certificate must be delivered to the Company on disposal of any or all of the shares comprised in it.