

Application to Register a Company

Applicant Details

Full Name	
Fax	
Telephone	
Other Telephone	
Email	
Postal Address	

Company Details

Company Name (choice of 3)

Name #1	
Name #2	
Name #3	

NB It is advisable that all three choices are provided. This is due to the fact that the name can already be in use by an existing company. We will contact you at the earliest opportunity to discuss alternatives if none of the above choices can be reserved.

Company Addresses

Registered Office	
Address for Service	
Postal Address	
E-mail	

NB Registered Office and Address for Service MUST be valid physical addresses in New Zealand. Postal Address is an address to which Communications from the NZ Companies Office may be sent. E-mail address is the compulsory requirement of the NZ Companies Office now.

Directors

Surname	First Name(s) <i>including middle names</i>	Residential Address	Email

Shareholders

Surname	First Name(s) <i>including middle names</i>	Residential Address	Number of Shares

NB If another company is a shareholder – please specify the company name, number and whether this company is an overseas entity. For trusts please specify trustees and trust name they represent.

3. Company Formation Services

Description	Price (NZD)
Company Incorporation with Electronic Statutory Documents	\$289.00
Executive Company Folder with hard copies of statutory documents	\$59.00
Company Folder <i>for existing company</i>	\$199.00
IRD Registration together with company incorporation	\$99.00
GST Registration together with company incorporation	\$99.00
IRD Registration for existing company	\$199.00
GST Registration for existing company	\$199.00

Standard Company Constitution <i>if ordered with company incorporation</i>	\$49.00
Internet Domain Registration (.co.nz, 1 year) <i>if ordered with company incorporation</i>	\$79.00
Trade Mark Search <i>if ordered with company incorporation</i>	\$199.00
Registered Address (annual fee) <i>if ordered with company incorporation</i>	\$199.00
Postal Address (annual fee) <i>if ordered with company incorporation</i>	\$199.00
Document Notarization, Authentication and Apostile	\$499.00
New Shares Issue	\$149.00
Company Maintenance (per change) <i>director appointment; director resignation; change of ownership</i>	\$99.00
Bilingual Website Design & Building (3-5 pages)	From \$999.00
Website Maintenance (per year)	From \$499.00
New Zealand Corporate bank account opening	\$1,000
FSP Registration	From \$20,000
FMA Registration	From \$50,000

Prices include GST, government fees and discounts

NB **Company Constitution.** *It is common practice for companies with more than one director and/or shareholder to have a constitution. In our opinion, one-person-companies are initially better off without a constitution. However, a constitution can be prepared later for an additional fee if it becomes appropriate.*

Company Registers Folder/Book. *Company register is a set of the statutory documents requirements of the Companies Act 1993. They include (but are not limited to): minutes; register of directors; register of certificates; interests register; register of members; share register; register of fixed assets; register of charges; constitution. There can be fines of up to \$10,000 if these documents are not maintained by Companies and their Directors.*

Trademark Search. *Trademark Search ensures that at the time of company incorporation no confusion is going to happen in the marketplace between the name of your company and any existing registered trademark. Trademark Registration is a separate and more complicated process. Companies whose name creates confusion in the marketplace with any existing registered trademark in NZ will be liable to the proprietor of the trademark for the tort of passing off which would result in very significant potential liability.*

LAQC Check. *Please note that we only make sure the details you provide for your company will pass the Inland Revenue Department criteria to LAQC election. The actual LAQC election will have to be done by the shareholders and directors after you register for an IRD Number.*

Registered Address. *Each company must have physical Registered Address and Address for Service in New Zealand. If such one is not available on the moment of the application you can use BizOffice's address. This is annual fee.*

4. Payment Details

Credit Card

Card Type	VISA /or/ MasterCard
Expiry Date	
Card Number	
Name on the Card	
Signature	

<p><i>Cheque</i> Please make cheque payable to <i>BizOffice Company Services Limited</i> And post to: PO BOX 105805, Auckland City, Auckland 1143, New Zealand</p>	<p><i>Direct Credit / Deposit</i> Our bank account number is as follows: <i>BizOffice Company Services Limited</i> <i>ASB Bank (Greenlane, Auckland)</i> <i>12-3021-0335719-00</i></p>
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Please return this application form to

- E-mail: info@bizoffice.co.nz; or
- post: BizOffice Company Services Limited
PO BOX 105805,
Auckland City,
Auckland 1143,
New Zealand