

## 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**

Company Incorporation with Electronic Statutory Documents	\$309
Standard Company constitution	<input type="checkbox"/> \$49 (optional)
Trade mark search	<input type="checkbox"/> \$79 (optional)
Registered Address	<input type="checkbox"/> \$199 (optional)
Internet Domain Name Registration (in .co.nz)	<input type="checkbox"/> \$79 (optional)
Document Notarization, Authentication and Apostile	<input type="checkbox"/> \$499 (optional)
<b>TOTAL</b>	
	<i>All prices include GST and all government fees</i>

**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><b><i>Cheque</i></b>                  Please make cheque payable to <i>BizOffice Company Formations Limited</i>                  And post to:                  P.O. BOX 83185                  Edmonton                  AUCKLAND 0652</p>	<p><b><i>Direct Credit / Deposit</i></b>                  Our bank account number is as follows:  <i>BizOffice Company Formations Limited</i>                  ASB Bank (Greenlane, Auckland)                  12-3021-0335719-00</p>
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### **Please return this application form to**

- e-mail: info@bizoffice.co.nz; or
- post: BizOffice Company Formations Limited  
 P.O. BOX 83185  
 Edmonton  
 AUCKLAND 0652