

THE LEADING MEMBER  
CONSTITUTION OF  
SMITH POWER PTY LTD  
ACN: 779 852 889

# Index

## Rules of the Company

Rule 1	Replacement of Replaceable Rules
Rule 2	Definitions and Interpretations
Rule 3	Company a Trustee of a Superannuation Fund
Rule 4	Company a Proprietary Limited Company
Rule 5	Directors
Rule 6	Powers of Directors
Rule 7	Meetings of Directors
Rule 8	Director's Records
Rule 9	Remuneration of Directors
Rule 10	Secretaries
Rule 11	Sole Shareholder Companies
Rule 12	Entitlement to Own Shares
Rule 13	Joint Owners
Rule 14	Transfers of Shares
Rule 15	Transmission of Shares on Death
Rule 16	Transmission of Shares on Bankruptcy
Rule 17	Transmission of Shares on Mental Incapacity
Rule 18	Transmission of Shares If Not a Member
Rule 19	Meetings of Shareholders
Rule 20	Proxies
Rule 21	Inspection of Books
Rule 22	Company Accountants
Rule 23	Common Seal
Rule 24	Dividends
Rule 25	Loans to Members, Shareholders, and Directors
Rule 26	Notices
Rule 27	Indemnification of Directors
Shareholder Declaration	

# Rules of the Company

## Rule 1. Replacement of Replaceable Rules

1.1 The Replaceable rules set out in the *Corporations Act 2001* do not apply to this Company.

## Rule 2. Definitions and Interpretations

2.1 The following shall be noted In the interpretation of this Constitution, unless the subject matter or context otherwise require:

**Board** means the Directors acting in meeting.

**Clause** means a clause of this Constitution.

**Company** means the company, that the shareholders own, that has adopted this Constitution.

**Complying Self-Managed Superannuation Fund** means a complying self managed superannuation fund as defined by section 42A of *the SIS Act 1993*.

**Constitution** means this Constitution.

**Corporations Act** means the *Corporations Act 2001 (Cth)* as amended, or modified from time to time on any replacement to that Act.

**Director** means a person properly appointed as a director of the Company.

**Financial Year** means a year ended on 30 June or on such other date as determined by the Directors.

**Fund** means the superannuation fund of which the Company is a trustee.

**Governing Rules** means those rules as defined in section 10(1) of the *SIS Act 1993* governing the operation of the Fund which the Company is the Trustee.

**Leading Member** is the initial person who is provided with the power to appoint and remove a Member or Trustee and is appointed as the Leading Member of the Fund for which this company acts as Trustee.

**Legal Personal Representative** means the executor of the will or administrator of the estate of a deceased person, the trustee of the estate of a person who is under a legal liability or a person who holds an enduring power of attorney granted by a person.

**Lineage** of a Leading or defined Member of a Leading Member SMSF is the Leading Member's children or other lineal descendants such as grandchildren and great-grandchildren. It does not mean all heirs, but only the direct lineage. This can extend to limiting Members only in the fund as well as the payment of any death benefits being paid to lineal dependents, directly or through the legal estate, only. The Leading Member has discretion to deem or include a non-lineage Member where desired.

**Lump Sum** is a benefit paid as a lump sum under the Governing Rules of the Fund to which the Company is the Trustee.

**Member** means a member of the Fund.

**Member's Account** means an account kept by the Company as trustee of a Fund that records a Member's interests in the Fund and includes a Member's Pension Account and a Member's Accumulation Account.

**Member's Accumulation Account** means a Member's Account established by the Trustee, the balance of which can be paid to the benefit of a Member, their Dependant or Legal Personal Representative as a Lump Sum Benefit, a Pension, an income stream or any other superannuation or non-superannuation benefit.

**Member's Pension Account** means a Member's Account established by the Trustee, the balance of which is determined by the Trustee as equal to such amount, as is required by an actuary, to fund any Pension paid to the benefit

of a Member, their Dependant or Legal Personal Representative as a Pension Benefit.

**Notice** means a notice given to a Member or Shareholder.

**Pension** means a pension, income stream or any other benefit that is like an annuity that may be paid under the Governing Rules of the Fund to which the Company is the Trustee.

**Regulated Superannuation Fund** means a regulated superannuation fund as defined by section 10(1) of the SIS Act.

**Regulator** means the Commissioner of Taxation of such other person or body as defined by section 10(1) of the SIS Act.

**Registered Address** means that address as notified by a Director or Shareholder to the Secretary as that address being either a physical or electronic address to which Notices can be sent to the Director or Shareholder.

**Represents** means if a Director is also a Member, that that Director represents himself or if the Director is a Legal Personal Representative of a Member, that the Director represents that Member.

**Rule** means a rule of this Constitution.

**Secretary** means the secretary of the Company.

**SIS Act** means the *Superannuation Industry (Supervision) Act 1993*.

**Shares** means shares in the Company.

**Shareholder** means a person owning Shares.

**SMSF** means a self managed superannuation fund as defined in section 17A of the *SIS Act 1993*.

## 2.2 Interpretation

- a) Headings are for convenience only and do not affect interpretation. Except where the context requires words and phrases given a meaning by the Corporations Act have the same meaning in this Constitution.
- b) Any explanations accompanying a Rule are for information and interpretation purposes only and may be taken into account in interpreting a Rule:
  - i. in considering the purpose or object underlying a Rule; or
  - ii. to confirm that the meaning of a Rule is its ordinary meaning conveyed by its text taking into account the purpose or object underlying the Rule; or
  - iii. in determining a Rule's meaning if the Rule is ambiguous or obscure; or
  - iv. in determining a Rule's meaning, if the ordinary meaning conveyed by its text, taking into account its context in the Rules and the purpose or object underlying the Rule, leads to a result that is manifestly absurd or unreasonable.
- c) A reference to any person or body shall include a reference to a company, references to its respective authorised officers, agents, delegates, successors, assigns, executors and administrators.

**Rule 3. Company a Trustee of a Superannuation Fund**

- 3.1 The Company will be incorporated for the sole purpose of being the trustee of a Fund and if any provision of this Constitution is in conflict with a provision of the SIS Act or a regulation made pursuant to that Act that provision or that regulation prevails.
- 3.2 The Company may be a trustee of the Fund and any other complying superannuation fund but must not be the trustee of any other trust or engage in any other business or any other activity.

3.3 The Company, apart from acting as the trustee of a Fund is to also ensure that as trustee, it operates for the benefit of lineage of the Leading Member or such other persons, in accordance with the Leading Member's wishes.

**Rule 4. Company a Proprietary Limited Company**

4.1 The Company will be registered as a proprietary company limited by shares and must not be changed to any other type of company unless required by the Corporations Law or the SIS Act.

**Rule 5. Directors**

5.1 Who may be a Director:

- a) Subject to Clause 5.1.2 and Clause 5.1.3 a person may only be a Director if that person is a Member of the Fund, unless there is only one Member of the Fund. If it is a sole Member Fund that member and if the Member so elects, a relative or not an employee of that Member, may be a Director of the Fund. If a person is a Member, they are automatically appointed a Director provided they provide consent.
- b) A person may not be appointed as a Director if that person is under a legal disability.
- c) If a Member is under a legal disability then the Legal Personal Representative of the Member may be appointed a Director in lieu of that Member who is under the legal liability. If the Member is a child and does not have a Legal Personal Representative then either a parent or guardian is to be appointed as Director in lieu of that child Member. The current Directors should accede to any appointment and failure to do so may result in the company losing its status as trustee of the Fund.
- d) Any Member who is a Director may seek to appoint a Successor Director as a Replacement Director who is to take the Directors directorship in the event of the Director's incapacity, bankruptcy, death or by their own

choosing provided such an appointment does not breach the Superannuation Laws.

#### 5.2 Who may not be a Director

A person including a person who is the Legal Personal Representative of a Member cannot be a Director if that person has been disqualified under the SIS Act.

#### 5.3 Resignation of a Director

A Director who is the Personal Legal Representative of a Member may resign as a Director and subject to the provisions of the Constitution the Member or some other Personal Legal Representative of the Member shall be appointed in place of that person, subject to the consent of the Leading Member.

#### 5.4 Removal of a Director

A person who is a Director is forthwith removed as a Director if the continued appointment of that person as a Director will cause the Fund not to be a Complying SMSF. At any time, the Leading Member of the Fund may remove a Director where the continuing appointment may result in the Fund no longer being for the benefit of Members of the same lineage as the Leading Member.

### **Rule 6. Powers of Directors**

6.1 The business of the Company is to be managed by or under the direction of the Directors.

6.2 The Directors may exercise all powers of the Company except all powers that by law or by this Constitution must be exercised at a general meeting.

6.3 If the Company has two or more Directors any two of the Directors may sign, draw, accept, endorse or otherwise execute a negotiable instrument.

6.4 If the Company has only one Director, that Director may sign, draw, accept, endorse or otherwise execute a negotiable instrument.

- 6.5 The Leading Member of the Fund who is a Director of the Company should act as the Chairman of the Company and has an absolute right of veto over all Director's decisions prior to a resolution being finalised.

## **Rule 7. Meetings of Directors**

- 7.1 If there is more than one Director, the Secretary may serve a Notice on the Directors requiring the Directors to meet and to conduct business on behalf of the Company.
- 7.2 The Secretary must give reasonable notice of any such meeting to each of the Directors (which may be by mail, facsimile or email to that address, facsimile number or electronic address last nominated by each Director) unless the Directors unanimously agree that the meeting may be held on some earlier date. Such written notice must:
- a) set out the place, date and time for the meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this); and
  - b) state the general nature of the business of the meeting.
- 7.3 Where, through a link established by means of any system of telephone, audio or audio-visual communication approved by the Directors for the purpose of any meeting of the Directors, the Directors will be taken to be assembled together at a meeting and all proceedings of the Directors conducted with the aid of the link, will be as valid and effectual as if conducted at a meeting at which all Directors were physically present.
- 7.4 At any meeting of the Directors a quorum is equal to that number of Directors or proxies who Represent Members, the balance of whose Member's Accounts aggregate at least 50% of the balance of all Member's Accounts.
- 7.5 At any meeting of the Directors, unless the Directors unanimously agree otherwise, a Director shall be entitled to cast that number of votes as is equal

to the nearest number of whole dollars of the balance of the Member's Account of that Member whom that Director Represents.

- 7.6 A resolution shall not be passed at any meeting of the Directors unless it is passed by the casting of a majority of the votes entitled to be cast by Directors who are present at that meeting and the Leading Member of the Fund as Chairman of the Company does not use their veto power.
- 7.7 A Director may appoint a person to act as that Director's proxy at any meeting of the Director.
- 7.8 If a circulating minute contains a statement that the Directors are in favour of a resolution and the terms set out in that document have been signed by all Directors, a resolution in those terms will be taken to have been passed at a meeting of the Directors held on the day and at the time at which the document was last signed by a Director. Two or more separate documents containing statements in identical terms each of which is signed by one or more Directors will together be taken to constitute one document for the purposes of this Rule.

#### **Rule 8. Director's Records**

- 8.1 If there is only one Director, that Director must make a written record of all decisions made by the Director. If there is more than one Director, the Directors must keep minutes of every meeting held by the Directors.
- 8.2 Records and minutes required by this Rule must be kept for at least ten years from the date the decision was made or the date of the meeting.

#### **Rule 9. Remuneration of Directors**

- 9.1 A Director will not be paid any remuneration as a consequence of being a Director.
- 9.2 The Company may pay travelling and other expenses properly incurred by a Director:

- a) in attending Director's Meetings or any committees of the Directors;
- b) in attending general meetings of the Company; and
- c) in connection with the Company's business.

**Rule 10. Secretaries**

10.1 The Board may appoint one or more persons as secretary or secretaries of the Company. A secretary holds office on the terms and conditions as determined by the Board.

**Rule 11. Sole Shareholder Companies**

11.1 If there is only one Shareholder who is also a director of the Company, this Constitution is to be interpreted as if any reference in this Constitution to more than one Shareholder and Director was a reference to that one Shareholder and Director.

**Rule 12. Entitlement to Own Shares – Leading Member Only**

12.1 Only a Leading Member of the Fund may be a Shareholder in the Company.

**Rule 13. Joint Owners**

13.1 Shares in the Company cannot be held jointly.

**Rule 14. Transfers of Shares**

14.1 The Leading Member may not transfer their shares under any circumstances.

**Rule 15. Transmission of Shares on Death**

15.1 If the Leading Member dies, the Company is to immediately cancel the former Leading Members shares.

15.2 At the same time the Company is to issue 100 shares or all of the Company's newly issued share capital to the successor Leading Member of the Fund and

should there be no immediate successor Leading Member, that member the Trustee of the Fund so chooses as the new Leading Member of the Fund.

- 15.3 The Company must register the cancellation of any shares in the former Leading Member's name and the issue of new shares to the successor Leading Member.

**Rule 16. Transmission of Shares on Bankruptcy**

- 16.1 If a Leading Member of the Fund and holder of the shares of the Company becomes bankrupt, the Company is to immediately cancel the former Leading Members shares.
- 16.2 At the same time the Company is to issue 100 shares or all of the Company's newly issued share capital to the successor Leading Member of the Fund and should there be no immediate successor Leading Member, that member the Trustee of the Fund so chooses as the new Leading Member of the Fund.
- 16.3 The Company must register the cancellation of any shares in the former Leading Member's name and the issue of new shares to the successor Leading Member.

**Rule 17. Transmission of Shares on Mental Incapacity**

- 17.1 If a Shareholder becomes mentally incapacitated and receives notification from a legally qualified medical expert to that effect, the Company is to immediately cancel the former Leading Members shares.
- 17.2 At the same time the Company is to issue 100 shares or all of the Company's newly issued share capital to the successor Leading Member of the Fund and should there be no immediate successor Leading Member, that member the Trustee of the Fund so chooses as the new Leading Member of the Fund.
- 17.3 The Company must register the cancellation of any shares in the former Leading Member's name and the issue of new shares to the successor Leading Member.

## **Rule 18. Transmission of Shares if not a Member**

- 18.1 If a Shareholder ceases to be a member of the Fund, the Company is to immediately cancel the former Leading Member's shares.
- 18.2 At the same time the Company is to issue 100 shares or all of the Company's newly issued share capital to the successor Leading Member of the Fund and should there be no immediate successor Leading Member, that member the Trustee of the Fund so chooses as the new Leading Member of the Fund.
- 18.3 The Company must register the cancellation of any shares in the former Leading Member's name and the issue of new shares to the successor Leading Member.

## **Rule 19. Meetings of Shareholders**

### **19.1 Calling of Meetings**

As there is generally only one Shareholder, that Shareholder can call a meeting at any time for that business which needs Shareholder ratification.

### **19.2 Notice**

No notice is required for a Shareholder meeting.

### **19.3 Chairman**

At a meeting with the Shareholders, the Leading Member of the Fund will be automatically appointed as chairman of the meeting.

### **19.4 Resolutions**

A resolution shall not be passed at any meeting of the Shareholders unless it is passed by the casting of a majority of the votes entitled to be cast by Shareholders who are present at the meeting. If there are any Shareholders above and beyond the Leading Member, the Leading Member holds a right to veto any proposed resolution.

## 19.5 Circulating minutes

If a circulating minute containing a statement that the Shareholders are in favour of a resolution in the terms set out in that document and that document has been signed by all Shareholders a resolution in those terms will be taken to have been passed at a meeting of the Shareholders held on the day and at the time at which the document was last signed by a Shareholder. Two or more separate documents containing statements in identical terms each of which is signed by one or more Shareholder will together be taken to constitute one document for the purposes of this Rule.

## 19.6 Attendance by auditors

Any one Shareholder can invite any person who is or has audited the Company or the Fund to attend any meeting of the Shareholders and that auditor shall have the right to address that meeting.

## **Rule 20. Proxies**

20.1 There is no right by any Shareholder to appoint a proxy.

## **Rule 21. Inspection of Books**

21.1 The Directors of the Company or the Company by a resolution passed at a general meeting may authorise a Member to inspect the books of the Company.

## **Rule 22. Company Accounts**

22.1 The Company must keep such accounting records that correctly record and explain the transactions of the Company. Although, as the Company acts in its sole capacity as the Trustee of the Fund, transactions should be limited.

22.2 Such accounting records are to be kept in such form and supported by such documentation as to enable those accounting records to be properly audited.

22.3 The Company must as soon as practical after the end of each Financial Year:

- a) prepare a balance sheet recording the assets and liabilities of the company as at the end of that preceding Financial Year;
- b) prepare a profit and loss account recording the profit derived or loss incurred by the Company for that preceding Financial Year (or part year if the Company was not in existence for a full year);
- c) arrange for the Company's balance sheet, profit and loss account and accounting records to be audited by an auditor; and
- d) arrange for all tax returns and other statements required to be lodged by the Company to be lodged as and when required.

22.4 The Company must retain the accounts and statements for a period of 10 years after the end of the Financial Year to which they relate.

**Rule 23. Common Seal**

23.1 The Company may have a seal but intends to apply the provisions of section 127 of the *Corporations Act 2001* such that no seal is required.

**Rule 24. Dividends**

24.1 The Company cannot make a distribution of its income or property to its Shareholders. On winding up of the Company, all income and property of the Company will be distributed to such charities as the Shareholders agree in a general meeting.

**Rule 25. Loans to Members, Shareholders and Directors**

25.1 The Company must not:

- a) lend money of the Company to:
  - i. a Member, Shareholder or Director; or
  - ii. a relative of a Member, Shareholder or Director; or

- b) give any other financial assistance to:
  - i. a Member, Shareholder or Director; or
  - ii. a relative of a Member, Shareholder or Director.

**Rule 26. Notices**

- 26.1 A notice may be given by the Company to a Shareholder or Member:
- a) by leaving it at the Shareholder's or Member's registered address;
  - b) by sending it by prepaid post or facsimile transmission to the Shareholder's or Member's Registered Address; or
  - c) by sending it by any other electronic means to the Shareholder's or Member's Registered Address.

**Rule 27. Indemnification of Directors**

- 27.1 Subject to law, the Company indemnifies each person who is or has been a Director out of the assets of the Company against any liability incurred by the person as a consequence of that person being or having been a Director, except any liability incurred by that person's gross negligence, wilful wrongdoing, or fraud.
- 27.2 The Company may insure any person against any liability incurred by that person as a consequence of that person being or having been a Director.

### Shareholder Declaration

I, being the person specified in the application, dated 30 October 2021, for the registration of SMITH POWER PTY LTD pursuant to Section 117 of the *Corporations Act 2001*, as having given my consent to become a Shareholder, HEREBY AGREE to the terms of this Constitution as set out below.

Members:

.....

John Smith

.....

*Date*

SAMPLE DOCUMENT ONLY

30 October 2021

To the Board of Directors

SMITH POWER PTY LTD

5 Row Street

Bicton Western Australia 6157

**RE: CONSENT TO APPOINTMENT AS DIRECTOR PURSUANT TO SECTION 204C AND 201D OF THE CORPORATIONS ACT 2001**

I, John Smith, hereby consent to my appointment to act as a DIRECTOR of SMITH POWER PTY LTD ACN: 779 852 889 on 30 October 2021. I note this will become effective upon lodgement with the Australian Securities and Investments Commission.

My personal details are as follows:

<b>Full Name</b>	John Smith
<b>Former Names (if any)</b>	
<b>Residential Address</b>	10 Plum Avenue
<b>Town / State / Postcode / Country</b>	Bicton Western Australia 6157 Australia
<b>Place of Birth</b>	Australia
<b>Date of Birth</b>	1 January 1990

Signed: \_\_\_\_\_

John Smith

Date: 30 October 2021

30 October 2021

To the Board of Directors

SMITH POWER PTY LTD

5 Row Street

Bicton Western Australia 6157

**RE: CONSENT TO APPOINTMENT AS SECRETARY PURSUANT TO SECTION 204C AND 201D OF THE CORPORATIONS ACT 2001**

I, Jane Smith, hereby consent to my appointment to act as a SECRETARY of SMITH POWER PTY LTD ACN: 779 852 889 on 30 October 2021. I note this will become effective upon lodgement with the Australian Securities and Investments Commission.

My personal details are as follows:

**Full Name** Jane Smith

**Former Names (if any)**

**Residential Address** 10 Plum Avenue

**Town / State / Postcode / Country**      Bicton Western Australia 6157 Australia  
**Place of Birth**      Australia  
**Date of Birth**      2 February 1990

Signed:

---

Jane Smith

Date:      30 October 2021

SAMPLE DOCUMENT ONLY

SMITH POWER PTY LTD

ACN: 779 852 889

## Register of Officeholders

Full Name	Date of Birth	Place of Birth	Residential Address	Roles	Date of Appointment	Date of Resignation
John Smith	1 January 1990	Australia	10 Plum Avenue, Bicton Western Australia 6157	Director	30 October 2021	
Jane Smith	2 February 1990	Australia	10 Plum Avenue, Bicton Western Australia 6157	Secretary	30 October 2021	

30 October 2021

Deputy Commissioner of Taxation

Australian Taxation Office

PO Box 3373

Penrith NSW 2740

Dear Deputy Commissioner:

**NOTICE OF APPOINTMENT OF PUBLIC OFFICER**

In accordance with section 252 of the *Income Tax Assessment Act 1936*, we give notice that John Smith, date of birth 1 January 1990, was appointed public officer of SMITH POWER PTY LTD, ACN: 779 852 889 on 30 October 2021.

The registered address and address of service of the company and the officer is:

SMITH POWER PTY LTD

5 Row Street

Bicton Western Australia 6157

Other documents regarding the ATO's proof of identity requirements in support of this notice are enclosed.

Signed by the public officer:

Signature:

.....

John Smith

.....

*Date*

Executed on behalf of SMITH POWER PTY LTD by the director/s:

Signature:

.....

John Smith

.....

*Date*

Director

SAMPLE DOCUMENT ONLY

# Share Certificate

## SMITH POWER PTY LTD

ACN: 779 852 889

*Registered under the provisions of the Corporations Act 2001*

**Registered Office:** 5 Row Street  
Bicton Western Australia 6157

**Certificate Number:** 001

**Number of Shares:** 1

### This is to Certify that:

John Smith

10 Plum Avenue, Bicton Western Australia 6157

*Is the Registered Holder subject the Constitution of the Company of the following shares in the Company:*

Number	Class	Amount Paid / Share (\$)	Amount Unpaid / Share (\$)
1	SPE	\$1	\$0

Executed in accordance with section 127 of the *Corporations Act 2001*:

.....

John Smith

Director

.....

*Date*

# SMITH POWER PTY LTD

ACN: 779 852 889

## Register of Shareholders

**Full Name and Address:** John Smith of 10 Plum Avenue, Bicton Western Australia 6157

**Transaction Date:**

**Type of Transaction:**

**Date Ceased to be a Shareholder:**

Share Class	Shares			Certificate Number	Amounts per Share			Beneficially Held (Y/N)
	Acquired	Transferred	Balance		Paid	Unpaid	Fully Paid (Y/N)	
SPE	1			001	\$1	\$0	Y	Y

# First Directors Meeting and Consents

<b>Date</b>	30 October 2021
<b>Purpose of Meeting</b>	To formalise and establish the operations of the SMITH POWER PTY LTD ('The Company').
<b>Initial Directors Present</b>	JOHN SMITH
<b>Chairperson</b>	JOHN SMITH was elected as Chairperson
<b>Table of Business</b>	The Directors hereby tabled and resolved the following:
<b>Registration with ASIC under the <i>Companies Act 2001</i></b>	The Directors have registered the company as a special purpose Trustee Company under the Corporations Act 2001 and have ensured it meets the relevant conditions and limitations of that specific company. The Directors also note that the company is entitled to the discounted annual ASIC fees relating to special purpose trustee companies.
<b>1. Appointment of Directors</b>	<p>The Company has appointed the following persons as the initial Directors of the company:</p> <ul style="list-style-type: none"><li>• JOHN SMITH</li></ul> <p>Each Director has consented to acting as a Director until such time as they resign, retire or are terminated as a Director as per the Company's constitution. The Directors acting on behalf of the Company will be known as the Company's Board.</p>
<b>2. Appointment of Chairperson</b>	The Directors have appointed JOHN SMITH - The Leading Member always acts as Chairperson.
<b>3. Registered Office Address</b>	<p>The Directors resolved that the following address is to be noted to ASIC as the Company's registered office:</p> <p>5 Row Street Bicton Western Australia 6157</p>

**4. Appointment of  
Company Secretary**

It was resolved by the Directors to appoint JANE SMITH as company secretary and JANE SMITH has consented to act as Company Secretary at the leisure of the Board.

**5. Shareholders**

The Directors noted that the persons and entities attached in Schedule A are the Company's first shareholders. The Company Secretary is hereby authorised and required to complete a register of:

- Shareholders
- Option holders
- Debenture note holders
- Lenders to the Company

**6. Accounts and  
Financial Records**

The Directors hereby resolve to ensure all accounts, financial and regulatory recording procedures are implemented and applied to all operations, both business and otherwise of the Company.

**7. Common Seal**

The Directors hereby resolve not to use a common seal in Company transactions.

SAMPLE DOCUMENT ONLY

**Executed on behalf of SMITH POWER PTY LTD**

.....  
John Smith  
Director

.....  
*Date*

.....  
Jane Smith  
Secretary

.....  
*Date*

SAMPLE DOCUMENT ONLY

# Bank Account Kit

**Note:** All banks have different requirements with respect to their account opening requirements. In general, however, the following details and documents will be required. We recommend that the company director/s contact their preferred bank to confirm any other specific requirements.

- A signed copy of the company constitution. In some instances, this may need to be a certified copy.
- A copy of the ACN certificate of Registration. In some instances, this may need to be a certified copy.
- Company summary, including incorporated details, addresses, company associates and shareholders. Please note that as at October 2019, an ASIC form 201 is no longer required as all company registration must be processed online.
- ID requirements (Passport, Drivers Licence, Birth Certificate, Credit Cards etc)
- Company search extract from ASIC. Generally, however the bank will usually do this for you.

All the above is provided to you as part of your downloadable pack.

SAMPLE DOCUMENT ONLY

# Company Summary for

SMITH POWER PTY LTD

ACN: 779 852 889

Incorporation Details	
Company Name:	SMITH POWER PTY LTD
ACN:	779 852 889
Date of Incorporation:	30 October 2021
Jurisdiction:	New South Wales
Classification	Superannuation Trustee Company

Address Details	
Registered Office:	5 Row Street, Bicton Western Australia 6157
Company Occupies Premises:	Yes
If No, Occupiers Consent:	
Principal Place of Business:	5 Row Street, Bicton Western Australia 6157

Officeholder Details	
John Smith	10 Plum Avenue, Bicton Western Australia 6157
Jane Smith	10 Plum Avenue, Bicton Western Australia 6157

Shareholder / Member Details	
John Smith	10 Plum Avenue, Bicton Western Australia 6157

\* This is not an official ASIC form. This should be used for summary purposes only.