



Government Gazette

OF

WESTERN AUSTRALIA

(Published by Authority at 3.30 p.m.)

(REGISTERED AT THE GENERAL POST OFFICE, PERTH, FOR TRANSMISSION BY POST AS A NEWSPAPER)

No. 68]

PERTH: MONDAY, 26th JULY

[1971

Crown Law Department,
Perth, 24th June, 1971.

THE undermentioned Regulations made under the provisions of the Companies Act, 1961, and amended from time to time up to and including the 22nd February, 1971, are reprinted as so amended pursuant to the Reprinting of Regulations Act, 1954, by authority of the Attorney General.

W. J. ROBINSON,
Under Secretary for Law.

COMPANIES ACT, 1961.

COMPANIES REGULATIONS, 1962.

Published in the *Government Gazette* on the 26th September, 1962, and incorporating the amendments thereto published in the *Government Gazette* on the 16th June, 1964; the 15th December, 1966 and the 31st October, 1968, and the amendments that, pursuant to the provisions of section 8 of the Decimal Currency Act, 1965, are deemed for the purposes of this reprint to be amendments to the regulations; and reprinted pursuant to the Reprinting of Regulations Act, 1954.

Reprinted pursuant to the Reprinting of Regulations Act, 1954, by authority of the Attorney General, dated 24th June 1971.

COMPANIES ACT, 1961.

COMPANIES REGULATIONS, 1962.

PART I.—PRELIMINARY.

- Citation. 1. (1) These Regulations may be cited as the Companies Regulations, 1962.
(2) These Regulations shall come into operation on and from the coming into operation of the Companies Act, 1961.
- Division into parts. Reg. 2.
Amended by G.G. 15/12/66, p.3292.
2. These Regulations are divided into Parts, as follows:—
Part I.—Preliminary (Regulations 1-4).
Part II.—Forms (Regulations 5-7).
Part III.—General Provisions relating to Forms and other Documents (Regulations 8-21).
Part IV.—[deleted by G.G. 15/12/66, p. 3292].
Part V.—Miscellaneous (Regulations 25-26).
- Repeal and savings.
3. (1) The Companies Regulations 1947, as amended are, as from the date of the coming into operation of the Companies Act, 1961, repealed except in relation to Co-operative Companies referred to in Part VI of the Companies Act, 1943-1960, to which companies they shall continue to apply.
(2) The repeal effected by subregulation (1) of this regulation does not—
(a) affect the operation before the coming into effect of these Regulations of any of the regulations so repealed;
(b) alter the past or future effect of the doing, suffering, or omission of anything before the coming into effect of these Regulations;
(c) affect any license, transfer of license, entry, certificate, transfer of certificate, approval, cancellation of license, or certificate, decision, statement, or return made, granted, issued, or given under or by virtue of any of the regulations so repealed;
(d) affect any estate, right, title, interest, privilege, power, duty, obligation, liability, charge, or penalty created, acquired, accrued, exercisable, incurred, or imposed by or under, or liable to be imposed under, any of the regulations so repealed;
(e) affect any notice, order, or direction, or any proceeding, matter, or thing presented, made, held, given, published, declared, or done under any of the regulations so repealed; or
(f) affect any legal or other proceeding commenced before or after the coming into effect of these Regulations in respect of any of the matters or things mentioned in paragraphs (a) to (e) of this sub-regulation.
(3) All matters and things mentioned in subregulation (2) of this regulation, to the extent that they were respectively in force immediately before the coming into effect of these Regulations, are preserved and continued, and declared to be of the same force and effect as if these Regulations had been in force when they were respectively done, suffered, omitted, made, granted, issued, created, acquired, incurred, imposed, presented, held, given, published, declared or accrued, or become exercisable, or liable to be imposed, and they respectively had been done, suffered, omitted, made, granted, issued, created, acquired, incurred, imposed, presented, held, given, published, declared, or had accrued, or become exercisable, or liable to be imposed, under these Regulations.
- Definitions.
4. In these Regulations, unless the contrary intention appears—
“agent” means the person named in a memorandum of appointment or power of attorney lodged under paragraph (e) of subsection (1), or under subsection (8), of section 346 of the Act or under any corresponding previous enactment;
“the Act” means the Companies Act, 1961.

PART II.—FORMS.

5. (1) Subject to these Regulations, where a provision of the Act or of these Regulations is specified in the first column of the First Schedule to these Regulations, the form set out in the Second Schedule of these Regulations the number of which is specified in the third column of the First Schedule opposite to that provision is prescribed as the form to be used for the purposes of that provision in relation to the matter or thing described in the second column of the First Schedule opposite to that provision. Forms.

(2) Strict compliance with the forms contained in the Second Schedule to these Regulations is not necessary, and substantial compliance is sufficient.

6. Where a form prescribed by these Regulations requires completion by the insertion of, or the attachment to the form of a document containing particulars or other matters referred to in the form, those particulars or other matters are prescribed as the particulars or other matters required under the provisions of the Act or of these Regulations for the purposes for which the form is prescribed. Particulars prescribed by forms.

7. A form prescribed by these Regulations shall be completed in accordance with such directions as are specified in the form as so prescribed. Directions in forms.

PART III.—GENERAL PROVISIONS RELATING TO FORMS AND OTHER DOCUMENTS.

8. (1) A document to be lodged with the Registrar in pursuance of the Act or these Regulations shall comply with the following requirements:— General requirements for documents lodged with Registrar.

(a) The document shall be on paper of medium weight and good quality and—

(i) in the case of a memorandum, the articles, a prospectus or a statement under section 82 of the Act—of a size not less than $8\frac{1}{2}$ inches deep by $5\frac{1}{2}$ inches wide and not more than foolscap folio size; or

(ii) in any other case—of foolscap folio size or a multiple of that size;

(b) Subject to the Act, the document shall be printed or handwritten and shall be clearly legible;

(c) Except with the consent of the Registrar, the document shall not be a carbon copy;

(d) The document shall have margins of not less than one inch on the left-hand side and not less than one-half of an inch on the right-hand side;

(e) Where the document comprises two or more sheets—

(i) the sheets shall be bound together securely; and

(ii) each sheet shall have a margin of not less than one inch on the side on which it is bound in addition to any space required for binding;

(f) Where the document comprises more than twenty sheets, it shall be bound securely inside a durable and flexible cover;

(g) The document shall be folded lengthwise and, as so folded, shall have endorsed on the outside—

(i) on the upper left-hand corner—the registered number allotted by the Registrar to the corporation to which the document relates;

(ii) the name of the corporation to which the document relates;

(iii) the title of the document (being, if the document is a form prescribed by these Regulations, the same as the heading to the form);

(iv) the name, address and telephone number of the solicitor or other person by, or on whose behalf, the document is lodged; and

(v) the following words:—

“Lodged in the office of the Registrar of Companies on
Deputy Registrar of Companies.”;

and

(h) Where the document is a form relating to a no liability company, the form shall be completed by inserting the words “No Liability” in place of the word “Limited”.

(2) The prescribed fee payable to the Registrar in respect of the lodgment of a document with the Registrar shall be paid at the time the document is lodged.

Verification
and
certification
of documents.

9. (1) For the purposes of paragraph (h) of subsection (1) of section 39 of the Act, a copy of a consent shall be verified by statutory declaration by a person declaring that he has compared the copy with the original consent and that it is a true copy of the consent of which it purports to be a copy.

(2) For the purposes of paragraph (c) of subsection (2) of section 42 of the Act, a copy of a consent or a material contract shall be verified by statutory declaration by a person declaring that he has compared the copy with the original consent or contract and that it is a true copy of the consent or contract of which it purports to be a copy.

(3) For the purposes of paragraph (c) of subsection (2) of section 42 of the Act, a memorandum giving particulars of a contract not reduced into writing shall be verified by statutory declaration by a director, manager or secretary of the corporation concerned declaring—

(a) that he is familiar with the particulars of the contract;

and

(b) that the memorandum contains full and correct particulars of the contract.

(4) For the purposes of subsection (3) of section 54 of the Act, a copy of a contract shall be certified by statutory declaration by a person declaring that he has compared the copy with the original contract and that it is a true copy of the contract of which it purports to be a copy.

(5) For the purposes of subsection (3) of section 78 of the Act, a copy of a deed shall be verified by statutory declaration by a person declaring that he has compared the copy with the original deed and that it is a true copy of the deed of which it purports to be a copy.

Form 57).

(6) For the purposes of subsection (1) of section 234 of the Act, a statement of affairs of a company shall be verified by affidavit in accordance with Form 57 in the Second Schedule to these Regulations sworn by the person who submits, or by one of the persons who submit, the statement to the liquidator of the company under subsection (2) of that section.

(7) For the purposes of paragraph (a) of subsection (1) of section 346 of the Act, a certified copy of a document referred to in that paragraph is a copy that has, within the period of three months immediately preceding the day on which it is lodged with the Registrar or within such longer period as the Registrar permits, been certified to be a true copy by an official holding or purporting to hold an office corresponding to that of the Registrar in the State, Territory or country in which the foreign company concerned is formed or incorporated.

(8) For the purposes of paragraph (b) of subsection (1) of section 346 of the Act, a certified copy of a document referred to in that paragraph is a copy that has, within the period of three months immediately preceding the day on which it is lodged with the Registrar or within such longer period as the Registrar permits, been certified to be a true copy—

(a) by an official holding or purporting to hold an office corresponding to that of the Registrar in the State, Territory or country in which the foreign company concerned is formed or incorporated;

(b) by a notary public; or

(c) by a director, manager or secretary of the foreign company by affidavit or, in the case of a foreign company formed or incorporated within the Commonwealth of Australia, by statutory declaration made by a director, manager or secretary of the foreign company.

(9) For the purposes of paragraph (e) of subsection (1) of section 346 of the Act, the manner of verification of a memorandum of appointment or power of attorney is by affidavit or, in the case of a foreign company formed or incorporated within the Commonwealth of Australia, by statutory declaration by a person verifying that he was present and did see—

(a) the seal of the foreign company duly affixed to the memorandum of appointment or power of attorney; or

(b) the memorandum of appointment or power of attorney duly executed on behalf of the foreign company in such manner as to be binding on the company.

(10) For the purposes of subsection (2) of section 346 of the Act, the manner of verification by statutory declaration of a copy of the deed or document referred to in that subsection is by statutory declaration by a director, manager or secretary, or by the agent of the foreign company declaring that he has compared the copy with the original deed or document and that it is a true copy of the deed or document of which it purports to be a copy.

10. (1) For the purposes of subsection (1) of section 11 of the Act, the security for the due fulfilment of the duties of an official liquidator is—
- (a) a bond in the amount of \$10,000 to Her Majesty and her successors with an approved surety in the amount of \$10,000 in accordance with Form 3 in the Second Schedule to these Regulations; or
(Form 3).
- (b) a deposit with the Treasurer of the State of \$10,000 in cash or of approved securities to that amount.
- (2) For the purposes of subregulation (1) of this regulation—
- (a) an approved surety is any corporation approved for that purpose by the Companies Auditors Board; and
- (b) an approved security is any security in which trustees are authorised by law to invest.
- (3) An approved security deposited with the Treasurer under this regulation shall be transferred to the Treasurer.
- (4) While any cash or approved security is deposited with the Treasurer under this regulation the depositor shall be entitled to any interest accruing from the cash or security.
- (5) If the Treasurer is satisfied that an official liquidator who has deposited cash or approved securities with him under this regulation has not duly fulfilled his duties as an official liquidator, the Treasurer may appropriate the cash or sell the securities and shall apply the cash or the proceeds arising from the sale in the following order:—
- (a) In repaying the costs and expenses occasioned by and arising out of the failure of the official liquidator to fulfil his duties as such;
- (b) In compensating any person who, in the opinion of the Companies Auditors Board, has suffered loss as a result of the failure of the official liquidator to fulfil his duties as such; and
- (c) In refunding to the official liquidator or his successor in title or nominee any balance remaining after the payment of the costs, expenses and compensation referred to in paragraphs (a) and (b) of this subregulation.
- (6) On application being made to the Treasurer of the State to transfer any cash or approved securities deposited with the Treasurer under this regulation to the person who deposited them or to his successor in title or nominee, the Treasurer shall transfer the cash or securities accordingly if the application is accompanied by a certificate by the Companies Auditors Board that it is satisfied that the person has ceased to be an official liquidator and has, while he was an official liquidator, to the best of the knowledge and belief of the Board duly fulfilled his duties as an official liquidator.
11. (1) Where a copy of a prospectus lodged with the Registrar under paragraph (a) of subsection (2) of section 42 of the Act is signed by an agent of a director or proposed director authorised in writing, the authority or a verified copy of the authority shall be annexed to the copy of the prospectus lodged with the Registrar. Agents' authorities to be lodged
- (2) Where a statement in lieu of prospectus lodged with the Registrar under subsection (1) of section 50 of the Act is, under paragraph (a) of subsection (1) of section 51 of the Act, signed by an agent of a director or proposed director authorised in writing, the authority or a verified copy of the authority shall be annexed to the statement in lieu of prospectus lodged with the Registrar.
- (3) Where a statement of the amount or rate of commission and brokerage lodged with the Registrar under paragraph (c) of subsection (1) of section 58 of the Act or under subsection (3) of that section is signed by an agent of a director or proposed director authorised in writing, the authority or a verified copy of the authority shall be annexed to the statement lodged with the Registrar. (Form 19.)
- (4) Where a consent of a person to act as a director lodged with the Registrar under subsection (1) of section 115 of the Act is signed by an agent of that person authorised in writing for the purpose, the authority or a verified copy of the authority shall be annexed to the consent lodged with the Registrar. (Form 38.)
12. (1) For the purposes of paragraph (b) of subsection (2) of section 78 of the Act, the following are the matters and things required to be included in a deed:—
- (a) Such particulars as are sufficient to disclose the nature of the undertaking, scheme, enterprise or investment contract, and the nature of the interests, to which the deed relates. Matters and things to be included in deeds.

- (b) A provision expressly appointing a company (being a company that has been approved by the Minister) as trustee for or representative of the holders of the interests to which the deed relates.
- (c) Except where no property is to be vested in the trustee or representative, a provision creating a trust, or containing a declaration of trust, and setting out full particulars of the trust including precise information as to the circumstances in which the money, marketable securities, investments and other property subject to the trust are or will be vested in the trustee or representative, and the duties and obligations of the trustee or representative towards the holders of those interests in regard to that property.
- (d) A provision for, and full particulars with respect to—
 - (i) the retirement, removal and replacement of the trustee or representative;
 - (ii) the retirement, removal and replacement of the management company or, if the management company is not liable to be removed by the trustee or representative or by the interest holders, a statement of that fact;
 - (iii) the appointment, retirement, removal and replacement of the auditor of the accounts relating to interests under the deed;
 - (iv) the duration, if ascertainable, of the undertaking, scheme, enterprise or investment contract or, if the duration is not ascertainable, a statement of that fact; and
 - (v) the termination or winding up of the undertaking, scheme, enterprise or investment contract.
- (e) Provision binding the management company and the trustee that—
 - (i) neither the management company nor the trustee or representative appointed by or under the deed will invest any money that is available for investment under the deed in any interest; and
 - (ii) the management company will not vest under the deed in such trustee or representative any property that is an interest, unless there is in existence in respect of that interest a deed approved under Division 5 of Part IV of the Act or a corresponding law of a proclaimed State within the meaning of that Division.
- (f) Where the interests to which the deed relates consist of rights or interests in or arising out of an investment relating to property that tends to depreciate in value through use or effluxion of time, particulars of the provision made or to be made for the replacement of that property and the source or sources from which the replacement is to be made or from which the cost of the replacement is to be met or, if no provision is made, a statement of that fact.
- (g) Full particulars of—
 - (i) the method of calculation of the highest price at which an interest to which the deed relates may be sold by the management company;
 - (ii) the circumstances in which the management company or any other person may be required to purchase from the holder of an interest any interest for which the holder has subscribed or which he has acquired, and the method of calculation of the purchase price of the interest;
 - (iii) the circumstances in which, and methods by which, all or any of the investments or other property comprising or forming part of an interest to which the deed relates may be varied;
 - (iv) the conditions governing the transfer of the interests to which the deed relates;
 - (v) the conditions governing the distribution of income to the holders of those interests; and
 - (vi) the remuneration of the trustee or representative and of the management company, respectively, and the manner in which that remuneration is provided for, including the charges (if any) that will be made by way of that remuneration upon the subscription for or sale of an interest to which the deed relates and upon the distribution of income and capital or otherwise in connection with the relevant undertaking, scheme, enterprise or investment contract.
- (h) Specific provisions relating to the convening of meetings of interest holders.

- (i) Specific provisions whereby the management company undertakes to keep and maintain an up-to-date register of interest holders and to make that register available for inspection, free of charge, to any interest holder at any time when the company's office is required by the Act to be accessible to the public.
- (j) Where the deed is capable of modification, provisions governing the modification of the deed.
- (k) A declaration—
- (i) that no units or sub-units of interests purchased or subscribed for pursuant to the statement issued by the management company under section 82 of the Act shall be allotted later than six months after the date of the statement; and
 - (ii) unless the conditions of issue of the units or sub-units expressly provide that certificates be not issued—that certificates shall be issued by the trustee or representative to purchasers of or subscribers for units or sub-units of interests purchased or subscribed for pursuant to the statement not more than two months after the allotment of the units or sub-units.
- (l) Where the deed requires, or confers a right on, interest holders to enter into an agreement in connection with the undertaking, scheme, enterprise or investment contract, a provision incorporating, whether by way of annexure or otherwise, the terms and form of that agreement.
- (2) In this regulation, "company," "interest," "investment contract" and "management company" have the same respective meanings as in Division 5 of Part IV of the Act.
13. For the purposes of subsection (5) of section 135 of the Act—
- (a) the copy of the statutory report of a company to be lodged with the Registrar shall be a copy that is certified under subsection (3) of that section by the personal signatures of not less than two directors; and
 - (b) the copy of the auditor's report to be lodged with the Registrar shall be a copy that is personally signed by the auditor or where the auditor is a firm, by one of the partners of that firm.
- Signed copies of statutory report and auditors' report thereon required for lodgment (Form 45.)
14. (1) A copy of the notice and of the statement referred to in paragraph (a) of subsection (2) of section 184 of the Act and, where a statement given under paragraph (a) of subsection (3) of that section is received by the offeror corporation from the offeree corporation, a copy of the lastmentioned statement, shall be lodged by the offeror corporation with the Registrar and with each Stock Exchange on which the shares of the offeree corporation are listed on the same day as take-over offers are first made under the take-over scheme by the offeror corporation.
- (2) In this regulation, phrases defined in section 184 of the Act have the same meanings as in that section.
- Lodgment with Registrar and Stock Exchanges of notices and statements relating to take-over offers.
15. (1) The prescribed manner of giving notice under subsection (1) of section 185 of the Act to a dissenting shareholder is by delivering to the shareholder personally or by sending by post to the shareholder at the address of the shareholder shown in the books of the transferor company a notice in accordance with Form 52 in the Second Schedule to these Regulations.
- (2) The prescribed manner of giving notice under subsection (4) of section 185 of the Act to a shareholder who has not assented to a scheme or contract is by delivering to the shareholder personally or by sending by post to the shareholder at the address of the shareholder shown in the books of the transferor company a notice in accordance with Form 53 in the Second Schedule to these Regulations.
- (3) In this regulation, "transferor company" has the same meaning as in section 185 of the Act.
- Manner of giving notice to dissenting shareholder and to non-assenting shareholder (Forms 52 and 53.)
16. (1) A copy of a statement of affairs of a company to be lodged with the Registrar shall be a copy certified in writing to be a true copy of the original statement—
- (a) in the case of a copy lodged for the purposes of subparagraph (i) of paragraph (c) of subsection (1) of section 193 of the Act—by the receiver or manager of the property of the company;
 - (b) in the case of a copy lodged for the purposes of subsection (16) of section 199 of the Act—by a director or secretary of the company.
- Certified copies of statements of affairs. (Form 56.) Reg. 16. Amended by G.G. 15/12/64 p. 3292.

- (ba) in the case of a copy lodged for the purposes of subsection (9) of section 206 of the Act—by the person who, immediately prior to the appointment of the liquidator was the official manager of the company;
- (c) in the case of a copy lodged for the purposes of subsection (3) of section 234 of the Act—by the liquidator of the company.

(2) A copy of the report of the person who was the official manager of a company which is required to be lodged with the Registrar under subsection (5) of section 212 of the Act shall be a copy certified in writing by that person to be a true copy of the original report.

(3) Where a statement or report referred to in the preceding provisions of this regulation is required to be accompanied by or to have attached to it a copy of a certificate or other document, that copy shall be certified in writing, by the person required to lodge the statement or report, to be a true copy of the original certificate or other document.

Documents to be lodged where change or alteration made in foreign company.
Reg. 17.
Amended by G.G. 16/6/64, p. 2403.

17. For the purposes of subsection (1) of section 347 of the Act, the documents that a foreign company is required to lodge with the Registrar are as follows:—

- (a) Where any change or alteration is made in the charter, statute, memorandum or articles of the foreign company or other instrument constituting or defining its constitution—a copy of the instrument effecting the change or alteration, or a copy of the charter, statute, memorandum, articles or other instrument as changed or altered, in either case being a copy certified to be a true copy in the same manner as a certified copy referred to in paragraph (b) of subsection (1) of section 346 of the Act is certified under subregulation (8) of regulation 9 of these Regulations to be a true copy;
- (aa) Where any change or alteration is made in the directors of the foreign company—a return in the prescribed form notifying the change and containing with respect to each then director of the company similar particulars as are required to be contained in the register of directors, managers and secretaries of a company incorporated under the Act;
- (b) Where any change or alteration is made in the name of the foreign company—a copy of the certificate of its incorporation or registration in its place of incorporation or origin or a document of similar effect (being a certificate or document evidencing the change or alteration) or, where there is no such certificate or document, a copy of the instrument effecting the change or alteration, in either case being a copy certified to be a true copy in the same manner as a certified copy referred to in paragraph (a) of subsection (1) of section 346 of the Act is certified under subregulation (7) of regulation 9 of these Regulations to be a true copy; and
- (c) Where any change or alteration is made in the powers of any directors resident in the State who are members of the local board of directors of the foreign company—a memorandum duly executed by or on behalf of the foreign company stating the powers of the local directors as changed or altered.

Certified translations of documents.

18. (1) For the purposes of section 371 of the Act a certified translation is a translation that—

- (a) in the case of a translation made outside the State—
 - (i) is certified by an official to whom the custody of the original instrument, certificate, contract or document is committed, being an official holding or purporting to hold an office corresponding to that of the Registrar in the place in which the corporation is formed or incorporated;
 - (ii) is certified by a notary public or a translator-public duly admitted and sworn in accordance with the law of the place in which the corporation is formed or incorporated; or
 - (iii) is certified by an Australian consular officer in the place in which the corporation is formed or incorporated; or
- (b) in the case of a translation made within the State—is certified by a person approved by the Registrar—

to be a correct translation into the the English language.

(2) The Registrar may, before accepting a translation for lodgment, require the person lodging the translation to furnish to the Registrar such evidence as the Registrar thinks sufficient of the ability of the person by whom the translation is made to make the translation.

(3) In this regulation, the expression "Australian consular officer" has the meaning assigned to it by section 177 of the Supreme Court Act, 1935-1957.*

19. Where a document is by the Act or these Regulations required to be lodged with the Registrar but a period of time within which the document is to be lodged is not prescribed, the document shall be lodged within one month, or in the case of a document required to be lodged by a foreign company, within such further period as the Registrar in special circumstances allows, after the happening of the event to which the document relates.

Time for lodging documents.

20. (1) Except as otherwise provided in the Act or in these Regulations (including the forms in the Second Schedule to these Regulations), an affidavit or a statutory declaration sworn or declared for the purposes of the Act or these Regulations on behalf of a corporation shall be sworn or declared by a director or by the secretary of the corporation.

Affidavits and statutory declarations.

(2) Where an affidavit or a statutory declaration prescribed by the Act or these Regulations purports to be sworn or declared at a place outside the State, the affidavit or statutory declaration shall not be sufficient for the purposes of the Act and these Regulations unless it purports to be sworn or declared in accordance with the requirements of the law of that place.

21. Except as otherwise provided in the Act or in these Regulations (including the forms in the Second Schedule to these Regulations), a document relating to a corporation lodged with the Registrar under the Act or under these Regulations shall be signed or authenticated by a Director or by the secretary or manager of the corporation or, in the case of a document relating to a foreign company, by the agent of the foreign company in the State or, if the agent is a company, by the secretary of that company.

Signature of documents lodged with Registrar.

PART IV., Regulations 22 to 24 revoked by G.G. 15/12/66, p. 3292.

PART V.—MISCELLANEOUS.

25. For the purposes of subsection (3) of section 311 of the Act, commission is prescribed at the rate of five per centum of the moneys received by the Registrar in the exercise of the powers conferred upon him by that section.

Commission payable for exercise by Registrar of powers in respect of defunct company.

26. (1) For the purposes of paragraph (a) of subsection (4) of section 374 of the Act, the Stock Exchange of Perth, is a prescribed Stock Exchange.

Stock Exchanges. Reg. 26.

(2) For the purposes of paragraph (h) of subsection (6) of section 374 of the Act and clause (c) of paragraph 1 of the Ninth Schedule to the Act, the following Stock Exchanges are prescribed Stock Exchanges:—

Amended by G.G. 31/10/68, p. 3203.

- (a) The Hobart Stock Exchange;
- (b) The Launceston Stock Exchange;
- (c) The Stock Exchange of Melbourne;
- (d) The Ballarat Stock Exchange;
- (e) The Bendigo Stock Exchange;
- (f) The Sydney Stock Exchange;
- (g) The Newcastle Stock Exchange;
- (h) The Stock Exchange of Adelaide Limited;
- (i) The Brisbane Stock Exchange; and
- (j) The Stock Exchange of Perth.

(3) For the purposes of subclause (iii) of clause (h) of subparagraph (1) of paragraph (2) of the Ninth Schedule to the Act, the following Stock Exchanges are prescribed Stock Exchanges:—

- (a) The Stock Exchange of Adelaide Limited, South Australia;
- (b) The Brisbane Stock Exchange, Queensland;
- (c) The Hobart Stock Exchange, Tasmania.

*Now Supreme Court Act, 1935-1964.

- (d) The Stock Exchange of Melbourne, Victoria;
- (e) The Stock Exchange of Perth, Western Australia;
- (f) The Sydney Stock Exchange, New South Wales;
- (g) The Auckland Stock Exchange, New Zealand;
- (h) The Christchurch Stock Exchange, New Zealand;
- (i) The Dunedin Stock Exchange, New Zealand;
- (j) The Wellington Stock Exchange, New Zealand;
- (k) The Stock Exchange, London, England;
- (l) The Montreal Stock Exchange, Canada;
- (m) The Toronto Stock Exchange, Canada;
- (n) The Johannesburg Stock Exchange, South Africa;
- (o) The New York Stock Exchange, U.S.A.;
- (p) The American Stock Exchange, U.S.A.;
- (q) Pacific Coast Stock Exchange, U.S.A.;
- (r) The Mid-West Stock Exchange, U.S.A.;
- (s) The Paris Bourse, France;
- (t) The Ballarat Stock Exchange;
- (u) The Bendigo Stock Exchange;
- (v) The Newcastle Stock Exchange; and
- (w) The Launceston Stock Exchange.

First Schedule.

First Schedule
amended by
G.G. 15/12/66,
p. 3292-3.
Regulation 5.

LIST OF FORMS

First Column. Provision of Companies Act for which Form prescribed.	Second Column. Description of Form.	Third Column. Number of Form in Second Schedule.
Section—		
7 (7)	Declaration to be made by Registrar of Companies and persons authorised to make inspections	1
9 (4) (a)	Return of partners of firm of auditors	2
11 (1)	Official liquidator's bond (with surety)	3
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First Schedule—*continued.*LIST OF FORMS—*continued.*

First Column. Provision of Companies Act for which Form prescribed.	Second Column. Description of Form.	Third Column. Number of Form in Second Schedule.
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280 (1)	Notice of appointment and situation of office of liquidator (winding up by the Court)	67
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Provision of Companies Regulations for which form prescribed.		
Regulation—		
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15 (1)	Notice to dissenting shareholder	52
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Second Schedule.

Form 1.

Western Australia.

Companies Act, 1961.

Second Schedule
Amended by
G.O. 15/12/66,
p. 3293-99
Regulation 5.
Section 7 (7).

DECLARATION TO BE MADE BY REGISTRAR OF COMPANIES AND PERSONS
AUTHORISED TO MAKE INSPECTIONS.

I,..... of.....
declare that I will not, except for the purposes of the Companies Act, 1961, or in the course
of any criminal proceedings, make a record of, or divulge or communicate to any other person,
any information which I have acquired by reason of an inspection, made by me for the purpose
of ascertaining whether a company is complying with the provisions of that Act, of any books,
minute book, register or record required by or under that Act to be kept by the company.

Declared at.....in the State }
of..... this..... day of }
....., 19..... }

Second Schedule—*continued*.

Form 2.

Companies Act, 1961.

Section 9 (4) (a).

RETURN OF PARTNERS OF FIRM OF AUDITORS.

Name of Firm:
Address of Firm:*

The full names and addresses of all the partners of the firm are—

Surname.	Other Names in Full.	Address in Full of Usual Residence.

Dated this.....day of....., 19.....

(Signature)†.....

* Give the address of each place of business of the firm; if there is more than one place of business, indicate the principal place of business.

† To be signed by one of the partners of the firm.

Form 3.

Western Australia.

Companies Act, 1961.

Section 11 (1).

Companies Regulations.

Regulation 10 (1).

OFFICIAL LIQUIDATOR'S BOND (WITH SURETY.)

Know all men by these presents that I*..... of.....
being an official liquidator for the purposes of the Companies Act, 1961, and †[.....
..... Limited of..... (name and address of surety corpora-
tion)] jointly and severally bind ourselves to Her Majesty and her successors for the payment
to the Master of the Supreme Court of the State of Western Australia of the sum of Ten Thousand
dollars.

Sealed with our seals this.....day of....., 19.....

The condition of this obligation is such that if the said*.....
shall duly fulfil his duties as an official liquidator under the Companies Act, 1961, then this
obligation shall be void and of no effect; otherwise this obligation shall remain in full force and
effect.

Signed, sealed and delivered by the
abovenamed*.....

in the presence of:

The common seal of †.....
Limited the abovenamed surety, was
hereunto affixed in the presence of:

* Insert full name of official liquidator.

† Insert name of surety corporation.

Second Schedule—continued.

Form 4.

Companies Act, 1961.

Section 16 (2).

STATUTORY DECLARATION OF COMPLIANCE.

.....LIMITED

In the matter of the Companies Act, 1961 and in the matter of
.....Limited.

I,, of, in the State of
....., do solemnly and sincerely declare—

1. That I am*.....of.....Limited.

2. That all the requirements of the Companies Act, 1961, and of the Companies Regulations in respect of matters precedent to the registration of the company and incidental to its registration have been complied with.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of..... this.....day }
of....., 19..... }

Before me—
.....

* Insert "a solicitor engaged in the formation" or "a person named in the articles as a director or secretary".

Form 5.

Western Australia.

No. of Company
.....

Companies Act, 1961.

Section 16 (3).

CERTIFICATE OF INCORPORATION OF PUBLIC COMPANY.

This is to certify that.....is, on and from
the.....day of....., 19....., incorporated
under the Companies Act, 1961, and that the company is*.....

Given under my hand and seal, at....., this.....
day of....., 19.....

.....
Registrar of Companies.

* Insert whether company is—
(a) a company limited by shares;
(b) a company limited by guarantee;
(c) a company limited both by shares and guarantee;
(d) an unlimited company; or
(e) a no liability company.

Second Schedule—continued.

Form 6.

Western Australia.

No. of Company
.....

Companies Act, 1961.

Section 16 (3).

CERTIFICATE OF INCORPORATION OF PROPRIETARY COMPANY.

This is to certify that.....is, on and from the
.....day of....., 19....., incorporated under
the Companies Act, 1961, and that the company is*.....
and that the company is a proprietary company.

Given under my hand and seal, at....., this.....
day of....., 19.....

.....
Registrar of Companies.

- * Insert whether company is—
- (a) a company limited by shares.
 - (b) a company limited both by shares and guarantee; or
 - (c) an unlimited company.

Form 7.

Companies Act, 1961.

- *Section 21 (2).
- *Sections 26 (1), (2) and 146 (1).
- *Section 28 (9).
- *Section 146 (1).
- *Section 254 (2).

NOTICE OF RESOLUTION.

..... LIMITED.

To the Registrar of Companies:

At a general meeting of the members of..... Limited
duly convened and held at..... on the..... day of
....., 19..... the †special/ †ordinary resolution set out †below/ †in the annexure
marked with the letter "A" and signed by me for purposes of identification †/ was † duly passed/
†agreed to.

(Set out copy of resolution here if it is not annexed.)

Dated this..... day of....., 19.....

.....
Director. †
Secretary. †

* Strike out whichever references to sections are inapplicable.

† Strike out whichever is inapplicable.

‡ Where the copy of the resolution is annexed, the annexure is to be endorsed as follows:—

"This is the annexure marked 'A' referred to in the notice of resolution signed by me on the.....
day of....., 19....."

Second Schedule—continued.

Form 8.

Western Australia.

No. of Company

.....

Companies Act, 1961.

Section 21 (3), (4).

CERTIFICATE OF REGISTRATION OF ORDER OF SUPREME COURT AFFECTING
MEMORANDUM OF ASSOCIATION.

This is to certify that an order of the Supreme Court dated the.....day of
....., 19....., affecting the memorandum of association of.....
Limited has this day been registered by me.

Given under my hand and seal, at....., this.....
day of....., 19.....

.....
Registrar of Companies.

Form 9.

Western Australia.

No. of Company

.....

Companies Act, 1961.

Section 21 (6).

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME OF COMPANY.

This is to certify that....., which was, on the
.....day of....., 19....., incorporated
under the Companies Act, 19....., did on the.....day of.....,
19....., change its name to....., and that the company is*.....

Given under my hand and seal, at.....this.....day of
....., 19.....

.....
Registrar of Companies.

* Insert type of company.

Second Schedule—*continued*.

Form 10.

Companies Act, 1961.

Section 22 (7).

APPLICATION FOR RESERVATION OF NAME.

To the Registrar of Companies:

I,....., of.....hereby apply for the reservation of the name.....as

*the name of an intended company;

*the name to which†.....proposes to change its name;

*the name under which....., a foreign company proposes to be registered, either originally or on change of name.

The nature of the business carried on or to be carried on by the company is‡.....

*The Company §has acquired/ §proposes to acquire/ a business which §was/ §is being carried on under the name of.....

*Single letters included in the name to be reserved—

§stand for.....

§do not stand for anything.

Dated this.....day of....., 19....
(Signature).....

* Strike out if inapplicable.

† Insert present name of company.

‡ State fully the nature of the business carried on or to be carried on.

§ Strike out whichever is inapplicable.

Note.—General descriptive words such as “investing” or “contracting” are insufficient to describe the nature of the business carried on or to be carried on.

Form 11.

Companies Act, 1961.

Sections 26 (2) (c), 27 (3) (c) (ii), and 52 (2) (c).

STATUTORY DECLARATION OF COMPLIANCE BY COMPANY THAT HAS NOT ISSUED PROSPECTUS.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of..... Limited.

I,....., of....., in the State of....., do solemnly and sincerely declare that—

(1) I am *the secretary/*one of the directors/of..... Limited.

* (2) Every director of the company has paid to the company on each of the shares taken or contracted to be taken by him, and for which he is liable, to pay in cash a proportion equal to the proportion payable on application and allotment on the shares payable in cash.

* (2) No director of the company has taken or contracted to take any share or shares in the company for which he is liable to pay in cash.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of.....thisday }
of....., 19..... }

Before me—

* Strike out whichever is inapplicable.

Second Schedule—continued.

Form 12.

Western Australia.

No. of Company

.....

Companies Act, 1961.

Section 26 (3).

CERTIFICATE OF INCORPORATION ON CONVERSION TO A PROPRIETARY COMPANY.

This is to certify that....., which was on the day of....., 19....., incorporated under the Companies Act 19....., as a company limited by shares, did on the.....day of....., 19....., convert to a proprietary company, and that the name of the company now is.....

Given under my hand and seal, at....., this.....day of....., 19.....

..... Registrar of Companies.

Form 13.

Western Australia.

No. of Company

.....

Companies Act, 1961.

Section 26 (3).

CERTIFICATE OF INCORPORATION ON CONVERSION TO A PUBLIC COMPANY.

This is to certify that....., which was on the day of....., 19....., incorporated under the Companies Act 19....., as a company limited by shares, did on the.....day of....., 19....., convert to a public company, and the name of the company now is.....

Given under my hand and seal, at....., this.....day of....., 19.....

..... Registrar of Companies.

Form 14.

Companies Act, 1961.

Sections 29 (5) and 347 (3).

NOTICE OF INCREASE IN NUMBER OF MEMBERS.

.....LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that on the..... day of....., 19....., the authorised number of its members was increased by the addition of.....members beyond the registered number of.....members.

Dated this.....day of....., 19.....

..... Director*
..... Secretary*
..... Agent in Western Australia*.

* Strike out whichever is inapplicable.

Second Schedule—continued.

Form 15.

Companies Act, 1961.

Section 52 (1) (b) (iii).

STATUTORY DECLARATION OF COMPLIANCE BY COMPANY THAT HAS ISSUED PROSPECTUS.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of

.....Limited.

I,, of, in the State of, do solemnly and sincerely declare that—

- (1) I am *the secretary/*one of the directors/ of..... Limited.
- (2) No money is or may become liable to be repaid to the applicants for any shares or debentures offered for public subscription by reason of any failure to apply for or obtain permission for listing for quotation on any Stock Exchange.
- (3) The minimum amount which, in the opinion of the directors, must be raised by the issue of shares in order to provide for the matters specified in the prospectus dated theday of, 19....., by virtue of paragraph 4 in Part I of the Fifth Schedule to the Companies Act, 1961, is \$.....
- (4) Shares held subject to the payment of the whole amount thereof in cash have been allotted to an amount not less in the whole than the minimum subscription.
- * (5) Every director of the company has paid to the company on each of the shares taken or contracted to be taken by him, and for which he is liable to pay in cash, a proportion equal to the proportion payable on application and allotment on the shares offered for public subscription.
- * (5) No director of the company has taken or contracted to take any share or shares in the company for which he is liable to pay in cash.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of..... thisday }
of....., 19..... }

Before me—

* Strike out whichever is inapplicable.

Form 16.

Western Australia.

No. of Company

.....

Companies Act, 1961.

Section 52 (3).

CERTIFICATE THAT COMPANY IS ENTITLED TO COMMENCE BUSINESS AND EXERCISE BORROWING POWERS.

This is to certify that.....Limited is entitled to commence business and to exercise its borrowing powers.

Given under my hand and seal, at....., this.....day of....., 19.....

.....
Registrar of Companies.

Second Schedule—*continued*.

Form 17.

Companies Act, 1961.

Section 54 (1), (2) (b).

RETURN OF ALLOTMENT OF SHARES.

.....LIMITED.

The shares referred to in this return were allotted, or are deemed to have been allotted under subsection (6) of section 54 of the Companies Act, 1961, *between the.....day of, 19...../ *on the.....day of....., 19.....

- †(1) Number of shares allotted payable in cash \$
- Nominal amount of each of the shares so allotted \$
- Amount paid or due and payable on each of the shares so allotted—
- Paid.... .. \$
- Due and payable on allotment \$
- Amount of premium paid or payable on each share \$
- †(2) Number of shares allotted for a consideration other than cash
- Nominal amount of each of the shares so allotted \$
- Amount to be treated as paid on each of the shares so allotted \$

The consideration for which the shares have been so allotted is as follows:—

- †(3) The names and addresses of the allottees of shares in the company and the numbers and classes of shares allotted to them are as follows:—

Surname	Christian or Other Names§	Address	Number of Shares Allotted						
			Preference		Ordinary		Other Kinds		
			Cash	Other-wise	Cash	Other-wise	Cash	Other-wise	

Dated this.....day of....., 19.....

.....
 Director.*
 Secretary.*

CERTIFICATE. ||

I hereby certify, in relation to.....Limited, that—

- (a) the company has more than five hundred members;
- (b) the company keeps its principal share register at a place within three miles of the office of the Registrar of Companies;
- (c) the company provides reasonable accommodation and facilities for persons to inspect and take copies of its list of members and its particulars of shares transferred; and

Second Schedule—*continued.*Form 17—*continued.*

*(d) the shares referred to in this return were allotted for cash;

*(d) the shares referred to in this return were allotted for a consideration other than cash and the number of persons to whom the shares have been allotted exceeds five hundred.

Dated this.....day of....., 19.....

.....
Secretary.

* Strike out whichever is inapplicable.

† Where the capital of the company is divided into shares of different classes the class of shares to which each share comprised in the allotment belongs is to be stated. In the case of the first return, shares subscribed for in the memorandum are to be included and identified as such.

‡ Where, by virtue of section 54 (2) (b) of the Companies Act, 1961, a company does not include in paragraph 3 of this Form the particulars mentioned in section 54 (1) (d) of that Act, the company shall complete the certificate set out in this Form.

§ Insert all Christian or other names, or at least one Christian or other name and other initials.

|| This certificate is not to be completed if paragraph 3 of this Form is completed.

Form 18.

Companies Act, 1961.

Section 54 (5).

STATEMENT CONTAINING PARTICULARS OF SHARES ALLOTTED OTHERWISE THAN FOR CASH.

.....LIMITED.

1. The allotment of.....shares to....., of....., on theday of....., 19....., was made—

*pursuant to a contract not reduced to writing;

*pursuant to a provision in the memorandum or articles;

*in satisfaction of a dividend declared in favour of, but not payable in cash to, the shareholders.

*2. Particulars sufficient to show the entitlement of the allottees to the allotment of shares where the allotment was made pursuant to—

*a contract not reduced to writing;

*a provision in the memorandum or articles;

are as follows:—†

*3. The particulars of the resolution or other authority by virtue of which—

*an allotment was made in satisfaction of a dividend declared in favour of, but not payable in cash to, the shareholders;

*an account or reserve was applied directly in paying up shares;

are as follows:—‡

Second Schedule—continued.

Form 19—continued.

* Part II.—Brokerage.

†6. The amount agreed to be paid as brokerage for subscribing or agreeing to subscribe or procuring or agreeing to procure subscriptions for any shares in the company is \$.....

†6. The rate of brokerage for subscribing or agreeing to subscribe or procuring or agreeing to procure subscriptions for any shares in the company is.....per centum of the price at which the shares are issued.

†7. The date of the circular or notice (not being a prospectus) inviting subscription for the shares and disclosing the amount or rate of the brokerage was.....

8. The date when the brokerage is payable is.....

Dated this.....day of....., 19.....

Signatures of all the directors or proposed directors or of their agents authorised in writing.}.....

* Strike out this part if inapplicable.
† Strike out whichever paragraph numbered "2" or whichever paragraph numbered "6" is inapplicable.
‡ Strike out this paragraph if inapplicable.
Note.—Where this statement is signed by an agent authorised in writing, regulation 11 (3) of the Companies Regulations requires the authority or a verified copy of the authority to be annexed to this statement when it is to be lodged with the Registrar of Companies.

Form 20.
Companies Act, 1961.

Section 61 (8).

NOTICE OF REDEMPTION OF REDEEMABLE PREFERENCE SHARES
.....LIMITED.

To the Registrar of Companies:

.....Limited hereby gives notice that on the.....day of
....., 19....., *.....redeemable preference shares to the
nominal value of \$.....were redeemed † out of profits/† out of the proceeds
of a fresh issue of shares./ The shares redeemed were the shares comprised in share certificate(s)
numbered.....

Dated this.....day of....., 19.....

Director.†
Secretary.†

* Insert number of shares redeemed.
† Strike out whichever is inapplicable.

Form 21.
Companies Act, 1961.

Section 62 (4) and 347 (2).

NOTICE OF INCREASE IN SHARE CAPITAL.
.....LIMITED.

To the Registrar of Companies:

1.Limited hereby gives notice that on the.....
day of....., 19....., the authorised share capital of the company was in-
creased from.....dollars* to.....dollars*.

Second Schedule—*continued*.
Form 21—*continued*.

2. The additional capital is divided as follows:—

Number of Shares	Class of Shares	Nominal Amount of Each Share*

Dated this.....day of....., 19.....

.....
Director. †
Secretary. †
Agent in Western Australia. †

* If the amounts inserted are not quoted in Australian currency, the currency in which they are quoted is to be specified.
† Strike out whichever are inapplicable.

Form 22.
Western Australia.
Companies Act, 1961.

Section 64 (7).

No. of Company
.....

CERTIFICATE OF LODGMENT OF ORDER OF SUPREME COURT CONFIRMING
REDUCTION OF SHARE CAPITAL.

This is to certify that an order of the Supreme Court dated the.....day of
....., 19....., confirming a reduction of the share capital of.....
Limited has this day been lodged with me.

Given under my hand and seal, at....., this.....day of
....., 19.....

.....
Registrar of Companies.

Form 23.
Companies Act, 1961.

Section 70 (2).

No. of Company
.....

NOTICE OF PLACE WHERE REGISTER OF HOLDERS OF DEBENTURES KEPT
OR OF CHANGE IN THAT PLACE.
.....LIMITED.

To the Registrar of Companies:

.....Limited hereby gives notice that the register of holders of debentures
has, as from the.....day of....., 19....., been kept at
*.....

Dated this.....day of....., 19.....

.....
Director. †
Secretary. †

* Insert full address.
† Strike out whichever is inapplicable.
Note.—Particulars sufficient to enable the office where the register is kept to be readily located should be included in the address, e.g., "Room 101, First Floor" or "the office of A.....B..... & Co., Accountants".

Second Schedule.—*continued*

Form 24.

Companies Act, 1961.

Sections 84 (2) and 152 (2).

NOTICE OF PLACE WHERE REGISTER OF INTEREST HOLDERS KEPT, OR OF CHANGE IN THAT PLACE.

.....LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that the register of interest holders has, as from the..... day of..... 19....., been kept at*.....

Dated this..... day of....., 19.....

.....
Director. †
Secretary. †

* Insert full address.

† Strike out whichever is inapplicable.

Note.—Particulars sufficient to enable the office where the register is kept to be readily located should be included in the address, e.g., "Room 101, First Floor" or "the office of A.....B..... and Co., Accountants".

Form 25.

Companies Act, 1961.

Section 85 (1).

RETURN BY MANAGEMENT COMPANY.

.....LIMITED.

To the Registrar of Companies:

The name (if any) of the scheme is.....

The date of the deed to which the scheme relates is.....

The names of the parties to the deed are.....

The date to which this return is made up (being the last day of the financial year of the scheme to which the deed relates) is.....

1. *The following is a list of the persons who, on the date to which this return is made up, were the holders of the interests to which the deed relates:—

Name	Address	Extent of Interest Held†	Description and Location of Property‡

2. The following is a summary of all purchases and sales of land and marketable securities affecting the interests of the holders during the financial year ending on the date to which this return is made up, and of all other investments affecting the interests of the holders made during that financial year, showing the descriptions and quantities of those investments:—

3. The following is a statement of the total amount of brokerage affecting the interests of the holders paid or charged by the management company during the financial year ending on the date to which this return is made up and the proportion thereof paid to any stock or share broker, or any partner, employee or nominee of any stock or share broker, who is an officer of the company and the proportion retained by the company:—

Second Schedule—continued.

Form 25—continued.

4. The following is a list of all parcels of land and marketable securities, and other investments, held by the trustee or representative in relation to the deed, as at the date to which this return is made up, showing the value of the land, securities or other investments and the basis of valuations:—

Dated this.....day of....., 19.....

Director(s).

Certificate.§

I hereby certify, in relation to.....Limited, that—

- (a) the company keeps a register of holders of interests to which this return relates at a place within three miles of the office of the Registrar of Companies; and
(b) the company provides reasonable accommodation and facilities for persons to inspect and take copies of its list of interest holders to which this return relates.

Dated this.....day of....., 19.....

Director.||
Secretary.||

* Where by virtue of section 84 (3) of the Companies Act, 1961, a management company does not, in respect of a financial year applicable to the deed with which the company is concerned, include in paragraph 1 of this Form the list of persons referred to in section 85 (1) (a) of that Act, the management company shall complete the certificate set out in this Form.

† The particulars inserted in this column are to indicate clearly the extent of the interest held.

‡ If the interest consists of a specific interest in any property, set out a description of the property and of its location sufficient to identify the property.

§ This certificate is not to be completed if paragraph 1 of this Form is completed.

|| Strike out whichever is inapplicable.

Form 26.

Companies Act, 1961.

Sections 100 (1) and (9) and 102 (1).

STATEMENT OF PARTICULARS TO BE LODGED WITH CHARGE.

.....LIMITED.

To the Registrar of Companies:

- 1. The charge is given by.....
2. The date of the creation of the charge is.....
3. The description of the instrument creating or evidencing the charge is.....
4. The amount secured by the charge is.....
5. A short description of the property affected is.....
6. The names and addresses of the persons entitled to the charge are.....

*7. The charge is registered under the Bills of Sale Act, 1899-1957, and is due to be renewed under section 14 of that Act on the.....day of....., 19.....

*8. The annexure marked with the letter "A" is a true copy of the charge now registered under the Bills of Sale Act, 1899-1957.†

Dated thisday of....., 19.....

Director.*
Secretary.*
Agent in Western Australia.*

* Strike out whichever is inapplicable.

† Now Bills of Sale Act, 1899-1966.

Second Schedule—continued.

Form 27.

Companies Act, 1961.

Section 100 (1) (b).

AFFIDAVIT VERIFYING EXECUTION OF CHARGE CREATED BY COMPANY AND CORRECTNESS OF COPY OF CHARGE.

..... LIMITED.

In the matter of the Companies Act, 1961 and in the matter of..... Limited.

I,..... of..... in the State of..... make oath and say:—

- (1) I am*..... Limited.
- (2) I was present and did see the execution by..... Limited of†..... dated the..... day of....., 19....., in favour of....., the seal of the company being duly affixed thereto in my presence on the..... day of....., 19.....
- (3) The annexure marked with the letter "A" has been compared by me with the original instrument creating or evidencing the charge and is a true copy of that instrument.†

Sworn at.....in }
the State of..... }
this..... day }
of....., 19.. }
Before me—

* Insert "the secretary of," "a director of," "the solicitor for" (or as the case may be).
 † Insert description of instrument creating or evidencing the charge, e.g., "a trust deed," "a mortgage," "a debenture."
 ‡ The annexure is to be endorsed by the person before whom the affidavit is sworn as follows:—
 "This is the annexure marked 'A' referred to in the affidavit of.....sworn on the.....day of.....19.....
 Before me—

Form 28.

Companies Act, 1961.

Section 100 (5), (6), (7).

STATEMENT CONTAINING PARTICULARS OF A SERIES OF DEBENTURES. LIMITED.

A series of debentures containing or giving by reference to any other instrument a charge to the benefit of which the debenture-holders of that series are entitled equally has been created by..... Limited.

- 1. The total amount secured by the whole series is \$.....
- 2. The amount of the *first/ *only issue of the series is \$.....
- 3. The date of the resolution authorising the issue of the series was.....
- 4. The date of the covering instrument by which the security is created or defined, or, if there is no such instrument, the date of the first execution of debentures of the series was.....
- 5. A general description of the property charged is as follows:—
- 6. The names of the trustees (if any) for the debenture-holders are.....
- 7. The amount or rate per centum of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to a person in consideration of his subscribing, or agreeing to subscribe whether absolutely or conditionally, or procuring or agreeing to procure subscriptions whether absolute or conditional, for any of the debentures included in this return is.....

Dated this..... day of....., 19

.....
Director.*
Secretary.*
Agent in Western Australia.*

* Strike out whichever is inapplicable.

Second Schedule—continued.

Form 29.
Companies Act, 1961.

Section 100 (6), (7).

PARTICULARS WHEN MORE THAN ONE ISSUE IS MADE OF DEBENTURES
IN A SERIES.

.....LIMITED.

An issue of debentures in a series of debentures has been made by.....Limited.

1. The total amount secured by the whole series is \$.....
2. The date of the present issue of the series is.....
3. The amount of the present issue of the series is \$.....
4. The amount or rate per centum of the commission, allowances or discount (if any) paid or made either directly or indirectly by the company to a person in consideration of his subscribing or agreeing to subscribe whether absolutely or conditionally, or procuring or agreeing to procure subscriptions whether absolute or conditional, for any of the debentures included in this return is.....

Dated this.....day of....., 19.....

.....
Director.*
Secretary.*
Agent in Western Australia.*

* Strike out whichever is inapplicable.

Form 30.
Companies Act, 1961.

Section 102 (1).

AFFIDAVIT IN RESPECT OF PROPERTY ACQUIRED BY COMPANY OR FOREIGN
COMPANY WHILE PROPERTY SUBJECT TO A CHARGE.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of
.....Limited.

I,, of..... in the State of
..... make oath and say:—

- (1) I am*.....Limited.
- (2) On the.....day of....., 19.....
.....Limited acquired†.....
which is subject to‡.....
dated the.....day of....., 19.....
- (3) The amount now owing on the security of the charge is \$.....
- (4) The names, addresses and descriptions of the persons entitled to the charge are.....

§(5) The annexure marked with the letter "A" has been compared by me with the original instrument creating or evidencing the charge and is a true copy of that instrument.||

Sworn at..... in }
the State of..... }
thisday }
of....., 19.... }
Before me—

* Insert "the secretary of," "a director of," "the solicitor for," "the agent in Western Australia of" (or as the case may be).

† Insert short particulars of the property charged.

‡ Insert description of instrument creating or evidencing the charge, e.g., "a trust deed," "a mortgage," "a debenture."

§ This paragraph is to be struck out where the original instrument creating or evidencing the charge is lodged.

|| The annexure is to be endorsed by the person before whom the affidavit is sworn as follows:—

"This is the annexure marked 'A' referred to in the affidavit of.....sworn
on the.....day of.....19.....

Before me—
....."

Second Schedule—continued.

Form 31.

Companies Act, 1961.

Section 102 (1).

AFFIDAVIT IN RESPECT OF CHARGE CREATED BY FOREIGN COMPANY, OR IN RESPECT OF PROPERTY ACQUIRED BY FOREIGN COMPANY WHILE PROPERTY SUBJECT TO A CHARGE, BEFORE REGISTRATION OF FOREIGN COMPANY IN WESTERN AUSTRALIA.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of

.....Limited.

I,..... of.....in the State of....., make oath and say:—

- (1) I am*.....of.....Limited.
(2) On the†.....day of....., 19.....
‡.....was the subject of\$.....
dated the.....day of....., 19.....
(3) The amount now owing on the security of the charge is \$.....
(4) The names, addresses and descriptions of the persons entitled to the charge are.....
||(5) The annexure marked with the letter "A" has been compared by me with the original instrument creating or evidencing the charge and is a true copy of that instrument.¶

Sworn at.....in }
the State of..... }
this day }
of....., 19..... }

Before me—

.....

* Insert "the secretary," "a director," "the agent in Western Australia" (or as the case may be).
† Insert the date on which the company became registered in Western Australia.
‡ Insert short particulars of the property charged.
§ Insert description of instrument creating or evidencing the charge, e.g., "a trust deed," "a mortgage," "a debenture."
|| This paragraph is to be struck out where the original instrument creating or evidencing the charge is lodged.
¶ The annexure is to be endorsed by the person before whom the affidavit is sworn as follows:—
"This is the annexure marked 'A' referred to in the affidavit of.....sworn on the
.....day of.....19.....
Before me—
....."

Second Schedule—continued.

Form 34.

Companies Act, 1961.

Section 105 (1).

MEMORANDUM OF SATISFACTION OF REGISTERED CHARGE.
.....LIMITED.

To the Registrar of Companies:

*..... Limited hereby gives notice that the †.....
dated the..... day of....., 19....., numbered.....
in the Register of Charges, and created by *..... Limited in favour of
..... for securing....., was, on the.....
day of....., 19....., paid or satisfied ‡ in full./‡ to the extent of.....
dollars.

Dated this..... day of....., 19.....

The common seal of *..... }
Limited was affixed hereto in the presence of— }
..... }

* Insert name of mortgagor company.

† Insert description of instrument creating or evidencing the charge, e.g., "trust deed," "mortgage," "debenture".

‡ Strike out whichever is inapplicable.

Note.—This memorandum requires to be verified by a statutory declaration in accordance with Form 36.

Form 35.

Companies Act, 1961.

Section 105 (1).

MEMORANDUM WHERE PROPERTY OR UNDERTAKING IS RELEASED FROM
REGISTERED CHARGE OR HAS CEASED TO FORM PART OF COMPANY'S
PROPERTY OR UNDERTAKING.
.....LIMITED.

To the Registrar of Companies:

*..... Limited hereby gives notice, in relation to the †.....
dated the..... day of....., 19....., numbered..... in
the Register of Charges and created by *..... Limited in favour of.....
for securing....., that the property or undertaking described below, on the
..... day of....., 19....., † was released from the charge/
‡ ceased to form part of the property or undertaking of *..... Limited.

Description of property or undertaking:

Dated this..... day of....., 19.....

The common seal of *..... }
Limited was affixed hereto in the presence of }
..... }

* Insert name of mortgagor company.

† Insert description of instrument creating or evidencing the charge, e.g., "trust deed," "mortgage," "debenture".

‡ Strike out whichever is inapplicable.

Note.—This memorandum requires to be verified by a statutory declaration in accordance with Form 36.

Second Schedule—continued.

Form 36.
Companies Act, 1961.

Section 105 (2).

STATUTORY DECLARATION VERIFYING MEMORANDUM.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of *..... Limited.
We,....., of....., in the State of.....,
a director of *..... Limited, and....., of.....,
in the State of....., the secretary of that company, do solemnly and sincerely
declare that the particulars contained in † the memorandum of satisfaction of registered charge/†
the memorandum where property or undertaking is released from registered charge or has ceased
to form part of company's property or undertaking/dated the..... day of
....., 19....., are true to the best of our knowledge, information and belief.

And we make this solemn declaration conscientiously believing the same to be true, and by
virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State of }
this..... } Director.
day of....., 19..... }
Before me— Secretary.

* Insert name of mortgagor company.

† Strike out whichever is inapplicable.

Note.—This form may be endorsed at the foot of, or annexed to Form 34 or 35.

Form 37.
Companies Act, 1961.

Sections 112 (1), 346 (1) (f) and 347 (1) (d).

NOTICE OF SITUATION OF REGISTERED OFFICE AND OF OFFICE HOURS
AND PARTICULARS OF CHANGES.

.....LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that—

as from the..... day of....., 19....., the registered
office of the company in Western Australia has been situated at*.....

† as from the..... day of....., 19....., the days and
hours during which that office is open and accessible to the public have been as
follows:—

Dated this..... day of....., 19.....

.....
Director. †
Secretary. †
Agent in Western Australia. †

* Insert full address.

† Strike out if inapplicable.

‡ Strike out whichever are inapplicable.

Notes.—Notice of the days and hours during which the office is open and accessible to the public is not required
if the office is open for at least five hours between ten o'clock in the forenoon and four o'clock in the afternoon
of each day, Saturdays, Sundays and holidays excepted.

In the case of a company which is not the sole occupant of the building in which the registered office is situated,
particulars of the address sufficient to enable the office to be readily located should be supplied, e.g., "Room
101, First Floor" or "the Office of A..... B..... and Co.,
Accountants."

Second Schedule—continued.

Form 38.

Companies Act, 1961.

Section 115 (1).

CONSENT TO ACT AS DIRECTOR.
.....LIMITED.

To the Registrar of Companies:

*I/We, the undermentioned person(s), hereby consent to act as director(s) of.....
.....Limited:—

Full Name	Address	Description

Dated this.....day of....., 19.....

.....
.....
Signature(s).

* Strike out whichever is inapplicable.

Note.—Where this consent is signed by an agent authorised in writing for the purpose, regulation 11 (4) of the Companies Regulations requires the authority or a verified copy of the authority to be annexed to this consent when it is lodged with the Registrar of Companies.

Form 39.

Companies Act, 1961.

Section 115 (1) (b).

UNDERTAKING BY DIRECTOR TO TAKE AND PAY FOR
QUALIFICATION SHARES.

To.....Limited:

I,..... of.....
do hereby undertake to take from the company and to pay for..... shares
of \$..... each in the capital of the company, being the number of shares required
by the provisions of the articles of association of the company for the qualification of a director
of the company.

Dated at..... this..... day of.....
19.....

(Signature).....

(Signature of Witness).....

(Address and description of witness).....

Form 40.

Companies Act, 1961.

Section 115 (1) (c).

STATUTORY DECLARATION BY DIRECTOR OF REGISTRATION OF
QUALIFICATION SHARES.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of.....Limited.

I,..... of....., in the State of.....,
do solemnly and sincerely declare that—

- (1) I am a director of.....Limited.
- (2) The articles of association of the company provide that a director's shareholding qualification shall be the holding of.....shares in the company.
- (3)shares in the company are registered in my name in the register of members of the company.

Second Schedule—continued.

Form 40—continued.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of..... this..... }
day of....., 19.... }

Before me—

Form 41.

Companies Act, 1961.

Section 115 (1) (d).

STATUTORY DECLARATION BY DIRECTOR OF ENTITLEMENT TO
QUALIFICATION SHARES.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of.....Limited.
I,, of, in the State of.....,
do solemnly and sincerely declare that—

- (1) I am a director of.....Limited.
- (2) The articles of association of the company provide that a director's shareholding qualification shall be the holding of.....shares in the company.
- (3) The company is formed or intended to be formed by way of reconstruction of, or to acquire shares in *.....
- (4) I am a shareholder in †.....
- (5) As such a shareholder, I will be entitled to receive.....shares in
.....Limited and to have those shares registered in my name
in the register of members of the company.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of..... this..... day }
of....., 19..... }

Before me—

* Insert name of other corporation or names of other corporations in group of corporations.
† Insert name of other corporation or relevant names of other corporations in group of corporations.

Form 42.

Companies Act, 1961.

Section 115 (4).

LIST OF PERSONS WHO HAVE CONSENTED TO BE DIRECTORS.

.....LIMITED.

To the Registrar of Companies:

I, *....., one of the persons desiring the incorporation of
.....Limited, hereby certify that the undermentioned persons
have consented to be directors of that company:—

Name	Address	Description

Dated this.....day of....., 19.....
(Signature).....

* Insert full name, address and description.

Second Schedule—*continued*.

Form 43.

Companies Act, 1961.

Section 134 (u).

RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES, AND CHANGES OF PARTICULARS.

.....LIMITED.

Directors.*

Present Names†	Former Names†	Address‡	Business Occupation (if any)	Particulars of Other Directorships§	Nature of Appointment or Change and Relevant Date

Managers and Secretaries.*

Office in Company	Full Name	Address	Other Occupation (if any)	Nature of Appointment or Change and Relevant Date
Managers				
Secretaries				

Dated this.....day of....., 19.....

.....
 Director.¶
 Secretary.¶

* This return is to be completed in full except where it relates to a change of particulars of managers and secretaries, when only those particulars are to be given. Where a director is also a manager or secretary, particulars are to be given under each of the headings "Directors" and "Managers and Secretaries".

† Insert in the appropriate columns in the case of an individual, his present Christian or other name and surname and any former Christian or other name or surname, or, in the case of a corporation, its corporate name.

‡ Insert, in the case of an individual, his usual residential address, or, in the case of a corporation, the address of its registered or principal office.

§ Insert particulars of any other directorships of public companies or companies which are subsidiaries of public companies held by the director, but not particulars of directorships held by a director in a company that by virtue of section 6 (5) of the Companies Act, 1961, is deemed to be related to that company. Where a person is a director in one or more subsidiaries of the same holding company it is sufficient to disclose that the person is the holder of one or more directorships in that group of companies and the group may be described by the name of the holding company with the addition of the word "Group". If no other directorships state so.

|| Insert in relation to a new officer "Appointed" or "In place of (former officer's name)". Insert in relation to a former officer "Died," "Resigned," "Removed," or as the case may be.

¶ Strike out whichever is inapplicable.

Second Schedule—continued.

Form 44.

Western Australia.

No. of Company

Section 134 (8).

Companies Act, 1961.

CERTIFICATE AS TO HOLDING OF THE OFFICE OF DIRECTOR, MANAGER, OR SECRETARY.

This is to certify that, from the returns lodged with the Registrar of Companies pursuant to section 134 of the Companies Act, 1961, it appears that....., of....., was *.....of..... Limited from theday of....., 19....., to the.....day of....., 19.....

Given under my hand and seal at....., this..... day of....., 19.....

.....
Registrar of Companies.

* Insert whether a director, manager or secretary.

Form 45.

Companies Act, 1961.

Section 135.

STATUTORY REPORT.

.....LIMITED.

1. The statutory meeting is to be held on theday of....., 19.....
2. The total number of shares allotted is.....
The number of shares allotted as fully paid up in cash is.....
The number of shares allotted as subject to the payment of the full nominal amount in cash and which are partly paid up is.....
The number of shares allotted as fully paid up otherwise than in cash is.....
The number of shares allotted as partly paid up otherwise than in cash, namely, to the extent of.....per share, is.....
3. The consideration for the allotment of shares fully or partly paid up otherwise than in cash is as follows:—*
4. The total amount of cash received in respect of shares allotted as fully paid up in cash is \$.....
The total amount of cash received in respect of shares allotted as subject to the payment of the full nominal amount in cash and which are partly paid up is \$.....
The total amount of cash received in respect of shares allotted as partly paid up otherwise than in cash is \$.....

* Set out shortly the nature of the consideration.

Second Schedule—*continued.*Form 45—*continued.*

5. The receipts and payments of the company up to the.....day of.....
19....., being a date within seven days of the date of this report, are as follows:—

Abstract of Receipts.		Abstract of Payments.	
	\$		\$
Receipts from shares			
Receipts from debentures			
Receipts from (set out other sources)			
.....		Balance	
Total		Total	

6. An account or estimate of the preliminary expenses of the company is as follows:—

\$

7. The names, addresses and descriptions of the directors, trustees for holders of debentures (if any), auditors (if any), managers (if any) and secretary of the company are as follows:—

Directors, Trustees for Holders of Debentures and Managers.

Office in Company.	Full name.	Address. †	Description. ‡
Directors			
Trustees for holders of debentures (if any)			
Managers (if any)			

Auditors.

Firm Name or Surname.	Christian Names (if applicable).	Address.	Description.

Secretary.

Surname.	Christian Names.	Address.	Description.

8. The particulars of any contract the modification of which is to be submitted to the meeting for its approval, together with the particulars of the modification or proposed modification, are as follows:—

† Insert, in the case of an individual, his usual residential address, in the case of a corporation having a registered office in Western Australia, the address of that registered office, or, in the case of a corporation not having a registered office in Western Australia, the address of its registered office in the place of its incorporation.

‡ Include in the description, in the case of a corporation, the name of the place of its incorporation.

Second Schedule—*continued.*

Form 45—*continued.*

Certificate of Directors.

We hereby certify that the above report is correct.

Dated this.....day of....., 19.....

..... } Directors.

Report of Auditors.

We, the auditors of the above company, hereby report that the statements in the above report, as far as it relates to the shares allotted by the company and to the cash received in respect of those shares and to the receipts and payments of the company on capital account, are in accordance with the records of the company and to the best of our knowledge, information and belief are correct.

Dated this.....day of....., 19.....

..... } Auditors.

Notes.—Section 135 (3) of the Companies Act, 1961, requires the statutory report to be certified by not less than two directors.

Regulation 13 of the Companies Regulations requires—

- (a) the copy of this statutory report lodged with the Registrar of Companies under section 135 (5) of the Companies Act, 1961, to be a copy that is certified under section 135 (3) of that Act by the personal signatures of not less than two directors; and
- (b) the copy of the auditor's report lodged with the Registrar of Companies under section 135 (5) of the Companies Act, 1961, to be a copy that is personally signed by the auditor or, where the auditor is a firm, by one of the partners of that firm.

Form 46.

Companies Act, 1961.

Section 140 (7).

COPY OF MINUTE BY REPRESENTATIVE OF HOLDING COMPANY RELATING TO PROCEEDINGS OF SUBSIDIARY COMPANY.

.....LIMITED.*

To the Registrar of Companies:

On the.....day of....., 19....., the minute of *.....Limited set out †below/ †in the annexure marked with the letter "A" and signed by me for purposes of identification‡/ was signed by....., the representative of §.....Limited authorised pursuant to subsection (3) of section 140 of the Companies Act, 1961.

(Set out copy of minute here if it is not annexed.)

Dated this.....day of....., 19.....

..... }
 †Director/†Secretary of§.....Limited.

* Insert name of subsidiary company.

† Strike out whichever is inapplicable.

‡ Where the copy of the minute is annexed, the annexure is to be endorsed as follows:

"This is the annexure marked 'A' referred to in the Form relating to the copy of minute by representative of holding company signed by me on the.....day of....., 19.....".

§ Insert name of holding company.

Second Schedule—*continued.*

Form 47.

Companies Act, 1961.

Section 152 (2).

NOTICE OF PLACE WHERE REGISTER OF MEMBERS AND INDEX KEPT, OR OF CHANGE IN THAT PLACE.

To the Registrar of Companies:

..... Limited hereby gives notice that the register of Members and index (if any) have, as from the.....day of....., 19...., been kept at *.....

Dated this.....day of....., 19....

.....
Director †
Secretary †

* Insert full address.

† Strike out whichever is inapplicable.

Note.—Particulars sufficient to enable the office where the register and index (if any) are kept to be readily located should be included in the address, e.g., "Room 101, First Floor" or "the office of A..... B..... and Co., Accountants".

Form 48.

Companies Act, 1961.

Sections 157 (2) and 354 (6), (7).

NOTICE OF SITUATION OF OFFICE WHERE BRANCH REGISTER OF MEMBERS KEPT, OR OF CHANGE IN SITUATION OR DISCONTINUANCE.

.....LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that, as from the..... day of....., 19....., a branch register of members is being kept at *.....

Dated this.....day of....., 19.....

.....
Director †
Secretary †
Agent in Western Australia †

* In case of change, the words "in lieu of" and the previous address are to be inserted after the present address. In case of discontinuance, strike out the words "is being" and insert the words "was discontinued" after the address.

† Strike out whichever are inapplicable.

Form 49.

Companies Act, 1961.

Section 159.

ANNUAL RETURN OF COMPANY NOT HAVING A SHARE CAPITAL.

.....LIMITED.

Annual return of..... Limited made up to the.....day of....., 19..... (being the date of or a date not later than the fourteenth day after the date of the Annual General Meeting in 19.....).

1. The date of the annual general meeting of the company was the.....day of....., 19.....

Second Schedule—*continued.*

Form 49—*continued.*

2. The address of the registered office of the company is.....

3. The address of the place at which the register of members is kept if other than the registered office, is.....

4. The particulars of the total amount of the indebtedness of the company in respect of all charges which are required to be registered with the Registrar of Companies are as follows:—

Registered Number	Date of Registration	Amount of Indebtedness at the Date of this Return

Total amount of indebtedness \$.....

5. Particulars of the *directors, managers, secretaries and auditors of the company at the date of this return are as follows:—

Office in Company	The Present Christian or Other Name or Names and Surname†	Any Former Christian or Other Name or Names or Surname	Usual Address‡	Other Business Occupation and, in the Case of Directors, Particulars of Other Directorship§
Directors 				
Managers (if any) 				
Secretaries 				
Auditors for current financial year.....				

6. A copy of the last audited balance sheet and profit and loss account or income and expenditure account of the company is attached to and forms part of this return.¶

Dated this.....day of....., 19.....

.....
 Director.**
 Secretary.**

Second Schedule—continued.

Form 49—continued.

Certificate Relating to Unclaimed Moneys.

I/We**, after having made due enquiries, certify that the provisions of the Unclaimed Moneys Act, 1912, relating to unclaimed moneys have been complied with in relation to..... Limited.

Dated this.....day of....., 19.....

Director.**
Secretary.**

- * "Director" includes any person who occupies the position of a director by whatever name called and any person in accordance with whose directions or instructions the directors of a company are accustomed to act.
† In the case of a corporation, its corporate name and registered or principal office should be shown.
‡ In the case of directors, the address given must be the usual residential address. See section 134 (2) (a) of the Companies Act, 1961.
§ Insert particulars of any other directorships of public companies or companies which are subsidiaries of public companies held by the director, but not particulars of directorships held by a Director, in a company that by virtue of section 6 (5) of the Companies Act, 1961, is deemed to be related to that company.
¶ Where a director is also a manager or secretary, particulars are to be entered under each of the relevant headings "Directors", "Managers" and "Secretaries".
¶ The copy is not required where the company is registered under the law of The Commonwealth of Australia relating to life insurance. Strike out paragraph 6 if inapplicable.
** Strike out whichever is inapplicable.

Form 50.

Companies Act, 1961.

Section 160 (1).

CERTIFICATE FOR INCLUSION IN PUBLIC COMPANY'S ANNUAL RETURN THAT DOES NOT INCLUDE LIST OF MEMBERS.

For the purposes of subsection (1) of section 160 of the Companies Act, 1961, I hereby certify, in relation to..... Limited, that—

- (a) the company has more than five hundred members;
*(b) the company keeps its principal share register at a place within three miles of the office of the Registrar of Companies;
*(b) the company is a co-operative within the meaning of the Companies Act, 1961; and
(c) the company provides reasonable accommodation and facilities for persons to inspect and take copies of its list of members and its particulars of shares transferred—

and that accordingly the company is of a kind to which that subsection applies.

Dated this.....day of....., 19.....

Secretary.

* Strike out whichever is inapplicable.

Second Schedule—continued.

Form 51.

Companies Act, 1961.

Section 171 (3).

NOTICE BY INSPECTOR.

Investigation of the affairs of.....Limited.

To....., of.....

I,, of, was appointed on the.....day of....., 19.....

*by the Governor in Council in pursuance of the powers conferred upon him by the Companies Act, 1961;

*by a special resolution passed at a general meeting of the members of.....Limited; as an inspector to investigate the affairs of.....Limited and to report thereon. Under the provisions of the Companies Act, 1961, I, as such an inspector, may require certain persons to appear before me for examination on oath or affirmation in relation to the business of the company, and to produce all books and documents in the custody or under the control of those persons.

Take notice that you are hereby required to appear before me on the.....day of....., 19....., at.....o'clock in the.....noon, at.....in the State of....., for examination on oath or affirmation in relation to the business of the company, and also to bring with you and produce at that time and place for examination the following books and documents:—

Dated this.....day of....., 19.....

Inspector.

* Strike out whichever is inapplicable.

Form 52.

Companies Act, 1961.

Section 185 (1).
Regulation 15.

Companies Regulations.

NOTICE TO DISSENTING SHAREHOLDER.

To.....
of.....

In this notice—

.....Limited is referred to as "the transferor company," and
.....Limited is referred to as "the transferee company."

On the.....day of....., 19....., the transferee company made an offer to all the holders of*.....shares in the transferor company of†.....

Up to the.....day of....., 19..... (being a date within four months after the making of the offer in that behalf by the transferee company), the offer was approved by the holders of not less than nine-tenths in nominal value of the *.....shares (other than shares already held at the date of the offer by, or by a nominee for, the transferee company or its subsidiary).

The transferee company hereby gives you notice, in pursuance of the provisions of section 185 of the Companies Act, 1961, that it desires to acquire the *.....shares held by you in the transferor company.

Second Schedule—continued.

Form 52—continued.

You are entitled within one month after the receipt of this notice to require the transferee company, by demand in writing served on it, to supply you with a statement of the names and addresses of all other dissenting shareholders, and the transferee company will not be entitled or bound to acquire the shares of those dissenting shareholders until fourteen days after the posting to you of the statement of those names and addresses.

Unless upon an application made to the Supreme Court by you—

- (a) on or before the.....day of....., 19....., (being one month from the date of this notice); or
- (b) on a date (within seven days of a statement being supplied to you pursuant to subsection (3) of section 185 of the Companies Act, 1961);

whichever is the later date, the Supreme Court orders otherwise, the transferee company will, in pursuance of those provisions, be entitled and bound to acquire the *..... shares held by you in the transferor company on the terms, which, under the scheme or contract to which the abovementioned offer relates, the shares of the approving *..... shareholders in the transferor company are to be transferred to the transferee company.

Dated this.....day of....., 19.....
(Signature).....
‡.....of..... Limited.

* If the offer is limited to a certain class or to certain classes of shareholders, give a description of that class or those classes.
† State shortly the nature of the offer.
‡ State whether a director or the secretary and insert the name of the transferee company.

Form 53.

Companies Act, 1961.

Section 185 (4).
Regulation 15 (2).

Companies Regulations.

NOTICE TO NON-ASSENTING SHAREHOLDER.

To.....
of

In this notice—

..... Limited is referred to as "the transferor company," and
..... Limited is referred to as "the transferee company."

A scheme or contract involving the transfer of *..... shares in the transferor company to the transferee company was, up to the.....day of....., 19..... (being a date within four months after the making of the offer in that behalf by the transferee company) approved by the holders of not less than nine-tenths in nominal value of those shares (other than shares already held at the date of the offer by, or by a nominee for, the transferee company or its subsidiary.)

In pursuance of that scheme or contract, †..... shares were on the.....day of....., 19....., transferred to the transferee company or its nominee.

The transferee company hereby gives you notice, in pursuance of the provisions of section 185 of the Companies Act, 1961, that those shares together with such other shares in the transferor company as were held by, or by a nominee for, the transferee company or its subsidiary at the last-mentioned date comprise or include nine-tenths in nominal value of the *..... shares in the transferor company.

Second Schedule—continued.

Form 53—continued.

In pursuance of those provisions you may, within three months from the giving of this notice, give notice that you require the transferee company to acquire your holding of *..... shares in the transferor company, and if you give that notice the transferee company will be entitled and bound to acquire those shares on the terms on which under the scheme or contract the shares of the approving shareholders were transferred to it, or on such other terms as are agreed or as the Supreme Court on application made to it by you or by the transferee company thinks fit to order.

Dated this.....day of....., 19.....

(Signature).....

‡.....of.....Limited.

* If the offer is limited to a certain class or to certain classes of shareholders, give a description of that class or those classes.

† State amount of shares transferred.

‡ State whether a director or the secretary and insert the name of the transferee company.

Form 54.

Companies Act, 1961.

Section 191 (1).

NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER.

.....LIMITED

To the Registrar of Companies:

I,....., of....., hereby give notice that—

*I have obtained an order of the..... Court dated the..... day of....., 19....., for the appointment of..... of....., as *receiver/*manager/*receiver and manager/of the property of..... Limited.

*On the.....day of....., 19....., I appointed....., of....., as *receiver/*manager/*receiver and manager/of the property of..... Limited under the powers contained in an instrument dated†.....

Dated this.....day of....., 19.....

(Signature).....

* Strike out whichever are inapplicable.

† Describe fully the instrument under which appointment is made and if the instrument is registered in the Register of Charges, state its registered number.

Form 55.

Companies Act, 1961.

Section 191 (2).

NOTICE BY RECEIVER OR MANAGER CEASING TO ACT.

.....LIMITED.

To the Registrar of Companies:

I,..... of..... hereby give notice that I ceased to act as *receiver/*manager/*receiver and manager/of the property of..... Limited on the.....day of....., 19.....

Dated this.....day of....., 19.....

(Signature).....

* Strike out whichever are inapplicable.

Second Schedule—*continued*.

Form 56.

Companies Act, 1961.

Sections 193 and 194, 199 (4), 206 (5), 234 and 260 (4).

STATEMENT OF AFFAIRS.

.....LIMITED.

Statement of Assets and Liabilities as at the day of, 19.....

	Cost or Book Value*	Estimated Realizable Values
1. ASSETS NOT SPECIFICALLY CHARGED	\$	\$
(a) Real estate as detailed in Schedule A†		
(b) Sundry debtors as detailed in Schedule B†		
(c) Cash on hand		
(d) Cash at bank		
(e) Stock as detailed in inventory		
(f) Plant and equipment as detailed in inventory		
(g) Other assets as detailed in Schedule C†		
2. ASSETS SUBJECT TO SPECIFIC CHARGES, LIENS, MORTGAGES, BILLS OF SALE OR HIRE-PUR- CHASE AGREEMENTS, as detailed in Schedule D†	\$	
Less amounts owing as detailed in Schedule D		
TOTAL ASSETS		
TOTAL ESTIMATED REALIZABLE ASSETS		\$
3. LESS PREFERENTIAL CREDITORS ENTITLED TO PRIORITY OVER THE HOLDERS OF DEBENTURES UNDER ANY FLOATING CHARGE, as detailed in Schedule E		
4. LESS AMOUNTS OWING AND SECURED BY DEBENTURE OR FLOAT- ING CHARGE OVER COMPANY'S ASSETS TO		
5. LESS PREFERENTIAL CREDITORS as detailed in Schedule F		
ESTIMATED AMOUNT AVAILABLE FOR UNSECURED CREDITORS		
6. CREDITORS (UNSECURED) as detailed in Schedule G.	\$	
Amount claimed (\$)		
7. BALANCES OWING TO PARTLY SECURED CREDITORS as detailed in Schedule H		
Total claims (\$)		
Security held (\$)		
8. CONTINGENT ASSETS \$		
Estimated to produce \$		
As detailed in Schedule I.		
9. CONTINGENT LIABILITIES \$		
Estimated to rank for \$		
As detailed in Schedule J.		
ESTIMATED‡ DEFICIENCY/‡SURPLUS (Subject to costs of ‡administration ‡liquidation)		
SHARE CAPITAL		
Issued (\$)		
Paid up (\$)		

* Indicate in respect of each entry whether cost or book value.

† Where this statement of affairs is made for the purposes of subsection (4) of section 260 of the Companies Act, 1961, Schedules A, B, C and D are to show the method and manner in which the valuation of the assets were arrived at.

‡ Strike out whichever is inapplicable.

Second Schedule—*continued.*

Form 56—*continued.*

Schedule A.

Real Estate.

Address and Description of Property	Cost Price or Book Value	Estimated Realizable Value	Valuation for Rating Purposes	Particulars of Tenancy	Where Possession of Deeds may be Obtained	Short Particulars of Title
	\$	\$	\$			

Schedule B.

Sundry Debtors (Including Loan Debtors).

Name and Address of Debtor	Amount Owing	Amount Realizable	Deficiency	Particulars of Security (if any) held	Explanation of Deficiency
	\$	\$	\$		

Schedule C.

Other Assets.

Description of Deposit or Investment	Cost	Amount Realizable
<i>Deposits—</i>	\$	\$
<i>Investments—</i>		

Second Schedule—*continued.*

Form 56—*continued.*

Schedule D.

Assets Subject to Specific Charges, Liens, Mortgages, Bills of Sale or Hire Purchase Agreement.

Description of Asset	Date Charge Given	Description of Charge	Holder of Charge	Terms of Repayment	Cost or Book Value	Estimated Realizable Value	Amount Owning under Charge
					\$	\$	\$

Schedule E.

Preferential Creditors Entitled to Priority over the Holders of Debentures Under Any Floating Charge.

Employee's Name and Address	Wages	Holiday Pay	Long Service Leave	Estimated Liability
	\$	\$	\$	\$

Schedule F.

Preferential Creditors (other than those Detailed in Schedule E).

Name and Address of Preferential Creditor	Description of Amount Owning	Amount Owning
		\$

Second Schedule—*continued.*

Form 56—*continued.*

Schedule G.

Unsecured Creditors.

Name and Address of Creditor	Amount Claimed by Creditor	Amount Admitted as Owed	Reason for Disputed Amount (if any)
	\$	\$	

Schedule H.

Partly Secured Creditors.

Name and Address of Creditor	Particulars of Security Held	Nature of Security	Estimated Value of Security Held	Amount Owed to Creditor	Amount Estimated to Rank as Unsecured
			\$	\$	\$

Schedule I.

Contingent Assets.

Description of Asset	Gross Asset	Estimated to Produce

Second Schedule—continued.

Form 56—continued.

Schedule J.

Contingent Liabilities.

Name and Address of Creditor	Nature of Liability	Gross Liability	Estimated to Rank for—
		\$	\$

I hereby certify that the particulars contained in the above statement of affairs are true to the best of my knowledge and belief.

Dated this.....day of....., 19.....

(Signature).....

This statement of affairs is to be made as at the following dates:—

- (a) Where submitted to a receiver or manager under sections 193 and 194 of the Companies Act, 1961—the date of the receiver's or manager's appointment;
- (b) Where submitted to a meeting of creditors under section 200 (1) of that Act—a date not earlier than the passing of the resolution of the directors that the company is unable to pay its debts as and when they become due, or the date of receipt of a request of a judgment creditor that a meeting of the creditors be called for the purpose of placing the company under official management (as the case may be);
- (c) Where submitted to a liquidator under section 234 of that Act—the date of the winding up order.

This statement of affairs is to be submitted by, and is to be verified by an affidavit in accordance with Form 57 sworn by the following persons:—

- (a) Where the statement is made out for the purposes of section 193 of the Companies Act, 1961— a person referred to in section 194 (2) of that Act;
- (b) Where the statement is made out for the purposes of section 234 of the Companies Act, 1961— a person referred to in section 234 (2) of that Act.

Regulation 16 of the Companies Regulations requires the copy of this statement of affairs that is lodged with the Registrar of Companies to be certified in writing to be a true copy of the original statement—

- (a) in the case of a copy lodged for the purposes of section 193 (1) (c) (i) of the Companies Act, 1961— by the receiver or manager of the property of the company;
- (b) in the case of a copy lodged for the purposes of section 199 (16) of that Act—by a director or by the secretary of the company;
- (ba) in the case of a copy lodged for the purposes of section 206 (9) of the Act—by the person who, immediately prior to the appointment of the liquidator, was the official manager of the company; and
- (c) in the case of a copy lodged for the purposes of section 234 (3) of that Act—by the liquidator of the company.

Form 57.

Companies Act, 1961.
Companies Regulations.

Sections 194 (2) and 234 (1).
Regulation 9.

AFFIDAVIT VERIFYING STATEMENT OF AFFAIRS.

.....LIMITED.

In the matter of the Companies Act, 1961 and in the matter of
.....Limited.

I,, of....., in the State of....., being *..... of..... Limited, make oath and say that the particulars contained in the statement of affairs relating to..... Limited dated the.....day of.....19....., and signed by me are true to the best of my knowledge and belief.

Sworn at.....in }
the State of..... }
this day }
of....., 19..... }

Before me—

* Insert description sufficient to show that the person swearing the affidavit is a person referred to in section 194 (2) or section 234 (2) (as the case requires) of the Companies Act, 1961.

Second Schedule—continued.

Form 58.

Companies Act, 1961.

Section 195 (1).

ACCOUNT OF RECEIPTS AND PAYMENTS BY RECEIVER OR MANAGER.
.....LIMITED.

1. The name and address of the *receiver/*manager/*receiver and manager/ are.....
2. The date and description of the instrument (if any) containing the powers under which the *receiver/*manager/*receiver and manager/ is appointed are.....
3. The date of the appointment under the powers contained in any instrument or the date of the Court order for the appointment is.....
4. The period covered by the abstract is from the.....day of....., 19....., to the.....day of....., 19.....
5. The statement of receipts and payments during that period is as follows:—

Receipts			Payments		
Date	From Whom	Amount	Date	To Whom	Amount
		\$			\$
	Total amount			Total amount	

6. The aggregate amount of receipts during all preceding periods since appointment is \$.....
 7. The aggregate amount of payments during all preceding periods since appointment is \$.....
 8. The amount owing under the instrument—
 † at the date of my appointment was \$.....
 at the date of this account is \$.....
 9. The estimated value of all assets of the company subject to the instrument at the date of this account is \$.....
- Dated this.....day of....., 19.....

Receiver.*
 Manager.*
 Receiver and Manager.*

* Strike out whichever are inapplicable.
 † Strike out in the case of a second or subsequent account.

Affidavit Verifying Account.

In the matter of the Companies Act, 1961, and in the matter of
 Limited.

I,, of....., in the State of.....
 being the *receiver/*manager/*receiver and manager/ of the property of.....
 Limited, make oath and say that all the accounts and statements set out above are to the best
 of my knowledge and belief true in every particular.

Sworn at.....in }
 the State of..... }
 this day }
 of....., 19..... }

Before me—

* Strike out whichever are inapplicable.

Second Schedule—continued.

Form 59.
Companies Act 1961.

Section 199 (10)

NOTICE OF MEETING OF CREDITORS
.....LIMITED.

NOTICE is hereby given that a meeting of the creditors of..... Limited will be held at†..... on the..... day of..... 19....., at..... o'clock in the *forenoon/*afternoon/for the purpose of placing the company under official management and appointing an official manager as provided in Part IX, of the *Companies Act 1961*.

Dated this..... day of....., 19.....

.....
Director.*
Secretary.*

* Strike out whichever is inapplicable.
† Insert full address, including floor and room number (if applicable).

Form 59A.
Companies Act 1961.

Section 199 (11) (a).

SUMMARY OF AFFAIRS.*
.....LIMITED.

Statement of Assets and Liabilities as at the..... day of....., 19....†

	Cost or Book Value. ‡	Estimated Realizable Values.
1. ASSETS NOT SPECIFICALLY CHARGED.	\$	\$
(a) Real estate		
(b) Sundry debtors		
(c) Cash on hand		
(d) Cash at bank		
(e) Stock as detailed in inventory		
(f) Plant and equipment as detailed in inventory		
(g) Other assets		
2. ASSETS SUBJECT TO SPECIFIC CHARGES, LIENS, MORTGAGES, BILLS OF SALE OR HIRE-PURCHASE AGREEMENTS	\$	
Less amounts owing		
TOTAL ASSETS		
TOTAL ESTIMATED REALIZABLE ASSETS		\$
3. Less PREFERENTIAL CREDITORS ENTITLED TO PRIORITY OVER THE HOLDERS OF DEBENTURES UNDER ANY FLOATING CHARGE		
4. Less AMOUNTS OWING AND SECURED BY DEBENTURE OR FLOATING CHARGE OVER COMPANY'S ASSETS TO		
5. Less PREFERENTIAL CREDITORS		
ESTIMATED AMOUNT AVAILABLE FOR UNSECURED CREDITORS		

Second Schedule—continued.
Form 59A—continued.

	\$
6. CREDITORS (UNSECURED) Amount claimed (\$)	
7. BALANCES OWING TO PARTLY SECURED CREDITORS ... Total claims (\$) Security held (\$)	
8. CONTINGENT ASSETS \$ Estimated to produce	
9. CONTINGENT LIABILITIES \$ Estimated to rank for \$	
ESTIMATED \$DEFICIENCY/\$SURPLUS (Subject to costs of \$administration/\$liquidation)	
SHARE CAPITAL Issued (\$) Paid up (\$)	

Director§
Secretary§

* Under Section 199 (13) of the Act, where the complete Statement of Affairs (Form 56) is attached to each notice of meeting posted to creditors under Section 199 (10), Form 59A need not be sent out.
† Not earlier than the date of the passing of the resolution of the directors that the company is unable to pay its debts as and when they become due, or the date of receipt of a request of a judgment creditor (under Section 199 (1)) that a meeting of creditors be called for the purpose of placing the company under official management (as the case may be).
‡ Indicate in respect of each entry whether cost or book value.
§ Strike out whichever is inapplicable.

Form 60.
Companies Act 1961.

Section 202 (2) (a).

NOTICE OF RESOLUTIONS OF CREDITORS APPOINTING OFFICIAL MANAGER, Etc.
..... LIMITED

To the Registrar of Companies:

I, of....., being
*the official manager/*the secretary/*a person who immediately prior to the passing of the special resolution was a director/of..... Limited do hereby certify that at a meeting of creditors of the company duly convened and held on the..... day of....., 19....., subsequent to the passing of the resolution set out *in Schedule A below/*in the annexure† marked with the letter "A" and signed by me for the purposes of identification/ a special resolution within the meaning of section 198 of the Companies Act 1961 a true copy of which is set out *in Schedule B below/*in the annexure† marked "B" and signed by me for the purposes of identification/ was duly passed.

Second Schedule—*continued.*

Form 60—*continued.*

‡ SCHEDULE A.

SCHEDULE B.

Dated this.....day of....., 19.....

.....
*Official Manager.**
*Secretary.**
Person who immediately prior to passing of
*the special resolution was a director.**

* Strike out whichever is inapplicable.

† Where the copy of the resolution is annexed, the annexure is to be endorsed as follows:—

“This is the annexure marked *‘A’/*‘B’/ referred in the notice of resolution signed by me on the.....
 day of....., 19.....”

‡ Here set out the resolution to the effect that in the opinion of the creditors the Company is unable to pay its debts as and when they become due and payable but that if the Company were placed under official management there would in their opinion be a reasonable probability that it would be able to pay its debts.

Form 60A.
 Companies Act 1961.

Section 202 (2) (c).

NOTICE TO CREDITORS AND MEMBERS OF PLACING COMPANY UNDER OFFICIAL
 MANAGEMENT AND OF RIGHTS UNDER SECTION 211.
 LIMITED.

I,....., of..... being *the official manager/*the secretary/ of..... Limited, do hereby certify that at a meeting of creditors of the company duly convened and held on the..... day of....., 19....., a special resolution within the meaning of section 198 of the *Companies Act 1961* a true copy of which is set out *below/*in the annexure †marked with the letter “A” and signed by me for purposes of identification/ was duly passed.

(Set out a copy of resolution here if it is not annexed.)

Under section 211 of the Act—

- (a) any creditor to whom the company owes, or any representative of a group of creditors to whom the company owes collectively more than 10 per centum of the total unsecured debts of the company;
- (b) any member holding, or any representative of a group of members holding collectively, not less than 10 per centum of the paid up capital of the company; or
- (c) in the case of a company not having a share capital, any member holding, or representative of a group of members holding collectively, not less than 10 per centum of the total voting rights of all members having a right to vote at all general meetings—

may apply to the Supreme Court for the variation or cancellation of the resolution at any time within a period of fourteen days after the passing thereof.

Dated this.....day of....., 19.....

.....
*Official Manager.**
*Secretary.**

* Strike out whichever is inapplicable.

† Where the copies of the special resolutions are annexed, the annexure is to be endorsed as follows:—

“This is the annexure marked ‘A’ referred to in the notice of special resolution of creditors signed by me on the.....day of....., 19.....”

Second Schedule—continued.

Form 60B.

Companies Act 1961.

Section 202B (1).
Section 214 (3).

NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF
*OFFICIAL MANAGER/*DEPUTY OFFICIAL MANAGER/
.....LIMITED.

To the Registrar of Companies:

I,, of, hereby
give notice that—

(a) I was appointed *official manager/*deputy official manager/of
.....Limited—

*by the creditors of..... Limited on the.....
day of....., 19.....;

*by an order of the Supreme Court made on the.....day of
....., 19.....;

*the committee of management on the.....day of.....
....., 19......

(b) my office is situated at†.....

Dated this.....day of....., 19.....

.....
(Signature.)

* Strike out whichever is inapplicable.

† Insert full address, including floor and room number (if applicable).

Form 60C.

Companies Act 1961.

Section 202B (1).

NOTICE OF CHANGE IN SITUATION OF OFFICE OF OFFICIAL MANAGER.
.....LIMITED.

To the Registrar of Companies:

I,, the official manager of..... Limited,
hereby give notice that, on the.....day of....., 19....., the
situation of my office was changed to*.....

Dated this.....day of....., 19.....

.....
(Signature.)

*Insert full address, including floor and room number (if applicable).

Form 61.

Companies Act 1961.

Section 202B (2).
Section 214 (3).

NOTICE BY *OFFICIAL MANAGER/*DEPUTY OFFICIAL MANAGER/OF CESSATION
OF OFFICE.
.....LIMITED.

To the Registrar of Companies:

I,, of..... being the person appointed as
*official manager/*deputy official manager/ of..... Limited,
hereby give notice of my *resignation/*removal/from the office of *official manager/*deputy
official manager/ on the.....day of....., 19.....

.....
(Signature.)

* Strike out whichever is inapplicable.

Second Schedule—*continued.*

Form 61A.

Companies Act 1961.

Section 203A (7).

NOTICE BY OFFICIAL MANAGER OF HOLDING OF SIX-MONTHLY MEETING.
.....LIMITED.

To the Registrar of Companies:

NOTICE is hereby given that, pursuant to section 203A (1) of the *Companies Act* 1961, a meeting of the creditors and members of.....Limited was called for and held on the.....day of....., 19....., to consider my statement and report prepared under that section.

A copy of the statement and report is attached hereto.

Dated this.....day of....., 19.....

.....
(Signature.)

Form 61B.

Companies Act 1961.

Section 203C (4)

NOTICE OF SPECIAL RESOLUTION OF CREDITORS EXTENDING PERIOD OF
OFFICIAL MANAGEMENT.
.....LIMITED.

To the Registrar of Companies:

NOTICE is hereby given that, at a meeting of the creditors of.....Limited duly convened and held pursuant to section 203C (1) of the *Companies Act* 1961 at.....on the.....day of....., 19....., the special resolution within the meaning of section 198 (1) of the said Act set out below was duly passed.

(Set out a copy of the resolution here.)

.....
*Official Manager.
*Secretary.

* Strike out whichever is inapplicable.

Form 61C.

Companies Act 1961.

Section 206 (9).

NOTICE BY OFFICIAL MANAGER OF HOLDING OF MEETING OF MEMBERS AND
CREDITORS WHEN COMPANY UNABLE TO PAY DEBTS.
.....LIMITED.

To the Registrar of Companies:

NOTICE is hereby given that, pursuant to section 206 (3) and (4) of the *Companies Act* 1961, a meeting of members of.....Limited was called for and held on the.....day of....., 19....., for the purpose of considering a special resolution that the company be wound up voluntarily, and a meeting of the creditors of the company was called for and held on the.....day of....., 19.....

At the meeting of creditors the statement of the company's affairs prepared by me was laid before the meeting.

The special resolution was *duly passed/*not passed/

Dated this.....day of....., 19.....

.....
(Signature).

* Strike out whichever is inapplicable.

Second Schedule—continued.

Form 61D.

Companies Act 1961.

Section 212 (5).

NOTICE RELATING TO MEETING OF CREDITORS CALLED TO RECEIVE REPORT OF OFFICIAL MANAGER ON TERMINATION OF APPOINTMENT.LIMITED.

To the Registrar of Companies:

I, of the person whose appointment as official manager of Limited was terminated on the day of 19....., hereby inform you that a meeting of the creditors of the company called for the day of 19....., for the purpose of receiving a report showing how the official management was conducted by me *was duly held on that date/*was not attended by the necessary quorum.

A copy of the report is attached hereto.

..... (Signature.)

* Strike out whichever is inapplicable.

Form 62.

Companies Act, 1961.

Section 230 (1).

NOTICE OF WINDING UP ORDER AND PARTICULARS OF LIQUIDATOR.LIMITED.

To the Registrar of Companies:

Notice is hereby given that, on the day of 19....., an order of the Supreme Court for the winding up of Limited was made and that of was appointed Liquidator.

Dated this day of 19.....

..... Petitioner.* Solicitor for the Petitioner.*

* Strike out whichever is inapplicable.

Form 63.

Companies Act, 1961.

Section 257.

DECLARATION OF SOLVENCY.LIMITED.

We, of and of being* the directors of Limited, and being present at a meeting of the directors of the company, declare that—

- (a) we have made an inquiry into the affairs of the company; and
(b) at this meeting, we have formed the opinion that the company will be able to pay its debts in full within a period of months from the commencement of the winding up.

Attached hereto and signed by us is a true and correct statement of the company's assets and liabilities as at the day of 19....., being the latest practicable date before the making of this declaration.

Declared at the abovementioned meeting of directors held at in the State of this day of 19..... Directors.

Second Schedule—continued.

Form 63—continued.

Companies Act, 1961.

Section 257 (2).

Statement as at....., 19....., to be Attached to Declaration of Solvency
Showing Assets at Estimated Realizable Values and Liabilities Expected to Rank.

.....Limited.

Assets and Liabilities.	Estimated to realize or to rank for payment (to nearest \$).
ASSETS:—	
Balance at Bank	
Cash in hand	
Marketable securities	
Bills receivable	
Trade debtors	
Loans and advances	
Unpaid calls	
Stock in trade	
Work in progress	
.....	
Freehold property	
Leasehold property	
Plant and machinery	
Furniture, fittings, utensils, etc.	
Patents, trade marks, etc.	
Investments other than marketable securities	
Other property, viz.:—	
.....	
Estimated realizable value of assets	\$
LIABILITIES:—	
Secured on specific assets, viz.:—	\$
.....	
Secured by floating charge(s)	
Estimated expenses of winding up	
Other estimated expenses, including interest accruing until payment of debts in full	
Unsecured creditors (amounts estimated to rank for payment):—	\$
Trade accounts	
Bills payable	
Accrued expenses	
Other liabilities:—	
.....	
Contingent liabilities:—	
.....	
.....	
.....	
Total	
Estimated surplus after paying debts in full	\$

Second Schedule—continued.

Form 63—continued.

Remarks.....
 Dated this.....day of....., 19.....

 Directors.

* Insert "all" or "a majority of".
 † Insert a period of months not exceeding twelve.
 Note.—By virtue of section 257 (3) of the Companies Act, 1961, a declaration of solvency has no effect for the purposes of that Act unless it is made within five weeks immediately preceding the passing of the resolution for voluntary winding up and lodged with the Registrar of Companies before the date on which the notices of the meeting at which the resolution for the winding up of the company is to be proposed are sent out.

Form 64.

Companies Act, 1961.

Section 259 (1).

NOTICE OF MEETING OF CREDITORS.
 LIMITED.

Notice is hereby given that, pursuant to subsection (1) of section 259 of the Companies Act, 1961, a meeting of the creditors of..... Limited will be held at..... on the.....day of....., 19....., at.....o'clock in the*forenoon/*afternoon.

The winding up of the company commenced on the.....day of....., 19....., and I was appointed liquidator by resolution of the members of the company. As the directors declared that the company would be able to pay its debts in full within a period of.....months after the commencement of the winding up, the liquidation is proceeding as a members' voluntary winding up.

I have formed the opinion that the company will not be able to pay or provide for the payment of its debts in full within that period and this meeting is summoned in order that the creditors may, if they so wish, exercise their right under subsection (2) of section 259 of the Companies Act, 1961, to appoint some person other than myself to be the liquidator of the company for the purpose of winding up the affairs and distributing the assets of the company.

A statement of the assets and liabilities of the company will be laid before the meeting.

Dated this.....day of....., 19.....

 Liquidator.

* Strike out whichever is inapplicable.

Form 65.

Companies Act, 1961.

Section 259 (4).

NOTICE OF HOLDING OF MEETING OF CREDITORS.
 LIMITED.

To the Registrar of Companies:

Notice is hereby given that, pursuant to subsection (1) of section 259 of the Companies Act, 1961, a meeting of creditors of..... Limited was summoned and held on the.....day of....., 19....., for the purpose of presenting to the meeting a statement of assets and liabilities of the company, and permitting the creditors, if they wished, to appoint a new liquidator of the company under subsection (2) of that section.

Dated this.....day of....., 19.....

 Liquidator.

Second Schedule—continued.

Form 66.
Companies Act, 1961.

Section 272 (3), (4).

RETURN BY LIQUIDATOR RELATING TO FINAL MEETING.
.....LIMITED.

To the Registrar of Companies:

*I/*We,, of the liquidator(s) of Limited, hereby inform you that *a general meeting of the company,/*a meeting of the company and the creditors of the company,/summoned for the.....day of.....19....., for the purpose of laying before the meeting an account (a copy of which is attached to this return) showing how the winding up has been conducted and the property of the company has been disposed of and of giving any explanation of the account, *was duly held on that date/*was not attended by the necessary quorum.

Dated this.....day of....., 19.....

.....
Signature of each Liquidator.

* Strike out whichever is inapplicable.

Form 67.
Companies Act, 1961.

Section 280 (1).

NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF LIQUIDATOR (WINDING UP BY THE COURT).
.....LIMITED.

To the Registrar of Companies:

*I/*We,, of, hereby give notice that—

(a) by an order of the Supreme Court made on the.....day of, 19....., *I was/*we were/appointed *liquidator(s)/* provisional liquidator(s)/of.....Limited; and

(b) *my/*our office is situated at.....

Dated this.....day of....., 19.....

.....
Signature of each Liquidator.

* Strike out whichever is inapplicable.

Form 68.
Companies Act, 1961.

Section 280 (1).

NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF LIQUIDATOR (MEMBERS' VOLUNTARY WINDING UP).
.....LIMITED.

To the Registrar of Companies:

*I/*We,, of, hereby give notice that—

(a) *I was/*we were/appointed liquidator(s) of.....Limited—
*by a resolution of.....Limited passed on the.....
day of....., 19.....
*by an order of the Supreme Court made on the.....day of.....,
19.....; and

(b) *my/*our office is situated at.....

Dated this.....day of....., 19.....

.....
Signature of each Liquidator.

* Strike out whichever is inapplicable.

Second Schedule—*continued*.

Form 69.

Companies Act, 1961.

Section 280 (1).

NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF LIQUIDATOR
(CREDITORS' VOLUNTARY WINDING UP).
.....LIMITED.

To the Registrar of Companies:

*I/*We,, of, hereby give notice that—

- (a) *I was/*we were/appointed liquidator(s) of.....Limited—
*by resolutions of.....Limited passed on theday of
....., 19....., and of the creditors of that company passed
on the.....day of....., 19.....;
*by a resolution of the creditors of.....Limited passed on the
.....day of....., 19.....,
*by a resolution of.....Limited passed on the.....day of
....., 19.....
*by an order of the Supreme Court made on theday of.....
....., 19.....; and
- (b) *my/*our office is situated at.....

Dated this.....day of....., 19.....

.....
Signature of each Liquidator.

* Strike out whichever is inapplicable.

Form 70.

Companies Act, 1961.

Section 280 (1).

NOTICE OF CHANGE IN SITUATION OF OFFICE OF LIQUIDATOR.
.....LIMITED.

To the Registrar of Companies:

*I/*We,, the *liquidator(s)/*one of the liquidators/ of
.....Limited, hereby give notice that, on the.....day of
....., 19....., the situation of *my/*our office was changed to.....

Dated this.....day of....., 19.....

.....
Liquidator(s).

* Strike out whichever is inapplicable.

Form 71.

Companies Act, 1961.

Section 280 (2).

NOTICE BY LIQUIDATOR OF RESIGNATION OR REMOVAL FROM OFFICE.
.....LIMITED.

To the Registrar of Companies:

I,, of....., hereby give notice that on the
.....day of....., 19....., I *resigned/*was re-
moved/from the office of liquidator of.....Limited.

Dated this.....day of....., 19.....

(Signature).....

* Strike out whichever is inapplicable.

Second Schedule—*continued.*

Form 72.
Companies Act, 1961.

Section 281.

LIQUIDATOR'S ACCOUNT OF RECEIPTS AND PAYMENTS AND STATEMENT OF
THE POSITION IN THE WINDING UP.
.....LIMITED.

Nature of winding up.....
Date of commencement of winding up.....
Date to which the account and statement are made up.....
Name and address of liquidator.....

*Account of Receipts and Payments.**

Receipts				Payments			
Date	Of Whom Received	Nature of Receipts	Amount	Date	To Whom Paid	Nature of Payments	Amount
		Brought Forward	\$			Brought forward	\$
		Carried forward†				Carried forward†	

Total receipts	\$
Total payments
					Balance

The balance is made up as follows:—

1. Cash in hands of liquidator	\$
2. Cash in bank [See note at the foot of this Form]	\$
		Credit as per bank pass-book	\$
		Less unrepresented cheques
3. Amounts invested by liquidator and not converted into cash*
		Balance as above

Particulars of Rates of Dividends and Dates Declared.

Dividend of.....in the \$, paid on the.....day of....., 19.....

Names of Creditors in Alphabetical Order	Amount of Proof	Amount of Dividend	
		Paid	Unclaimed
	Total as per previous return	\$	\$
	\$		
Total

Second Schedule—continued.

Form 72—continued.

Particulars of Dates and Rate per Share of Return of Surplus Assets Payable to Contributors
 Return of surplus assets to contributors at rate of.....per share paid on the
day of....., 19.....

Names of Contributors in Alphabetical Order	Number of Shares	Amount Returned on Shares	
		Paid	Unclaimed
	Total as per previous return	\$	\$
	Total		

Statement of the Position in the Winding Up.

1. The amount of the estimated assets and liabilities at the date of the commencement of the winding up	Assets (after deducting amounts charged to secured creditors and debenture holders) \$
	Liabilities—
	Secured creditors \$
	Debenture holders \$
	Unsecured creditors \$
2. The total amount of the capital paid up at the date of the commencement of the winding up	Paid up in cash \$
	Issued as paid up otherwise than for cash \$
3. The general description and estimated value of outstanding assets (if any)	
4. Total amount of unsecured debts in respect of which proofs have been admitted	
5. Estimated amount of debts or claims remaining for proof	
6. Details of any arrangement whereby assets of the company have been disposed of by the liquidator for a consideration other than cash	
7. The causes which delay the termination of the winding up	
8. The period within which the winding up may probably be completed	

Statutory Declaration Verifying Liquidator's Account and Statement.

I,, of....., in the State of....., the liquidator of..... Limited, do solemnly and sincerely declare—
 (1) That the account of receipts and payments set out above contains a full and true account of my receipts and payments in the winding up of that company, from the day of....., 19....., to the..... day of....., 19....., and that I have not, nor has any other person by my order or for my use during that period, received or paid any moneys on account of the company other than and except the items mentioned and specified in that account.

Second Schedule—*continued.*

Form 72—*continued.*

(2) That the particulars contained in the statement of the position in the winding up set out above are true to the best of my knowledge and belief.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of this.....day }
of....., 19..... }

.....
Liquidator.

Before me—
.....

* Full details of investments made by the liquidator and of the realisation of the investments are to be given in a separate statement attached to and forming part of this account. Any profit or loss on realisation must appear in the "Account of Receipts and Payments" as a notional receipt or payment, as the case may be, with a reference to the particular investment.

† A balance is not to be shown on this account. Show only the total receipts and payments which are to be carried forward to the next account.

‡ If there are no receipts or payments, strike out the words in italics.

Note.—Money invested by the liquidator is not withdrawn from the operation of section 285 and 286 of the Companies Act, 1961, and any such investment representing money held for six months or upwards shall be realised and paid to the Treasurer, except in the case of investments in Government securities, the transfer of which to the control of the Treasurer complies with the terms of those sections.

Form 73.

Companies Act, 1961.

Section 286 (1).

PARTICULARS OF UNCLAIMED ASSETS PAYABLE TO COMPANIES LIQUIDATION ACCOUNT.

.....LIMITED.

To the Treasurer of Western Australia.

In pursuance of subsection (1) of section 286 of the Companies Act, 1961, *I/*we..... of the liquidator(s) of Limited, forward herewith to be placed to the credit of the Companies Liquidation Account the moneys of which particulars are given below and which represent—

- (a) unclaimed dividend or other moneys which have remained unclaimed for more than six months from the date when the dividend or other moneys became payable; and
- (b) unclaimed or undistributed moneys arising from the property of the company after making a final distribution.

Particulars. †

Name of Creditor Shareholder or Other Person	Amount	Description of Unclaimed Money or Dividend	Office Use Only
Total			

Dated this..... day of....., 19.....

.....
(Signature of each Liquidator.)

* Strike out whichever is inapplicable.

† Insert full particulars of each creditor and of each shareholder whose dividend has been unclaimed or undistributed and full particulars of miscellaneous amounts.

Second Schedule—continued.

Form 74.
CERTIFICATE OF RECEIPT.
Treasury, Western Australia.

No.....

Revenue and Pay Office,
Perth,.....19.....

Received from.....the sum of.....
.....Dollars and.....cents, being.....
.....
.....

\$:

Receiver of Revenue.

Form 75.
Companies Act, 1961.

Section 291.

STATUTORY DECLARATION AS TO PROOF OF DEBT: GENERAL FORM.
.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of
.....Limited.

I,, of....., in the State of
....., do solemnly and sincerely declare:—

- (1) That..... the abovementioned company was, at the date of the commencement of the winding up (namely, the.....day of, 19.....) and still is justly and truly indebted to*..... in the amount of.....dollars and.....cents for†.....as shown by the ‡account indorsed hereon/‡ following account, namely:—
- (2) That neither the abovenamed creditor, nor any person by the order and for the use of the abovementioned creditor, has to my knowledge and belief received any manner of satisfaction or security for the amount or any part of the amount referred to in paragraph 1, save and except the following:—§
- |||(3) That I am in the employ of the abovementioned creditor, that I am duly authorised by that creditor to make this statutory declaration, that it is within my own knowledge that the debt declared to in this declaration was incurred for the consideration stated, and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.
- |||(4) That I am duly authorised, under the seal of the company in this statutory declaration named as creditor, to make the proof of debt on its behalf.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of this day }
of....., 19.....

Before me—
.....

Second Schedule—continued.

Form 75—continued.

Particulars of Account Referred to in Statutory Declaration.¶

Date	Consideration	Amount	Remarks (The vouchers, if any, by which the account can be substantiated should be set out here)

* Insert "me" or "me and to.....and....., my co-partners in trade" or as the case may be, or, if declared by an employee or agent of the creditor, insert the name, address and description of the creditor.

† State the consideration.

‡ Strike out whichever is inapplicable.

§ Insert particulars of all securities held. Where the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, specify them in a schedule in the following form:—

Date	Drawer	Acceptor	Amount	Due Date
			\$	

|| If this proof is made by a creditor, strike out paragraphs 3 and 4. If it is made on behalf of a company, strike out paragraph 3. If it is made on behalf of a creditor other than a company, strike out paragraph 4.

¶ Strike out if inapplicable. If applicable, details of the full amount claimed should be given and full particulars of any amount claimed by set-off, counter-claim or otherwise should be shown.

Form 76.

Companies Act, 1961.

Section 291.

STATUTORY DECLARATION AS TO PROOF OF DEBT:
EMPLOYEE'S GROUP FORM.

.....LIMITED.

In the matter of the Companies Act, 1961, and in the matter of
.....Limited.

I,, of....., in the State of, do solemnly and sincerely declare:—

- (1) That this proof of debt is made on behalf of all the persons specified in the Schedule endorsed on this statutory declaration, being employees of the abovementioned company.
- (2) That the abovementioned company was, on the.....day of, 19....., and still is justly and truly indebted to each person whose name, address and description appears in the Schedule endorsed on this statutory declaration in respect of wages due to the person as an employee of the company for services rendered by him to the company during the periods and in the amount set out against his name in that Schedule.
- (3) That none of the persons referred to in the Schedule endorsed on this statutory declaration has to my knowledge and belief received any manner of satisfaction or security for the amount or any part of the amount due in respect of wages set out against his name in that Schedule.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of.....this day }
of....., 19..... }
Before me—
.....

Second Schedule—continued.

Form 76—continued.

Schedule.

No.	Full Name	Address	Description	Period for which Wages Due	Amount Due
					\$

.....
(Signature of Declarant.)

Form 77.

Companies Act, 1961.

Sections 346 (1) (c) and 347 (1) (b).

RETURN BY FOREIGN COMPANY GIVING PARTICULARS OF DIRECTORS AND CHANGES OF PARTICULARS.

.....LIMITED.

Present Names*	Former Names*	Address†	Business Occupation (if any)	Particulars of Other Directorships‡	Nature of Appointment or Change and Relevant Date§

Dated this.....day of....., 19.....

.....
Agent in Western Australia.

* Insert in the appropriate columns, in the case of an individual, his present Christian or other name and surname and any former Christian or other name or surname, or, in the case of a corporation, its corporate name.

† Insert, in the case of an individual, his usual residential address, or, in the case of a corporation, the address of its registered or principal office.

‡ Insert particulars of any other directorships of public companies or companies which are subsidiaries of public companies held by the director, but not particulars of directorships held by a director in a company that by virtue of section 6 (5) of the Companies Act, 1961, is deemed to be related to that company. Where a person is a director in one or more subsidiaries of the same holding company it is sufficient to disclose that the person is the holder of one or more directorships in that group of companies and the group may be described by the name of the holding company with the addition of the word "Group". If no other directorships state so.

§ Insert in relation to a new director "Appointed" or "In place of (former director's name)". Insert in relation to a former director "Died", "Resigned", "Removed", or as the case may be.

Form 78.

Companies Act, 1961.

Section 346 (1) (g).

STATUTORY DECLARATION BY AGENT OF FOREIGN COMPANY.

.....LIMITED.*

In the matter of the Companies Act, 1961, and in the matter of*.....Limited.

I,....., of....., in the State of..... do solemnly and sincerely declare that—

*(1)Limited †is carrying on business/ †has established a place of business/in Western Australia.

†(2) I am the duly appointed agent of the company in Western Australia pursuant to a †memorandum of appointment/ †power of attorney/ dated the..... day of....., 19....., and I reside at.....

Second Schedule—continued.

Form 78—continued.

†(2) I am the secretary of..... Limited (the address of the registered office of which is.....), which is the duly appointed agent of* Limited in Western Australia pursuant to a †memorandum of appointment/†power of attorney/ dated the.....day of 19.....

* (3) Limited was formed or incorporated in..... and the full address of its registered office in the place of incorporation is.....

†(4) The amount of the authorised capital of the company is.....

†(4) The company does not have a share capital and its registered number of members is.....

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at.....in the State }
of.....this day }
of....., 19..... }

Before me—

* Insert name of foreign company.
† Strike out whichever is inapplicable.

Form 79.

Companies Act, 1961.

Section 346 (6).

NOTICE BY AGENT OF FOREIGN COMPANY OF CESSATION OF AGENCY.
..... LIMITED.

To the Registrar of Companies:

I,..... of..... in the State of hereby give notice that—

*on the.....day of....., 19....., I ceased to be the agent of the Company in that State for the purposes of the Companies Act, 1961.

*on the..... day of 19....., I will cease to be the agent of the company in that State for the purposes of the Companies Act, 1961.

Dated this.....day of....., 19.....
(Signature).....

* Strike out whichever is inapplicable.

Form 80.

Companies Act, 1961.

Section 346 (6).

NOTICE BY FOREIGN COMPANY OF CESSATION OF AGENCY.
..... LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that—

*on the.....day of....., 19....., of..... in the State of..... ceased to be the agent of the Company in that State for the purposes of the Companies Act, 1961.

*on the day of....., 19....., of..... in the State of..... will cease to be the agent of the company in that State for the purposes of the Companies Act, 1961.

Dated this.....day of....., 19.....

Director.*
Secretary.*

* Strike out whichever is inapplicable.

Second Schedule—*continued*.

Form 81.

Companies Act, 1961.

Section 346 (9).

No. of Company
.....

CERTIFICATE OF REGISTRATION OF FOREIGN COMPANY.

This is to certify that a company called.....Limited, which was formed or incorporated in....., did on the.....day of....., 19....., duly register.

The name and address of the agent appointed in Western Australia by the foreign company are—

The address of the registered office of the foreign company in Western Australia is—

Given under my hand and seal, at....., this.....day of....., 19.....

.....
Registrar of Companies.

Form 82.

Companies Act, 1961.

Section 347 (1) (a), (f), (g).

PARTICULARS OF CHANGE OR ALTERATION RELATING TO FOREIGN COMPANY.
.....LIMITED.

To the Registrar of Companies:

.....Limited, a foreign company registered in Western Australia, hereby gives notice that, on the.....day of....., 19....., a change or alteration was made in—

*the charter, statute, memorandum or articles of the company or other instrument constituting or defining its constitution.

*the name of the company.

*the powers of any directors resident in Western Australia who are members of the local board of directors of the company.

Particulars of the change or alteration are as follows:—

The following documents are lodged with this Form:—

Dated this.....day of....., 19.....

.....
Agent in Western Australia.

* Strike out if inapplicable.

Note.—Regulation 17 of the Companies Regulations requires the following documents relating to a foreign company to be lodged with the Registrar of Companies:—

- (a) Where any change or alteration is made in the charter, statute, memorandum or articles of a foreign company or other instrument constituting or defining its constitution—a certified copy of the instrument effecting the change or alteration or of the charter, statute, memorandum, articles or other instrument as changed or altered;
- (b) Where any change or alteration is made in the name of a foreign company—a certified copy of the certificate of its incorporation or registration in its place of incorporation or origin or document of similar effect (being a certificate or document evidencing the change or alteration); or, where there is no such certificate or document, a copy of the instrument effecting the change or alteration; or
- (c) Where any change or alteration is made in the powers of any directors who reside in the state in which the company is registered as a foreign company and who are members of the local board of directors of the foreign company—a memorandum duly executed by or on behalf of the foreign company stating the powers of the local directors as changed or altered.

Second Schedule—*continued.*

Form 83.
Companies Act, 1961.

Section 347 (1) (e).

PARTICULARS OF CHANGE OR ALTERATION RELATING TO AGENT OF FOREIGN COMPANY.

.....LIMITED.

To the Registrar of Companies:

.....Limited hereby gives notice that—
 *on the.....day of....., 19.....,
ceased to be the agent of the company in Western Australia.
 *on the.....day of....., 19.....,
of.....became the agent of the company in Western Australia.
 *on the.....day of....., 19.....,
 the address of the agent of the company in Western Australia changed to.....
 Dated this.....day of....., 19.....

.....
Agent in Western Australia.

* Strike out if inapplicable.

Form 84.

Companies Act, 1961.

Section 347 (1) (e).

PARTICULARS OF CHANGE OF ADDRESS OF REGISTERED OFFICE OF FOREIGN COMPANY IN PLACE OF INCORPORATION OR ORIGIN.

.....LIMITED.

To the Registrar of Companies:

.....Limited hereby gives notice that the address of the registered office of the company in its place of incorporation or origin was, on the..... day of....., 19....., changed to.....
 Dated this.....day of....., 19.....

.....
Agent in Western Anstralia.

Form 85.

Companies Act, 1961.

Section 348 (1).

STATUTORY DECLARATION VERIFYING BALANCE SHEET OF FOREIGN COMPANY.

.....LIMITED.*

In the matter of the Companies Act, 1961, and in the matter of *.....Limited. I,, of.....in the State of, do solemnly and sincerely declare that—

- †(1) I am†.....of*.....Limited.
- †(1) I am the secretary of.....Limited (the address of the registered office of which is.....), which is the duly appointed agent of*.....Limited in Western Australia.
- (2) The copy of the balance sheet and the copies of the documents annexed hereto marked with the letter "A"§ are true copies of the balance sheet made up to the..... day of....., 19....., and the documents which the company is required to prepare by the law for the time being applicable to the company in||

Second Schedule—*continued.*

Form 85—*continued.*

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of section 106 of the Evidence Act, 1906.

Declared at..... in the State }
of this day }
of....., 19..... }

Before me—

.....
* Insert name of foreign company.
† Strike out whichever is inapplicable.
‡ Insert “the duly appointed agent in Western Australia”, “a director” or “the secretary”.
§ The annexure is to be endorsed by the person before whom the statutory declaration is declared as follows:—
“ This is the annexure marked ‘A’ referred to in the statutory declaration of..... declared on
the..... day of..... 19.....
Before me—
.....”
|| Insert name of place of incorporation or origin of company.

Form 86.

Companies Act, 1961.

Section 348 (6).

ANNUAL RETURN OF FOREIGN COMPANY.

.....LIMITED.

Annual return of..... Limited made up to the.....
day of....., 19....., being the date of the annual general meeting in
19.....

1. The address of the registered office in Western Australia is.....
2. The address of the registered office in the place of incorporation or origin is.....
3. The amount of the authorised share capital of the company is.....
4. The amount of paid up capital of the company is.....
5. Particulars of the directors of the company are as follows:—

The Present Christian or Other Name or Names and Surname.*	Usual Residential Address.†

6. The name of the agent in Western Australia is*.....
 7. The residential address of the agent in Western Australia is†.....
- Dated this.....day of....., 19.....

.....
Director. ‡
Secretary. ‡
.....
Agent in Western Australia. ‡

Certificate Relating to Exemption from Requirement to Lodge Balance Sheet.

We, after having made due enquiries, certify that..... Limited is, by virtue of the provisions of subsection (5) of section 348 of the Companies Act, 1961, exempt from the provisions of subsection (1) of that section requiring the company to lodge with the Registrar of Companies each calendar year a copy of its balance sheet made up to the end of its last financial year.

Dated this.....day of....., 19.....

.....
Director. §
.....
Secretary. §

Second Schedule—continued.

Form 86.—continued.

Certificate Relating to Unclaimed Moneys.

I, after having made due enquiries, certify that the provisions of the Unclaimed Moneys Act 1912, relating to unclaimed moneys have been complied with in relation to..... Limited.

Dated this.....day of....., 19.....

Agent in Western Australia.||

* In the case of a corporation, its corporate name is to be shown.
† In the case of a corporation, the address of its registered or principal office is to be shown.
‡ This portion of the return is to be signed by a director or the secretary and by the agent in Western Australia.
§ This certificate is to be signed by a director and by the secretary.
|| This certificate is to be signed by the agent in Western Australia.

Form 87.

Companies Act, 1961.

Section 349 (2).

NOTICE BY FOREIGN COMPANY WITH RESPECT TO BUSINESS BEING CARRIED ON IN WESTERN AUSTRALIA.LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that the company has established in the State a *share transfer office/*share registration office/and that the company has not at any time during the year immediately preceding the date of this certificate otherwise carried on business in the State within the meaning of Division 3 of Part XI of the Companies Act, 1961.

Dated this.....day of....., 19.....

Agent in Western Australia.

* Strike out whichever is inapplicable.

Form 88.

Companies Act, 1961.

Section 349 (3).

NOTICE BY FOREIGN COMPANY OF COMMENCEMENT OF BUSINESS OTHER THAN SHARE TRANSFER OR SHARE REGISTRATION OFFICE.LIMITED.

To the Registrar of Companies:

..... Limited hereby gives notice that, on the..... day of....., 19....., the company commenced to carry on business in Western Australia within the meaning of Division 3 of Part XI of the Companies Act, 1961, otherwise than by reason of establishing or using a share transfer or share registration office.

Dated this.....day of....., 19.....

Agent in Western Australia.

Form 89.

Companies Act, 1961.

Section 352 (1).

NOTICE BY FOREIGN COMPANY OF CESSATION OF BUSINESS.LIMITED.

To the Registrar of Companies:

..... Limited, a foreign company registered in (name of State), hereby gives notice that, as from the.....day of....., 19....., the company has not had a place of business in Western Australia and has ceased to carry on business in Western Australia.

Dated this.....day of....., 19.....

Director.*
Secretary.*
Agent in Western Australia.*

*Strike out whichever are inapplicable.

Second Schedule—*continued*.

Form 90.

Companies Act, 1961.

Section 352 (2).

NOTICE BY AGENT OF FOREIGN COMPANY OF LIQUIDATION OR DISSOLUTION
OF COMPANY.

.....LIMITED.

To the Registrar of Companies:

I, of, hereby give
notice that, on the.....day of....., 19.....

..... Limited, a foreign company registered in Western Australia—

*went into liquidation in †.....and

.....of.....was appointed liquidator.

*was dissolved in †.....

I was the agent of the company in Western Australia immediately prior to the commencement
of the liquidation proceedings.

Dated this.....day of....., 19.....

(Signature).....

* Strike out whichever is inapplicable.

† Insert name of place of incorporation or origin of company.

Form 90A.

Companies Act 1961.

Section 352 (2a)

NOTICE BY FOREIGN COMPANY OF PLACING UNDER OR TERMINATION OF
OFFICIAL MANAGEMENT IN PLACE OF INCORPORATION.

.....LIMITED.

To the Registrar of Companies:

..... Limited, a foreign company registered in Western Australia,
hereby gives notice that, on the.....day of.....,
19.....—*the company was placed under official management in †.....by
..... ‡, a law or enactment corresponding to Part IX, of the
Companies Act, 1961, and..... of..... was
appointed official manager.*the period of official management of the company in †.....was
terminated on the.....day of....., 19.....
by§.....

Dated this.....day of....., 19.....

(Signature.)
Designation. ||

* Strike out if inapplicable.

† Insert name of place of incorporation or origin of company.

‡ Give reference to foreign law.

§ Set out method of termination.

|| The form may be signed by the Agent in Western Australia, the Secretary or a director (or person who immediately
prior to the company's being placed under official management was a director). The person signing must
indicate in what capacity he signs.

Form 91.

Companies Act, 1961.

Section 374 (2).

NOTICE OF INTENTION TO APPLY FOR EXEMPTION FROM SECTION 374 (1) OF
COMPANIES ACT, 1961...... Limited hereby gives notice of its intention to apply to the Govern-
or in Council for exemption in the case of the shares of the corporation from the provisions
of subsection (1) of section 374 of the Companies Act, 1961, forbidding a person from going,
whether by appointment or otherwise, from place to place offering shares for subscription or
purchase to the public or any member of the public.

Dated this.....day of....., 19.....

Director.*
Secretary.*

* Strike out whichever is inapplicable.