

**CNL****INCORPORATIONS****CNL**

Companies House  
74-76 Campbell St  
Sydney NSW 2010

www.incorporations.com.au

**Corporate  
Network  
Ltd**

abn : 79 079196768  
Ph : 1800 25 7123  
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cnl@incorporations.com.au

**COMPANIES • TRUSTS • SUPERANNUATION FUNDS**

**Enclosed** are our : current Fees & Terms

: instruction forms for a **Unit Trust package**

: notes re completion of the instruction forms

**Note** : these forms are intended for use only by accountants and solicitors

**Suggestion** : use these forms when collecting details from your client;  
then, enter the details into our program and transmit to CNL from there.

### **General Features of CNL Packages:**

- **CNL** is one of Australia's oldest and largest firms of its type. Our size and experience allow us to maintain the **highest standards and low fees**.
- **Flexibility**. Our packages and programs are structured to allow clients a high capacity to economically specify variations from standard.
- **Presentation**. Our packaging, documentation and explanatory notes are of the highest standards you are likely to find, regardless of the fees paid.
- **Speed**. Our well established and flexible computer systems minimise delays, and documents are delivered Australia-wide by overnight courier.
- **Leadership**. We constantly upgrade our precedents and procedures - many of our innovations over the years have later become common practice.

**Compliance ++** : There is a higher probability of an internal dispute than a serious statutory compliance problem. So, as well as attending to all possible statutory compliance matters, we also pay special attention to the common law provisions re the determination of internal ownership and control disputes.

**Sample Document sets** : May be viewed or printed from our website.

**Computer Interface**: A client version of our own internally developed software is available for free to clients (download via our web site). This program contains:

- an electronic instruction facility (to CNL) + connections to government;
- extensive facilities (including notes) for you to modify the structure of a company or trust before sending the instruction;
- facilities to view and/or print all documents and constitutions in their final form (including your modifications) before you send an instruction;
- facilities to allow you to easily create unique "house styles" for repeated use - e.g: you can create as many "house" share structures as you want.

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<b>FEES FROM 1-7-2006 ( incl GST ) :</b>	<b>ASIC</b>	<b>CNL</b>	<b>TOTAL</b>
Company Formation - proprietary or public	\$ 400	\$ 330	\$ 730
Company - name change	\$ 330	\$ 200	\$ 530
Company - new constitution		\$ 250	\$ 250
Trusts - Superannuation, Discretionary, Unit - new		\$ 330	\$ 330
Trusts - Superannuation, Discretionary, Unit - update		\$ 250	\$ 250

Generally: All CNL packages are comprehensive and complete

All packages include paper originals + notes + PDF copies by email

Most also include free modification facilities (e.g: share classes)

Bulk Rates: Are flexible and vary according to volume - please call for a quote

Other: For miscellaneous packages not listed above - please call for a quote

#### **TERMS & CONDITIONS:**

Corporate Network Ltd ("CNL") accepts and processes instructions from instructing firms or individuals ("the Firm") only on the following basis:

- **Fees** are subject to change without notice, although they usually change only when ASIC filing fees are changed. The applicable fees are those most recently posted on CNL's web site. The Firm agrees to pay the due fees to CNL within 14 days of document delivery. If the Firm is incorporated, its directors accept personal responsibility for payment of the fees. The governing law and jurisdiction in the event of any dispute is that of the State of NSW.
- **Companies:** By giving CNL an instruction to register a company, the Firm: agrees to be the Applicant for registration; appoints CNL its agent for registration purposes; and advises CNL that it has complied with the obligations of an Applicant as set out in the Corporations Act.
- **Companies:** The Firm agrees to obtain written consents from the nominated directors and hold them on behalf of the company, and to advise the share applicants to provide cash or draw cheques payable to the company being formed (not to CNL) for the share application money.
- **Legal Advice - Companies & Trusts:** Neither the Firm nor its clients rely on CNL or its Solicitor for advice as to the suitability for purpose of any company or trust structure. CNL is not a legal advisor, and no part of the notes or precedents enclosed with its forms or software is intended or may be construed as legal advice.
- **Copyright: Software, Notes & Precedents** distributed by CNL are copyright protected by CNL and no part may be reverse-engineered or copied. They are for the use of clients of CNL and may only be used to create and manage business structures in a manner authorised by CNL.

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**UNIT TRUST INSTRUCTIONS**

**PART 1**

<b>FROM:</b>	FIRM	DATE:
	TYPE OF FIRM	CONTACT:
	SUITE/FL	BUILDING:
	STREET NO. & NAME	SUBURB/CITY:
	STATE	POSTCODE:
	PHONE	FAX:

**WE ADVISE THAT:** WE PROVIDE THE FOLLOWING DETAILS FOR YOU TO INSTRUCT YOUR SOLICITOR TO DRAW UP A TRUST DEED WITH THE STANDARD FEATURES DESCRIBED IN THE NOTES ISSUED WITH THIS INSTRUCTION FORM; AND WE ACCEPT RESPONSIBILITY FOR PAYMENT OF YOUR CURRENT FEES.

**NAME OF TRUST:** THE

LEGAL JURISDICTION (NAME THE STATE WHERE THE DEED WILL BE STAMPED):

DATE TO BE SIGNED (IF BLANK, DATE TO BE INSERTED WHEN DEED IS SIGNED):

**ADDRESS OF TRUST:** (FOR CORRESPONDENCE, SERVICE OF NOTICES, ETC)

AT THE OFFICE OF (C/-)

SUITE/FL BUILDING:

STREET NO. & NAME SUBURB/CITY:

STATE POSTCODE:

**MISC:** DEED - NUMBER (STANDARD = 3 COPIES) (ADDITIONAL COPIES @ \$10 EACH):

REQUIRED MAJORITY (PASS RESOLUTION AT UNITHOLDERS MEETING) (DEF = 100%): %

TRUSTEE(s) MEETINGS (PLACE)

(PRESENT)

(PRESENT)

BANK BRANCH:

SIGNATORIES

METHOD ( ) SIGNATORIES JOINTLY  ANY ONE SIGNATORY ALONE

AUDITOR (FIRM)

(ADDR)

**PART2 NOTES:** TRUSTEE THE TRUSTEE SHOULD NOT BE A UNITHOLDER, DIRECTLY OR BENEFICIALLY.

UNITS ISSUE PRICE OF THE INITIAL UNITS IS \$1-00 EACH.

AVAILABLE CLASSES	ORD	ORDINARY	EQUITY, VOTING & PRO-RATA INCOME RIGHTS
	EQ	EQUITY	PRO-RATA ASSET SHARE RIGHTS
	MGT	MANAGEMENT	ONE VOTE PER UNIT
	INCE	EQUAL INCOME	PRO-RATA INCOME RIGHTS
	INCV	VARIABLE INCOME	DISCRETIONARY INCOME RIGHTS

RELATED INSTRUCTION:  TICK HERE IF THE TRUSTEE COMPANY IS BEING INCORPORATED BY CNL

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY): \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ DATE BORN: \_\_\_\_\_  
 IN TRUST FOR \_\_\_\_\_  
 ADDRESS: C/- \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING: \_\_\_\_\_  
 STREET NO. & NAME \_\_\_\_\_ SUBURB/CITY: \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX: \_\_\_\_\_  
 ROLE IN TRUST  TRUSTEE  UNITHOLDER  
 UNITS REQUIRED

CLASS	NUMBER	ISSUE PRICE	AMT PAID	AMT DUE	CASH/KIND

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY): \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ DATE BORN: \_\_\_\_\_  
 IN TRUST FOR \_\_\_\_\_  
 ADDRESS: C/- \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING: \_\_\_\_\_  
 STREET NO. & NAME \_\_\_\_\_ SUBURB/CITY: \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX: \_\_\_\_\_  
 ROLE IN TRUST  TRUSTEE  UNITHOLDER  
 UNITS REQUIRED

CLASS	NUMBER	ISSUE PRICE	AMT PAID	AMT DUE	CASH/KIND

**NAME** GIVEN NAMES \_\_\_\_\_  
 SURNAME \_\_\_\_\_ ACN (IF A COY): \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ DATE BORN: \_\_\_\_\_  
 IN TRUST FOR \_\_\_\_\_  
 ADDRESS: C/- \_\_\_\_\_  
 UNIT/SUITE/FL \_\_\_\_\_ BUILDING: \_\_\_\_\_  
 STREET NO. & NAME \_\_\_\_\_ SUBURB/CITY: \_\_\_\_\_  
 STATE \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX: \_\_\_\_\_  
 ROLE IN TRUST  TRUSTEE  UNITHOLDER  
 UNITS REQUIRED

CLASS	NUMBER	ISSUE PRICE	AMT PAID	AMT DUE	CASH/KIND

**FOLLOWING PAGES:**  DETAILS OF MORE PARTIES ARE ATTACHED

**General Nature of Unit Trusts:** Unit trusts should be distinguished from Discretionary trusts in that the unitholders have an actual interest in the trust (as opposed to a potential or discretionary interest).

**Execution of the Deed:** the Trustee is the sole signatory.

**Trustee(s):** The Trustee (if only one) can not be a sole unitholder. Note: this is a fundamental legal principle, not merely a drafting feature of the Deed.

**Units (Classes):** subject to conditions set out in the Deed, the Trustee may issue units with special rights and conditions, and may create additional classes. The default set of classes in CNL deeds is similar to the standard share class structure in CNL companies, and include the following:

- ORDINARY - have the usual Equity, Management and Income rights
- EQUITY - have only Equity rights
- MANAGEMENT - have only Management (i.e., Voting) rights
- INCOME - have only pro-rata Income rights
- INCOME-VARIABLE - have only variable (i.e., Discretionary) Income rights

**Modification facilities:** Clients may create their own unit classes, or modify CNL's default classes, with the same modification facilities as apply to CNL companies.

**Delivery & Presentation:** Delivery is usually by Australia-wide overnight courier. All CNL Trust packages include 3 copies of the Deed, a comprehensive range of peripheral documentation (notes, minutes, forms, etc), plus a high quality indexed binder.

**The role of Corporate Network Ltd** in arranging for the drawing up of trust deeds is that of facilitator for the purposes of restraining costs. We also attend to peripheral documentation - minutes, forms, etc.

All trust deeds are drawn up in general purpose form by a solicitor selected by us. We do not carry out the work of a solicitor, and we should not be relied upon for legal advice regarding the affairs of the clients of an Instructing Firm.

**Stamp Duty:** The Deed must be lodged for stamping in each State (Note: CNL's fees do not cover Stamp Duty). The rates as at 1-10-2001 are:

<b>NSW:</b>	\$200	Fixed.
<b>VIC:</b>	\$NIL	Only if the purchase price for units is provided by the unitholders - i.e., the units are not held in trust. \$200 duty applies if units are held in trust and/or the purchase price is paid by the beneficiary.
<b>QLD:</b>	\$3	Fixed. However, there may also be duty payable on subsequent allotment of units in the Trust.
<b>SA:</b>	\$10	Fixed.
<b>WA:</b>	\$20	Fixed. However, additional duty is also payable on the issue of units at \$1-95 per \$100-00.
<b>TAS:</b>	\$20	Fixed.
<b>ACT:</b>	\$200	Fixed.
<b>NT:</b>	\$20	Fixed.