



VICTORIA GOVERNMENT GAZETTE

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WEDNESDAY, MARCH 18

[1959

COMPANIES ACT 1958.

*At the Executive Council Chamber, Melbourne, the
seventeenth day of March, 1959.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Cameron
Mr. Thompson

Mr. Porter.

IN pursuance of the powers conferred by the *Companies Act 1958* and all other powers in that behalf enabling, His Excellency the Governor of Victoria, by and with the advice of the Executive Council thereof, doth hereby make the following Regulations:—

1. These Regulations may be cited as the *Companies Regulations 1958*.

2. In these Regulations—

“Registrar” means Registrar of Companies.
“Schedule” means schedule to these regulations.
“the Act” means the *Companies Act 1958*.

3. These Regulations shall come into operation on the commencement of the Act.

4. The Regulations, Forms, and Fees under the *Companies Act 1938*, made and prescribed on 18th April, 1939, published in the *Government Gazette* dated 21st April, 1939, the Forms and Fees under the *Companies Act 1938* prescribed on 24th April, 1939, published in the *Government Gazette* dated 26th April, 1939, the form under the *Companies Act 1938* prescribed on 8th November, 1949, published in the *Government Gazette* dated 9th November, 1949, the Regulation under the *Companies Act 1938* made on 1st April, 1952, published in the *Government Gazette* dated 9th April, 1952, the Regulations under the *Companies Acts* made on 22nd May, 1956, published in the *Government Gazette* dated 23rd May, 1956, the form under the *Companies Act 1938* prescribed on 20th August, 1957, published in the *Government Gazette* dated 21st August, 1957, and all other

Regulations made under the Companies Acts now in force, and Regulation 2 of the Regulations under the *Registrar-General's Fees Act* 1956, made on 22nd May, 1956, published in the *Government Gazette* dated 23rd May, 1956, are hereby repealed.

Sec. 5 (2) (d). 5. The chairman of the Companies Auditors Board shall be entitled to an allowance at the rate of Two hundred and fifty pounds per annum and each of the other members of the said Board shall be entitled to an allowance at the rate of One hundred and fifty pounds per annum.

Sec. 11 (1). 6. (1) All returns, notices, and other similar documents required or authorized to be lodged, deposited, or filed with, by, or to the Registrar shall be on paper of not less than foolscap size and shall be in or to the effect of the appropriate form set out in the First Schedule.

(2) Where any document comprises two or more sheets it shall be bound together securely and a margin of at least an inch on the side on which it is bound in addition to any space required for binding shall be provided.

(3) Where any document comprises more than twenty sheets it shall be bound securely inside a durable cover.

(4) All documents shall be folded lengthwise and shall bear on the upper left-hand corner of the front thereof the registered number of the company.

(5) All documents shall bear endorsed on the back thereof the number of the company, the name of the company, the title of the document (by reference to the heading of the appropriate form), and the following endorsement:—

Lodged in the Office of the Registrar of Companies.

Assistant Registrar of Companies.

(6) Subject to the Act, all documents may be either handwritten, typewritten or printed, and shall be clearly legible. No carbon copy of any typewritten document shall be lodged.

(7) In the case of a No Liability company all the prescribed forms shall be amended by striking out the word "Limited" and substituting therefor the words "No Liability".

Secs. 9, 11. 7. There shall be paid to the Registrar, in addition to the fees set out in the Second Schedule to the Act, unless otherwise specifically prescribed, the fees specified in the Second Schedule.

Sec. 11. 8. The following times for lodging any document required or authorized to be lodged, registered, deposited or filed with, to or by the Registrar in respect of any company, society or association (where the time is not prescribed by any relevant Act or Regulation) are hereby prescribed:—

(a) In the case of a company, society, or association formed or incorporated in Victoria—

(i) if required by any relevant Act or Regulation to be lodged, registered, deposited, or filed forthwith or immediately—7 days;

(ii) in any other case—21 days.

(b) In the case of a foreign company—

(i) if required to be lodged, registered, deposited, or filed forthwith or immediately—7 days;

(ii) in any other case—one month:
with such additional time as would be required for the document to reach Victoria from the place where the company is formed or incorporated in due course of post if dispatched with due diligence.

Sec. 17 (7). 9. Every application for an inhibition of registration under section 17 (6) of the Act shall be accompanied by a statutory declaration by the applicant as to the facts on which the application is based.

Secs. 37, 38, 46, 305. 10. Where a copy of any document is required to be verified or certified for the purposes of the Act (other than a copy required to be certified for the purposes of Subdivision 1 of Division 3 of Part

VIII. of the Act) a statutory declaration shall be made by some person that he has compared the copy with the original document and that it is a true copy of the document of which it purports to be a copy.

11. Where a memorandum of a contract not reduced to writing is required by section 38 (2) (c) or section 305 (1) of the Act to be lodged with the Registrar, a statutory declaration shall be made by some person to the effect that he is familiar with the particulars of the contract and that the memorandum contains full and correct particulars of the contract. Secs. 38, (2) (c), 305 (1).

12. Every application for the sanction of payment of interest out of capital, pursuant to section 57 of the Act, shall be lodged with the Registrar for submission to the Attorney-General. Sec. 57.

13. When any matter or thing which if done by resolution of a company would require a copy of the resolution to be lodged with the Registrar is evidenced by a minute pursuant to section 117 (4) of the Act a copy of the minute signed by the representative authorized under section 117 (3) and indicating the date on which the minute was made shall be lodged with the Registrar. Sec. 117 (4).

14. (1) Every company having a share capital which pursuant to section 134 or pursuant to the proviso to sub-section (8) of section 63 of the Act does not include in the annual return lodged with the Registrar a list of its members and particulars of shares transferred or holders of interests (as the case requires) shall provide reasonable accommodation and facilities for persons desiring to inspect such list and particulars or take copies thereof. Secs. 63, 134.

(2) Every annual return of a company having a share capital which pursuant to section 134 of the Act does not contain a list of members and particulars of shares transferred shall have endorsed thereon a certificate in the following form or to the like effect:— Sec. 134.

I hereby certify that—

- (a) the registered office of the company is within 3 miles of the General Post Office at Melbourne;
- (b) the principal share register is kept at the registered office; and
- (c) the number of members exceeds 3,000.

.....
Director or Secretary.

15. Any notice required to be served by section 93 of the Act shall be served in the manner prescribed by the articles of the transferor company for service of notice on members or if no manner is prescribed by these articles in the manner provided by Table A for such service. Sec. 93.

16. There shall be annexed to every declaration of solvency lodged with the Registrar pursuant to section 198 a statement of assets and liabilities signed by the directors in the prescribed form (See Form No. 42). Sec. 198.

17. (1) Every application for exemption from the provisions of section 259 (1) of the Act shall be lodged with the Registrar for submission to the Governor in Council. Sec. 259.

(2) For the purposes of sub-section (2) of section 259 The Stock Exchange of Melbourne, Ballarat Stock Exchange and Bendigo Stock Exchange shall be prescribed stock exchanges.

(3) For the purposes of paragraph (h) of sub-section (4) of section 259 The Stock Exchange of Melbourne, Ballarat Stock Exchange, Bendigo Stock Exchange, Sydney Stock Exchange, Newcastle Stock Exchange, The Stock Exchange of Adelaide Limited, Brisbane Stock Exchange, The Hobart Stock Exchange, Launceston Stock Exchange, The Stock Exchange of Perth, Kalgoorlie Stock Exchange, Brisbane Stock Exchange and Rockhampton Stock Exchange Limited shall be prescribed stock exchanges.

18. For the purposes of subdivision 1 of Division 3 of Part VIII. of the Act, a copy of any document required to be certified shall be deemed to be certified if it is— Sec. 294 (2).

- (i) duly certified as a true copy by an official of the Government to whom the custody of the original is committed; or
- (ii) duly certified as a true copy by a notary public; or
- (iii) duly certified to be a true copy by a director manager or secretary of the company on oath before a notary public or (in the case of a company formed or incorporated in Australia or in the United Kingdom) on oath before any person authorized to administer an oath in the place where the certification is made.

Sec. 295 (1)
(a) and (b),
8th Sched.

19. If any document is not written in the English language, the translation thereof required to be lodged for the purposes of the Act shall be deemed to be a certified translation if certified to be a correct translation—

- (i) where such translation is made within Victoria by—
 - (a) a notary public; or
 - (b) a barrister and solicitor of the Supreme Court; or
 - (c) a person approved by the Registrar either generally or in a particular case;
- (ii) where the translation is made elsewhere than in Victoria by—
 - (a) an official of the Government to whose custody the original is committed; or
 - (b) a notary public.

Sec. 296.

20. The return of alteration in the charter, statutes, memorandum, articles, or other instrument required by section 296 of the Act to be lodged with the Registrar shall be accompanied by a certified copy of the document as amended or a certified copy of the document effecting the alteration. If the certified copy is not written in the English language it shall be accompanied by a certified translation thereof.

21. For the purposes of paragraph 2 of the Ninth Schedule to the Act the following stock exchanges shall be prescribed stock exchanges:—

The Stock Exchange of Adelaide Limited, South Australia.
Brisbane Stock Exchange, Queensland.
The Hobart Stock Exchange, Tasmania.
The Stock Exchange of Melbourne, Victoria.
The Stock Exchange of Perth, Western Australia.
Sydney Stock Exchange, New South Wales.
Auckland Stock Exchange, New Zealand.
Christchurch Stock Exchange, New Zealand.
Dunedin Stock Exchange, New Zealand.
Wellington Stock Exchange, New Zealand.
The Stock Exchange London, England.
Montreal Stock Exchange, Canada.
The Toronto Stock Exchange, Canada.
The Johannesburg Stock Exchange, South Africa.
New York Stock Exchange, U.S.A.
New York Curb Exchange, U.S.A.
San Francisco Stock Exchange, U.S.A.
Paris Bourse, France.
Ballarat Stock Exchange.
Bendigo Stock Exchange.
Newcastle Stock Exchange.
Launceston Stock Exchange.
Kalgoorlie Stock Exchange.
Rockhampton Stock Exchange Ltd.

FIRST SCHEDULE.

FORMS.

No. OF COMPANY—

FORM No. 1.

*Companies Act 1958.*DECLARATION OF COMPLIANCE WITH THE REQUIREMENTS OF
THE COMPANIES ACT 1958 ON APPLICATION FOR REGISTRATION
OF A COMPANY.*Pursuant to Section 14 (2).*

(LIMITED.)

In the matter of the *Companies*
Act 1958

and

In the matter of
Limited.I, _____ of
do solemnly and sincerely declare—

(1) That I am (a) _____ of _____ Limited.

(2) That all the requirements of the *Companies Act 1958* in respect
of matters precedent to the registration of the said Company and incidental
thereto have been complied with.And I make this solemn declaration conscientiously believing the same
to be true and by virtue of the provisions of an Act of the Parliament
of Victoria rendering persons making a false declaration punishable for
wilful and corrupt perjury.Declared at _____ in the State of Victoria
this _____ day of _____ One thousand nine hundred
and _____

Before me—

(a) "a barrister or solicitor of the Supreme Court engaged in the formation" or "a
person named in the articles as a director or secretary."

No. OF COMPANY—

FORM No. 2.

Companies Act 1958.

COPY RESOLUTION.

Pursuant to Sections 16 (2) and 121 (1).

(LIMITED.)

At a general meeting of the members of _____ Limited
duly convened and held at _____ on the _____
day of _____ 19 the following (a) _____ resolution was
duly passed.

(Copy resolution).

Dated this _____ day of _____ 19 _____
Director or Secretary.

(a) "special" "ordinary." See definition of "special" in section 119 (1).

NOTE.—A printed copy of every resolution (except a resolution governed
by section 26 of the Act *q.v.*) which is required to be lodged in the office
of the Registrar of Companies should be lodged within twenty-one days
after the passing thereof. "Printed" includes typewritten or lithographed
or reproduced by any mechanical means.

FORM No. 3.

*Companies Act 1958.*APPLICATION FOR INFORMATION AS TO NAME AND FOR
INHIBITION OF REGISTRATION.*Pursuant to Section 17 (6).*

To the Registrar of Companies.

I, _____ of _____
acting on behalf of a company or an intended company proposing to adopt
or register under the name of _____ hereby
apply for information as to whether the said name is available and I further
apply for an inhibition of registration of any other company society firm
or individual by or under that name for a period of two months.

Dated this _____ day of _____ 19 _____

(Sgd.)

NOTE.—1. The form of certificate hereunder must be endorsed on the foot
or back of this application.2. This application must be accompanied by a statutory declaration by
the applicant as to the facts upon which the application is based.

FIRST SCHEDULE—continued.

**CERTIFICATE THAT NAME IS AVAILABLE AND INHIBITION OF
REGISTRATION.**

Pursuant to Section 17 (7).

I hereby certify that the name

is available and direct that for a period from a.m. on the day of 19 to a.m. on the day of 19 such name or any name so nearly resembling the same as to be calculated to deceive shall not be registered as the name of any company society firm or individual under the provisions of the Companies Act 1958 or the Industrial and Provident Societies Act 1958 or the Friendly Societies Act 1958 or the Business Names Act 1958 or the Co-operation Act 1958 or the Co-operative Housing Societies Act 1958 except the company referred to in the above application.

Dated this day of 19 .
Assistant Registrar of Companies.

No. OF COMPANY—

Companies Act 1958.

NOTICE OF INCREASE IN NUMBER OF MEMBERS.

Pursuant to Sections 24 (4) (a) and 52 (2).

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that on the _____ day of _____ 19____ the number of its members was increased by _____ beyond the registered number of _____.

Dated this _____ day of _____ 19____.

Director or Secretary.

NOTE.—This notice must be lodged in the office of the Registrar of Companies within twenty-one days after the increase took place. The penalty for default is a fine not exceeding £50 and in addition a penalty of not more than £10 for every day during which the default continues after conviction.

NO. OF COMPANY— FORM NO. 5.

Companies Act 1958.

DECLARATION OF COMPLIANCE WITH CONDITIONS BY A COMPANY
WHICH HAS ISSUED A PROSPECTUS INVITING THE PUBLIC TO
SUBSCRIBE FOR ITS SHARES.

Pursuant to Section 33 (1) (d).

(LIMITED.)

In the matter of the *Companies*
Act 1958

In the matter of Limited.

I, _____ of _____
being (a) _____ of _____ Limited do
solemnly and sincerely declare that—

(1) The amount of the share capital of the company offered to the public for subscription is £

(2) The amount stated in the prospectus as the minimum amount which in the opinion of the directors must be raised by the issue of share capital in order to provide for the matters specified in paragraph 4 of Part I. of the Fifth Schedule to the *Companies Act 1958* is £

(3) Shares held subject to the payment of the whole amount thereof in cash have been allotted to the amount of £

(4) 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.

or

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.

(5) 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.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at _____ in the State of Victoria,
this _____ day of _____ 19____

Before me—

(a) "the secretary" or "a director."
(b) strike out as the case requires.

(b) strike out as the case requires.

NOTES.—This statutory declaration should be lodged before the company commences business or exercises any borrowing powers.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 6.

*Companies Act 1958.*DECLARATION OF COMPLIANCE WITH CONDITIONS BY A COMPANY
WHICH HAS NOT ISSUED A PROSPECTUS INVITING THE PUBLIC
TO SUBSCRIBE FOR ITS SHARES.*Pursuant to Section 33 (2) (c).*

(LIMITED.)

In the matter of the *Companies*
Act 1958

and

In the matter of Limited.

I, of
being (a) of Limited
do solemnly and sincerely declare that—

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.

or

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 an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at in the State of Victoria,
this day of 19

Before me—

- (a) "the secretary" or "a director."
(b) strike out as the case requires.

NOTE.—This statutory declaration should be lodged before the company commences, or in the case of a public company converted from a proprietary company continues any business or exercises any borrowing power.

No. OF COMPANY—

FORM No. 7.

Companies Act 1958.

RETURN OF ALLOTMENT OF SHARES.

Pursuant to Section 46.

(LIMITED.)

The shares set out hereunder were allotted between the day of
19 and the day of 19 (or on the
day of 19). (See footnote.)

1. Number of shares allotted payable in cash (a)
Total nominal amount of the shares so allotted £
Amount paid or due and payable on allotment on each such share £
Total amount (including premium, if any) paid or payable on each share when fully paid £
2. Number of shares allotted for a consideration other than cash (a)
Total nominal amount of the shares so allotted £
Amount to be treated as paid on each such share £
Amount of premium to be treated as paid on each such share £
The consideration for which such shares have been allotted is as follows:—

3. The names and addresses of the allottees of shares in the said company are as follow:—

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 or Secretary.

(a) Where the capital of the company is divided into shares of different classes the class of share to which each share comprised in the allotment belongs should be stated.

NOTE.—When a return includes several allotments made on different dates the dates of only the first and the last of such allotments should be entered at the top of the return, and the return should be filed in the

FIRST SCHEDULE—continued.

office of the Registrar of Companies within one month of the first date. When the shares in respect of which the return is filed were allotted on the one day, that date should be inserted. Each return must not cover a greater period than one month from the date of the first allotment. The penalty for default is a fine not exceeding £200 and in addition a fine of not more than £50 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 8.

Companies Act 1958.

STATEMENT WHEN THE CONTRACT IS NOT REDUCED TO WRITING
AND THE ISSUE OF SHARES IS MADE PURSUANT TO A
PROVISION IN THE MEMORANDUM OR ARTICLES.

Pursuant to Section 46.

(LIMITED.)

1. The issue of _____ shares to
of _____ on the _____ day of _____ 19
is made in fulfilment of the terms of a contract not reduced to writing.

2. If made pursuant to a provision in the Memorandum or Articles,
identify the provision (a) _____

3. The particulars of the consideration in respect of which the allotment
of shares was made are as follows:—

(i) If the consideration is payable in respect of services rendered set
out full details of the services.

(ii) If the consideration is payable in respect of a sale of property or
agreement for a sale of property particulars should be given in
the form of the following table showing full details of each item
and if necessary how the consideration is apportioned between
the respective items:—

Equitable estate or interest in freehold and leaseholds whether in Victoria or elsewhere (which includes hereditaments subject to a legal mortgage)	.. f
Patents licences trade marks and copyrights	.. f
Goodwill	.. f
Fixtures and Fittings	.. f
Benefit of Contracts	.. f
Book and other debts (including money on deposit at bank or elsewhere)	.. f
Other property, viz	.. f
Total	.. f

Any other terms of the sale or agreement for sale should be set out.

(iii) If the consideration is payable partly in respect of a sale of
property, or agreement for sale of property and partly in
respect of some other consideration state fairly how much of
the amount of the consideration is attributable to each
apportioning out the amount of the consideration attributable
to the sale of property to the heads indicated in sub-paragraph
(ii) above.

(iv) Where the consideration is the assumption by the purchaser of
liabilities to third persons the amount of the liability to each
person and the total amount of such liabilities should be set out.

(v) In any other case state the consideration fully.

Dated this _____ day of _____ 19 _____

Director or Secretary.

(a) " Clause(s) numbered _____ in Memorandum " or " Article(s) numbered _____ ".

NOTE.—This statement should be lodged within one month of the date of
the first allotment. The penalty for default is a fine not exceeding £200 and
in addition a penalty of not more than £50 for every day during which the
default continues after conviction.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 9.

Companies Act 1958.

STATEMENT OF THE AMOUNT OR RATE PER CENTUM OF COMMISSION AND/OR BROKERAGE AGREED TO BE PAID IN RESPECT OF SHARES AND OF THE NUMBER OF SHARES WHICH PERSONS HAVE AGREED FOR A COMMISSION TO SUBSCRIBE ABSOLUTELY.

Pursuant to Section 48 (1) (c) (ii) and (d) and (3).

(LIMITED.)

COMMISSION.

1. The Article of Association authorizing payment of commission is No.

2. The amount agreed to be paid as commission for subscribing or agreeing to subscribe or procuring or agreeing to procure subscriptions for any shares in the company is £

or

3. The rate of such commission is per centum.

4. The date of circular or notice, if any (not being a prospectus), inviting subscriptions for the shares and disclosing the amount or rate of the commission was

5. The date when such commission is payable is

6. The number of shares which persons have agreed for a commission to subscribe absolutely is

BROKERAGE.

7. 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 £

8. The rate of such brokerage is per centum.

9. The date of circular or notice, if any (not being a prospectus), inviting subscriptions for the shares and disclosing the amount or rate of the brokerage was

10. The date when such brokerage is payable is

Dated this day of 19

Signatures of all the Directors or
of their agents authorized in
writing.

NOTE.—This statement should be lodged before payment of the commission or brokerage.

No. OF COMPANY—

FORM No. 10.

Companies Act 1958.

NOTICE OF REDEMPTION OF REDEEMABLE PREFERENCE SHARES.

Pursuant to Section 51 (5).

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice

that on the day of 19

(a) redeemable preference shares to the value of £ were redeemed. The shares redeemed were the shares comprised in share certificates numbered

Dated the day of 19

Director or Secretary.

(a) Insert number of shares redeemed.

NOTE.—This notice should be lodged in the office of the Registrar of Companies within twenty-one days of the date of redemption of the shares. The penalty for default is a fine not exceeding £50.

FIRST SCHEDULE—continued.

NO. OF COMPANY—

FORM No. 11.

Companies Act 1958.

NOTICE OF INCREASE IN SHARE CAPITAL BEYOND THE REGISTERED CAPITAL.

Pursuant to Section 52 (2).

(LIMITED.)

To the Registrar of Companies.

1. Limited hereby gives notice that by a resolution of the Company passed or adopted on the day of 19 the nominal share capital of the company was increased from pounds to pounds.

2. The additional capital is divided as follows:—

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

3. The conditions (e.g., voting rights, dividends, &c.) subject to which the new shares have been or are to be issued are as follows:—

Dated this day of 19

Director or Secretary.

NOTE.—This notice should be lodged in the office of the Registrar of Companies within twenty-one days of the passing of the resolution accompanied by a printed copy of the resolution authorizing the increase.

The penalty for default is a fine not exceeding £50.

NO. OF COMPANY—

FORM No. 12.

Companies Act 1958.

NOTICE OF SITUATION OF REGISTER OF HOLDERS OF DEBENTURES WHEN REGISTER IS KEPT ELSEWHERE THAN AT REGISTERED OFFICE.

Pursuant to Section 58 (1).

(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 (a) and that the days and hours during which such office is accessible are as follow:—

Dated this day of 19

Director or Secretary.

(a) 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".

NOTE.—Section 95 requires the register to be accessible for not less than three hours between the hours of 9 o'clock in the morning and 5 o'clock in the evening each day Saturdays, Sundays, and holidays excepted.

This notice should be lodged in the office of the Registrar of Companies within twenty-one days of the date when the register was first kept at this office.

The penalty for default is a fine of not more than £50.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 13.

Companies Act 1958.

ANNUAL RETURN.

Pursuant to Section 63 (8).

(LIMITED.)

(1) List of persons who on the day of
19 (being the date of the first (or only) general meeting of
 Limited held in the year 19) were the holders of interests
to which section 63 of the *Companies Act 1958* applies.

Name.	Address.	Extent of interest (a).

(a) The particulars to be inserted in this column must be sufficient to indicate clearly the nature and extent of the interest held.

(2) A summary of all purchases and sales of securities by the company during the period to which the accounts referred in section 63 (8) (b) relate.

(3) A statement of the total amount of brokerage affecting the holders of such interests paid or charged by the company during the period to which the above accounts relate.

(4) A list of all the investments of the company affecting the holders of the interest as at the date of the above accounts showing the name and quantities of such investments.

Dated this day of 19 Director or Secretary.

NOTE.—This return must be lodged in the office of the Registrar of Companies within twenty-one days of the date of the meeting.

The penalty for default is imprisonment for a term of not more than twelve months or a fine of not more than £500.

No. OF COMPANY—

FORM No. 14.

Companies Act 1958.

AFFIDAVIT VERIFYING THE EXECUTION OF A CHARGE AND THE CORRECTNESS OF A COPY.

Pursuant to Section 72 (1).

(LIMITED.)

In the matter of the *Companies Act 1958*

and

In the matter of Limited.

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

(1) I am (a) Limited.

(2) I was present and did see the execution by Limited of a dated the day of 19 in favour of the seal of the company and the directors' signatures thereto being duly affixed and subscribed in my presence on the day of 19 .

(3) *The annexure marked A has been compared by me with the original and is a true copy thereof.

Sworn at }
in the State of Victoria,
this day of }

19

Before me—

(a) "the secretary of" "director of" "the solicitor for."
*To be completed only where a copy of the charge is lodged.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 15.

Companies Act 1958.

PARTICULARS OF A SERIES OF DEBENTURES.

Pursuant to Section 72 (4) and (5).

(LIMITED.)

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

1. The total amount secured by the whole series is £
2. The amount of the present issue of the series is £
3. The date of resolution authorizing the issue of the series was
4. The date of the covering deed (if any) by which the security is created or defined or if there is no such deed 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 cent. of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any 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 or Secretary.

No. OF COMPANY—

FORM No. 16.

Companies Act 1958.

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

Pursuant to Section 72 (4) and (5).

(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 present issue is
3. The amount of present issue is £
4. The amount or rate per cent. of the commission, allowance, or discount (if any) paid or made either directly or indirectly by the company to any 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 or Secretary.

NOTE.—For registration of the whole of a series by a single issue, Form No. 15 should be used.

No. OF COMPANY—

FORM No. 17.

Companies Act 1958.

AFFIDAVIT OF PARTICULARS OF MORTGAGE OR CHARGE SUBJECT TO WHICH PROPERTY HAS BEEN ACQUIRED BY A COMPANY.

Pursuant to Section 74 (1).

(LIMITED.)

In the matter of the *Companies Act 1958*

and

In the matter of Limited.

I, of
in the State of Victoria make oath and say—

- (1) I am (a) Limited.
- (2) On the day of 19 which is Limited acquired (b) subject to a (c) dated the day of 19

- (3) The amount owing on the security thereof is £
- (4) The names addresses and descriptions of the mortgagees or persons entitled to the charge are
- (5) The annexure marked A is a true copy of the (c)

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

- (a) "the secretary of," "a director of" or "the solicitor for."
(b) Short particulars of the property mortgaged or charged.
(c) Description of the instrument, e.g., "trust deed," "mortgage," "debenture," &c.

FIRST SCHEDULE—continued.

No. of COMPANY—F

FORM No. 18.

*Companies Act 1958.*AFFIDAVIT OF PARTICULARS OF MORTGAGE OR CHARGE CREATED
BY A FOREIGN COMPANY PRIOR TO ITS BECOMING
REGISTERED IN VICTORIA.*Pursuant to Section 74 (1).*

(LIMITED.)

In the matter of the *Companies*
Act 1958

and

In the matter of
Limited.I, of
in the State of make oath and say—

(1) I am (a) of Limited.

(2) On the (b) day of 19

(c) was the subject
of a (d) dated the
day of 19

(3) The amount owing on the security thereof is

(4) The names addresses and descriptions of the mortgagees or persons
entitled to the charge are

(5) The annexure marked A is a true copy of the (d)

Sworn at
in the State of
this day of
19

Before me—

- (a) "the secretary," "a director" or "the agent in Victoria."
 (b) Insert the date on which the company became registered in Victoria.
 (c) Short particulars of the property mortgaged or charged.
 (d) Description of the instrument, e.g., "trust deed," "mortgage," "debenture," &c.

No. of COMPANY—

FORM No. 19.

Companies Act 1958.

MEMORANDUM OF SATISFACTION AND VERIFYING DECLARATION.

Pursuant to Section 77.

To the Registrar of Companies.

(a) Limited hereby gives notice that
 the (b) dated the day of
 19, and numbered in the Register of Charges created by (a)
 Limited for securing the sum of pounds.
 was satisfied (c) on the

day of 19
 Dated this day of 19
 The Common Seal of Limited
 was affixed hereto in the presence of—

In the matter of the *Companies*
Act 1958

and

In the matter of
Limited.

We,
 a Director of (a) Limited and
 of the Secretary of the said company do solemnly and
 sincerely declare—

That the particulars contained in the above written Memorandum of
 Satisfaction 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 an Act of the Parliament of
 Victoria rendering persons making a false declaration punishable for wilful
 and corrupt perjury.

Declared at
 in the State of Victoria, the
 day of

Before me—

19

- (a) Insert name of mortgagor company.
 (b) State nature of instrument, e.g., "charge," "mortgage," "debentures," "debenture
 stock," &c.
 (c) "in full" or the extent of pounds."

NOTE.—In the circumstances referred to in sub-clause (b) of section 77
 the above form may be adopted to meet the particular case.

This memorandum must be supported by evidence sufficient to satisfy
 the Registrar of the payment of the debt.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 20.

Companies Act 1958.

NOTICE OF THE APPOINTMENT OF A RECEIVER OR MANAGER.

Pursuant to Section 79 (1).

(LIMITED.)

To the Registrar of Companies.

I, _____ of _____
hereby give notice that (a)

(1) I have obtained an order of the Court dated _____
for the appointment of _____ of _____ as receiver or
manager of the property of this company.

(2) On the _____ day of _____, 19____, I appointed _____ as receiver or manager of the property of this company under the powers contained in an instrument dated (b) _____.

Dated this _____ day of _____ 19____
(Sgd.)

(a) Of the two following paragraphs, strike out that which does not apply.
(b) Describe fully the instrument under which appointment is made.

NOTE.—This notice must be filed in the office of the Registrar of Companies within seven days of the date of the order or appointment. The penalty for default is a fine not exceeding £50 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

NO. OF COMPANY—

FORM No. 21.

Companies Act 1958.

NOTICE BY A RECEIVER OR MANAGER CEASING TO ACT.

Pursuant to Section 79 (2).

(LIMITED.)

To the Registrar of Companies.

I, the undersigned _____ of _____ hereby give notice that I ceased to act as receiver or manager of _____ Limited on the _____ day of _____ 19____.

Dated this day of 19 .
 (Sgd.)

NOTE.—This notice must be filed in the office of the Registrar of Companies within seven days of the ceasing to act. The penalty for default is a fine not exceeding £50 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

NO. OF COMPANY—

FORM NO. 22.

Companies Act 1958.

ABSTRACT OF RECEIPTS AND PAYMENTS OF RECEIVER OR
MANAGER.

Pursuant to Section 86 (1).

(LIMITED.)

1. The name and address of the receiver or manager is
2. The date and description of the instrument (if any) containing the powers under which the receiver or manager is appointed is
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 to
5. The statement of receipts and payments during such period is as follows:—

Receipts.			Payments.		
Date.	From Whom.	Amount.	Date.	To Whom.	Amount.
		£ s. d.			£ s. d.
	Total amount	£		Total amount	£

6. The aggregate amount of receipts during all preceding periods since appointment is £
7. The amount owing under any instrument is (a) £
8. The estimated value of all assets of the company subject to any instrument is (a) £

Dated this _____ day of _____ 19____

Receiver or Manager.

FIRST SCHEDULE—*continued.*FORM No. 22—*continued.*

AFFIDAVIT VERIFYING ABSTRACT.

In the matter of the *Companies Act, 1958*

and

In the matter of

Limited

I, _____ of _____ being the Receiver or Manager of the property of _____ Limited make oath and say—

That all accounts and statements referred to in the above-mentioned (b) abstract are to the best of my knowledge and belief true in every particular.

Sworn at _____ this _____ day of _____ 19 _____

Before me—

(a) The amount owing under the instrument and the estimated value of all assets of the company which are subject to such instrument need only be shown in the case of the first abstract.

(b) or "annexed."

NOTE.—All accounts and statements in the abstract must be verified by affidavit. This abstract should be lodged with the Registrar of Companies within two months after the expiration of the period of six months from the date of appointment or Court order as the case may be and of every subsequent period of six months and within two months of ceasing to act as receiver or manager. The penalty for default is a fine not exceeding £50 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 23.

Companies Act 1958.

NOTICE TO DISSENTING SHAREHOLDERS.

Pursuant to Section 93 (1).

Re (a) _____ Limited
(hereinafter called "the transferor company")

Notice by (b) _____ Limited
(hereinafter called "the transferee company")

To (c)

Whereas on the _____ day of _____ 19 _____
the transferee company made an offer to all the holders of (d)
shares in the transferor company of _____; and
(State shortly the nature of the offer)

Whereas up to the _____ day of _____ 19 _____
being a date within four months of the date of the making thereof such
offer was approved by the holders of not less than nine-tenths in value of
the said (d) _____ shares (other than shares already held at
the date of the offer by or by a nominee for the transferee company or
its subsidiary).

Now therefore the transferee company in pursuance of the provisions of
section 93 (1) of the *Companies Act 1958*, hereby gives you notice that it
desires to acquire the (d) _____ shares held by you in the
transferor Company.

And further take notice that unless upon an application made to the
Supreme Court by you the said (c) _____ on or before the
_____ day of _____ 19 _____, being one
month from the date of this notice the Court thinks fit to order otherwise,
the transferee company will be entitled and bound to acquire the (d)
_____ shares held by you in the transferor company on
the terms of the above-mentioned offer approved by the approving (d)
shareholders in the said company.

(Signature)

for (b)

(State whether Director or Secretary).

Dated this _____ day of _____ 19 _____

(a) Name of transferor company.

(b) Name of transferee company.

(c) Name(s) and address(es) of dissenting shareholder(s).

(d) If the offer is limited to a certain class or classes of shareholders, state description of that class or those classes.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 24.

Companies Act 1958.

NOTICE TO NON-ASSENTING SHAREHOLDERS.

Pursuant to Section 93 (2).

Re (a) Limited
(hereinafter called "the transferor company").

Notice by (b) Limited
(hereinafter called "the transferee company").

To (c)

Whereas a scheme or contract involving the transfer of the (d) shares in the transferor company to the transferee company was up to the day of 19, being a date within four months of the making of the offer in that behalf by the transferee company approved by the holders of not less than nine-tenths in 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), and

Whereas in pursuance of that scheme or contract (e) shares were on the day of 19 transferred to the transferee company or its nominee.

Now therefore the transferee company in pursuance of section 93 (2) of the *Companies Act 1958*, hereby gives you notice 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 on the said date comprise or include nine-tenths in value of the (d) shares in the transferor company.

And further take notice that you may within three months from the giving of this notice give notice that you require the transferee company to acquire your holding of (d) shares in the transferor company, and that if you give such notice the transferee company shall be entitled and bound to acquire those shares on the terms on which under the said scheme or contract the shares of the approving shareholders were transferred to it, or on such other terms as may be agreed or as the Supreme Court on the application of either the transferee company or yourself/yourselfs think fit.

Signature

for (b)

(State whether Director or Secretary).

Dated this day of 19

- (a) Name of transferor company.
(b) Name of transferee company.
(c) Name(s) and address(es) of non-assenting shareholder(s).
(d) If the offer is limited to a certain class or classes of shareholders state description of that class or those classes.
(e) State amount of shares transferred.

No. OF COMPANY—

FORM No. 25.

Companies Act 1958.

NOTICE OF SITUATION OF REGISTERED OFFICE AND OF THE DAYS AND HOURS DURING WHICH SUCH OFFICE IS ACCESSIBLE TO THE PUBLIC.

Pursuant to Sections 95 (2) and 295 (1) (e).

(..... LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that the registered office of the company in Victoria is situated at (a) and that the days and hours during which such office is accessible to the public are as follows:—

Dated this day of 19

Signature (b).

(a) In the case of a company which is not the sole occupant of the building in which the registered office is situated, particulars 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."

(b) To be signed by a director or secretary if a Victorian company or by the agent in Victoria if a foreign company.

NOTE.—Sections 95 (1) and 295 (2) require the registered office to be accessible to the public for not less than three hours between the hours of 9 o'clock in the morning and 5 o'clock in the evening each day, Saturdays, Sundays, and holidays excepted.

This notice should be lodged in the office of the Registrar of Companies within twenty-one days after the date of incorporation of the company or in the case of a foreign company within one month of the date on which it has established a place of business in Victoria.

The penalty for default is a fine not exceeding £50 and in addition a penalty not exceeding £10 for every day during which default continues after conviction.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 26.

*Companies Act 1958.*NOTICE OF CHANGE IN SITUATION OF REGISTERED OFFICE
AND/OR OF THE DAYS AND HOURS DURING WHICH SUCH
OFFICE IS ACCESSIBLE TO THE PUBLIC.*Pursuant to Sections 95 (2) and 295 (2) (b).*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that (a)—

- (1) the registered office of the company in Victoria was on the
day of 19 changed to and is now situated at (b)
(2) the days and hours during which the registered office of the
company is accessible to the public have as from the day
of 19 been changed as follows:—

Dated this day of 19 .
Signature (c).

(a) Of the following paragraphs strike out that which does not apply.

(b) In the case of a company which is not the sole occupant of the building in which the registered office is situated, particulars 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."

(c) To be signed by a director or secretary if a Victorian company or by the agent in Victoria if a foreign company.

NOTE.—Sections 95 (1) and 295 (2) require the registered office to be accessible to the public for not less than three hours between the hours of 9 o'clock in the morning and 5 o'clock in the evening each day, Saturdays, Sundays, and holidays excepted.

This notice should be lodged in the office of the Registrar of Companies within twenty-one days of the date of the change.

The penalty for default is a fine not exceeding £50 and in addition a penalty not exceeding £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 27.

Companies Act 1958.

CONSENT TO ACT AS DIRECTOR OF A COMPANY.

Pursuant to Section 98 (1).

(LIMITED.)

To the Registrar of Companies.

I/We the undersigned hereby
consent to act as director(s) of Limited.

Signature (a).	Address.	Description.

Dated this day of 19 .

(a) This consent may be signed by an agent authorized in writing in which case the authority must be lodged.

NOTE.—This consent must be lodged in the office of the Registrar of Companies before the registration of the Memorandum or Articles of Association or the publication of a prospectus or the filing of the statement in lieu of prospectus published or filed before the expiration of one year from the date on which the company was entitled to commence business, naming the person consenting as a director or proposed director of a company.

No. OF COMPANY—

FORM No. 28.

*Companies Act 1958.*UNDERTAKING BY DIRECTORS TO TAKE AND PAY FOR
QUALIFICATION SHARES.*Pursuant to Section 98 (1) (b) (ii).*

(LIMITED.)

To Limited.

I, of
do hereby undertake to take from the abovenamed company and to pay for
shares of £ each in the capital of the said company,
being such number of shares as is required by the provisions of the articles
of association of the said company for the qualification of a director of the
company.

Dated at this day of 19 .
(Signature)—

(Witness)—

(Address and description)—

NOTE.—This undertaking may be signed by an agent authorized in writing in which case the authority must be lodged. Section 98 of the Act under which this undertaking is required to be filed does not apply in certain cases. (See sub-section 3 or section 98.)

FIRST SCHEDULE—continued.

No. of COMPANY—

FORM No. 29.

*Companies Act 1958.*DECLARATION AS TO REGISTRATION OF A DIRECTOR'S
QUALIFICATION SHARES.*Pursuant to Section 98 (1) (b) (iii).*

(LIMITED.)

In the matter of the *Companies*
Act 1958 andIn the matter of
Limited.

I, _____ of _____
in the State of Victoria being (a) _____ of
Limited do solemnly and sincerely declare:—

(1) That the Articles of Association of the said company provide that
the directors' qualification shall be the holding of _____ shares in the
company.

(2) That _____ shares in the said company are registered in (b)
in the register of members of the said company.

And I make this solemn declaration conscientiously believing the same to
be true and by virtue of the provisions of an Act of the Parliament of
Victoria rendering persons making a false declaration punishable for wilful
and corrupt perjury.

Declared at _____ in the State of Victoria }
this _____ day of _____ 19 }
Before me—

(a) "a director" or "the agent authorized in writing by _____ of
a director."
(b) "my name" or "the name of the said _____"

NOTE.—This statutory declaration may be made by an agent authorized
in writing in which case the authority must be lodged. Section 98 of the
Act under which this declaration is required to be lodged does not apply
in certain cases. See sub-section (3) of that section.

No. of COMPANY—

FORM No. 30.

*Companies Act 1958.*LIST OF PERSONS WHO HAVE CONSENTED TO BE DIRECTORS OF A
COMPANY.*Pursuant to Section 98 (4).*

(LIMITED.)

To the Registrar of Companies.

I, (a) _____
the applicant for registration of the memorandum of association of
Limited hereby give notice that the under-
mentioned persons have consented to be directors of the said company.

Name.	Address.	Description.

Dated this _____ day of _____ 19 _____
Applicant.

(a) Insert name, address, and description.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 31.

*Companies Act 1958.*RETURN OF PARTICULARS IN THE REGISTER OF DIRECTORS,
MANAGERS, AND SECRETARIES, AND NOTIFICATION OF ANY
CHANGE THEREIN.*Pursuant to Sections 112 (4), 295 (1) (c) and 296 (1) (b).*

(LIMITED.)

The Present Christian or Other Name or Names and Surname (a).	Any Former Christian or Other Name or Names and Surname.	Usual Residential Address.	Business occupation and particulars of other directorships (if none state so) (b).	Changes and Dates of Changes.
Directors ..				
Managers (if any), (c)				
Secretary (c) ..				

Dated this

day of

19

Signature (d).

(a) In the case of a corporation its corporate name and registered or principal office should be shown.

(b) Particulars of all other directorships of public companies or companies which are subsidiaries of public companies held by the director should be stated. It is not necessary to state particulars of directorships held by a director in a company of which the company is a subsidiary or which is a subsidiary of the company.

(c) In the case of a director who is also a manager or the secretary the appropriate particulars should be entered under each of the relevant sub-headings "Directors," "Managers" and "Secretary."

(d) To be signed by a director or secretary if a Victorian company or by the agent in Victoria if a foreign company.

NOTES.—

On a change of director or manager or secretary or in the particulars relating to a director or manager or secretary a complete list of the directors and the manager and the secretary shown as existing in the last return should be given and a note made in the appropriate column showing the nature of the change, e.g., "died," "resigned," or, in the case of a new director or manager or secretary, "appointed in place of," and the date on which the change took place.

Director includes any person occupying the position of director by whatever name called, and any person in accordance with whose direction or instruction the directors of a company are accustomed to act.

This return should, in the case of a new company, be lodged within twenty-one days from the incorporation of the company or, in the case of a foreign company within one month after the establishment of a place of business in Victoria and, on change of director or manager or secretary, or in the particulars relating to a director or manager or secretary, within twenty-one days or, in the case of a foreign company one month, from the happening thereof.

The penalty for default is a fine not exceeding £50 and in addition to a fine not exceeding £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 32.

Companies Act 1958.

STATUTORY REPORT.

Pursuant to Section 113.

(LIMITED.)

1. The statutory meeting is to be held on the day 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:—

The total amount of cash received in respect of shares allotted (excepting those partly paid up for a consideration other than cash) is £

The total amount of cash received in respect of shares allotted as partly paid up for a consideration other than cash is £

FIRST SCHEDULE—continued.

4. 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.
£ s. d.	£ s. d.
Receipts from shares	
Receipts from debentures	
Receipts from (set out other sources)	

5. The balance of the receipts of the company remaining in hand is £

6. The following is an account (or estimate) of the preliminary expenses of the company:—

£ s. d.

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.

Surname.	Christian Names.	Address.	Description.

Trustees for the Holders of Debentures.

Surname.	Christian Names.	Address.	Description.

Auditors.

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

Managers.

Surname.	Christian Names.	Address.	Description.

FIRST SCHEDULE—continued.

Secretary.

Surname.	Christian Names.	Address.	Description.

8. 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:—

Certificate of Directors.

We, the undersigned, do hereby certify that the above report is correct.

} Directors (a).

Report of Auditors.

We, the undersigned, being the auditors of the said company do 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 such shares and to the receipts and payments of the company on capital account are correct and in accordance with the records of the company.

} Auditors.

Dated this day of 19 .

(a) This certificate must be completed by not less than two directors of the company or, where there are less than two directors, by the sole director and manager.

NOTE.—This report should be lodged in the Office of the Registrar of Companies at least seven days before the date of the statutory meeting (section 113 (5)).

NO. OF COMPANY—

FORM No. 33.

Companies Act 1958.

NOTICE OF SITUATION OF REGISTER OF MEMBERS WHEN REGISTER IS KEPT ELSEWHERE THAN AT THE REGISTERED OFFICE.

Pursuant to Section 127 (2).

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives you notice that in pursuance of section 127 (1) of the *Companies Act 1958* the register of members has as from the day of

19 been kept at (a) and that the days and hours during which the register is accessible to the public are as follows:—

Dated the day of 19 .

Director or Secretary.

(a) 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."

NOTE.—Section 95 requires the register to be accessible for not less than three hours between the hours of 9 o'clock in the morning and 5 o'clock in the evening each day, Saturdays, Sundays, and holidays excepted.

This notice should be lodged in the office of the Registrar of Companies within seven days of the date from which the register is first kept at this office.

The penalty for default is a fine not exceeding £50 and in addition a fine of not more than £10 for every day during which the default continues after conviction.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 34.

*Companies Act 1958.*NOTICE OF CHANGE IN SITUATION OF REGISTER OF MEMBERS
WHEN REGISTER IS KEPT ELSEWHERE THAN AT THE
REGISTERED OFFICE.*Pursuant to Section 127 (2)*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives you notice that (a)

(1) the office where the register of members is kept was on the
day of 19 changed to and is now situated at (b).(2) the days and hours during which the register is accessible to the
public have as from the day of 19 been
changed as follows:—

Dated this day of 19

Director or Secretary.

(a) Of the following paragraphs, strike out that which does not apply.

(b) 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."NOTE.—Section 95 requires the register to be accessible for not less than
three hours between the hours of 9 o'clock in the morning and 5 o'clock in
the evening each day Saturdays, Sundays and holidays excepted.This notice should be lodged in the office of the Registrar of Companies
within seven days of the change.The penalty for default is a fine not exceeding £50 and in addition a
fine not exceeding £10 for every day during which the default continues
after conviction.

No. OF COMPANY—

FORM No. 35.

Companies Act 1958.

NOTICE OF RECTIFICATION OF REGISTER OF MEMBERS.

Pursuant to Section 129 (3).

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that on the

day of 19 an order was made by the Supreme Court for
the rectification of the register of members of the said company in the
following terms (a).

Dated this day of 19

Director or Secretary.

(a) Insert particulars of rectification as in order.

No. OF COMPANY—

FORM No. 36.

*Companies Act 1958.*NOTICE OF SITUATION OF OFFICE WHERE BRANCH REGISTER OF
MEMBERS IS KEPT OR OF ANY CHANGE IN THE SITUATION OR
OF DISCONTINUANCE OF ANY SUCH OFFICE.*Pursuant to Section 131 (2).*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice in accordance with
section 131 of the *Companies Act 1958* that as from the day
of 19, a branch register of members is being kept at
(a)

Dated this day of 19

Director or Secretary.

(a) In case of change the words "in lieu of" and the previous address should be inserted
after the present address.In case of discontinuance, strike out the words "is being kept" and insert the words
"was discontinued" after the address.NOTE.—This notice should be lodged in the office of the Registrar of
Companies within 21 days of the opening of the office or of the change or
discontinuance as the case may be.

The penalty for default is a fine not exceeding £50.

FIRST SCHEDULE—continued.

NO. OF COMPANY—

FORM No. 37.

Companies Act 1958.

ANNUAL RETURN OF A COMPANY NOT HAVING A SHARE CAPITAL.

Pursuant to Section 133.

(LIMITED.)

Annual return of Limited made up to the
day of 19 , being the date of the first or only
ordinary general meeting in the year 19 .

1. The address of the registered office of the company is
2. The address of the place at which the register of members is kept if other than the registered office is
3. The particulars with respect to the directors managers and secretary of the company at the date hereof are as follows:—

The Present Christian Name or Names and Surname (a).	Any Former Christian or Other Name or Names or Surname.	Usual Residential Address.	Business Occupation and Particulars of other Directorships (if none, state so), (b).
Directors :			
Managers (if any) : (c)			
Secretary : (c)			

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

Registered Number.	Date of Registration.	Amount of the Indebtedness at the Date Hereof.

Total amount of indebtedness £

Director or Secretary.

(a) In the case of a corporation, its corporate name and registered or principal office should be shown.

(b) Particulars of all other directorships of public companies or companies which are subsidiaries of public companies held by the director should be stated. It is not necessary to state particulars of directorships held by a director in a company of which the company is a subsidiary or which is a subsidiary of the company.

(c) In the case of a director who is also a manager or the secretary the appropriate particulars should be entered under each of the sub-heading "Directors" or "Managers" or "Secretary."

Certificate re Unclaimed Moneys.

I hereby certify that the provisions of the *Companies Act 1958* relating to unclaimed moneys have been complied with.

Director or Secretary.

NOTE.—Except in the case of a company registered under the *Commonwealth Life Insurance Act 1945-1958* this Return must include a copy, certified by a director or by the manager or secretary of the company to be a true copy, of the last balance-sheet and of the last profit and loss account which have respectively been audited by the company's auditors (including every document required by law to be annexed or attached thereto) together with a copy of the report of the auditors thereon (certified as aforesaid) and if any such balance-sheet or account is in a foreign language there must also be annexed to it a translation thereof in English certified in the prescribed manner to be a correct translation. If the said last balance-sheet or account did not comply with the requirements of the law as in force at the date of the audit there must be made such additions to and corrections in the said copy as would have been required to be made therein in order to make it comply with the said requirements, and the fact that the said copy has been so amended must be stated thereon. If a company has more than one such audited balance-sheet or profit and loss account since the date of the last return, every such balance-sheet and profit and loss account must be included.

"Director" includes any person occupying the position of a director by whatever name called (section 3 (1)) and also a person in accordance with whose directions the directors are accustomed to act (sec. 112 (8)).

This return should be lodged in the office of the Registrar of Companies within one month of the date to which it is made up.

The penalty for default is a fine not exceeding £100 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 38.

Companies Act 1958.

SUMMONS TO OFFICER OR AGENT OF COMPANY TO APPEAR
BEFORE INSPECTOR FOR EXAMINATION ON OATH AND TO
PRODUCE DOCUMENTS.

Pursuant to Section 146 (3).

In the matter of _____ Limited
and
In the matter of an investigation into the affairs thereof

To _____
of _____
in Victoria

Whereas by an order published in the *Government Gazette* on the _____ day of _____ 19____, the Governor in Council in pursuance of the powers conferred upon him by the *Companies Act 1958* did appoint me, the undersigned _____ an inspector to investigate the affairs of _____ Limited and to report thereon in the manner as such Order directed: And whereas under the provisions of the said Act I, as such inspector, may require certain persons to appear before me for examination on oath, and to produce all books and documents in the custody or under the control of such person:

Now therefore these are to require you to be and appear on the _____ day of _____ 19____ at _____ o'clock in the _____ noon at _____ in the said State before me for examination on oath in relation to the business of the company, and also to bring with you and produce at the time and place aforesaid, for examination the following books and documents, that is to say

Dated at _____ this _____ day of _____ 19____
Inspector.

No. OF COMPANY—

FORM No. 39.

Companies Act 1958.

SUMMONS TO OFFICER OR AGENT OF COMPANY TO APPEAR
BEFORE INSPECTOR FOR EXAMINATION ON OATH AND TO
PRODUCE DOCUMENTS.

Pursuant to Section 146 (3).

In the matter of _____ Limited
and
In the matter of an investigation into the affairs thereof

To _____
of _____
in Victoria

Whereas at a general meeting of the members of _____ Limited held on the _____ day of _____ 19____ a special resolution was passed appointing me the undersigned _____ an inspector to investigate the affairs of

_____ Limited and to report thereon in the manner as such general meeting directed: And whereas under the provisions of the said Act I, as such inspector, may require certain persons to appear before me for examination on oath in relation to its business, and to produce all books and documents in the custody or under the control of such person:

Now therefore these are to require you to be and appear on the _____ day of _____ 19____ at _____ o'clock in the _____ noon at _____ in the said State before me for examination on oath in relation to the business of the company, and also to bring with you and produce at the time and place aforesaid for examination the following books and documents, that is to say

Dated at _____ this _____ day of _____ 19____
Inspector.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 40.

Companies Act 1958.

NOTICE OF APPOINTMENT OF LIQUIDATOR IN A WINDING UP BY THE COURT.

Pursuant to Section 169 (1) (a).

(LIMITED.)

To the Registrar of Companies.

I/We of hereby give notice that by order of the Court dated the day of 19 I/We was/were appointed liquidator(s) of Limited.

Dated this day of 19 Liquidator(s).

NOTE.—Until this notice has been lodged the person appointed shall not be capable of acting as liquidator.

This notice must be signed by each liquidator.

No. OF COMPANY—

FORM No. 41.

Companies Act 1958.

NOTICE OF CHANGE OF ADDRESS OR OFFICE OF LIQUIDATOR.

Pursuant to Sections 169 (3) and 206 (1).

To the Registrar of Companies.

(LIMITED.)

I the liquidator of Limited hereby give you notice that on the day of 19 my address was changed to and is now situated at

Dated this day of 19 Liquidator.

NOTE.—This notice should be lodged with the Registrar of Companies within twenty-one days of the date of the change.

The penalty for default is a fine not exceeding £50 and in addition in the case of a notice required by Section 206 (1) a fine not exceeding £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 42.

Companies Act 1958.

DECLARATION OF SOLVENCY IN A MEMBERS' VOLUNTARY WINDING UP.

Pursuant to Section 198.

In the matter of the *Companies Act 1958*

and

In the matter of Limited.

Declaration of Solvency.

We of being (a) directors of do solemnly and sincerely declare that we have made a full enquiry into the affairs of this company, and that, having so done, we have formed the opinion that this company will be able to pay its debts in full within a period of (b) months, from the commencement of the winding up.

Annexed hereto and marked with the letter "A" is a true and correct statement of the company's assets and liabilities as at 19 being the latest practicable date before the making of this declaration.

And we make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at in the State of Victoria this day of 19

Before me—

(a) "all the" or "a majority of the".

(b) Insert a period of months not exceeding twelve.

NOTE.—This declaration is to be made by all the Directors of the Company or in the case of a company having more than two Directors may be made by a majority of the directors.

This declaration will have no effect for the purposes of the Act unless it is made within the five weeks immediately preceding the date of the passing of the resolution for winding up the Company and is lodged with the Registrar of Companies before that date.

There shall be annexed to this declaration a statement of assets and liabilities in the following form.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 44.

Companies Act 1958.

NOTICE OF APPOINTMENT OF LIQUIDATOR(S) IN A VOLUNTARY WINDING UP.

Pursuant to Section 206 (1).

(LIMITED.)

To the Registrar of Companies.

I, (a) of hereby
 give notice that by (b) I, (a) have been appointed
 Liquidator(s) of Limited as from the day
 of 19 and that the situation of the office(s) of such
 Liquidator(s) is as follows:—

Dated this day of 19
 Liquidator(s).

(a) or "We."

(b) State whether by resolution of the company or how otherwise.

NOTE.—This notice must be lodged in the office of the Registrar of Companies within twenty-one days after the appointment.

The penalty for default is a fine not exceeding £50 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 45.

Companies Act 1958.

RETURN OF THE SUMMONING AND/OR HOLDING OF FINAL MEETING IN A MEMBERS' VOLUNTARY WINDING UP OR A CREDITORS' VOLUNTARY WINDING UP.

Pursuant to Section 210 (3).

(LIMITED.)

To the Registrar of Companies.

I, (a) of
 being the Liquidator(s) of Limited
 hereby inform you that (b)

(1) at a general meeting of the said company duly summoned for and held on the day of 19 pursuant to section 210 of the *Companies Act 1958* for the purpose of having an account (a copy of which is attached hereto) laid before it showing how the winding up of the company had been conducted and the property of the company had been disposed of the same was done accordingly.

(2) a general meeting of the said company having been duly summoned for the day of 19 pursuant to section 210 of the *Companies Act 1958* for the purpose of having an account (a copy of which is attached hereto) laid before it showing how the winding up of the company had been conducted and the property of the company had been disposed of no quorum was present at the meeting.

Dated this day of 19
 Liquidator(s).

(a) or "We."

(b) Of the two following paragraphs, strike out that which does not apply.

NOTE.—This return must be accompanied by a copy of the account of liquidator showing how the winding up has been conducted and the property of the company has been disposed of.

This return should be lodged in the office of the Registrar of Companies within seven days after a general meeting of the company called as required by section 210 (2) for the purpose of laying before it an account of the winding up.

The penalty for default is a fine not exceeding £50.

FIRST SCHEDULE—continued.

FORM No. 46.

Companies Act 1958.

NOTICE OF INTENTION TO APPLY FOR EXEMPTION.

Pursuant to Section 259 (1).

(LIMITED.)

Limited hereby gives notice of its intention to apply to the Governor in Council for exemption in the case of the shares of the said Limited from the provisions of section 259 (1) of the *Companies Act* 1958 forbidding persons to go 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 or Secretary.

NOTE.—This notice should be advertised in the *Government Gazette* and in a daily newspaper generally circulating throughout Victoria.

FORM No. 47.

Companies Act 1958.

STATEMENT IN WRITING ACCOMPANYING AN OFFER IN WRITING
TO ANY MEMBER OF THE PUBLIC OF SHARES FOR PURCHASE.

Pursuant to Section 259.

(LIMITED.)

The particulars required by section 259 (4) of the *Companies Act 1958* are as follows:—

1. I, _____ of _____
being the person making an offer in writing accompanying this statement
to _____ of _____
of shares issued or to be issued by a company known as
Limited, for the purchase am acting as (a) _____.

2. The said company was incorporated in _____ on the day of _____ 19____ and the address of its registered or principal office in Victoria is _____.

3. The authorized share capital of the said company is _____ pounds of which share capital _____ pounds have been issued.

(b) The said share capital is divided into the following classes:—

4. The dividends paid by the said company on each class of shares during each of the five financial years immediately preceding the date hereof are as follows—(c)

5. The total amount of any debentures issued by the said company and outstanding at the date hereof is _____ pounds and the rate of interest payable thereon is _____ per centum per annum.

6. The names and addresses of the directors of the said company are as follows:—

7. The shares comprised in the said offer are paid up (d)

8. The shares comprised in the said offer (e)
(i) are quoted on the (f) Stock Exchange at
in

(ii) are shares ⁱⁿ permission to deal with which has been granted by the (f) Stock Exchange at in

(iii) are not quoted on nor has permission to deal therein been granted by any prescribed Stock Exchange in the Commonwealth of Australia or elsewhere—

WHERE THE OFFER RELATES TO UNITS.

9. The names and addresses of the persons in whom the shares represented by the units are vested are as follows:—

10. The document defining the terms on which the shares represented by the units are held is dated the _____ day of _____ 19____ and was made between the following parties _____ and such document or a copy thereof can be inspected at _____ in the State of Victoria.

[illegible]

(a) "principal" or "agent of such principal can be served with process is as principal whose address in Victoria where

(b) Omit the words following if not applicable. Otherwise, set out (i) the classes, if any, into which the authorized share capital is divided (ii) the number of shares in each class and (iii) the rights of each class of shareholders in respect of capital, dividends and voting.

(c) If no dividend has been paid in respect of shares of any particular class during any of those years, a statement to that effect must be set out.

(d) "in full" or "to the extent of _____ per share."

(e) Of the three following sub-paragraphs omit those which do not apply.

(f) Insert the name of a Stock Exchange in the Commonwealth of Australia or elsewhere prescribed by the Governor in Council for the purposes of this section.

NOTE.—Section 259 (8) provides that “shares” means the shares of a company whether a company within the meaning of the *Companies Act 1958*, or not and includes debentures and units and (without affecting the generality of the expression “debentures”) all such documents (commonly referred to as “bonds”) as confer or purport to confer on the holder thereof any claim against a company whether such claim is present or future or certain or contingent or ascertained or sounding only in damages; that references to offers of shares for purchase are deemed to include references to offers of shares by way of barter or exchange; and that references to offers of shares for purchase are deemed to include references to such offers of shares by broadcasting, television, or cinematograph.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 48.

*Companies Act 1958.*NOTICE OF INCREASE IN SHARE CAPITAL OF NO LIABILITY
COMPANY BEYOND THE REGISTERED CAPITAL.*Pursuant to Section 270 (2).*

(No LIABILITY.)

To the Registrar of Companies.

No Liability hereby gives you notice that by special resolution of the company passed on the day of 19 the nominal share capital was increased by the addition thereto of the sum of beyond the registered capital of

The mode adopted for the increase is by raising the amount of each of the (a) shares existing in the company from to

Dated this day of 19

Director or Secretary.

(a) State number of shares in the Company.

NOTE.—This notice should be lodged in the office of the Registrar of Companies within seven days of the passing of the special resolution.

The penalty for default is a fine not exceeding £50.

No. OF COMPANY—

FORM No. 49.

*Companies Act 1958.*NOTICE OF APPOINTMENT OF AGENT OF A COMPANY
INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 295 (1) (d).*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that of a person resident in Victoria has been authorized as from the day of 19, to accept on behalf of the said company service of process and any notices required to be served on the company.

Dated this day of 19

Director or Secretary.

NOTE.—This notice should be accompanied by a statutory declaration in the form of the Eleventh Schedule (Section 295 (3)).

In the case of a society this form requires to be adapted accordingly.

This notice should be lodged in the office of the Registrar of Companies within one month after the date of establishment of a place of business within Victoria or in the case of a change of agent within one month of the date of the change.

The penalty for default is a fine not exceeding £50 and in addition a fine of £10 for every day during which the default continues after conviction.

No. OF COMPANY—

FORM No. 50.

*Companies Act 1958.*NOTICE OF RESIGNATION OF OFFICE OF AGENT OF A COMPANY
INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 295 (4).*

(LIMITED.)

To the Registrar of Companies.

I, of in the State of Victoria hereby give notice that on the day of 19, I resigned the office of agent of Limited for the purposes of the *Companies Act 1958*.

Dated this day of 19
(Sgd.)

FIRST SCHEDULE—*continued.*

No. OF COMPANY—

FORM No. 51.

*Companies Act 1958.*NOTICE THAT A PERSON HAS CEASED TO ACT AS AGENT OF A
COMPANY INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 295 (4).*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that on

the day of 19 ,

of in the State of Victoria ceased to be the agent of the
said company for the purposes of the *Companies Act 1958.*

Dated this day of 19 .

Director or Secretary.

No. OF COMPANY—

FORM No. 52.

*Companies Act 1958.*RETURN OF ALTERATION IN CERTAIN PARTICULARS RELATING
TO A COMPANY INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 296.*

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that

on the day of 19 , an alteration was made in the following
particulars relating to the said company (a).

Dated this day of 19 .

Agent in Victoria.

(a) The alterations of which notice must be given are—

1. In the charter, statutes or memorandum and articles of the company or society or any other instrument constituting or defining the constitution of the company or society.
 2. In the name of the Company or Society.
 3. In the residential address of the person authorized to accept service on behalf of the Company.
 4. In the address of the registered office of the company in the place of incorporation.
- In the cases referred to in paragraphs 1 and 2, a copy of the amended instrument or the document effecting the alteration certified as hereinbefore provided should be attached to this notice.

Notice of any alteration in the directors or managers or secretary of the company or society or the particulars contained in the list of directors or managers or secretary should be made on Form 32.

Notice of any change in the situation of the registered office or of the days or hours during which it is accessible to the public should be made on Form 27.

NOTE.—This return should be filed in the office of the Registrar of Companies within one month of the date of the change.

The penalty for default is a fine not exceeding £50 and in addition a fine not exceeding £10 for every day during which the default continues after conviction.

FIRST SCHEDULE—continued.

No. of COMPANY—

FORM No. 53.

*Companies Act 1958.*NOTICE OF INCREASE IN NOMINAL SHARE CAPITAL BY A
COMPANY INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 296 (2).*

(LIMITED.)

To the Registrar of Companies.

1. Limited hereby gives you notice that on
the day of 19
the nominal share capital was increased from
to

2. The additional capital is divided as follows:—

Number of Shares.	Class of Shares.	Nominal amount of each Share.

3. The conditions (e.g., voting, rights, dividends, &c.) subject to which
the new shares have been or are to be issued are as follows:—

Dated this day of 19 .
Agent in Victoria.

NOTE.—This notice should be lodged in the office of the Registrar of
Companies within one month of the date of the increase.

The penalty for default is a fine not exceeding £50 and in addition a
fine of £10 for every day during which the default continues after
conviction.

No. of COMPANY—

FORM No. 54.

*Companies Act 1958.*STATUTORY DECLARATION TO ACCOMPANY THE BALANCE-SHEET
OF A COMPANY INCORPORATED OUTSIDE VICTORIA.*Pursuant to Section 297 (3).*

(LIMITED.)

In the matter of the *Companies*
Act 1958

and

In the matter of Limited.

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

(1) I am (a) of Limited.

(2) The balance-sheet accompanying this declaration is in such form and
contains such particulars and includes such documents as the company is
required to make out and lay before the company in general meeting by
the law for the time being of (b) where the said company
was incorporated.

And I make this solemn declaration conscientiously believing the same
to be true and by virtue of the provisions of an Act of the Parliament of
Victoria rendering persons making a false declaration punishable for wilful
and corrupt perjury.

Declared at
in the State of Victoria this }
day of 19 }

Before me—

(a) Insert "the duly appointed agent in Victoria," or "a director" or "the secretary."

(b) Insert the country or state where the company was incorporated.

NOTE.—If this declaration is not made within Victoria it should be in
the form required by the laws of the place where the declaration is made.

FIRST SCHEDULE—continued.

No. OF COMPANY—

FORM No. 55.

Companies Act 1958.

NOTICE BY A COMPANY INCORPORATED OUTSIDE VICTORIA WHICH
HAS CEASED TO HAVE AN ESTABLISHED PLACE OF BUSINESS
WITHIN VICTORIA.

Pursuant to Section 300 (1).

(LIMITED.)

To the Registrar of Companies.

Limited hereby gives notice that on the
day of 19, the said company
ceased to have an established place of business in Victoria.

Dated this day of 19

Agent in Victoria.

NOTE.—This document should be lodged in the office of the Registrar
of Companies within seven days of the company ceasing to have a place of
business in Victoria.

The penalty for default is a fine not exceeding £50 and in addition a
penalty of £10 for every day during which the default continues after
conviction.

No. OF COMPANY—

FORM No. 56.

Companies Act 1958.

NOTICE BY A COMPANY INCORPORATED OUTSIDE VICTORIA
OF LIQUIDATION IN THE COUNTRY IN WHICH IT IS
INCORPORATED.

Pursuant to Section 300 (2).

(LIMITED.)

To the Registrar of Companies.

I, of
in the State of Victoria being the Agent in Victoria of
Limited hereby give notice that on the day of
19, the said company went into liquidation in (a) and that
of was by (b)
appointed liquidator.

Dated this day of 19

Agent in Victoria.

(a) Insert the country or state where the company was incorporated.
(b) State manner of appointment whether by order of the Court or otherwise, and
date of any instrument, &c., evidencing such appointment.

NOTE.—This return should be filed in the office of the Registrar of
Companies within seven days of the commencement of the winding up.

The penalty for default is a fine not exceeding £50 and in addition a fine
not exceeding £10 for every day during which the default continues after
conviction.

No. OF COMPANY—

FORM No. 57.

Companies Act 1958.

NOTICE BY A COMPANY INCORPORATED OUTSIDE VICTORIA
OF DISSOLUTION IN THE COUNTRY IN WHICH IT WAS
INCORPORATED.

Pursuant to Section 300 (3).

(LIMITED.)

To the Registrar of Companies.

I, of
in the State of Victoria being the Agent in Victoria of Limited
hereby give notice that on the day of
19, the said company was dissolved in (a) where the said
company was incorporated.

Dated this day of 19

Agent in Victoria.

(a) Insert the country or state where the company was incorporated.

NOTE.—This return should be lodged in the office of the Registrar of
Companies within seven days of the dissolution of the company.

The penalty for default is a fine not exceeding £50 and in addition a fine
not exceeding £10 for every day during which the default continues after
conviction.

SECOND SCHEDULE.
FEES TO BE PAID TO THE REGISTRAR OF COMPANIES.

	£	s.	d.
1. On lodging articles of association of a company	2	0	0
2. On lodging any special resolution altering the articles of association of a company whereby more than six of such articles are altered	2	0	0
3. On lodging any special resolution altering the objects clause of the memorandum of association of a company	2	0	0
4. On lodging any prospectus or statement in lieu of prospectus	2	0	0
5. On any subpoena served on the Registrar of Companies to produce any document in his custody	2	0	0
6. On lodging any application under section 57 or section 259	2	0	0
7. On lodging any other application	1	0	0
8. For entry in the register of mortgages and charges of any memorandum of satisfaction	1	10	0
9. For every certificate issued by the Registrar of Companies under any Act	1	0	0
10. For copy or extract made and certified by the Registrar of Companies of any document in his custody—			
For each copy or extract not exceeding five folios of 72 words to the folio	0	10	0
For each additional folio of 72 words	0	2	0
11. For completing and certifying by the Registrar of Companies of a copy or extract of any document in his custody of which a printed or typed copy is supplied—			
For each copy or extract not exceeding five folios of 72 words to the folio	0	10	0
For each additional folio of 72 words	0	1	0
12. For photographic copies of documents in the custody of the Registrar of Companies—for each sheet copied	0	3	0
13. For each copy of any photograph in the custody of the Registrar of Companies	0	6	0
14. For search as to availability of any name proposed to be adopted by a company—for every name searched	0	5	0
15. For every search or inspection of the registers and documents kept by the Registrar of Companies, pursuant to Division 7, Part III. of the <i>Companies Act 1958</i>	0	5	0
16. For every other search or inspection of the documents kept by the Registrar of Companies under any Act	0	5	0
17. On lodging, registering, depositing, or filing any other document with or by the Registrar of Companies under any Act (where the fee is not specified in any relevant Act or Regulation)	1	0	0
NOTE.—These fees are in addition to those prescribed by the Second Schedule to the <i>Companies Act 1958</i> .			

And the Honorable Arthur Gordon Rylah, Her Majesty's Attorney-General for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

$\frac{1}{2} \left(\frac{1}{2} + \frac{1}{2} \right) = \frac{1}{2}$

[981]



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 28]

WEDNESDAY, MARCH 25

[1959

FIREARMS ACT 1958.

*At the Executive Council Chamber, Melbourne, the
twenty-fourth day of March, 1959.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Chandler

Mr. Reid.

REGULATIONS.

WHEREAS by the *Firearms Act* 1958, it is amongst other things enacted that the Governor in Council may make regulations for or with respect to the matters therein referred to:

Now therefore His Excellency the Governor of the State of Victoria, in the Commonwealth of Australia, by and with the advice of the Executive Council of the said State and in pursuance of the powers conferred by the *Firearms Act* 1958 and all other powers him thereunto enabling, doth make the Regulations following (that is to say):—

1. These Regulations may be cited as the "Firearms Regulations 1959," and shall come into force on the first day of April, One thousand nine hundred and fifty-nine, on and from which date Regulations made by the Governor in Council, on the thirtieth day of September, 1952, and the fifth day of August, 1958, and published in the *Government Gazette* on the second day of October, 1952, and the sixth day of August, 1958, respectively, shall be and the same are hereby revoked.

2. In these Regulations unless inconsistent with the context or subject matter—

"Act" means the *Firearms Act* 1958.

"Chief Commissioner" means the Chief Commissioner of Police.

"Schedule" means Schedule to these Regulations.

3. The forms in the First Schedule or forms to the like effect varied as the circumstances may require may be used and shall be sufficient for the purposes of the Act.

4. Subject to these Regulations the appropriate fee as provided for in the Second Schedule shall be paid to the Chief Commissioner or authorized officer of police for any gun dealer's licence or renewal or transfer thereof or any duplicate of a licence or of a firearm certificate.

5. For the purposes of the Act any air gun or air rifle the barrel of which is rifled shall be and the same is hereby declared to be specially dangerous.

Antique Firearm.

6. The notice to be given under the provisions of the Act by the owner of an antique firearm which is sold bought carried or possessed as a curiosity or ornament shall be in the form or to the effect of Form 1 of the First Schedule.

Gun Dealers.

7. An application for a gun dealer's licence or for a renewal thereof or for a transfer of a gun dealer's licence from one person to another or from one place of business to another place of business or for a special authority pursuant to section 10 of the Act shall be in the form or to the effect of Form 2 of the First Schedule.

8. A gun dealer's licence shall be in the form or to the effect of Form 3 of the First Schedule.

9. (1) The register of transactions to be kept by every holder of a gun dealer's licence, pursuant to section 17 of the Act, shall be in the form or to the effect of Form 4 of the First Schedule.

(2) Each and every firearm shall be individually described in the register of transactions.

(3) Every holder of a gun dealer's licence shall keep a separate register of transactions on every premises in respect of which he holds a gun dealer's licence.

(4) The date of stocktaking shall be the 30th day of June in each year or such other date as the Chief Commissioner or authorized officer of police on the application of the holder of a gun dealer's licence may approve.

(5) The quantities and description of firearms in possession and for sale at the date of stocktaking shall be entered in the register of transactions by every holder of a gun dealer's licence within seven days after that date.

10. (1) The register of transactions required to be kept pursuant to the Act and these Regulations shall be in the form of a book the leaves of which shall be bound by sewing or in such other manner as to prevent any page being removed or withdrawn; and each page of such book shall be numbered consecutively.

(2) No register of transactions shall be brought into use by any holder of a gun-dealer's licence until it has been identified and marked by the Chief Commissioner or an authorized officer of police by signature or other mark.

(3) Every holder of a gun dealer's licence shall preserve every marked register of transactions together with any signature or other mark of identification and no person shall remove or withdraw any page therefrom.

11. Where any of the forms prescribed by these Regulations are kept in the form of a book the leaves of such book shall be bound by sewing or in such other manner as to prevent any page being removed or withdrawn; and each page of such book shall be numbered consecutively.

12. Every entry required to be made in any register of transactions and every other document required to be furnished pursuant to the Act or these Regulations shall be printed or written in ink and any alteration shall be made in ink by interlineation or deletion and not by erasure.

13. (1) No register of transactions or other record required to be kept pursuant to the Act or these Regulations by the holder of a gun dealer's licence shall be destroyed or removed from the premises of such holder of a gun dealer's licence without the approval in writing of an authorized officer of police.

(2) No register of transactions or other record required to be kept pursuant to the Act or these Regulations shall be destroyed within a period of two years of the date of the last entry therein.

(3) Every holder of a gun dealer's licence shall permit any member of the police force during ordinary business hours to make extracts from the register of transactions, or other record required to be kept pursuant to the Act or these Regulations.

Firearm Certificate.

14. (1) A person in possession of a firearm who desires to obtain a firearm certificate in respect thereof or a renewal of such certificate shall make an application to the Chief Commissioner or an authorized officer of police in the form or to the effect of Forms 5, 6, or 7 of the First Schedule (as the case may require).

(2) On being satisfied that the applicant is entitled to a firearm certificate or a renewal thereof the Chief Commissioner or an authorized officer of police shall grant such applicant a firearm certificate or renewal thereof.

15. A firearm certificate—

- (a) shall be in the form or to effect of Form 8 of the First Schedule;
- (b) may be issued in such design as may be convenient; and
- (c) may contain such particulars by way of information as may be deemed necessary.

16. (1) A person desiring to purchase a firearm for the purpose of possessing or carrying or both possessing and carrying such firearm shall make an application to the Chief Commissioner or authorized officer of police in the form or to the effect of Forms 5, 6, or 7 of the First Schedule (as the case may require) for a firearm certificate.

(2) On being satisfied that the said person is entitled to purchase and possess or carry or both possess and carry a firearm the Chief Commissioner or authorized officer of police shall advise the said person that he may select from the stock of the holder of a gun dealer's licence a firearm of the kind or type described in his application.

(3) On the selection by the said person of a firearm the holder of a gun dealer's licence shall make the entries required in the original notice in the form or to the effect of Form 9 of the First Schedule obtain the said person's signature thereto and himself sign the said notice and thereupon deliver it to the said person.

(4) At the same time the holder of a gun dealer's licence shall in like manner complete the first part of the duplicate notice in the form or to the effect of Form 9A of the First Schedule and retain such notice.

(5) The said person shall thereupon deliver such completed notice to the Chief Commissioner or the authorized officer of police to whom he made his application for a firearm certificate and upon receipt of a firearm certificate he shall produce such firearm certificate to the gun dealer from whose stock he had selected the firearm as aforesaid.

(6) The said holder of a gun dealer's licence shall then deliver to the said person such firearm and firearm certificate and in the presence of the said person complete the second part of Form 9A and obtain the applicant's signature thereto and within 48 hours thereof, post or deliver the completed Form 9A to the Chief Commissioner or to the authorized officer of police who issued such firearm certificate.

17. (1) A person desiring to purchase a firearm from another person who is the holder of a firearm certificate in respect of such firearm shall make an application for a firearm certificate to the Chief Commissioner or authorized officer of police in the form or to the effect of Forms 5, 6, or 7 of the First Schedule (as the case may require).

(2) On being satisfied that the said person is entitled to purchase and possess or carry or both possess and carry a firearm the Chief Commissioner or authorized officer of police shall obtain from the person in whose possession such firearm is a notice in the form or to the effect of Form 10 of the First Schedule intimating that he is willing to sell or transfer such firearm to the said person.

(3) Both the said person and the person in whose possession is such firearm shall appear in person as directed before an authorized officer of police for the purpose of delivering such completed Form 10 to such authorized officer of police and transferring such firearm and to have any firearm certificate altered amended or cancelled as the case may require.

(4) An authorized officer of police may in order to avoid hardship to any person make some other suitable arrangements to give effect to the requirements of the next preceding sub-clause.

Special Authorities.

18. (1) Any person who has a firearm in his possession on a ship or on an aircraft as part of the equipment of the ship or aircraft and who desires to take such firearm from the ship or aircraft for repair testing or proving in Victoria shall make an application in writing to the Chief Commissioner or an authorized officer of police for a special authority so to do.

(2) The special authority to be issued upon such an application shall be in the form or to the effect of Form 11 of the First Schedule and may contain such conditions as the Chief Commissioner or authorized officer of police may deem necessary to impose.

19. (1) When any person is in possession of a firearm and his application for the grant or renewal of a firearm certificate has been refused or his firearm certificate has been revoked and he desires to dispose of the firearm such person shall make an application in writing to the Chief Commissioner or an authorized officer of police so to do.

(2) The special authority to be issued upon such an application shall be in the form or to the effect of Form 12 of the First Schedule and may contain such conditions as the Chief Commissioner or authorized officer of police may deem necessary to impose.

(3) At the time of the sale of such firearm the purchaser shall in the presence of the seller complete the particulars in the said Form 12 and obtain the seller's signature to such form and after signing his own signature thereto he shall forward such form within 48 hours to the Chief Commissioner or the authorized officer of police who issued such special authority.

Supplemental Matters.

20. (1) In any case in which the holder of a gun dealer's licence for any reason whatsoever ceases to hold such licence and at that time is in possession of any firearm he shall within 48 hours thereof supply a full description together with any number and identification mark on each of such firearms to the Chief Commissioner or the authorized officer of police at the place where such gun dealer's licence was issued.

(2) The Chief Commissioner or an authorized officer of police may in writing direct the person who holds or has held such licence—

- (a) to dispose of the said firearms in such manner as may be reasonable or convenient; or
- (b) to take such action for the safe-keeping of such firearms as may be necessary.

(3) Such person who holds or has held such gun dealer's licence shall carry out such direction and shall keep and preserve any register of transactions in use and in his possession at the time. The provisions of clause 13 of these Regulations shall extend and apply to every such register of transactions.

21. Every holder of a gun dealer's licence including every person who is subject to the provisions of clause 20 of these Regulations and every person acting for or on his behalf shall aid and enable and shall not hinder or delay the Chief Commissioner or an authorized officer of police or a member of the Police Force in the carrying out of any duty or the doing of any act under these Regulations.

22. Where a gun dealer's licence or a firearm certificate is lost destroyed mutilated or damaged to such an extent as to make it indecipherable or difficult to read or examine the holder of such gun dealer's licence or firearm certificate shall in writing within seven days of his knowledge or discovery thereof notify such loss destruction mutilation or damage to the Chief Commissioner or the authorized officer of police at the place where such gun dealer's licence or firearm certificate was issued and shall apply for a duplicate of such gun dealer's licence or firearm certificate in the same manner as an application for a licence or certificate or renewal thereof.

Penalties.

23. Every person guilty of a contravention of or failure to comply with any of the provisions of these Regulations upon conviction therefor shall be liable to a penalty of not more than Twenty pounds.

Warrants to Search for Firearms or Prohibited Weapons.

24. Every warrant to search granted under section 38 of the *Firearms Act 1958* shall be in the form or to the effect of Form 13 of the First Schedule.

FIRST SCHEDULE.

Section 4.

Form 1.

Firearms Act 1958.

NOTICE OF OWNERSHIP OF AN ANTIQUE FIREARM.

To the Chief Commissioner of Police,
Melbourne.

I, _____ of _____
hereby give notice, as required by the *Firearms Act 1958*, that I am the owner of an antique firearm which is described hereunder, and I hereby make application for an order in writing signifying that the provisions of the *Firearms Act 1958* shall not apply to such antique firearm.

Description of antique firearm—

Name and address of person from whom it was acquired—

Date acquired—

How acquired, i.e., by purchase or otherwise—

State whether it will be used as a curiosity or ornament—

Where will it be kept—

Is it likely to be carried about—

If so, supply full details of the circumstances and occasions—

Dated at _____ this _____ day of _____ 19 _____

Signature—

Sections 7, 8, 10.

Form 2.

Firearms Act 1958.

APPLICATION FOR GUN DEALER'S LICENCE TRANSFER OR SPECIAL AUTHORITY.

To the Chief Commissioner of Police

or

To the Authorized Officer of Police

at _____

I hereby apply under the provisions of the above-mentioned Act for

*(a) A Gun Dealer's Licence.

(b) A renewal of a Gun Dealer's Licence.

(c) A transfer of a Gun Dealer's Licence from _____

to _____

(d) A special authority,

and furnish the following particulars:—

Number of any Gun Dealer's Licence already held:—

Surname—

Christian names—

Date and year of birth—

Nationality—

Place of birth—

Place of residence—

Period of residence in Victoria—

Name of partnership—

Full names of partners—

Name of Company—

Names of Directors Manager and Secretary—

Place of business—

State whether you own or rent the premises—

Nature of business (manufacture, repair, test or proof, or sale, wholesale, or retail)—

Convictions (if any)—

Specify whether any other business is carried on at the same address, and, if so, by whom and the nature of such business.

Specify whether a Gun Dealer's Licence is held in respect of any other premises. If so state number of licence and address of such premises—

Dated at _____ this _____ day of _____ 19 _____

Signature

or

Company's Seal.

*Strike out particulars which do not apply.

Section 7.

Form 3.

Firearms Act 1958.

GUN DEALER'S LICENCE.

This is to certify that _____ of _____

is hereby licensed under the *Firearms Act 1958* to carry on the business of a Gun Dealer at _____

from the date hereof until the 30th of June, 19 _____, and a fee of _____ pounds _____ shillings and _____ pence has been paid for such licence.

£ _____ : _____ : _____
Dated at _____ this _____ day of _____ 19 _____

Chief Commissioner of Police

or

Authorized Officer of Police

at _____

Section 17.

Form 4.

Firearms Act 1958.
REGISTER OF FIREARMS TRANSACTIONS.

Receipt of Firearms.							Disposal of Firearms.	
Date.	Full Description, including Calibre, Number of Chambers or Barrels.	Maker's Name.	Maker's Number.	Other Marks.	Purpose for which Received. (Sale, Repair, Test, Proof, Alteration.)	Seller's or (when Received for Repair, &c.) Owner's Name and Address.	Particulars of Seller's Authority to Sell or Owner's Firearm Certificate or Authority to Possess Firearm.	Particulars of Work Done.
								Purchaser's Name and Address.
								Particulars of Firearm Certificate or Authority to Acquire.
								Date of Sale or Return to Owner after Repair, &c.
								Remarks.

Section 22.

Form 5.

Firearms Act 1958.

APPLICATION FOR A FIREARM CERTIFICATE (FIREARM OTHER THAN A PISTOL).

To the Chief Commissioner of Police

or

To the Authorized Officer of Police at

I hereby apply for a Firearm Certificate and furnish the following particulars:—

Name in full—

Address—

Date and year of birth—

Nationality and place of birth—

Place of residence—

Place of business—

I am in possession of the following firearms (other than a pistol). (Give full particulars including the number of Firearm Certificate.)

I desire to purchase the following firearms (other than a pistol). (Give full particulars.)

Reason for desire to purchase or have firearms in possession—

Have you previously made any application in respect to a firearm either in Victoria or elsewhere. If so give particulars—

Are you of intemperate habits—

Have you been an inmate of a Mental Institution—

If so give particulars—

Have you ever suffered from any mental disorder—

If so give particulars—

Have you ever been charged with or convicted of any offence—

If so give particulars—

I, _____ of _____ in the State of Victoria do solemnly and sincerely declare that the above particulars in my application for a Firearm Certificate in respect of a firearm not being a pistol are true and correct and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at _____ in the State of Victoria this _____ day of _____

19

Before me—

Constable

A member of the Police Force.

Section 22.

Form 6.

Firearms Act 1958.

APPLICATION ON BEHALF OF A COMPANY FOR A FIREARM CERTIFICATE IN RESPECT OF A PISTOL OR FOR THE RENEWAL THEREOF.

On behalf of

of

being the

*Chairman, Member of Governing Body, Director, Manager, Secretary, hereby make application for a Firearm Certificate in respect of a pistol or pistols and furnish the following particulars:—

Name of Company—

Registered Office—

If incorporated at a place outside Victoria give particulars—

The Company desires to purchase the following pistols (give full particulars)—

State fully—

(a) the circumstances under which such pistols are or will be used, and

(b) what steps are or will be taken for their safe-keeping when not being used.

Has any person previously on behalf of the Company made any application in respect of a pistol either in Victoria or elsewhere—

If so give particulars including the number of any Firearm Certificate previously issued—

Dated at _____ this _____ day of _____ 19 _____
Signature—

* Strike out particulars which do not apply.

Section 22.

Form 7.

Firearms Act 1958.

APPLICATION FOR A FIREARM CERTIFICATE IN RESPECT OF A PISTOL OR RENEWAL THEREOF.

To the Chief Commissioner of Police

or

To the Authorized Officer of Police at

I hereby apply for a Firearm Certificate in respect of a pistol or pistols and furnish the following particulars:—

Name—

Address—

Date and year of Birth—

Nationality and Place of Birth—

Place of Residence—

Place of Business—

I am in possession of the pistols for which I hold Firearm Certificate No. _____

I desire to purchase the following pistols (give full particulars)—

Reason for desire to purchase or have in possession—

State fully—

(a) the circumstances under which such pistols are or will be used, and

(b) what steps are or will be taken for their safe-keeping when not being used—

Do you acknowledge that suitable provision for the safe-keeping of pistols will be a condition of the issue or renewal of a Firearm Certificate and that non-compliance with this or any other condition contained in a Firearm Certificate will justify its cancellation—

Are you of intemperate habits—

Have you been an inmate of a Mental Institution—

If so give particulars—

Have you ever suffered from any mental disorder—

If so give particulars—

Have you previously made any application in respect of any firearm whatsoever either in Victoria or elsewhere—

If so give particulars—

Have you ever been charged with or convicted of any offence—

If so give particulars—

I, _____ of _____
In the State of Victoria, do solemnly and sincerely declare that the above particulars in my application for a Firearm Certificate in respect of a pistol are true and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at _____ in the State of Victoria, this _____ day of _____ 19 _____

Before me—

Constable

A member of the Police Force.

Section 22.

Form 8.

Firearms Act 1958.

FIREARM CERTIFICATE.

This is to certify that _____ of _____
whose signature is affixed hereto, is authorized to purchase possess or carry as the case may be the firearm or firearms described hereunder and the purchase possession and carrying of such firearm or firearms is subject to the conditions enumerated hereunder—

Dated at _____ the _____ day of _____ 19 _____
Chief Commissioner of Police

or

Authorized Officer of Police.

Signature of Holder—

Particulars.

- A. Description of firearm—
- B. Authority to purchase—
- C. Authority to possess—
- D. Authority to carry—
- E. Authority to purchase possess or carry any additional firearm or
- F. Conditions—
- G. Special conditions—
- H. Variation of conditions—
- I. Renewals of Certificate—

ORIGINAL.

Form 9.

Firearms Act 1958.

NOTICE OF SELECTION OF A FIREARM.

To the Chief Commissioner of Police

or

To the Authorized Officer of Police at

Take notice that _____ of _____ being desirous of purchasing and possessing or both possessing and carrying a firearm has selected the firearm as hereunder described and it is being held by me/us for delivery upon issue to him of a Firearm Certificate.

Full description including calibre number of chambers or barrels.	Maker's name.	Maker's marks.	Other numbers or marks.	Remarks.

Dated at _____ this _____ day of _____ 19 .
 Signature of Purchaser. _____
 Signature of Gun Dealer. _____
 Address of Gun Dealer. _____

Instructions to Purchaser—

This notice must be delivered without delay to the Authorized Officer of Police to whom you made an application for a Firearm Certificate.

Having obtained a Firearm Certificate in respect of the above-described firearm you will present it to the Gun Dealer in order that you may take possession of the firearm.

You must attend personally to this and at the time of delivery of the firearm you will be required to sign a notice for the information of the Authorized Officer of Police that you have received the firearm.

DUPLICATE.

Form 9A.

Firearms Act 1958.

NOTICE OF SELECTION OF A FIREARM.

FIRST PART.

To the Chief Commissioner of Police

or

To the Authorized Officer of Police at

Take notice that _____ of _____ being desirous of purchasing and possessing or both possessing and carrying a firearm has selected the firearm as hereunder described and it is being held by me/us for delivery upon issue to him of a Firearm Certificate.

Full description including calibre number of chambers or barrels.	Maker's name.	Maker's marks.	Other numbers or marks.	Remarks.

Dated at _____ the _____ day of _____ 19 .
 Signature of Purchaser. _____
 Signature of Gun Dealer. _____
 Address of Gun Dealer. _____

SECOND PART.

To the Chief Commissioner of Police

or

To the Authorized Officer of Police at

Take notice that I have examined Firearm Certificate No. _____ and dated _____ and pursuant thereto the firearm above described was this day delivered to _____ of _____ who in my presence has affixed his signature hereto.

Dated at _____ the _____ day of _____ 19 .
 Signature of purchaser. _____
 Signature of Gun Dealer. _____

N.B.—This notice must be forwarded within 24 hours.

Section 22.

Form 10.

Firearms Act 1958.

APPLICATION FOR SPECIAL AUTHORITY TO PURCHASE A FIREARM FROM THE HOLDER OF A FIREARM CERTIFICATE.

Take notice that _____ being desirous of purchasing and possessing or both possessing and carrying a firearm namely _____ and _____ of _____ being the holder of Firearm Certificate No. _____ in respect to such firearm has agreed to sell the said firearm to the said _____ upon issue to him of a Firearm Certificate and this having been done we the undersigned each jointly and severally agree to attend before the Chief Commissioner of Police or an Authorized Officer of Police or otherwise as may be arranged for the purpose of transferring the said firearm and of having the Firearm Certificate amended or cancelled as the case may require.

Dated at _____ the _____ day of _____ 19 .
 Purchaser's signature. _____
 Vendor's signature. _____

Section 26.

Form 11.

*Firearms Act 1958.*SPECIAL AUTHORITY FOR A PERSON FROM A SHIP OR AIRCRAFT
TO BRING FIREARMS TEMPORARILY INTO VICTORIA.

whose signature is affixed hereunder the _____ of the
ship/aircraft now at _____ being in possession of a firearm
described as _____
as part of the equipment of such ship/aircraft is hereby authorized to have
in his possession and carry the said firearm for the purpose of delivering
such firearm to _____ for repair testing or proving and
returning such firearm to the said ship/aircraft.

N.B.—This special authority will operate until midnight on
the _____ day of _____ 19 _____.

Dated at _____ this _____ day of _____ 19 _____
Signature. _____

Chief Commissioner of Police
or
Authorized Officer of Police
at _____

Section 26.

Form 12.

SPECIAL CONDITIONS.

*Firearms Act 1958.*SPECIAL AUTHORITY TO POSSESS AND CARRY A FIREARM
PENDING SALE.

This is to certify that _____ of
whose signature is affixed hereunder being a person who is in possession
of a firearm, and
(a) whose application for the grant or renewal of a Firearm Certifi-
cate has been refused;
(b) whose Firearm Certificate has been revoked;
is hereby authorized to have in his possession and carry the firearm des-
cribed as _____ for the purpose of selling such firearm.

The conditions of sale are—

Dated at _____ the _____ day of _____ 19 _____
Signature of Seller, _____

Chief Commissioner of Police
or
Authorized Officer of Police
at _____

The following notice must be completed and returned within 24 hours
of the sale of the above described firearm.

NOTICE OF PURCHASE.

To the Chief Commissioner of Police _____

or
To the Authorized Officer of Police at _____

I have this day purchased from _____ of
whose signature appears at the foot hereof the firearm described as _____

The above conditions of sale have been complied with.

Dated at _____ the _____ day of _____ 19 _____

Purchaser's signature.
Name.
Address.

Seller's signature.

Section 38.

Form 13.

Firearms Act 1958.

WARRANT TO SEARCH FOR FIREARMS OR PROHIBITED WEAPONS.

IN THE

BAILLIWICK

Informant.
Defendant.

Date of Information

19

To

a member of the Police Force of Victoria.

WHEREAS I, the undersigned, a Justice of the Peace, for the Bailiwick in the State of Victoria, am satisfied by the information on oath of (a) An authorized Officer of Police. (b) A member of the Police Force of or above the rank of Senior Constable. (c) A member of the Police Force in charge of a station. (a) is necessary in the case of a licensed gun dealer, (b) or (c) applies in other cases.

that there is reasonable ground for suspecting that an offence to wit against the *Firearms Act 1958* has been, is being, or is about to be committed:

Now I, the undersigned Justice of the Peace within and for the said Bailiwick, do hereby authorize the said to enter at any time by day or by night the premises or place situate at if necessary by force for that purpose, and to search the premises or place and every person found therein, and to seize and detain any firearm or prohibited weapon which you find on the premises or place or on any such person, and in respect of which or in connexion with which you have reasonable grounds for suspecting that an offence against the *Firearms Act 1958* has been, is being, or is about to be committed, and if the premises are those of a licensed gun dealer to examine any register or books relating to the business.

Dated at the day of 19 Justice of the Peace.

SECOND SCHEDULE.

FEES.

For every Gun Dealer's Licence or renewal or duplicate thereof—	£	s.	d.
For a full period of twelve months	2	0	0
For each month or part of a month up to a total period of six months	0	5	0
For each month or part of a month exceeding a total period of six months but less than twelve months (provided that the total fee shall not exceed £2)	0	4	0
For each transfer by indorsement of a Gun Dealer's Licence	0	2	6
For every duplicate of a Firearm Certificate	0	5	0

And the Honorable Arthur Gordon Rylah, Her Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

VICTORIA



GOVERNMENT GAZETTE.

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No. 29]

WEDNESDAY, MARCH 25

[1959

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

*At the Executive Council Chamber, Melbourne,
the twenty-fourth day of March, 1959.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Chandler

Mr. Reid.

THE PROCESS SERVERS AND INQUIRY AGENTS REGULATIONS 1959.

IN pursuance of the powers conferred by the *Process Servers and Inquiry Agents Act 1958* and all other powers him thereunto enabling, His Excellency the Governor of the State of Victoria, in the Commonwealth of Australia, by and with the advice of the Executive Council of the said State, doth make the Regulations following (that is to say):—

1. (1) These Regulations may be cited as the *Process Servers and Inquiry Agents Regulations 1959* and shall come into operation on the first day of April, 1959.

(2) On the commencement of these Regulations the "*Process Servers and Inquiry Agents Regulations 1956*" shall be revoked.

2. (1) In these Regulations unless inconsistent with the context or subject-matter—

"Act" means the *Process Servers and Inquiry Agents Act 1958*.

"Inquiry agent" means any person (whether or not he carries on any other business) who, whether as principal agent or employé, exercises or carries on or advertises or notifies or states that he exercises or carries on or that he is willing to exercise or carry on or in any way holds himself out to the public as ready to undertake any of the following functions, namely:—

(a) obtaining and furnishing information as to the personal character or actions of any person or as to the character or nature of the business or occupation of any person;

- (b) obtaining preparing or giving any evidence for the purpose of any proceedings under the *Marriage Act 1958* or *Maintenance Act 1958* whether such proceedings are already begun or are contemplated or prospective;
- (c) searching for missing persons;
- (d) furnishing guards or watchmen;
- (e) ascertaining the whereabouts of or repossessing any goods or chattels delivered pursuant to a hire-purchase agreement—

on behalf of any other person and for or in consideration of any payment or other remuneration (whether monetary or otherwise).

"Licence" means a process servers licence or (as the case requires) inquiry agents licence issued under the Act.

"Process server" means any person (whether or not he carries on any other business) who, whether as principal agent or employé, exercises or carries on or advertises or notifies or states that he exercises or carries on or that he is willing to exercise or carry on or in any way holds himself out to the public as ready to undertake the serving of any writ, summons, or other legal process on behalf of any other person and for or in consideration of any payment or other remuneration (whether monetary or otherwise).

"Register" means the register of process servers and inquiry agents required by the Act to be kept.

"Registrar" means the Registrar of process servers and inquiry agents under the Act.

"Schedule" means Schedule to these Regulations.
The singular includes the plural and vice versa.

(2) Any reference in these Regulations to a form shall be a reference to the appropriate form in the Schedule hereto or to a form to the like effect.

3. The Registrar shall be responsible for the custody of the register and shall keep such register as required by the Act.

4. The Register shall be in accordance with Form "A" in the Schedule.

5. (1) Every application for a process servers licence shall be in duplicate and shall be in accordance with Form "B" in the Schedule.

(2) Every application for an inquiry agents licence shall be in duplicate and shall be in accordance with Form "B1" in the Schedule.

(3) Every application for the renewal of a process servers licence shall be in duplicate and shall be in accordance with Form "C" in the Schedule.

(4) Every application for the renewal of an inquiry agents licence shall be in duplicate and shall be in accordance with Form "C1" in the Schedule.

6. The notice of the receipt of applications to be posted by the clerk of petty sessions, pursuant to section 10 of the Act, shall be in accordance with Form "D" in the Schedule.

7. Every objection lodged by any person against any application for a licence shall be in accordance with Form "E" in the Schedule.

8. Every licence issued by a court of petty sessions shall be in accordance with Form "F" in the Schedule.

9. Every duplicate licence issued by the court on the loss or destruction of the original shall, before issue, be endorsed with the words "duplicate of licence issued on the day of 19 "

Dated this day of 19 .

Signed.

Clerk of Petty Sessions."

10. (1) Not later than seven days after the end of every calendar month, every clerk of petty sessions shall forward to the Registrar a return of licences issued, or refused, by the court or cancelled and delivered up to the court.

(2) Every such return shall be in accordance with Form "G" in the Schedule.

11. Every certificate of the Registrar stating that a person is or is not or at any specified time was or was not the holder of a licence; shall be in accordance with Form "H" in the Schedule.

12. Every inquiry agent and every process server shall keep a record in the form of a properly bound book with consecutively numbered pages of the services performed by him as such inquiry agent or (as the case may be) process server, and such record shall contain the following particulars:—

- (a) (in the case of an inquiry agent engaged in any inquiry to obtain information or evidence other than an inquiry to ascertain the whereabouts of any goods or chattels delivered pursuant to a hire-purchase agreement)—
 - (i) the full name and address of the person or body on whose behalf the inquiry was conducted;
 - (ii) the date instructions to undertake the inquiry were received by the inquiry agent;
 - (iii) a statement of the nature of the inquiry;
 - (iv) the date a written statement of the information or evidence obtained or other final report on the inquiry was delivered to the person or body requiring the same;
 - (v) the fee charged for the inquiry.
- (b) (in the case of an inquiry agent acting in connexion with ascertaining the whereabouts of or repossessing any goods or chattels delivered pursuant to a hire-purchase agreement)—
 - (i) the full name and address of the person from whom the goods or chattels concerned were repossessed;
 - (ii) the name and address of the person or body on whose behalf the repossession was made;
 - (iii) the date and time of day of such repossession;
 - (iv) the names and licence numbers of the inquiry agents who repossessed the goods or chattels concerned;
 - (v) a full description of the goods or chattels repossessed and the place where or the address of the premises at which they were repossessed;
 - (vi) as to whether or not the person from whom the goods or chattels were repossessed was present at the time of such repossession;
 - (vii) if such person was not present at the time of such repossession, the names of any other inmates or occupants of premises at which the goods or chattels were repossessed who were then present;
 - (viii) if the goods or chattels were repossessed at any premises and the person from whom they were repossessed was not present at the time of repossession, how entry was made into the premises;
 - (ix) the exact terms of the authority, document, arrangement or agreement under which legal power to make such entry is claimed;
 - (x) what notice, if any, was given or left for the person from whom the goods or chattels were repossessed that such repossession was made;
 - (xi) the address to which the repossessed goods or chattels were taken.
- (c) (in the case of a process server)—
 - (i) the name and address of the person or body requiring the process to be served;
 - (ii) the nature of the process;
 - (iii) the date such process was received by the process server;
 - (iv) the name and address of the person to be served with the process;
 - (v) the date the process was served;
 - (vi) (in the event of non-service) the reason for failure to serve the process;
 - (vii) the fee charged for the service.

13. The record specified in Regulation 12 shall be open for inspection at any time during normal business hours by the Registrar of Process Servers and Inquiry Agents and, on the written authority of an officer of the Police Force not under the rank of Inspector, by any member of the Police Force.

14. (a) The particulars relating to any inquiry to be conducted by an inquiry agent as specified in Regulation 12 (a) shall (so far as they are then obtainable) be entered in the record forthwith upon the inquiry agent agreeing with a client to undertake the inquiry concerned and any outstanding particulars shall be entered therein forthwith after the completion or cessation of such inquiry.

(b) The particulars relating to the repossession of any goods or chattels or the service of any process as specified in Regulations 12 (b) and 12 (c) shall be entered in the record prescribed forthwith after repossession of the goods or chattels concerned or the service of any process, as the case may be.

15. Any person who contravenes or fails to comply with any of the provisions of Regulations 12, 13 and 14, or who obstructs the Registrar of Process Servers and Inquiry Agents or any member of the Police Force in the carrying out of any inspection of records as prescribed in Regulation 13 shall be guilty of an offence and shall be liable, upon conviction, to a penalty of not more than £25.

SCHEDULE.

FORM "A".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Register of Process Servers and Inquiry Agents Licences.

Full Name of Holder of Licence.	Type of Licence.	Place of Business (or Principal Place if more than One such Place).	Registered Address of Holder of Licence.	Date Licence Issued.	Date of Expiry.	If a Renewal, Date of Previous Licence.	If Holder a Director of a Corporation, Name of such Corporation.	Remarks.

FORM "B".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Application for a Process Server's Licence.

In the Court of Petty Sessions

at

I,

(Full Christian names and surname.)

of

(Place of abode.)

hereby make application to the Court of Petty Sessions appointed to be held at _____ on the _____ day of _____ 19 _____ being the Court nearest to my place of business, or my principal place of business (as the case may be) for the issue of a process server's licence.

My Address for Registration is

My places of business are as follow:—

(If the person applying for a licence is a director of a corporation carrying on the business of process server, state:—

(a) Name of Corporation

(b) Address of Registered Office

(c) Full names of other directors

I enclose three testimonials, in duplicate, as to my character.

Dated this _____ day of _____ 19 _____

Signature of Applicant

NOTE.—This application must be delivered to the Court of Petty Sessions at least 21 days before the day on which the application will be made.

FORM "B1".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Application for an Inquiry Agent's Licence.

In the Court of Petty Sessions
at

I,

(Full Christian names and surname.)

of

(Place of abode.)

hereby make application to the Court of Petty Sessions appointed to be held at on the day of 19 being the Court nearest to my place of business, or my principal place of business (as the case may be) for the issue to me of an inquiry agent's licence. If the licence is issued to me I intend to carry out the following functions:—

- (a) obtaining and furnishing information as to the personal character or actions of any person or as to the character or nature of the business or occupation of any person;
- (b) obtaining preparing or giving any evidence for the purpose of any proceedings under the *Marriage Act 1958* or *Maintenance Act 1958*;
- (c) searching for missing persons;
- (d) furnishing guards or watchmen;
- (e) ascertaining the whereabouts of or repossessing any goods or chattels pursuant to a hire-purchase agreement.

NOTE.—The applicant must strike out any of these functions which do not apply to his particular case.

My places of business are as follow:—

My Address for Registration is

(If the applicant is a director of a corporation, carrying on the business of Inquiry Agent, state:—

- (a) Name of Corporation
- (b) Address of Registered Office
- (c) Full names of other directors

I enclose three testimonials, in duplicate, as to my character.

Dated this day of 19

Signature of Applicant

NOTE.—This application must be delivered to the Court of Petty Sessions at least 21 days before the day on which the application will be made.

FORM "C".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Application for Renewal of a Process Server's Licence.

In the Court of Petty Sessions
at

I,

(Full Christian names and surname.)

of

(Place of abode.)

being the holder of a current process server's licence hereby make application to the Court of Petty Sessions appointed to be held at on the day of 19 being the Court nearest to my place of business or my principal place of business (as the case may be) for renewal of such licence.

My Address for Registration is

My places of business are as follow:—

(If the person applying for renewal of a licence is a director of a corporation carrying on the business of process server state:—

- (a) Name of Corporation
- (b) Address of Registered Office
- (c) Full names of other directors

Dated at this day of 19

Signature of Applicant

NOTE.—This application must be delivered to the Court of Petty Sessions at least 21 days before the day on which the application will be made.

FORM "C1".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Application for Renewal of an Inquiry Agent's Licence.

In the Court of Petty Sessions

at

I,

(Full Christian names and surname.)

of

(Place of abode.)

being the holder of a current inquiry agent's licence, hereby make application to the Court of Petty Sessions appointed to be held at

on the day of 19 being the Court nearest to my place of business, or my principal place of business (as the case may be) for the renewal of such licence.

My Address for Registration is

My places of business are as follow:—

(If the person applying for renewal of a licence is a director of a corporation carrying on the business of an Inquiry Agent, state:—

(a) Name of Corporation

(b) Address of Registered Office

(c) Full names of other directors

Dated this

day of

19

Signature of Applicant

NOTE.—This application must be delivered to the Court of Petty Sessions at least 21 days before the day on which the application will be made.

FORM "D".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Notice of Receipt of Applications for Process Servers and Inquiry Agents Licences under the Provisions of the Process Servers and Inquiry Agents Act 1958.

I, the undersigned, being the Clerk of the Court of Petty Sessions at hereby give notice that applications, as under, have been lodged for hearing by the said Court on the day of 19 .

Any person desiring to object to any of such applications must lodge notice of his objection in the prescribed form with me and serve a copy of the same on the applicant personally or by post, at least three days before the hearing of the application.

APPLICATIONS FOR PROCESS SERVERS AND INQUIRY AGENTS LICENCES.

Full Name of Applicant.	Description of Licence.	Principal Place of Business of Applicant.	Registered Address of Applicant.	Applicant's Place of Abode.

Dated at

this

day of

19

Clerk of Petty Sessions.

FORM "E".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Notice of Objection to Application for a Process Servers or an Inquiry Agents Licence.

In the Court of Petty Sessions at

In the matter of the application of

(Full names)

of _____ for a *process servers
an inquiry agents licence.
(Address)

*Strike out the words which do not apply.

I, the undersigned

(Name, address, and occupation.)

in accordance with the provisions of the *Process Servers and Inquiry Agents Act 1958* hereby give notice that I object to the application above-mentioned.

The grounds of my objection are as follow:—

Dated at this day of 19

Signature of Objector.

FORM "F".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

*Process Servers
Inquiry Agents Licence.

In the Court of Petty Sessions at

Application having been made to the Court by

of for a *Process Servers Inquiry Agents licence and the Court

having considered such application and being satisfied that the applicant is a fit person to hold a licence and the applicant having paid the prescribed fee, the Court issues to the applicant this licence which shall take effect from the day of and shall unless cancelled, pursuant to the Act, continue in force until the 31st day of December, 19 and the said is hereby authorized to act as a process server inquiry agent during the currency of the licence.

* Strike out the words which do not apply.

Dated at this day of 19 .

Fee paid £ . Clerk of Petty Sessions.

NOTE.—Every licensed process server or inquiry agent is required by the Act to produce his licence on demand to the Registrar of Process Servers and Inquiry Agents or to any member of the Police Force or to any person with whom the holder of the licence is transacting or attempting to transact any business as such.

FORM "G".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Return of Process Servers and Inquiry Agents Licences Issued by the Court of Petty Sessions at _____ or Cancelled and Delivered up to the Court.

LICENCES ISSUED.

Date of Issue.	Name in Full, Surname first (Alphabetical Order).	Principal Place of Business.	Registered Address.	Type of Licence.	Date of Expiry.	Remarks.

LICENCES CANCELLED.

Name in Full, Surname first (Alphabetical Order).	Principal Place of Business.	Registered Address.	Type of Licence.	Date of Cancel- lation.	Court at which Granted.	Remarks.

APPLICATIONS REFUSED.

Name in Full of Applicant.	Address.	Type of Licence Applied for.	Court.	Grounds for Refusal.	Remarks.

Dated the day of 19 .

Clerk of Petty Sessions.

The Registrar,
Process Servers and Inquiry Agents,
Chief Secretary's Office,
Spring-street,
Melbourne, C.I.

FORM "H".

PROCESS SERVERS AND INQUIRY AGENTS ACT 1958.

Certificate.

I,
of
the registrar of process servers and inquiry agents under the above-
mentioned Act, hereby certify that
of *is
 is not at the date hereof or
(as the case requires) *was on the day of .
 was not .
19 the holder of *an inquiry agent's licence.
 a process server's .

* Strike out the words which do not apply.

Dated this day of 19 .

Registrar of Process Servers
and Inquiry Agents.

Chief Secretary's Office,
Spring-street,
Melbourne, C.I.

And the Honorable Arthur Gordon Rylah, Her Majesty's Chief
Secretary for the State of Victoria, shall give the necessary directions
herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.