



Form 5011

Corporations Act 2001

s436E, 439A

Corporations Regulations 2001

5.6.11.(2), 5.6.27

Copy of minutes of meeting

Company details

Company name

ACN/ABN

Lodgement details

Who should ASIC contact if there is a query about this form?

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

Total number of pages

Details of minutes of meeting

Attach a copy of the minutes of meeting

Date of meeting

 / /

[D] [D] / [M] [M] / [Y] [Y]

Are the minutes being lodged for a meeting convened under s436E or s439A of the *Corporations Act 2001*?

Yes

No

Signature

This form must be signed by the chair of the meeting.

I certify that the attached minutes of meeting are a true copy of the original minutes of meeting signed by the chair of the meeting as identified in the minutes.

Name

Registered liquidator number (if applicable)

Signature

Date signed

 / /

[D] [D] / [M] [M] / [Y] [Y]

Lodgement

If lodging with ASIC, send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by visiting the ASIC website
www.asic.gov.au

For more information

Web www.asic.gov.au

Need help? www.asic.gov.au/question

Telephone 1300 300 630

Guide: Copy of minutes of meeting

Form 5011
Corporations Act 2001
s436E, 439A
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5.6.11.(2), 5.6.27

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 5011.

Use of this form	The use of this form is optional. It has been prepared by ASIC to assist business with the lodgement process by highlighting information required by ASIC.
Lodgement period	If lodged for a meeting convened under s436E or s439A - 10 business days. If lodged other than for a meeting convened under s436E or s439A - 1 month.
Late fees	Late fees will apply if you lodge a copy of the minutes of meeting outside of the lodgement period. The late fees are: <ul style="list-style-type: none">• \$67 for up to one month late• \$278 for over one month late. A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the Corporations Act 2001. A receipt will not be issued unless requested.

Lodgement

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