



CARTER CAPNER LAWYERS REQUEST TO UPLIFT ARCHIVE DOCUMENTS

I, _____ (full name) of _____ (address)
hereby request that Carter Capner uplift the following documents from archives and hold them at their office at Level 18, 141 Queen Street, Brisbane, Queensland for collection by me:-

- 1.
- 2.

(specify precisely all documents eg by registered number and date)

Signature:.....
Date:

Do documents relate to another person or to a company? If so
Full name of other person or company:

Your relationship to other person/company:
(Please provide original or certified copies of documents evidencing such relationship.)

Consent by other person/company

I, _____ (full name) of _____ (address)
Consent to the documents listed above that are held by Carter Capner on my behalf being uplifted and delivered by you at my risk to the person whose name appears at the top of this request.

Signature:.....Date:

Or if a company,
Executed by the company, in accordance with its constitution:

.....(sign) who certifies that I am an authorised officer. Date:

.....(sign) who certifies that I am an authorised officer. Date:

Verification

To protect clients against fraud, Original ID documents (eg. Driver’s Licence or Australian Passport) must be produced when collecting documents at our office. If you are mailing this request, you must attach **copies** of suitable ID (eg. Driver’s Licences or Australian Passport) that show clearly legible signatures **of all signatories** to this request.

Office Use Only		
Signature verified against		
Specify means	Sign:	Date:

If document/s is/are required to be sent :-

I/We hereby request that you send the document by pre-paid registered post to the following address:-

Name:
Address:

I/We accept the risk associated with delay, loss or damage to the documents in transit. I/We hereby indemnify Carter Capner and shall keep it indemnified in respect of all actions, costs, claim suits and demands which may arise or may be brought against it by reason of the loss or damage to the documents or their delay in delivery, while in transit.

(must be signed by person requesting, all document owners and company officers)

Signature:.....Date:
Signature:.....Date:
Signature:.....Date:

Provided all items are signed, completed, all required items are produced, and uplift/ID fees paid, documents will be available for collection or sending by registered post within 3 business days.

Check List:

- This request must be fully completed then signed **in all places** by **every relevant person**.
- Documents held in more than name must have the consent of all document owners.
- Original ID documents (Driver's Licence or Australian Passport) must be produced when collecting document or if you are mailing this request, you must attach a certified copies of suitable ID Driver's Licences or Australian Passports that show clearly legible signatures **of all signatories** to this request.
- For companies, evidence must also be produced that the person/s signing this document for the company have the authority of the company. Suitable evidence is a recent company search or pre printed ASIC annual company return form.
- This request must be accompanied by payment as follows:-

Archive Uplift and ID procedure fee	\$66.00 (Incl. GST)
Registered Post	\$ 4.20
<i>Services beyond simple uplift & ID charged at standard rates</i>	