



FAITH WORKS INTERNATIONAL

31/08/2021

Dear Client,

Thank you for engaging our services, allowing us to assist you in setting up your new venture. Attached to this email are several documents for you to fill out. There will be more to come as we go through this process.

Your engagement fee is the start of this process. Once I have all the documents I need for lodgement, I will require full payment, please. There are a few steps to go through;

1. When you and your potential Board members read through the *111 Constitution document*, you will need to have a meeting where this document is approved or adjustments applied and then returned to me for finalisation.
2. Each of the potential Board members will need to complete the 107 A and B documents. The originals will need to be mailed to me ASAP. However, to speed the process up, scanned and emailed copies will suffice.
3. So that I can set up all the necessary protocols and the organisational structure with all the required agencies, I will initially assume the position of Company Secretary. Once the approvals are in and the organisation is ready to go, there will be another Board meeting where I will resign, and you will appoint a new Secretary.
4. You will need to give me two possible names for your new organisation because your preferred choice may not be available.
5. All the other documents for you to access are found at; [Bartley Books - Victory](#)
6. Also, I need to know who to make the initial invoice out to please.

I look forward to assisting you on this journey.

Yours in Christ,

Ps Trevor Bartley

Trevor Bartley - CEO