

ASIC CORPORATE SECRETARY SERVICES

The Corporations Act



If you are a director or a secretary of a company in Australia, you have a legal obligation to ensure the company is compliant with the Corporations Act.

The preparation of resolutions to support the decisions and direction of the company is an important part of sound corporate governance and should not be overlooked.

If not done correctly, the Australian Securities and Investments Commission (ASIC) has the power to enforce a range of possible penalties, which unlike the ATO, can rarely be cancelled. Late fees are charged when certain documents are lodged late or when fees are not paid on time so this is also important to adhere to.

ASIC SUPPORT SERVICES

We understand managing your company's corporate file can be a very time consuming and cumbersome administrative process. We provide a range of services to business owners to manage their ASIC requirements such as:

- Register a Company (Company Formation)
- Acting as the company's registered office
- Maintaining the company file
- Incorporating companies and establishing trusts
- Annual ASIC Company Statements

- Preparing all documentation related to minutes and resolutions
- Assisting with changes of directors, shareholders, addresses, and office details
- Assisting with share transfers
- De-registering companies
- Providing company search results
- Registering business names

We can establish companies, discretionary trusts, unit trusts and Self-Managed Super Funds. We can also explain and interpret the complex clauses within an entity's constitution and rules, and ensure that proposed commercial transactions adhere to those rules.

ASIC SERVICE FEES

Our fee for lodging your Annual Company Statement including maintaining the register, preparation of minutes and compliance with Australian Securities and Investments Commission is \$220.00 including GST.

Changes to addresses, directors and shareholders etc are required to be reported to ASIC within 28 days. When you require us to make these changes, there will be a fee charged of between \$50.00 - \$100.00

*The fees for other special corporate secretarial work depend on the complexities of your business situation.

CONTACT US

Contact us on 5366 1000 to discuss how our team can manage your ASIC compliance obligations.





OFFERING PERSONALISED SERVICES TO IMPROVE YOUR FINANCIAL POSITION

- Taxation planning and advice
- Financial reports
- Bookkeeping & IT services
- Business development coaching
- Self Managed Super Funds administration
- Individual and business income tax returns and compliance
- GST advice and compliance
- Rental property analysis
- Advice for buying or selling a business
- Structure advice
- Rental Property analysis



PROVIDING YOU WITH THE BEST ADVICE TOOLS YOU NEED TO BUILD A SECURE FINANCIAL FUTURE

- Self managed superannuation funds
- Financial Planning
- Retirement
- Transition to Retirement
- Wealth creation
- Advice on Centrelink issues
- Estate planning
- Life and income protection
- Investment advice
- Advice on Centrelink
- Aged Care
- Debt Management

Account(able) Financial Planners Pty Ltd is an Authorised Representative of Consultum Financial Advisers Pty Ltd.
ABN 65 006 373 995 AFSL 230323



HELPING YOU MAKE THE RIGHT CHOICE WHEN BORROWING MONEY FOR YOUR BUSINESS OR PERSONAL NEEDS

- Home loans & Refinancing
- Land & Construction Finance
- Investment property purchase & refinancing
- Commercial Property Finance
- Transport Finance
- Construction Equipment Finance
- Business Finance
- Vehicle & equipment Finance
- Secured personal loans

Account(able) Home Loans & Finance Pty Ltd is an authorized credit representative of Bacchus Marsh Finance Pty Ltd Australian Credit License No: 392575

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