

COMPANY SECRETARIAL SERVICES

Our in house solicitors can attend to the establishment of companies, trusts and superannuation funds.

Our in house accountants and or solicitors can attend to the preparation and or lodgement of documentation to comply with the various compliance requirements of the Australian Taxation Office, Australian Prudential Regulation Authority or Australian Securities and Investment Commission.

PRICE LIST*

The prices for providing these services are as follows:

• Shelf company and a discretionary trust (excluding stamp duty)	\$1,222.00
• Shelf company and a unit trust	\$1,222.00
• Shelf company and a hybrid trust	\$1,222.00
• Shelf company and superannuation fund	\$1,112.00
• Hybrid trust deed and related documents	\$ 440.00
• Section 109 loan agreement and related documents	\$ 363.00
• Shelf companies (your choice of name and number of directors)	\$ 812.00
• Shelf companies (no choice of name, one shareholder and director)	\$ 812.00
• Medical and dental companies	\$1,372.00
• Professional practice / service trust service agreement	\$ 363.00
• Discretionary trusts (excluding stamp duty)	\$ 363.00
• Unit trusts	\$ 363.00
• Hybrid trust	\$ 440.00
• Superannuation fund (includes full register)	\$ 363.00
• Superannuation fund deed amendments	\$ 363.00
• Partnership Agreements	\$ 363.00
• Single director conversions	\$ 176.00
• Single member conversions	\$ 176.00
• Sale of business agreements	\$ 462.00
• Sale of asset agreements	\$ 462.00
• Company loan kit	\$ 363.00
• Company voluntary de-registrations	\$ 143.00
• Company name changes	\$ 517.00
• Company searches	\$ 66.00
• Company seal	\$ 66.00
• Australian Business Name Registration	\$ 110.00
• Multiple TFN / ABN / GST / PAYG WH Registrations	\$ 137.50
• Company name change (includes Constitution, Minutes, Seal)	\$ 627.00

Note: All prices are inclusive of G.S.T

*** Current as at 1 July 2010 and subject to change without notice**

ORDER FORMS

Order forms for the following types of entities and or services follow:

- Company (e.g. Pty Ltd)
- Discretionary Trust (e.g. Family Trust, Service Trust)
- Unit Trust
- Superannuation Fund
- Conversion to a Single Director Company
- Partnership
- Company Loan Agreement
- Registration of Business name
- Registration for New Tax System (e.g. TFN, ABN, GST, PAYG WH)

INSTRUCTION SHEET TO PURCHASE OR REGISTER A NEW AUSTRALIAN COMPANY

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd
ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053
CONTACT: Ashley Adsett
DELIVERY INSTRUCTIONS: Send all materials to above address
PHONE: 03 9650 3888 FAX: 03 9654 1788

COMPANY NAME.....
2ND PREFERENCE.....
REGISTERED OFFICE.....
NAME OF OCCUPIER (Only if company is not occupier).....
BUSINESS ADDRESS.....
NATURE OF BUSINESS.....

**DIRECTORS/SECRETARIES/PUBLIC OFFICER AND SHAREHOLDERS:
(NB: A company must have at least one director and secretary)**

NAME.....
FORMER NAME (if any).....
ADDRESS.....
TAX FILE NUMBER.....DATE OF BIRTH.....
TOWN & COUNTRY OF BIRTH.....
DIRECTOR? YES/NO SECRETARY? YES/NO PUBLIC OFFICER? YES/NO
IF SHAREHOLDER NUMBER OF SHARES REQUIRED.....
PUBLIC COMPANY DIRECTORSHIPS (if any).....

NAME.....

FORMER NAME (if any).....

ADDRESS.....

TAX FILE NUMBER.....DATE OF BIRTH.....

TOWN & COUNTRY OF BIRTH.....

DIRECTOR? YES/NO SECRETARY? YES/NO PUBLIC OFFICER? YES/NO

IF SHAREHOLDER NUMBER OF SHARES REQUIRED.....

PUBLIC COMPANY DIRECTORSHIPS (if any).....

NAME.....

FORMER NAME (if any).....

ADDRESS.....

TAX FILE NUMBER.....DATE OF BIRTH.....

TOWN & COUNTRY OF BIRTH.....

DIRECTOR? YES/NO SECRETARY? YES/NO PUBLIC OFFICER? YES/NO

IF SHAREHOLDER NUMBER OF SHARES REQUIRED.....

PUBLIC COMPANY DIRECTORSHIPS (if any).....

NAME.....

FORMER NAME (if any).....

ADDRESS.....

TAX FILE NUMBER.....DATE OF BIRTH.....

TOWN & COUNTRY OF BIRTH.....

DIRECTOR? YES/NO SECRETARY? YES/NO PUBLIC OFFICER? YES/NO

IF SHAREHOLDER NUMBER OF SHARES REQUIRED.....

PUBLIC COMPANY DIRECTORSHIPS (if any).....

DISCRETIONARY TRUST ORDER FORM

Please arrange for the consultant solicitor to prepare a trust deed as follows:

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd
ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053
CONTACT: Ashley Adsett
DELIVERY INSTRUCTIONS: Send all materials to above address
PHONE: 03 9650 3888 FAX: 03 9654 1788

NAME OF TRUST:

COMMENCEMENT

DATE OF THE TRUST: The day of 200

SETTLOR:

Name
Address

INITIAL

APPOINTER:

TRUSTEE:

Name
(A.C.N. if a company)
Address or Registered Office

SETTLED SUM

\$20.00

PRIMARY BENEFICIARIES:

CHARITIES:

VESTING DATE:

Eighty Years

GOVERNING LAW:

This deed will be prepared by the consultant solicitor and a fee note will be rendered by the consultant solicitor direct to the instructing accountant.

NAME.....

UNITS HELD.....

ADDRESS.....

NAME.....

UNITS HELD.....

ADDRESS.....

VESTING DATE: Eighty Years

GOVERNING LAW:

This deed will be prepared by the consultant solicitor and a fee note will be rendered by the consultant solicitor direct to the instructing accountant.

Further members or trustees: please provide the above details on a separate page

All legal documents to be prepared by a solicitor on our instruction

CONVERSION TO A SINGLE SHAREHOLDER/DIRECTOR COMPANY

INSTRUCTION ACCOUNTANT'S DETAILS

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CONTACT: Ashley Adsett
DELIVERY INSTRUCTIONS: Send all materials to above address
PHONE: 03 9650 3888 FAX: 03 9654 1788

Company's Details

Company Name ACN
Registered Office

Details of Retiring Directors/Secretaries

Name
Address
Date of Birth
Town / country of Birth
Date appointed DirectorDate appointed Secretary
If more than one provide details in an appendix.

Details of Remaining Director/Secretary

Name
Address
Date of Birth
Town / country of Birth
Date appointed DirectorDate appointed Secretary

Details of Retiring Shareholders

Name
Address
Class of Share Number of shares held

If more than one provide details in an appendix.

Details of Remaining Shareholder

Name
Address
Class of Share Number of shares held

PARTNERSHIP ORDER FORM

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd

ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053

CONTACT: Ashley Adsett

DELIVERY INSTRUCTIONS: Send all materials to above address

PHONE: 03 9650 3888

FAX: 03 9654 1788

Partnership Details

Name of partnership

Partner's proportions

Address of business premises

Commencement Date

Signing Date

Details of First Partner

Name

A.C.N. if a company

Address or registered office

Details of Second Partner

Name

A.C.N. if a company

Address or registered office

Details of Third Partner

Name

A.C.N. if a company

Address or registered office

If more than three partners please add their details in a separate schedule.

Please do not hesitate to contact us if you need extra information about the details required to document a partnership agreement.

APPLICATION FORM FOR COMPANY LOAN KIT

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd

ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053

CONTACT: Ashley Adsett

DELIVERY INSTRUCTIONS: Send all materials to above address

PHONE: 03 9650 3888

FAX: 03 9654 1788

Name and address of the Borrower

Name, address and details of the company Lender

Amount of loan

Agreed Limits

Securities

Guarantees

Term

Minimum annual repayments

Date minimum annual payment due

Interest Rate

State of proper Law

Date of Loan

INSTRUCTION SHEET TO REGISTER A NEW AUSTRALIAN BUSINESS NAME

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd
ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053
CONTACT: Ashley Adsett
DELIVERY INSTRUCTIONS: Send all materials to above address
PHONE: 03 9650 3888 FAX: 03 9654 1788

BUSINESS NAME.....

2ND PREFERENCE.....

REGISTERED OFFICE ADDRESS.....

.....

BUSINESS ADDRESS.....

.....

NATURE OF BUSINESS.....

REGISTERED OWNERS NAME/S.....

ADDRESS.....

.....

REGISTERED OWNERS NAME/S.....

ADDRESS.....

.....

REGISTERED OWNERS NAME/S.....

ADDRESS.....

.....

**INSTRUCTION SHEET TO REGISTER FOR THE NEW AUSTRALIAN TAXATION SYSTEM –
AUSTRALIAN BUSINESS NUMBER / GOODS AND SERVICES TAX / TAX FILE NUMBER**

INSTRUCTION ACCOUNTANT'S DETAILS

NAME: Southern Accounting and Consulting Services Pty Ltd
ADDRESS: 52 Pelham Street Carlton VIC 3053 / PO Box 115 Carlton South VIC 3053
CONTACT: Ashley Adsett
DELIVERY INSTRUCTIONS: Send all materials to above address
PHONE: 03 9650 3888 FAX: 03 9654 1788

BUSINESS NAME.....
REGISTERED OFFICE ADDRESS.....
.....
BUSINESS ADDRESS.....
.....
NATURE OF BUSINESS.....

REGISTERED OWNERS NAME/S.....
ADDRESS.....
.....

DO YOU HAVE A TAX FILE NUMBER YES / NO
DO YOU WISH TO APPLY FOR A TAX FILE NUMBER YES / NO
DO YOU WISH TO APPLY FOR AN ABN YES / NO
DO YOU WISH TO REGISTER FOR THE GST YES / NO
WILL YOU EMPLOY STAFF YES / NO
IF SO HOW MANY STAFF WILL YOU EMPLOY

PLEASE PROVIDE THE FOLLOWING DETAILS ABOUT THE BUSINESS PRINCIPAL/S

NAME/S.....

ADDRESS.....

.....

DATE OF BIRTH

TAX FILE NUMBER

NAME/S.....

ADDRESS.....

.....

DATE OF BIRTH

TAX FILE NUMBER

NAME/S.....

ADDRESS.....

.....

DATE OF BIRTH

TAX FILE NUMBER

FEATURES OF PRODUCTS/ SERVICES PROVIDED

- Your choice of company name or use one of ours
- In your hands within 24 to 48 hours
- Preparation and lodgement of all ASIC forms related to the initial purchase of the company
- Professionally presented fully indexed two ring binder
- Provision of certificate of registration in a protective plastic pocket
- 4 bound sets of fully comprehensive constitution drawn up by solicitors
- Copies of ASIC forms
- All necessary documents (i.e. minutes, registers ASIC forms, etc.) prepared under strict compliance
- Bank account kit to enable opening of bank account provided
- Quality laser printer used for all our documentation
- Other corporate/secretarial services available
- Over 15 years experience in corporate secretarial work