



The Incorporation People
A division of Corporate Representatives
Pty Limited ABN 85 000 540 741

Suite 212, 20 Dale Street
Brookvale NSW 2100
Ph: 02 9939 2585
STD: 1800 451 804
Fax: 02 9939 2612
www.corpreps.com.au
jandrews@corpreps.com.au

November 2011

SHELF COMPANIES AND INCORPORATION SERVICES

Schedule of Fees

PROPRIETARY LIMITED COMPANY (including Superannuation Trustee Companies)	Incorporation Services Fee	GST (10%)	ASIC Fee	Total Cost (Incl.GST)
Electronic Model <i>Fully completed documentation including all Minutes, Certificates, Consents, ASIC forms, Constitution, Bank Kit & Trustee Kit (if applicable) Delivered by email.</i>	120.00	12.00	426.00	558.00
Slimline Model <i>Quality A4 statutory register, mylar tabbed section dividers, fully completed documentation including all ASIC forms, 3 copies of Constitution, Ordinary Shares, Bank Kit, Trustee Kit (if applicable) & delivered to your nominated address. (Maximum of 3 directors /3 shareholders)</i>	265.00	26.50	426.00	717.50
Deluxe Model <i>Quality A4 imitation leather statutory register, mylar tabbed section dividers, additional stationery, fully completed documentation including all ASIC forms, 6 copies of Constitution, 13 classes of shares with varying rights as to dividend, voting and participation on winding up, Bank Kit, Trustee Kit (if applicable) delivered to your nominated address. (Maximum of 6 directors /6 shareholders)</i>	290.00	29.00	426.00	745.00

OTHER COMPANIES (your nominated company name including all items specified above for our Deluxe Model)	Incorporation Services Fee	GST (10%)	ASIC Fee	Total Cost (Incl.GST)
<i>Public</i>	600.00	60.00	426.00	1086.00
<i>Limited by Guarantee</i>	720.00	72.00	351.00	1143.00
<i>Limited by Guarantee (Under Sec.150)</i>	820.00	82.00	702.00	1604.00
<i>Medical</i>	420.00	42.00	426.00	888.00
<i>Dental</i>	420.00	42.00	426.00	888.00
<i>Accounting (accounting body fee if applicable, not included)</i>	420.00	42.00	426.00	888.00
<i>Company Title</i>	800.00	80.00	426.00	1306.00
FOREIGN COMPANY REGISTRATIONS				
Registration of an overseas incorporated company as a foreign company	400.00	40.00	426.00	866.00

ADDITIONAL INFORMATION

The fees quoted are based on ASIC fees applicable at 1 July 2011 and will be subject to any increase in such fees as announced.

Companies with your nominated name are payable on return of signed documentation and prior to company incorporation. Prices quoted are for strict settlement within the period specified; a finance and administration charge at the rate of 2.00 per cent per month or part thereof shall apply to all invoices for shelf companies not settled within 30 days of date of invoice and to all invoices for company formations not settled within 30 days of date of incorporation.

Common Seal whilst not legally necessary is available at an additional cost of \$66.

A processing fee of \$77 is payable on cancellation of a company order.

TERMS OF PAYMENT

The following methods of payment are available in settlement of our invoices for services rendered:

- **For a practicing solicitor, accountant or financial consultant** – who accepts responsibility for payment of the account as a principal within the 14 days term of payment: - Approved 14 Day Credit Account.

Consistent breach of the 14 day terms of payment will result in a cancellation of the credit provided on the Approved 14 day Credit Account

- **For all other clients** – we require Mastercard or Visacard details to be provided at the time of placing the order or confirmation of direct deposit to our bank account prior to completion of the service. Cash, Bank Cheque or Money Order payment will also be accepted prior to completion of the service.

All cheques should be drawn in favour of **“Corp Reps”**. Direct deposits or electronic transfers to our bank account should be made to **“Corporate Representatives Pty Ltd CorpReps BSB 062287 A/c No. 10282947 Commonwealth Bank, Brookvale, NSW”**

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SUPERANNUATION FUNDS, UNIT & DISCRETIONARY TRUSTS, LOAN AGREEMENTS
Schedule of Fees

SUPERANNUATION FUNDS				
<i>All documentation drafted to comply with current SIS legislation and approved for issue by our legal advisors in presentation folder (or Emailed as PDF) including 3 copies of the trust deed (2 thermally bound), all minutes, applications and notices.</i>				
		Our Fee	GST (10%)	Total Cost
Personal Self Managed Superannuation Fund	Emailed as PDF	230.00	23.00	253.00
	Presentation Folder	270.00	27.00	297.00

ASSET ACQUISITION TRUST, DISCRETIONARY TRUST, HYBRID TRUST OR UNIT TRUST				
<i>Fully completed deeds issued through our solicitors in presentation folder (or Emailed as PDF) including all related documentation 3 copies of the deed (2 thermally bound) and delivered to your nominated address. (Stamp duty not included)</i>				
		Our Fee	GST (10%)	Total Cost
Asset Acquisition Trust	Emailed as PDF	230.00	23.00	253.00
	Presentation Folder	270.00	27.00	297.00
Discretionary Trust	Emailed as PDF	230.00	23.00	253.00
	Presentation Folder	270.00	27.00	297.00
Hybrid Trust	Emailed as PDF	230.00	23.00	253.00
	Presentation Folder	270.00	27.00	297.00
Unit Trust	Emailed as PDF	230.00	23.00	253.00
	Presentation Folder	270.00	27.00	297.00
<i>Optional use of our settlement company as settlor/founder to the abovementioned trust deeds.</i>		60.00	6.00	66.00

SHAREHOLDERS LOAN AGREEMENTS	160.00	16.00	176.00
<i>We are able to supply a solicitor prepared loan agreement drafted to suit your client's specific requirements. Our loan agreement documentation includes two bound copies of the loan agreement and minutes of meeting of directors approving the loan. (Stamp duty not included)</i>			

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CHANGES TO SELF MANAGED SUPERANNUATION FUNDS
Schedule of Fees

Deed of Variation to replace existing provisions with fully updated provisions	Our Fee	GST (10%)	Fee (incl. GST)	
Trust Deeds issued by Corp Reps	\$250	\$25	\$275	
Trust Deeds issued by Other Providers	\$300	\$30	\$330	
Deed of Variation as above including -				
Change of name of Fund additional	\$60	\$6	\$66	
Other amendments	by quotation			
Deed of Variation to Change Name of Fund	\$150	\$15	\$165	
Deed of Resignation and Appointment of New Trustee	\$230	\$23	\$253	
Other Related Changes				
o Appointment of Director of Corporate Trustee	Any one	\$60	\$6	\$66
o Resignation of Director of Corporate Trustee	Any two	\$90	\$9	\$99
o Appointment of Individual Trustee	Any three	\$120	\$12	\$132
o Resignation of Individual Trustee	Any four	\$150	\$15	\$165
o Application for Membership of Fund				
o Cessation of Membership of Fund				

CHANGES TO DISCRETIONARY TRUST, HYBRID TRUST OR UNIT TRUST
Schedule of Fees

Deed of Variation to replace existing provisions with fully updated provisions	Our Fee	GST (10%)	Fee (incl. GST)	
Trust Deeds issued by Corp Reps	\$250	\$25	\$275	
Trust Deeds issued by Other Providers	\$300	\$30	\$330	
Deed of Variation as above including -				
Change of name of Fund additional	\$60	\$6	\$66	
Other amendments	by quotation			
Deed of Resignation and Appointment of New Trustee	\$230	\$23	\$253	
Other Related Changes				
o Appointment of Director of Corporate Trustee	Any one	\$60	\$6	\$66
	Any two	\$90	\$9	\$99
o Resignation of Director of Corporate Trustee	Any three	\$120	\$12	\$132
o Appointment of Individual Trustee	Any four	\$150	\$15	\$165
o Resignation of Individual Trustee				

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CORPORATE SECRETARIAL SERVICES (1)
Schedule of Fees

Adoption of New Constitution (Including current Law amendments)	Our Fee	GST (10%)	Total Cost	
<i>All documentation for adoption of newly drafted full constitution containing current Corporations Act 2001 amendments and appropriate private company regulations including one unbound copy & two bound copies of constitution.</i>	140.00 *	14.00	154.00	
<i>* For "Corp Rep" incorporated company or companies which have only ordinary shares issued. An additional fee will apply where a company's constitution requires amendment to preserve the existing rights of shareholders and or directors</i>				
Buy-Back of Company Shares (Minimum)	550.00	55.00	605.00	
<i>A comprehensive service to provide for the buy-back and cancellation by a company of its existing issued shares including all notices, minutes of meetings, explanatory memorandum, share transfers, ASIC forms and advice as required.</i>				
Members' Voluntary Liquidation - Companies (Minimum)	1700.00	170.00	1870.00	
<i>A comprehensive service for the members' voluntary winding up of solvent proprietary companies including full documentation, cost of all required notices & overseeing of all notices and ASIC lodgements.</i>				
Deregistration of Company	Our Fee	GST (10%)	ASIC Fee	Total Cost
Deregistration (where appropriate) of unwanted companies.	200.00	20.00	35.00	255.00
Change of Company Name				
Change of an existing company name.	150.00	15.00	351.00	516.00
Other Corporate Secretarial Services				
o Allotment of Shares	Cost per change			
o Transfer of Shares	30.00	3.00		33.00
o Appointment of director/s or secretary	A Minimum Fee \$55.00 applies	5.50	—	60.50
o Resignation of director/s or secretary				
o Change of Registered Office				
o Change of Principal Place of Business				
Amendment of Constitution to provide for :-				
o Classes of Shares	120.00	12.00	—	132.00
o Shareholder pre-emption rights				
o Special Dividend Shares				
Other amendments				
Reconstruction of corporate records	By Quotation			
Change of Company Type	By Quotation			
Replacement of Company Register	By Quotation			
Reservation of Company Name	50.00	5.00	42.00	97.00
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CORPORATE SECRETARIAL SERVICES (2)
Schedule of Fees

BUSINESS NAME SERVICES (not including relevant State fees)	Our Fee	GST (10%)	ASIC/DFT Fee	Total Cost
Registration of Business Name (per State / Territory)	200.00	20.00	As Applicable	220.00 + Appl. Fee
Cessation of Business Name (per State / Territory)	100.00	10.00	As Applicable	110.00 + Appl. Fee
Change of Particulars as to Business Name	100.00	10.00	As Applicable	110.00 + Appl. Fee
BUSINESS NAME & COMPANY SEARCHES - On line for ASIC & all State & Territory Business Names.				
Company Searches				
Company Extracts, Docimages, Micro-film	40.00	(Plus disbursements + 10% GST)		
- Discounted Fee - 5 or more	30.00	(Plus disbursements + 10% GST)		
Copies from Micro-film (* plus \$1 per page)	80.00*	(Plus disbursements + 10% GST)		
Business Name Searches				
Extracts, Printed Copies	40.00	(Plus disbursements + 10% GST)		
INCORPORATED ASSOCIATIONS NSW				
Controlling Association	800.00	80.00	As Applicable	880.00 + Appl. fee
Local Association	450.00	45.00	As Applicable	495.00 + Appl. fee
Other State & Territories Incorporations	By Quotation			
DOMAIN NAME REGISTRATION		Our Fee	GST (10%)	Total Cost
Setup of Domain Name - including registration for 2 years		\$60.00	\$6.00	\$66.00
*The fees quoted do not unless specified include any amount which may be payable to the ASIC or relevant State Authority and if specified are based on fees applicable at 1 July 2011 and will be subject to any increase in such fees as announced.				

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