



Corporate Secretarial Service

What is this service?

Companies that are incorporated in Australia must comply with various regulatory and reporting requirements of the Australian and Securities Investments Commission (ASIC) and Corporations Law.

ASIC must be notified when any changes in registration information occur, such as:

- change of address
- inclusion or removal of officers and shareholders
- alteration to the company structure.

Some changes require immediate notification to ASIC, while others can be notified in the annual review, on the anniversary of the company's incorporation.

As the Registered Agent of our corporate clients, Phillipsons provides a corporate secretarial service to meet these obligations. Our professional staff ensure that new or changed compliance obligations are complied with.

What does Phillipsons provide?

Our service covers the following compliance obligations:

- maintenance of statutory registers and other formal documentation
- company incorporations
- registered office facilities
- preparation and lodgement of ASIC returns and statutory minutes, including annual reviews
- business name registrations and renewals
- deregistrations.

How much does the service cost?

Annual reviews cost \$130 + GST per year. Depending on what other events occur during the year, additional costs may be incurred.

Contact us

For more information on our corporate secretarial service and how we can work with you to ensure that you meet all your corporate compliance obligations, please contact us:

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From time to time Phillipsons Accounting Services or its employees or agents may have an interest in or receive pecuniary and non pecuniary benefits from the services mentioned herein.