



ASIC

Australian Securities & Investments Commission

Guide to reading ASIC invoice statements

Front page

1. Contact information

If you need to contact us you will find our details here.

2. Mailing address

This is the address to which the invoice statement was sent. For a company this is either:

- the registered agent, if appointed, or
- the contact address, if nominated, or
- the company's registered office.

3. Issue date

The date ASIC issued this invoice statement.

4. Account number

This is the customer account number. Please use this number when you contact us.

5. Balance outstanding

Total amount outstanding from previous invoice statements.

6. New items

This is new debt incurred since the last invoice statement. It may be new lodgement fees or late lodgement, payment or review fees.


7. Payments and credits

Any money or credit applied to this account since the last invoice statement.

8. Total due

This is the total amount due on this account. It is the balance outstanding, plus any new items that have been added less any payments or credits made since the last invoice statement.

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 **ASIC**
Australian Securities & Investments Commission

1 Inquiries
www.asic.gov.au/invoices
1300 300 630

ABN 86 768 265 615

2 ASIC SAMPLE COMPANY PTY LTD
C/- ASCOT & ASSOCIATES
PO BOX 12345
NORTHWEST EAST QLD 4000

3 INVOICE STATEMENT
Issue date 03 Sep 11
ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000
Account No. 22 123456789

4 Summary

5 Balance outstanding	\$1,396.00
6 New items	\$218.00
7 Payments & credits	\$0.00
8 TOTAL DUE	\$1,614.00

• Amounts are not subject to GST. (Treasurer's determination - exempt taxes, fees and charges).

• Payment of your annual review fee will maintain your registration as an Australian company.

Transaction details are listed on the back of this page


Please pay

Immediately **\$1,614.00**

If you have already paid please ignore this invoice statement.

• Late fees will apply if you do NOT
- tell us about a change during the period that the law allows
- bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
- pay your review fee within 2 months of the annual review date.

• If you are up to one month late, you must pay **\$69**. If you are over one month late, this fee increases to **\$287**.


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TOTAL DUE **\$1,614.00**
Immediately **\$1,614.00**

Payment options are listed on the back of this payment slip

PAYMENT SLIP
ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000 Account No. 22 123456789

 Biller Code: 17301
Ref: 229123456789

 
22 123456789 
*814 129 0002290000000000 38

Invoice samples in this guide are examples only. Actual invoices may have minor differences in text and layout.

Front page

9. Please pay

This debt is overdue and must be paid immediately.

10. Late fees

This is a reminder about when late fees will be charged.

11. GST

ASIC fees are not subject to GST.

12. Annual review fee

This is a reminder that the annual review fee must be paid each year, or ASIC may initiate deregistration.

13. Transaction details


An itemised list of transactions is shown over the page, explaining the total amounts on the cover page of this invoice statement.

14. Payment slip

This is the payment slip that must be included when sending payment through the mail or paying in person at ASIC or at Australia Post.

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ABN 86 768 265 615

ASIC SAMPLE COMPANY PTY LTD
C/- ASCOT & ASSOCIATES
PO BOX 12345
NORTHWEST EAST QLD 4000

INVOICE STATEMENT
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ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000
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Summary

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12 Payment of your annual review fee will maintain your registration as an Australian company.


13 Transaction details are listed on the back of this page

9 Please pay
Immediately **\$1,614.00**

10

If you have already paid please ignore this invoice statement.


- Late fees will apply if you do NOT
- tell us about a change during the period that the law allows
- bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
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14 PAYMENT SLIP
ASIC SAMPLE COMPANY PTY LTD

TOTAL DUE **\$1,614.00**
Immediately **\$1,614.00**

Payment options are listed on the back of this payment slip

 Biller Code: 17301
Ref: 229123456789

ACN 000 000 000 Account No. 22 123456789

 **POST billpay** 

22 123456789 *814 129 0002290000000000 38

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Transaction details page

This page provides a full list of all transactions for this period, and a list of all outstanding transactions that remain unpaid on this customer account.

1. Transactions for this period - Unpaid or partially paid

This section shows all new transactions that remain unpaid, or have been partially paid. If a transaction has been paid, another section will appear here titled 'Transactions for this period - Paid transactions for period'.

In this transaction, the 2011 annual review fee is more than one month late, a second late payment fee of \$218.00 applies

2. Outstanding transactions

Here are all outstanding transactions that remain unpaid on this customer account. Transactions are listed from oldest to most recent.

See page 5 for a more detailed explanation of each transaction.

Payment options

For your convenience, we offer a range of methods to pay your ASIC invoice statement including BPAY and electronic funds transfer (EFT).

Note: To ensure your EFT payment is allocated to the correct account, use the **reference** number shown here. Do not add other text or other numbers to this reference.

Transaction details

Transactions for this period

Unpaid or partially paid

		ASIC reference	\$ Amount
1	03/09/2011 Late Payment Fee 2	1X3017416480B PA	\$218.00

Outstanding transactions

24/07/2009	Late Payment Fee	0X9276366480 1A	\$65.00
20/05/2010	Annual review statement - Proprietary	1X1121281480B PA	\$212.00
24/07/2010	Late Payment Fee	1X1121281480 1A	\$67.00
09/08/2010	Notice of change to regd address	1E6759690484B 2A	\$278.00
09/08/2010	Notice of change to officeholder name or address	1E6759691484A12A	\$278.00
24/08/2010	Late Payment Fee	1X1121281480 2A	\$211.00
21/05/2011	Annual review statement - Proprietary	1X3017416480B PA	\$218.00
09/08/2011	Late Payment Fee 1	1X3017416480B PA	\$67.00

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PAYMENT OPTIONS

Billpay Code: 8929
Ref: 2291 234 5678 9

Australia Post
Present this payment slip. Pay by cash, cheque or EFTPOS

Phone
Call 13 18 16 to pay by Mastercard or Visa

On-line
Go to postbillpay.com.au to pay by Mastercard or Visa

Mail
Mail this payment slip and cheque (do not staple) to ASIC,
Locked Bag 5000, Gippsland Mail Centre VIC 3841

Electronic Funds Transfer
ASIC's account details are:

BANK: Reserve Bank of Australia
BSB: 093003
BANK ACCOUNT: 317118
ACCOUNT NAME: ASIC Collectors Rec. Acc.
REFERENCE: **229123456789**

Biller Code: 17301
Ref: 2291006045739

Use these details for phone or internet banking. Call your financial institution to pay from your cheque, savings or credit card account. For info: www.bpay.com.au

ASIC Service Centre
Present this payment slip. Pay by cash or cheque

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Transaction details page

Detail from invoice

Explanatory notes about transactions

The 2009 annual review is up to one month late, a first late payment fee of \$65.00 applies.

2010 annual review fee of \$212.00.

The 2010 annual review fee is up to one month late, a first late payment fee of \$67.00 applies.

The company failed to notify ASIC of a change to a registered office address within 28 days. As the notification was over one month late, a late lodgement fee of \$278 applies (the first late lodgement fee of \$67.00 and the second late lodgement fee of \$211.00).

The company failed to notify ASIC of a change to an officeholder name or address within 28 days. As the notification was over one month late, a late lodgement fee of \$278 applies (the first late lodgement fee of \$67.00 and the second late lodgement fee of \$211.00).

The 2010 annual review fee is over one month late, a second late payment fee of \$211.00 applies.

2011 annual review fee of \$218.00.

The 2011 annual review fee is up to one month late, a first late payment fee of \$67.00 applies.

Transaction details

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	Transactions for this period Unpaid or partially paid	ASIC reference	\$ Amount
03/09/2011	Late Payment Fee 2	1X3017416480B PA	\$218.00

Outstanding transactions			
24/07/2009	Late Payment Fee		
20/05/2010	Annual review statement - Proprietary		
24/07/2010	Late Payment Fee	1X1121281480 1A	\$67.00
09/08/2010	Notice of change to regd address	1E6759690484B 2A	\$278.00
09/08/2010	Notice of change to officeholder name or address	1E6759691484A12A	\$278.00

Outstanding transactions			
24/07/2009	Late Payment Fee	0X9276366480 1A	\$65.00
20/05/2010	Annual review statement - Proprietary	1X1121281480B PA	\$212.00
24/07/2010	Late Payment Fee	1X1121281480 1A	\$67.00
09/08/2010	Notice of change to regd address	1E6759690484B 2A	\$278.00
09/08/2010	Notice of change to officeholder name or address	1E6759691484A12A	\$278.00
24/08/2010	Late Payment Fee	1X1121281480 2A	\$211.00
21/05/2011	Annual review statement - Proprietary	1X3017416480B PA	\$218.00
09/08/2011	Late Payment Fee 1	1X3017416480B PA	\$67.00

billpay Billpay Code: 6329 Ref: 2291 234 5678 9

Australia Post
Present this payment slip. Pay by cash, cheque or EFTPOS

Phone
Call 13 18 16 to pay by Mastercard or Visa

On-line
Go to postbillpay.com.au to pay by Mastercard or Visa

Mail
Mail this payment slip and cheque (do not staple) to ASIC,
Locked Bag 5000, Gippsland Mail Centre VIC 3841

BSIS: 093003
BANK ACCOUNT: 317118
ACCOUNT NAME: ASIC Collectors Rec. Acc.
REFERENCE: 229123456789

B PAY Biller Code: 17301 Ref: 2291006045739

Use these details for phone or internet banking. Call your financial institution to pay from your cheque, savings or credit card account. For info: www.bpay.com.au

ASIC Service Centre
Present this payment slip. Pay by cash or cheque

The last three numerical characters in the ASIC reference identifies the form number, e.g Form 480 – the annual review statement.

Note: Fees shown are illustrative only. Fees are subject to change and may differ from those shown in this guide.

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