



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.

page 1 of 2

1 **Inspection**  
www.asic.gov.au/invoices  
1300 300 630

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

3 **INVOICE STATEMENT**  
Issue date: 08 Sep 11  
ASIC SAMPLE COMPANY PTY LTD

4 **ACN** 000 000 000  
**Account No.** 22 123456789

5 **Summary**

Balance outstanding	\$1,396.00
New items	\$218.00
Payments & credits	\$0.00
<b>TOTAL DUE</b>	<b>\$1,614.00</b>

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

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

8 **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 \$88. If you are over one month late, this fee increases to \$287.*

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

**PAYMENT SLIP**  
ASIC SAMPLE COMPANY PTY LTD

**ACN** 000 000 000 **Account No.** 22 123456789

**POST billpay**

**Bill Code: 17301**  
**Ref: 229123456789**

**22 123456789**

**114 121 0002500000000 35**

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.

page 1 of 2

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

ASIC  
Australian Securities & Investments Commission

ASIC SAMPLE COMPANY PTY LTD  
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PO BOX 12345  
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INVOICE STATEMENT  
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ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000  
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**Summary**

Balance outstanding	\$1,396.00
New items	\$218.00
Payments & credits	\$0.00
<b>TOTAL DUE</b>	<b>\$1,614.00</b>

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

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

**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.

**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
  - pay your review fee within 2 months of the annual review date.
- If you are up to one month late, you must pay \$88. If you are over one month late, this fee increases to \$287.

**14 PAYMENT SLIP**  
ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000 Account No. 22 123456789

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

Payment options are listed on the back of this payment slip

**B** PAY  
Biller Code: 17301  
Ref: 229123456789

**POST** billpay

22 123456789

7114 121 0002500000000 35

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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.

Transaction details			page 2 of 2
Transactions for this period Unpaid or partially paid			ASIC reference      \$ Amount
1	03/05/2011	Late Payment Fee 2	TX00174164806 PA      \$218.00
2			Checkstanding transactions
	24/07/2009	Late Payment Fee	000276366480 1A      \$85.00
	20/05/2010	Annual review statement - Proprietary	TX11212814806 PA      \$212.00
	24/07/2010	Late Payment Fee	TX1121281480 1A      \$87.00
	09/08/2010	Notice of change to regd address	1E30288204808 2A      \$270.00
	09/08/2010	Notice of change to offshareholder name or address	1E30288214804A12A      \$270.00
	24/08/2010	Late Payment Fee	TX1121281480 2A      \$211.00
	21/05/2011	Annual review statement - Proprietary	TX00174164806 PA      \$210.00
	09/08/2011	Late Payment Fee 1	TX00174164806 PA      \$87.00

**PAYMENT OPTIONS**




Billpay Code: B629  
Ref: 2291 234 5678 9

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

**Phone**  
Call 13 16 16 to pay by Mastercard or Visa

**On-line**  
Go to [postbillpay.com.au](http://postbillpay.com.au) to pay by Mastercard or Visa

**Mail**  
Mail this payment slip and cheque (do not staple) to ASIC,  
Locked Bag 3008, Coppeland Mail Centre VIC 3001



Billier Code: 17301  
Ref: 2296001630773

Telephone & Internet Banking – BPAY®  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

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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			
Transactions for this period			
Unpaid or partially paid			
		page 2 of 2	ASIC reference
			\$ Amount
03/09/2011	Late Payment Fee 2	TX00174164806 PA	\$218.00
Outstanding transactions			
24/07/2009	Late Payment Fee	TX1121281480 1A	\$67.00
20/05/2010	Annual review statement - Proprietary	TX11212814806 PA	\$212.00
24/07/2010	Late Payment Fee	TX1121281480 1A	\$67.00
09/08/2010	Notice of change to regd address	1E37528204848 2A	\$278.00
09/08/2010	Notice of change to officeholder name or address	1E37528204848 12A	\$278.00
24/08/2010	Late Payment Fee	TX1121281480 2A	\$211.00
21/05/2011	Annual review statement - Proprietary	TX00174164806 PA	\$218.00
09/08/2011	Late Payment Fee 1	TX00174164806 PA	\$67.00

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

billpay

Ref: 2291 234 5678 9

ASIC Service Centre

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

Please

Call 13 16 16 to pay by Mastercard or Visa

On-line

Go to [www.billpay.com.au](http://www.billpay.com.au) to pay by Mastercard or Visa

Mail

Mail this payment slip and cheque (do not staple) to ASIC, Locked Mail Bag 9000, Clayton Mail Centre VIC 3168

ASIC Service Centre

Present this payment slip. Pay by cash or cheque

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

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