



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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1
ASIC
Australian Securities & Investments Commission
ASIC SAMPLE COMPANY PTY LTD
C/-ASCOT & ASSOCIATES
PO BOX 12245
NORTHWEST EAST QLD 4000
INVOICE STATEMENT
3 Issue date: 08 Sep 11
ASIC SAMPLE COMPANY PTY LTD

4 ACR 000 000 000
Account No. 22123456789
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. (Treasury'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 \$60. If you are over one month late, this fee increases to \$200.

TOTAL DUE \$1,614.00
Immediately \$1,614.00
Payment options are listed on the back of this payment slip
Biller Code: 17301
Ref: 22123456789
POST billpay
114 123 000250000000 38

ASIC
Australian Securities & Investments Commission
PAYMENT SLIP
ASIC SAMPLE COMPANY PTY LTD
ACR 000 000 000 Account No. 22123456789
22 123456789

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

Guide to reading ASIC invoice statements

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 2 of 2

ASIC
Australian Securities & Investments Commission

ASIC SAMPLE COMPANY PTY LTD
C1-ASCOT & ASSOCIATES
PO BOX 12245
NORTHWEST EAST QLD 4000

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

ACN 000 000 000
Account No. 22123456789

Summary

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

11 Amounts are not subject to GST. (Treasury'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.

9 Please pay

Immediately	\$1,614.00
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If you have already paid please ignore this invoice statement.

10

- 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 \$60. If you are over one month late, this fee increases to \$200.

ASIC
Australian Securities & Investments Commission

14 PAYMENT SLIP
ASIC SAMPLE COMPANY PTY LTD

ACN 000 000 000 Account No. 22123456789

22 123456789

POST
billpay

Biller Code: 17321
Ref: 22123456789

114 123 000250000000 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.

Transaction details			
Transactions for this period Unpaid or partially paid		page 2 of 2	ASIC reference
09/05/2011	Late Payment Fee 2	1X30174164806 PR	\$218.00
Outstanding transactions			
2			
24/07/2009	Late Payment Fee	08271326480 1A	\$67.00
20/05/2010	Annual review statement - Proprietary	1X11212814806 PR	\$212.00
24/07/2010	Late Payment Fee	1X1121281480 1A	\$67.00
09/05/2010	Notice of change to rego address	1X07282014808 2A	\$24.00
09/05/2010	Notice of change to officer/holder name or address	1X07282014804A12A	\$24.00
24/08/2010	Late Payment Fee	1X1121281480 2A	\$211.00
20/05/2011	Annual review statement - Proprietary	1X30174164806 PR	\$218.00
09/05/2011	Late Payment Fee 1	1X30174164806 PR	\$67.00

PAYMENT OPTIONS			
 Post billpay	Biller Code: 1629 Ref: 2291 234 5878 9	 Biller Code: 17301 Ref: 2296001630773	
Australia Post Present this payment slip. Pay by cash, cheque or EFTPOS		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	
Phone Call 13 16 16 to pay by Mastercard or Visa			
Online 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			

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Guide to reading ASIC invoice statements

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			
date	transaction	page 2 of 2	ASIC reference
09/05/2011	Late Payment Fee 2		TX30174164806 PA
			\$212.00
Outstanding transactions			
24/07/2009	Late Payment Fee		09/0270366480 1A
20/05/2010	Annual review statement - Proprietary		TX11212814806 PA
24/07/2010	Late Payment Fee		\$278.00
09/05/2010	Notice of change to regd address		1E6/398004848 2A
09/05/2010	Notice of change to officeholder name or address		\$278.00
Outstanding transactions			
24/07/2009	Late Payment Fee	09/0270366480 1A	\$65.00
20/05/2010	Annual review statement - Proprietary	TX11212814806 PA	\$212.00
24/07/2010	Late Payment Fee	TX1121281480 1A	\$67.00
09/05/2010	Notice of change to regd address	1E6/398004848 2A	\$278.00
09/05/2010	Notice of change to officeholder name or address	1E6/398004848A12A	\$278.00
24/05/2010	Late Payment Fee	TX1121281480 2A	\$211.00
21/05/2011	Annual review statement - Proprietary	TX30174164806 PA	\$218.00
09/05/2011	Late Payment Fee 1	TX30174164806 PA	\$67.00
<input checked="" type="checkbox"/> Post billpay		Display Case: 0029 Ref: 2291 234 5878 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, Gippstown Mail Centre VIC 3041			
 PAY		Bank Code: 17301 Ref: 2291088045798	
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			

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

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