



ASIC

Australian Securities & Investments Commission

PO Box 4000
Gippsland Mail Centre VIC 3841
DX 84416 Traralgon

28 October 2021

ASIC COMPANY PTY LTD
EXAMPLE ADDRESS, SUBURB,
STATE, POSTCODE

Dear Officeholder,

Pay invoice and check company statement

FOR EXAMPLE COMPANY PTY LTD

ACN 000 000 000

Your company's annual statement and review fee invoice statement is enclosed.

To meet your legal requirements and to avoid late fees you need to:

1. review your company's statement to ensure that your company details are correct, and notify of any changes or corrections online; and
2. pay the balance shown on the invoice statement before the due date.

If you no longer require this company you should act now to close it down. Details on deregistering a company are available on our website at www.asic.gov.au/closing.

For full details on your obligations and requirements for company solvency, refer to the following:

Invoice statement

Pay account balance by due date Pay the account balance shown on the enclosed invoice statement. The account balance includes your annual review fee and any overdue balances. Fees apply for late payments. Refer to the invoice statement for details of possible late fees.

Payments can be made quickly via BPAY, EFT, or Australia Post outlets. Check your invoice statement for full payment options.

Company statement

Check that company details are complete and up to date Your company details, as recorded by us, are shown on the company statement. Check the company statement and ensure that your company details are complete and up to date.

Notify us of any change If your company details are not up to date, you must notify us within 28 days from the issue date on the company statement or late review fees apply.

How to notify us of changes Notify changes to company details online at www.asic.gov.au/changes. First time users of our online services will need the corporate key provided on your Company Statement.

For more help or information

Web www.asic.gov.au
Ask a question? www.asic.gov.au/question
Telephone 1300 300 630

Corporate key

Keep your corporate key number safe	The corporate key is an eight-digit security feature to protect your company's information from unauthorised lodgement. The corporate key is connected to your Australian Company Number (ACN) and is located on the first page, top right of the enclosed company statement. (This security number is not included on company statement reprints).
Register for online access	The corporate key can be used to register for online access, allowing you to conveniently and securely change your company details electronically on our website. Go to www.asic.gov.au for more details on online lodgement.
Need a new corporate key	As an officeholder of this company, you are responsible for the security of your corporate key. You can apply for a new corporate key on our website at www.asic.gov.au/corporatekey .

Information on whether or not you are able to pay your company debts as they fall due (company solvency)

The directors of your company must pass a solvency resolution no more than two months after the review date (unless your company has lodged with us, within the last 12 months, a financial report and directors' report required under Chapter 2M of the *Corporations Act 2001*). You must keep a copy of the solvency resolution. If the solvency resolution was not made, or was negative, you need to lodge a Form 485 *Statement in relation to company solvency*.

Failure to pass a solvency resolution, when required, is an offence.

Need help?

If you need assistance, go to our website at www.asic.gov.au/question.

Yours faithfully,



Margaret Boothman
Assistant Commissioner, Registry Operations
Australian Business Registry Services
On behalf of the Australian Securities and Investments Commission

Company Statement

Extract of particulars - s346A(1) Corporations Act 2001

Check this statement carefully

You are legally obligated to ensure that all your company details listed on this company statement are complete and correct. This is required under s346C (1) and/or s346B and s346C (2) of the *Corporations Act 2001*.

You must check this statement carefully and inform ASIC of any changes or corrections immediately. **Do not return this statement.** You must notify ASIC within 28 days after the date of change, and within 28 days after the date of issue of your annual company statement. Late lodgement of changes will result in late fees. These requirements do not apply to the **Additional company information**.

ACN 000 000 000
FOR EXAMPLE COMPANY PTY LTD

REVIEW DATE: 28 October 2021

You must notify ASIC of any changes to company details — Do not return this statement



To make changes to company details or amend incorrect information

- go to www.asic.gov.au/changes
- log in to our online services and make the required updates
- first time users will need to use the corporate key provided on this company statement



Phone if you've already notified ASIC of changes but they are not shown correctly in this statement.
Ph: 1300 300 630



Use your agent.

Company Statement

These are the current company details held by ASIC. You must check this statement carefully and inform ASIC of any changes or corrections immediately. Late fees apply. **Do not return this statement.**

1 Registered office
EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE

2 Principal place of business
EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE

3 Officeholders

Name: EXAMPLE NAME 1
Born: EXAMPLE SUBURB, POSTCODE
Date of birth: DD/MM/YY
Address: EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held: DIRECTOR, APPOINTED DD/MM/YYYY

Name: EXAMPLE NAME 2
Born: EXAMPLE SUBURB, POSTCODE
Date of birth: DD/MM/YY
Address: EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held: DIRECTOR, APPOINTED DD/MM/YYYY; SECRETARY, APPOINTED DD/MM/YYYY

Name: EXAMPLE NAME 3
Born: EXAMPLE SUBURB, POSTCODE
Date of birth: DD/MM/YY
Address: EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held: DIRECTOR, APPOINTED DD/MM/YYYY

Company statement continued

4 Company share structure

Share class	Shares description	Number issued	Total amount paid on these shares	Total amount unpaid on these shares
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	\$XX.XX	\$XX.XX
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	\$XX.XX	\$XX.XX
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	\$XX.XX	\$XX.XX

5 Members

ASIC has no record of this information - you must notify ASIC

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the *Corporations Act 2001*.



ASIC
Australian Securities & Investments Commission

ABN 86 768 265 615

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

EXAMPLE COMPANY PTY LTD
EXAMPLE ADDRESS, SUBURB,
STATE, POSTCODE

INVOICE STATEMENT

Issue date 28 October 2021
EXAMPLE COMPANY PTY LTD

ACN 000 000 000
Account No. 22 123456789

Summary

Opening Balance	\$X.XX
New items	\$XXX.XX
Payments & credits	\$X.XX
TOTAL DUE	\$XXX.XX

- 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 \$XXX.XX

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.
- Information on late fee amounts can be found on the ASIC website.



ASIC
Australian Securities & Investments Commission

PAYMENT SLIP

EXAMPLE COMPANY PTY LTD

ACN 000 000 000 Account No: 22 123456789



22 123456789

TOTAL DUE \$XXX.XX
Immediately \$XXX.XX

Payment options are listed on the back of this payment slip



Billers Code: 17301
Ref: 2290004024423



*875 1379 0002290004024423 29

Transaction details:

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	Transactions for this period	ASIC reference	\$ Amount
2021-10-28	2021 Annual Review - Due 28/10/21	000000000000 PA	\$XX.XX

PAYMENT OPTIONS



Billpay Code: 8929
Ref: 2290 0040 2442 3 2

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



Bill Code: 17301
Ref: 2290004024423

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