



**The Incorporation People**

A division of Corporate Representatives  
Pty Limited ABN 85 000 540 741

37 Gondola Road  
North Narrabeen NSW 2101

Ph: 02 9999 3000  
Mob: 0418 161 707

[www.corpreps.com.au](http://www.corpreps.com.au)  
[jandrews@corpreps.com.au](mailto:jandrews@corpreps.com.au)

July 2024

**SHELF COMPANIES AND INCORPORATION SERVICES**  
**Schedule of Fees**

<b>PROPRIETARY LIMITED COMPANY (including Superannuation Trustee Companies)</b>	<b>Incorporation Services Fee</b>	<b>GST (10%)</b>	<b>ASIC Fee</b>	<b>Total Cost (Incl.GST)</b>
<b>Electronic Model</b> <i>Fully completed documentation including all Minutes, Certificates, Consents, ASIC forms, Constitution, Bank Kit &amp; Trustee Kit (if applicable) Delivered by email.</i>	160.00	16.00	597.00	<b>773.00</b>
<b>Slimline Model</b> <i>Quality A4 statutory register, mylar tabbed section dividers, fully completed documentation including all ASIC forms, 3 copies of Constitution, Ordinary Shares, Bank Kit, Trustee Kit (if applicable) &amp; delivered to your nominated address. (Maximum of 3 directors /3 shareholders)</i>	320.00	32.00	597.00	<b>949.00</b>
<b>Deluxe Model</b> <i>Quality A4 imitation leather statutory register, mylar tabbed section dividers, additional stationery, fully completed documentation including all ASIC forms, 5 copies of Constitution, 13 classes of shares with varying rights as to dividend, voting and participation on winding up, Bank Kit, Trustee Kit (if applicable) delivered to your nominated address. (Maximum of 6 directors /6 shareholders)</i>	350.00	35.00	597.00	<b>982.00</b>

<b>OTHER COMPANIES (your nominated company name including all items specified above for our Deluxe Model)</b>	<b>Incorporation Services Fee</b>	<b>GST (10%)</b>	<b>ASIC Fee</b>	<b>Total Cost (Incl.GST)</b>
<i>Public</i>	650.00	65.00	597.00	<b>1312.00</b>
<i>Limited by Guarantee</i>	800.00	80.00	491.00	<b>1371.00</b>
<i>Company Title</i>	840.00	84.00	597.00	<b>1521.00</b>
<b>FOREIGN COMPANY REGISTRATIONS</b> Registration of an overseas incorporated company as a foreign company	520.00	52.00	597.00	<b>1169.00</b>

**ADDITIONAL INFORMATION**

The fees quoted are based on ASIC fees applicable at 1 July 2024 and will be subject to any increase in such fees as announced.

Companies with your nominated name are payable on return of signed documentation and prior to company incorporation. Prices quoted are for strict settlement within the period specified; a finance and administration charge at the rate of 2.00 per cent per month or part thereof shall apply to all invoices for shelf companies not settled within 30 days of date of invoice and to all invoices for company formations not settled within 30 days of date of incorporation.

Common Seal whilst not legally necessary is available at an additional cost of \$88.

A processing fee of \$77 is payable on cancellation of a company order.

**TERMS OF PAYMENT**

The following methods of payment are available in settlement of our invoices for services rendered:

- **For a practicing solicitor, accountant or financial consultant** – who accepts responsibility for payment of the account as a principal within the 14 days term of payment: - Approved 14 Day Credit Account.

Consistent breach of the 14 day terms of payment will result in a cancellation of the credit provided on the Approved 14 day Credit Account

- **For all other clients** – we require Mastercard or Visacard details to be provided at the time of placing the order or confirmation of direct deposit to our bank account prior to completion of the service. Cash, Bank Cheque or Money Order payment will also be accepted prior to completion of the service.

All cheques should be drawn in favour of **“CorpReps”**. Direct deposits or electronic transfers to our bank account should be made to **“Corporate Representatives Pty Ltd CorpReps BSB 062287 A/c No. 10282947 Commonwealth Bank, Brookvale, NSW”**

Please provide relevant Invoice number when paying by any of the above methods of payment.



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## SUPERANNUATION FUNDS, TRUSTS & LOAN AGREEMENTS Schedule of Fees

### SUPERANNUATION FUNDS

*All documentation drafted to comply with current SIS legislation and approved for issue by our legal advisors in presentation folder (or Emailed as PDF) including 3 copies of the trust deed (2 thermally bound), all minutes, applications and notices.*

		<b>Our Fee</b>	<b>GST (10%)</b>	<b>Total Cost</b>
<b>Personal Self- Managed Superannuation Fund</b>	Emailed as PDF	280.00	28.00	<b>308.00</b>
	Presentation Folder	330.00	33.00	<b>363.00</b>

### DISCRETIONARY TRUST, HYBRID TRUST, SECURITY TRUST OR UNIT TRUST

*Fully completed deeds issued through our solicitors in presentation folder (or Emailed as PDF) including all related documentation 3 copies of the deed (2 thermally bound) and delivered to your nominated address. (Stamp duty not included)*

		<b>Our Fee</b>	<b>GST (10%)</b>	<b>Total Cost</b>
<b>Discretionary Trust</b>	Emailed as PDF	280.00	28.00	<b>308.00</b>
	Presentation Folder	330.00	33.00	<b>363.00</b>
<b>Hybrid Trust</b>	Emailed as PDF	280.00	28.00	<b>308.00</b>
	Presentation Folder	330.00	33.00	<b>363.00</b>
<b>Security Trust</b> (limited recourse borrowing)	Emailed as PDF	280.00	28.00	<b>308.00</b>
	Presentation Folder	330.00	33.00	<b>363.00</b>
<b>Unit Trust</b>	Emailed as PDF	280.00	28.00	<b>308.00</b>
	Presentation Folder	330.00	33.00	<b>363.00</b>
<i>Optional use of our settlement company as settlor/founder to the abovementioned trust deeds.</i>		85.00	8.50	93.50

<b>SHAREHOLDERS LOAN AGREEMENTS</b>				
	Adoption of Constitution	200.00	20.00	220.00
	Shareholder Nomination	40.00	4.00	44.00

*The Constitution of all companies incorporated by CorpReps includes a clause whereby the shareholder accepts that any loans made by the company to the shareholder comply with the provisions of an "exempt loan" under Division 7A.*

*Companies may adopt our Constitution which will then enable the shareholder to agree that any loan made or to be made by the company be designated as an "exempt loan".*

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**CHANGES TO SELF MANAGED SUPERANNUATION FUNDS**  
**Schedule of Fees**

<b>Deed of Variation to replace existing provisions with fully updated provisions</b>	<b>Our Fee</b>	<b>GST (10%)</b>	<b>Fee (incl. GST)</b>	
Trust Deeds issued by Corp Reps	\$300	\$30	<b>\$330</b>	
Trust Deeds issued by Other Providers	\$355	\$35.50	<b>\$390.50</b>	
<b>Deed of Variation as above including -</b>				
Change of name of Fund additional	\$100	\$10	\$110	
Other amendments	by quotation			
<b>Deed of Variation to Change Name of Fund</b>	\$160	\$16	\$176	
<b>Deed of Resignation and Appointment of New Trustee</b>	\$280	\$28	<b>\$308</b>	
<b>Other Related Changes</b>				
o Appointment of Director of Corporate Trustee	Any one	\$100	\$10	\$110
o Resignation of Director of Corporate Trustee	Any two	\$100	\$10	\$110
o Appointment of Individual Trustee	Any three	\$150	\$15	\$165
o Resignation of Individual Trustee	Any four	\$200	\$20	\$220
o Application for Membership of Fund				
o Cessation of Membership of Fund				

**CHANGES TO DISCRETIONARY TRUST, HYBRID TRUST OR UNIT TRUST**  
**Schedule of Fees**

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<b>Other Related Changes</b>				
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o Resignation of Director of Corporate Trustee	Any two	\$100	\$10	\$110
o Appointment of Individual Trustee	Any three	\$150	\$15	\$165
o Resignation of Individual Trustee	Any four	\$200	\$20	\$220



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**CORPORATE SECRETARIAL SERVICES (1)**  
**Schedule of Fees**

<b>Adoption of New Constitution</b> (Including current Law amendments)	<b>Our Fee</b>	<b>GST (10%)</b>	<b>Total Cost</b>	
<i>All documentation for adoption of newly drafted full constitution containing current Corporations Act 2001 amendments and appropriate private company regulations including one unbound copy &amp; two bound copies of constitution.</i>	180.00 *	18.00	198.00	
<i>* For "Corp Rep" incorporated company or companies which have only ordinary shares issued. An additional fee will apply where a company's constitution requires amendment to preserve the existing rights of shareholders and or directors</i>				
<b>Buy-Back of Company Shares</b> (Minimum)	630.00	63.00	693.00	
<i>A comprehensive service to provide for the buy-back and cancellation by a company of its existing issued shares including all notices, minutes of meetings, explanatory memorandum, share transfers, ASIC forms and advice as required.</i>				
<b>Members' Voluntary Liquidation - Companies</b> (Minimum)	1900.00	190.00	2090.00	
<i>A comprehensive service for the members' voluntary winding up of solvent proprietary companies including full documentation, cost of all required notices &amp; overseeing of all notices and ASIC lodgements.</i>				
<b>Deregistration of Company</b>	<b>Our Fee</b>	<b>GST (10%)</b>	<b>ASIC Fee</b>	<b>Total Cost</b>
Deregistration (where appropriate) of unwanted companies.	200.00	20.00	49.00	269.00
<b>Change of Company Name</b>				
Change of an existing company name.	160.00	16.00	491.00	667.00
<b>Other Corporate Secretarial Services</b>				
<ul style="list-style-type: none"> <li>o Allotment of Shares</li> <li>o Transfer of Shares</li> <li>o Appointment of director/s or secretary</li> <li>o Resignation of director/s or secretary</li> <li>o Change of Registered Office</li> <li>o Change of Principal Place of Business</li> </ul>	Cost per change			
	50.00	5.00		55.00
	A Minimum Fee \$100.00 applies	10.00	—	110.00
<b>Amendment of Constitution</b> to provide for :- <ul style="list-style-type: none"> <li>o Classes of Shares</li> <li>o Shareholder pre-emption rights</li> <li>o Special Dividend Shares</li> </ul>	200.00	20.00	-	220.00
<b>Other amendments</b>				
Reconstruction of corporate records	By Quotation			
Change of Company Type	By Quotation			
Replacement of Company Register	By Quotation			
Reservation of Company Name	70.00	7.00	61.00	138.00
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**CORPORATE SECRETARIAL SERVICES (2)**  
**Schedule of Fees**

<b>BUSINESS NAME SERVICES</b> (not including relevant State fees)	<b>Our Fee</b>	<b>GST (10%)</b>	<b>ASIC</b>	<b>Total Cost</b>
Registration of Business Name	110.00	11.00	1 Year \$44 3 Years \$102	165.00 223.00
Cessation of Business Name	60.00	6.00	Nil	66.00
Change of Particulars as to Business Name	60.00	6.00	Nil	66.00
<b>BUSINESS NAME &amp; COMPANY SEARCHES</b> - On line for ASIC & all State & Territory Business Names.				
<b>Company Searches</b>				
Company Extracts, Docimages, Micro-film	40.00		(Plus disbursements + 10% GST)	
– Discounted Fee – 5 or more	30.00		(Plus disbursements + 10% GST)	
Copies from Micro-film (* plus \$1 per page)	80.00*		(Plus disbursements + 10% GST)	
<b>Business Name Searches</b>				
Extracts, Printed Copies	40.00		(Plus disbursements + 10% GST)	
<b>INCORPORATED ASSOCIATIONS NSW</b>				
Controlling Association	800.00	80.00	As Applicable	880.00 + Appl. fee
Local Association	450.00	45.00	As Applicable	506.00 + Appl. fee
Other State & Territories Incorporations	By Quotation			
<b>DOMAIN NAME REGISTRATION</b>		<b>Our Fee</b>	<b>GST (10%)</b>	<b>Total Cost</b>
Setup of Domain Name - including registration for 2 years		\$60.00	\$6.00	\$66.00
*The fees quoted do not unless specified include any amount which may be payable to the ASIC or relevant State Authority and if specified are based on fees applicable at 1 July 2024 and will be subject to any increase in such fees as announced.				

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