



All of the below, including the ability to subscribe to one of our corporate secretarial plans, can be found on our website at <http://www.mcaaccountants.com.au/services/compliance/company-secretarial/>

Companies are regulated by the Australian Securities and Investment Commission (ASIC) and by Law every company is required to:

- Maintain a corporate register of members, directors, minutes of meetings, and other appropriate items;
- Complete an annual review and pay the nominated fee;
- Maintain a registered office for delivery of correspondence; and
- Notify ASIC of any changes to the company structure within 28 days of occurrence.

MCA can undertake all of the above for a set annual fee.

Pricing Structure

Please note all fees include GST. To be eligible for the recurring direct debit price, you must be entered into a recurring direct debit with MCA's provider and payment will be debited on the company's anniversary. If you are invoiced annually, this will be approximately 2 months before your company's anniversary when ASIC send the annual company review forms.

	Via Recurring Direct Debit	Invoiced on 14 Day Terms
Premium	\$495	\$550
Standard	\$275	\$330
Sole Purpose SMSF	\$165	\$198

	PREMIUM	STANDARD	SOLE PURPOSE SMSF TRUSTEE
Perfect for	Active companies, particularly with unrelated shareholders and directors	Small businesses and investment vehicles that retain the same structure year in year out	Only available to sole purpose SMSF trustee companies
Billing cycle	Annual, billed at time of ASIC annual review	Annual, billed at time of ASIC annual review	Annual, billed at time of ASIC annual review
MCA to act as registered office	✓	✓	✓
ASIC annual review (ASIC fees excl.)	✓	✓	✓
Annual solvency declaration	✓	✓	✓
Maintenance of company register	✓	✓	✗
Included company changes	10	2	0
Additional changes charged at	\$55 each	\$88 each	\$110 each

A "change" to a company structure means and change or set of changes that happen at the same time and can be placed on 1 ASIC form. For example, if you wish to update the address of 4 Directors at once, that will count as 1 change. If you update the addresses of those 4 Directors at different times of the year, they will count as 4 changes.

In the standard and premium plans, we will maintain your corporate register in a mainly digital format within our relevant software. You can request copies of all documentation at any time.



Authorisation to Proceed

A registered agent acts as an intermediary between companies and ASIC, to assist companies in meeting their filing/lodgement obligations under the Corporations Act. By appointing a registered agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation, company corporate key details, and other correspondence.

BY SUBSCRIBING TO OUR SERVICE, YOU ARE AGREEING FOR MCA ACCOUNTANTS PTY LTD TO ACT AS YOUR COMPANY'S REGISTERED AGENT.

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Subscription: Premium / Standard / Sole Purpose SMSF / Declined (please select one)

Billing Option: Recurring Direct Debit / Invoiced on Terms (please select one)

If you choose the recurring direct debit option, we will send you an MCA Direct Debit Agreement form to be completed.

You can also subscribe at <http://www.mcaaccountants.com.au/services/compliance/company-secretarial/>

Signed and Dated by the Directors: / / 20 .

Sign here

EVERYDAY OUR RELATIONSHIPS ARE BUILT AND STRENGTHENED BY MAKING TAX AND ACCOUNTING SIMPLER AND EASIER

Sign here

Name: Print name here

Name: Print name here

Once signed and dated, please return this form to MCA Accountants at either PO Box 8095, Carrum Downs, VIC, 3201 or admin@mcaaccountants.com.au

Disclaimer

We have provided this document as a very basic guide which is intended to assist people in improving their understanding of the tax laws and how they operate. When considering what actions to take however, there are more factors that should be considered.

This is not intended to be a comprehensive document that can be taken as tax advice, financial advice, or any other kind of advice. The content does not consider any of your personal circumstances and is only generic in nature.

This document is not to be taken as advice under any circumstances. If you are considering acting based on anything written in this document, we suggest you seek professional advice first.

If you have any questions, you can contact M.C.A. Accountants Pty. Ltd. by phone on 03 8689 9770, by email at admin@mcaaccountants.com.au, or by post at PO Box 8095, Carrum Downs, VIC, 3201.

We will not accept liability for anyone relying on the contents of this document