

# ASIC Registered Agent



**COLEMAN  
GREIG  
LAWYERS**

## What is the role of the ASIC Registered Agent?

An ASIC Registered Agent is a person or company (usually a law firm) authorised to submit documents to ASIC for lodgement and receive notifications on behalf of your company and provide company secretarial services to your business, including safekeeping, maintaining and updating the Company Register.

When you appoint us as your ASIC Registered Agent we:

- Draft documents for the following:
  - Change of name of officeholders or members;
  - Change of address of officeholders;
  - Change of registered office and principal place of business addresses;
  - Appointment and/or resignation of officeholders;
  - Change to share structure;
  - Change of auditor.
- Attend to lodgement of notifications with ASIC.
- Monitor and safeguard the Annual Review deadline.
- Undertake the Annual Review and liaise with you in relation to changes or updates required to ensure the accuracy of ASIC records.
- Draft documents and attend to the lodgement of the annual Financial Statements with ASIC.
- Prepare Resolutions relating to the above changes and adopt the annual Financial Statements.
- File annual Financial Statements.
- Draft Dividend Statements.
- Safekeep, maintain and update the Company Register.
- Report to you.
- Act as your Registered Office and address for service.

## How this benefits you

- Reduce risk and avoid uncertainty.
- Meet Corporations Law compliance requirements.
- Avoid adverse action by ASIC against the company, such as strike-off action.
- Avoid late payment fees.
- Maintain a marketable and due-diligence ready Company Register.
- Obtain clarity on company composition and structure.

**Cost: starting from \$3,500 plus GST per annum (charged quarterly)\* per entity**

*\* Amount is in AUD for professional fees only (excludes ASIC fees any other disbursements and expenses). Work outside this scope (as and when required) and as a result of changes in instructions after work has commenced or additional work due to delays on behalf of the client will be charged at hourly rates.*

## Your experienced Commercial Lawyer



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