

Norfolk Corporate Support Fee Schedule Effective 1 July 2010 (incl. GST)



Companies	Cost \$	30 Days \$
Prices include ASIC fees	Time of order	Not paid within 30 days
Proprietary Company (<i>Slimline Corporate Register</i>) - incl. company seal - no seal <i>Same Day, Name of your choice, * for up to 3 directors/shareholders</i>	700.00 680.00	735.00 714.00
Proprietary Company (<i>Blue Corporate Folio</i>) - incl. company seal - no seal	700.00 680.00	735.00 714.00
Proprietary Company (<i>No Binder Option</i>) - incl. company seal - no seal	675.00 655.00	708.75 687.75
Proprietary Company (<i>Digital Format</i>) - incl. company seal - no seal <i>* Please note: printing, execution, storage and backing-up of your company data is solely your responsibility</i>	575.00 555.00	603.75 582.75
Shelf Company - incl. company seal - no seal	750.00 730.00	787.50 766.50
Standard SMSF Company (<i>see above storage options</i>)	700.00	735.00
Public Company	900.00	945.00
Foreign Company <i>Registered in Australia</i>	Quote on Request	
All Company Orders Include:- - Certificate Provided Same Day *where possible (Public, Foreign Form 201 must be lodged manually) - Incorporation Documents Express Posted Same Day (includes, minutes, consents, share certificates and ASIC forms, etc. - Company Binder and Company Seal (if required) - Extra fees for more than 3 directors/shareholders, please ask for quote		

Trusts	Cost \$	30 Days \$
	Time of order	Not paid within 30 days
Discretionary (Family) Trust (+ \$200 Stamp Duty in Vic)	275.00	288.75
Change of Trustee Documents (if solicitor required, quotes on request)	165.00	173.25
Unit Trust (+ \$200 Stamp Duty in Vic)	350.00	367.50
Hybrid Trust (+ \$200 Stamp Duty in Vic)	424.60	445.83
Trust Binder / Register Available on Request	20.00	21.00
All Trust Orders Include:- - Bound Trust Deed plus Unbound copy for easy photocopying and scanning purposes - All relative minutes, unit certificates, etc. and trust binder if requested - Please note Stamp Duty varies in each State and we arrange for stamping of deeds on your behalf		

Superannuation Fund Trust Orders	Cost \$	30 Days \$
	Time of order	Not paid within 30 days
Superannuation Fund Standard Deed	495.00	519.75
Standard Upgrade Superannuation Fund	495.00	519.75
NCS Standard SMSF Corporate Trustee Company (<i>see page 1 storage options</i>)		
- incl. company seal	700.00	735.00
- no seal	680.00	714.00
Change of Trustee of SMSF	165.00	173.25
Please see our website (www.ncs-services.com.au) for further details on Superannuation Fund packages and details of what each superannuation package includes * Contact NCS for a quote on bulk orders		

Company Secretarial Services	Cost \$	30 Days \$
	Time of order	Not paid within 30 days
Annual Review Statement <i>* Proprietary – per company *Discounts for bulk orders</i>	110.00	115.50
Annual Review Statement <i>* NCS providing Registered Office , maintain Company register, including annual audit</i>	165.00	173.25
Annual Review Statement <i>* Public – per company – up to 6 Shareholders</i>	165.00	173.25
Form 484 – Change to Officeholders <i>* more than two officers</i>	66.00 88.00	69.30 92.40
Form 484 – Change of Residential Address <i>* or two address changes</i>	66.00 88.00	69.30 92.40
Form 484 – Change of Business/Registered Address <i>* one address only</i>	88.00 66.00	92.40 69.30
Form 484 – Change to Shareholders <i>* more than two members</i>	66.00 88.00	69.30 92.40
Form 492 – Request for correction -Supplementary Documents	66.00	69.30
Form 388 – Copy of Financial Statements & Reports <i>*Additional \$55 for personal lodgment at ASIC</i>	88.00	92.40
Form 370 – Notification by Officeholder of Resignation	88.00	92.40
Form 342 – Application for Consent to Resign as an Auditor	88.00	92.40
Forms 309, 350, 311, 312 in relation to Notification of Charge and Release of Charge etc	88.00	92.40
Form 280 – Notification of Share Buy Back	Quote on Request	N/A
Copy of Certificate of Registration <i>(+ \$17 ASIC fee)</i>	66.00	69.30
Reservation of Company Name <i>(+ \$41 ASIC fee)</i>	66.00	69.30

Change of Company Name (+ \$340 ASIC fee) <i>* includes minutes and new company seal (if required)</i>	110.00	115.50
Deregistration of a Company (+\$34 ASIC fee)	110.00	115.50
Reinstatement of a Company	Quote on Request	N/A
Company Seal (*Fold a Stamp)	33.00	34.65
Company Register/Binder Only with inserts	33.00	34.65
For Other ASIC forms, please call for a quote		
Preparation of ASIC Forms include:-		
- Preparation and electronic/personal lodgement of all ASIC Forms		
- Minutes, resolutions, consent/resignation letters, share transfers/certificates, etc.		
- Please note discounts for bulk orders, special requests please ring for a quote		

Other Company Services	Cost \$	30 Days \$
	Time of order	Not paid within 30 days
Adoption of New Constitution only <i>(no other changes in dir/shareholding)</i>	220.00	231.00
Adoption of New Constitution <i>with ASIC changes (e.g. resignation of director & transfer of shares)</i>	275.00	288.75
Updating / Audit of Company Registers	Quote on Request	N/A
Re-construction of lost Company register	Quote on Request	N/A
Personal lodgment of ASIC Forms over counter <i>*Per form</i>	66.00	69.30
Special Resolutions and Minutes	Quote on Request	N/A
Share Register	Quote on Request	N/A

Business Names	Cost \$	30 Days \$
Registration Fees and Regulations vary from State to State	Time of order	Not paid within 30 days
Registration of a Business Name <i>* + \$83.70 Registration Fee Vic</i>	110.00	115.50
Cessation of a Business Name	66.00	69.30
Change of Ownership / Address	66.00	69.30
Copy of Business Name Certificate <i>* + \$17.90 Consumer Affairs Victoria</i>	66.00	69.30
Personal Lodgment of Form Only	66.00	69.30
All others States	Quote on Request	N/A

Search Fees	Cost \$	30 Days \$
<i>*For bulk or regular orders please ring for a quote *Title Search prices vary from State to State</i>	Time of Order	Not paid within 30 days
Company Search /Extract <i>*Current</i>	45.00	47.25
Company Search/Extract <i>*Current & Historical</i>	60.00	63.00
Business Name Extract (Current) <i>* includes ASIC fee</i>	45.00	47.25
Business Name Extract (Current & Historical) <i>* includes ASIC fee</i>	60.00	63.00
Bankruptcy Search <i>*Please note fees apply even if Nil Result</i>	88.00	92.40
Personal Search/Extract <i>*Full name and D.O.B. recommended for best result *Please note fees apply even if Nil Result</i>	88.00	92.40
TITLE SEARCHES <i>*Please note fees vary from State to State and whether Titles Online or manually searched</i>	Quote on Request	N/A

Consulting & Specialist Services	Cost \$	30 Days \$
	Time of Order	Not paid within 30 days
On-Site Maintenance of Company Compliance, Systems and Company Registers <i>*Experienced Staff to work at your office to implement or maintain company secretarial systems *Quote on request</i>	Usually an hourly rate + Traveling Time	Quote on Request
Companies maintained on our NCS database <i>*Quote on request/Discount for bulk numbers</i>	Usually an hourly Rate	Quote on Request
Providing a Registered Office address, including storage & maintenance of Company register for Foreign companies	From \$280.00 per annum	Quote on Request
TRAINING <i>* Experienced Staff for temporary or relief corporate secretarial work at your office *Training in ASIC compliance and BGL's CAS software at your office or ours * Staff Training Presentations tailored to your needs</i>	Quote on request	Quote on Request

For further information of any of our abovementioned services, please see our website (www.ncs-services.com.au) or contact our office on (03) 9466 9990 or by email enquiries@ncs-services.com.au