

## Norfolk Corporate Support Fee Schedule Effective 1 September 2008 (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	
<b>All Company Orders Include:-</b> - 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
<b>All Trust Orders Include:-</b> - 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
<b>Please see our website (<a href="http://www.ncs-services.com.au">www.ncs-services.com.au</a>) for further details on Superannuation Fund packages and details of what each superannuation package includes</b> <b>* Contact NCS for a quote on bulk orders</b>		

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>	55.00 75.00	57.75 78.75
Form 484 – Change of Residential Address <i>* or two address changes</i>	55.00 75.00	57.75 78.75
Form 484 – Change of Business/Registered Address <i>* one address only</i>	75.00 55.00	78.75 57.75
Form 484 – Change to Shareholders <i>* more than two members</i>	55.00 75.00	57.75 78.75
Form 492 – Request for correction -Supplementary Documents	55.00	57.75
Form 388 – Copy of Financial Statements & Reports <i>*Additional \$55 for personal lodgment at ASIC</i>	75.00	78.75
Form 370 – Notification by Officeholder of Resignation	75.00	78.75
Form 342 – Application for Consent to Resign as an Auditor	75.00	78.75
Forms 309, 350, 311, 312 in relation to Notification of Charge and Release of Charge etc	75.00 <i>Per form</i>	78.75
Form 280 – Notification of Share Buy Back	Quote on Request	N/A
Copy of Certificate of Registration <i>(+ \$17 ASIC fee)</i>	55.00	57.75
Reservation of Company Name <i>(+ \$40 ASIC fee)</i>	44.00	46.20

Change of Company Name (+ \$330 ASIC fee) <i>* includes minutes and new company seal (if required)</i>	110.00	115.50
Deregistration of a Company ( +\$33 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		
<b>Preparation of ASIC Forms include:-</b> - 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 &amp; 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>	55.00	57.75
Special Resolutions and Minutes	Quote on Request	N/A
Share Register	Quote on Request	N/A

Business Names	Cost \$	30 Days \$
<b>Registration Fees and Regulations vary from State to State</b>	Time of order	Not paid within 30 days
Registration of a Business Name <i>* + \$79.50 Registration Fee Vic</i>	110.00	115.50
Cessation of a Business Name	55.00	57.75
Change of Ownership / Address	55.00	57.75
Copy of Business Name Certificate <i>* + \$17 Consumer Affairs Victoria</i>	55.00	57.75
Personal Lodgment of Form Only	55.00	57.75
All others States	Quote on Request	N/A

<b>Search Fees</b>	<b>Cost \$</b>	<b>30 Days \$</b>
<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
<b>Company Search /Extract</b> <i>*Current</i>	35.00	36.75
<b>Company Search/Extract</b> <i>*Current &amp; Historical</i>	45.00	47.25
<b>Business Name Extract (Current)</b> <i>* includes ASIC fee</i>	35.00	36.75
<b>Business Name Extract (Current &amp; Historical)</b> <i>* includes ASIC fee</i>	45.00	47.25
<b>Bankruptcy Search</b> <i>*Please note fees apply even if Nil Result</i>	75.00	78.75
<b>Personal Search/Extract</b> <i>*Full name and D.O.B. recommended for best result</i> <i>*Please note fees apply even if Nil Result</i>	75.00	78.75
<b>TITLE SEARCHES</b> <i>*Please note fees vary from State to State and whether Titles Online or manually searched</i>	Quote on Request	N/A

<b>Consulting &amp; Specialist Services</b>	<b>Cost \$</b>	<b>30 Days \$</b>
	Time of Order	Not paid within 30 days
<b>On-Site Maintenance</b> of Company Compliance, Systems and Company Registers <i>*Experienced Staff to work at your office to implement or maintain company secretarial systems</i> <i>*Quote on request</i>	Usually an hourly rate + Traveling Time	Quote on Request
<b>Companies maintained on our NCS database</b> <i>*Quote on request/Discount for bulk numbers</i>	Usually an hourly Rate	Quote on Request
<b>Providing a Registered Office address,</b> including storage & maintenance of Company register for <b>Foreign companies</b>	From \$275.00 per annum	Quote on Request
<b>TRAINING</b> <i>* Experienced Staff for temporary or relief corporate secretarial work at your office</i> <i>*Training in ASIC compliance and BGL's CAS software at your office or ours</i> <i>* 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](http://www.ncs-services.com.au)) or contact our office on (03) 9466 9990 or by email [enquiries@ncs-services.com.au](mailto:enquiries@ncs-services.com.au)***