

# PRICE LIST

Prices effective from 1 July 2014

## Company Services

### Secretarial Services<sup>1</sup>

Alignment of review dates for a group of companies <sup>2</sup>	From	165.00
Annual review <sup>2</sup>	From	176.00
Appoint alternate director <sup>3</sup>	From	132.00
Appointment or resignation of ASIC registered agent or ASIC contact address	From	55.00
Change of address	From	55.00
Change of auditor	From	220.00
Change of company name <sup>4</sup>		542.00
Change to officers <sup>3</sup>	From	88.00
Change to shareholders <sup>3</sup>	From	88.00
Common seal ordered separately		55.00
Company name reservation <sup>4</sup>		100.00
Deregistration <sup>4</sup>		181.00
Provision of ASIC registered agent or as ASIC contact address per annum	From	165.00
Provision of registered office <sup>5</sup> per annum	From	165.00
Reinstatement <sup>2</sup>	From	253.00
Removal of director <sup>3</sup>	From	275.00
Reconstruction of company register		POA

### Adoption of New Constitution Services

Change constitution with minutes <sup>6 &amp; 7</sup> (Standard adoption)	From	253.00
Constitution, with minutes and other changes <sup>6 &amp; 7</sup> (Adoption + changes)	From	286.00
Constitution with ASX rules includes constitution, minutes and ASX checklist		POA
Constitution for a not-for-profit proprietary company <sup>6 &amp; 7</sup>		330.00

### Capital Restructures up to four participating shareholders/classes

Capital reduction <sup>6</sup>	From	440.00
Share buyback <sup>6</sup> agreement included for first shareholder only - additional agreements \$165 each	From	605.00
Share buyback <sup>6</sup> agreement excluded	From	440.00
Conversion of shares to another class <sup>6</sup>	From	374.00
Creation of new class of share <sup>6 &amp; 7</sup>	From	374.00
Rollover <sup>6</sup>	From	275.00
Share division or consolidation <sup>6</sup>	From	374.00
Redemption of redeemable preference shares <sup>6</sup>	From	220.00

### Status Change

Migration from one company type to another company type <sup>2, 6 &amp; 7</sup> e.g. migrating a pty ltd to a public company limited by shares and vice versa, etc.	From	770.00
Migration from an association to a public company limited by guarantee <sup>2, 6, 7 &amp; 8</sup>	From	880.00
Change to/from sole purpose superannuation fund trustee <sup>7</sup>		286.00

<sup>1</sup> Sourcing missing information may attract an additional fee.

<sup>2</sup> ASIC fees additional.

<sup>3</sup> Additional fees apply for the provision of up-to-date registers.

<sup>4</sup> ASIC fees included.

<sup>5</sup> Additional fees may be payable for mail forwarding.

<sup>6</sup> For more than four members and/or more than one class of share on issue, additional fees will apply.

<sup>7</sup> If Castle Legal is to provide a tailored/non-Model rules or a constitution, additional fees will apply.

<sup>8</sup> CAV fees additional.

## Victorian Associations

Incorporation with Model Rules	418.10
Incorporation with non-Model Rules	577.00
Changes to members and committee members	198.00
Change of name	257.50
Adoption of new rules and purposes <sup>1</sup>	396.50
Register as an Australian registrable body	740.00
Winding up	330.00

<sup>1</sup> If Castle Legal is required to provide tailored/non-Model rules, additional fees will apply.

## Business Names

Business name registration <sup>1</sup>	77.00
Change of details	77.00
Renewal of business name registration <sup>1</sup>	55.00
Transfer of ownership of business name <sup>1</sup>	88.00
Cancellation of business name	77.00
Application for ASIC key	16.50
Application for ASIC key if address listed against the business name has changed	33.00

<sup>1</sup> ASIC registration fee additional - \$34 for one year; \$78 for three years.

## Unit Trust Secretarial Services

Issue of units <sup>1</sup> up to four unit holders	From	165.00
Transfers of units <sup>1</sup> up to four transfers	From	165.00
Redemption of units <sup>1</sup> up to four unit holders	From	165.00
Division/consolidation of units <sup>1</sup> up to four unit holders	From	165.00

<sup>1</sup> Additional fees apply for the provision of up-to-date registers.

## Foreign Company Services<sup>1</sup>

Registration of foreign company with ASIC <sup>2</sup>	From	385.00
Provision of a local agent in Australia <sup>3</sup> per annum		297.00
Provision of registered office in Australia <sup>3</sup> per annum		297.00
Preparation and lodgement of form 405/406 annual return <sup>2</sup>	From	220.00
Changes to company details <sup>2</sup> - prepared and lodged by Castle	For the first change, from	88.00
	For each additional change in the same order	33.00
Lodgement of documents with ASIC <sup>2</sup> - if not prepared by Castle	For the first document	66.00
	For each additional document in the same order	33.00
Notarisation of documents	From	1,100.00

<sup>1</sup> For a complete listing of all fees related to foreign company services, including specific details on ASIC disbursements, call us on 03 9898 6666.

<sup>2</sup> ASIC fees additional.

<sup>3</sup> Additional fees may be payable for mail forwarding.

## Searches

Fee for first search <sup>1</sup>	55.00
Fee for each additional search in the same order <sup>1</sup>	11.00

<sup>1</sup> Additional disbursements will apply.

## Miscellaneous Services

Reprint of work	From	44.00
Preparation of ASIC form 492	From	44.00
ABN applications companies, trusts and associations	From	165.00
Stamping of deed interstate <sup>1</sup>		55.00
Supply documents in PDF <sup>2</sup>	From	44.00
Lodgements at SRO or ASIC	From	55.00

<sup>1</sup> All jurisdictions other than NT. Fee for stamping of deed in NT is \$77. These fees cover delivery & return by courier.

<sup>2</sup> PDFs supplied free when requested with order.

## Stationery

If you are interested in purchasing stationery from us (for example binders or dividers), please contact us on 03 9898 6666 or [castle@castlecorp.com.au](mailto:castle@castlecorp.com.au) and we will be happy to quote you.

## Payment Options

Pay now via:	<b>Cheque:</b> Please make cheque payable to: Castle Corporate Pty Ltd
	<b>Credit card:</b> Please complete a <a href="#">Credit Card Authorisation form</a> and return to us
	<b>Bank deposit:</b> Account details: BSB: 083-155, Account: 66332-9114
Pay in 14 days	Please complete an <a href="#">Enduring Credit Card Authorisation form</a> and return to us. We will keep this securely on file and automatically deduct payment 14 days after the invoice date - <i>approved clients only</i>
Pay in 30 days	Pay via cheque, credit card or bank deposit (see invoice for details) - <i>approved clients only</i>