

PRICE LIST

Prices effective from 1 July 2018



All of the fees listed below are for payment at time of order, or 14 days following the invoice date if an Enduring Credit Card Authorisation is provided. Otherwise, an additional \$66.00 will be charged.

COMPANY FORMATION

PDF of all core documents being:

- Certificate of registration
- Constitution
- Minutes
- Consents
- Form 201
- Guidelines

Electronic

- Includes :**
- PDF of all core documents

Standard

- Includes:**
- Documents inserted in a folder with 6 dividers
 - 2 bound constitutions
 - PDF of all core documents and registers

Premium

- Includes:**
- Documents inserted in a folder with 12 dividers
 - Slipcase
 - 4 bound constitutions
 - PDF of all core documents and registers

	Electronic	Standard	Premium
Proprietary company	\$631.00	\$708.00	\$752.00
Super fund trustee company	\$631.00	\$708.00	\$752.00
Professional practice company	\$686.00	\$763.00	\$807.00
Public company limited by shares ¹	\$829.00	\$906.00	\$950.00
Public company limited by guarantee ²	\$854.00	\$931.00	\$975.00
No liability company			Price on application
Shelf company			Price on application

TRUST AND SMSF FORMATION

PDF of all core documents being:

- Trust deed
- Minutes
- Guidelines

Electronic

- Includes PDFs:**
- PDF of all core documents

Standard

- Includes:**
- All documents printed
 - Documents marked with sign-here tags
 - 2 bound deeds
 - PDF of all core documents and registers

Premium

- Includes:**
- All documents printed
 - Documents inserted in a folder with dividers
 - Slipcase
 - 4 bound deeds
 - PDFs of all core documents and registers

	Electronic	Standard	Premium
Standard discretionary trusts	\$154.00	\$198.00	\$242.00
Bloodline discretionary trusts	\$264.00	\$308.00	\$352.00
Farm & young farmer discretionary trusts	\$209.00	\$253.00	\$297.00
Class discretionary trusts	\$242.00	\$286.00	\$330.00
Standard unit trusts	\$154.00	\$198.00	\$242.00
Class unit trusts	\$308.00	\$352.00	\$396.00
Hybrid unit trusts	\$385.00	\$429.00	\$473.00
Self managed super funds	\$275.00	\$319.00	\$363.00

Notes:

1. Constitution for a listing on the ASX or NSX will incur an additional fee of \$330.00
 2. If an S150 certificate is required, please add \$403.00 for an additional ASIC fee.
- Common seals are an additional \$33.00 with a premium or standard package, or an additional \$44.00 with an electronic package (for postage & handling).
 - If you require us to apply for an ABN, an additional fee of \$220.00 will be incurred.
 - Additional fees apply for more than 5 parties (at \$11.00 per party), or for extensive assistance.
 - A stamp duty handling fee of \$33.00 for NSW, \$77.00 for Northern Territory, and \$55.00 for deeds stamped in jurisdictions other than Victoria will apply in addition to the applicable interstate stamp duty fees if you wish Castle to stamp deeds.
 - All prices include ASIC fees.
 - If Castle Legal is required to become involved where the product or service is not standard, additional fees will apply.

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Secretarial Services¹

Alignment of review dates for a group of companies ²	From	\$165.00
Annual review ²	From	\$176.00
Appoint alternate director ³	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 ⁵		\$568.00
Change to officers ³	From	\$ 88.00
Change to shareholders ³	From	\$ 88.00
Common seal if ordered separately		\$ 55.00
Company name reservation ⁴		\$104.00
Deregistration ⁴		\$183.00
Provision of ASIC registered agent or as ASIC contact address per annum	From	\$165.00
Provision of nominee shareholder per annum	From	\$165.00
Provision of registered office ⁶ per annum	From	\$165.00
Reinstatement ²	From	\$253.00
Removal of director ³	From	\$275.00
Reconstruction of company register		POA

1. Sourcing missing information may attract an additional fee.
2. ASIC fees are additional.
3. Additional fees apply for the provision of up-to-date registers.
4. ASIC fees are included.
5. Common seals are an additional \$33.00 (for postage & handling).

Adoption of New Constitution

Adoption of new constitution with minutes ^{1 & 2}	From	\$253.00
Adoption of new constitution with minutes and other changes to officers and/or shareholders ^{1 & 2}	From	\$286.00
Constitution with ASX rules		\$330.00
Constitution for a not-for-profit proprietary company ^{1 & 2}		\$330.00
Change to/from sole purpose superannuation fund trustee ²	From	\$286.00

1. For more than four members and/or more than one class of share on issue, additional fees will apply.
2. If Castle Legal is to provide a tailored constitution, additional fees will apply.

Capital Restructures

Capital reduction ¹	From	\$440.00
Share buy back ¹ - Agreement included for first shareholder only - additional agreements \$165 each	From	\$605.00
Share buy back ¹ - Agreement excluded	From	\$440.00
Conversion of shares to another class ¹	From	\$374.00
Creation of new class of share ^{1 & 2}	From	\$374.00
Share division or consolidation ¹	From	\$374.00
Redemption of redeemable preference shares ¹	From	\$220.00
Financial assistance	From	\$550.00

1. For more than four members and/or more than one class of share in issue, additional fees will apply.
2. If Castle Legal is to provide a tailored constitution, additional fees will apply.

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Status Change

Migration from one company type to another company type ^{1, 2 & 3} 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 or from a public company limited by guarantee ^{1, 2, 3 & 4}	From	\$880.00
Change to or from sole purpose superannuation fund trustee ³	From	\$286.00

1. ASIC fees are additional.
2. For more than four members and/or more than one class of share on issue, additional fees will apply.
3. If Castle Legal is to provide tailored/non-Model rules or constitution, additional fees will apply.
4. CAV fees are additional.

Victorian Associations

Incorporation with Model Rules ¹		\$385.00
Incorporation with non-Model Rules ¹		\$385.00
Changes to members and committee members		\$198.00
Change of name ¹	From	\$231.00
Adoption of new Rules and Purposes ^{1&3}	From	\$231.00
Register an incorporated association as an Australian registrable body ²	From	\$660.00
Winding up ¹		\$330.00

1. CAV fees are additional.
2. ASIC fees are additional.
3. If Castle Legal is required to provide non-Model rules, additional fees will apply.

Business Names

Business name registration ¹		\$ 77.00
Change of details		\$ 77.00
Renewal of business name registration ¹		\$ 55.00
Transfer of ownership of business name ¹		\$ 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

1. ASIC registration fees are additional and are \$36.00 for one year registration and \$84.00 for a three year registration.

Unit Trust Secretarial Services

Issue of units up to four allottees ^{1,2&3}	From	\$165.00
Transfers of units up to four transfers ^{1,2&3}	From	\$165.00
Redemption of units up to four unit holders ^{1,2&3}	From	\$165.00
Division/consolidation of units up to four unit holders ^{1,2&3}	From	\$165.00

1. Additional fees apply for the provision of up-to-date registers.
2. For more than four issues, transfers, redemptions, divisions or consolidations, additional fees will apply
3. Additional fees apply for the provision of up-to-date registers.

Searches

Fee for first search in an order ¹		\$ 55.00
Fee for each additional search in the same order ¹		\$ 11.00

1. Search disbursements are additional.

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Foreign Company Services

Registration of foreign company with ASIC ¹	From	\$385.00
Provision of a local agent in Australia per annum ²		\$297.00
Provision of registered office in Australia per annum ²		\$297.00
Provision of a resident director in Australia (includes documentation and set up)	First year	\$4,950.00
	Thereafter	\$3,850.00
Supply of public officer (includes documentation and set-up) ²	First year	\$1,650.00
	Thereafter	\$1,100.00
Preparation and lodgement of ASIC Form 405 or 406 annual return ¹	From	\$220.00
Changes to company details - prepared and lodged by Castle ¹	For the first change, from	\$ 88.00
	For each additional change in the same order	\$ 33.00
Lodgement of documents with ASIC - if not prepared by Castle ¹	For the first document	\$ 66.00
	For each additional change in the same order	\$ 33.00
Notarisation of documents	From	\$1,100.00
Non-standard support	Per hour	\$220.00

^{1.} ASIC fees are additional.

^{2.} Additional fees may be payable for mail forwarding.

Miscellaneous Services

Reprint of work	From	\$ 44.00
Preparation of ASIC Form 492	From	\$ 44.00
ABN applications for companies, trusts and associations ¹		\$220.00
Handling an ABN application rejection ¹		\$220.00
Stamping of deed interstate ²		\$ 55.00
Supply documents in PDF ³	From	\$ 44.00
Lodgements at SRO or ASIC	From	\$ 55.00

^{1.} Due to the time it takes to complete the application/handle the rejection, these fees are non-refundable, even if your ABN application rejected.

^{2.} A stamp duty handling fee of \$33.00 for NSW, \$77.00 for Northern Territory, and \$55.00 for deeds stamped in jurisdictions other than Victoria will apply in addition to the applicable interstate stamp duty fees if you wish Castle to stamp deeds.

^{3.} PDFs are supplied without charge when requested with your 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 and we will be happy to give you a quote.

Payment options

Pay Now	Cheque	Please make cheque payable to Castle Corporate Pty Ltd
	Credit card	Please complete a credit card authorisation form and return to us
	Bank deposit/EFT	Account details are: BSB No: 083-419 Account No: 66332-9114
Pay in 14 days		Please complete an enduring credit card authorisation form and return to us. We will keep this securely on file and automatically deduct payment 14 days after the invoice date. For approved clients only.
Pay in 30 days		Pay via cheque, credit card or bank deposit/EFT. See your invoice for details For approved clients only.

If you have any questions, please give us a call on 03 9898 6666 or [email us](mailto:castle@castlecorp.com.au)