

# PRICE LIST

Prices effective from 1 July 2023



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 \$77.00 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 (itemised to the left)	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
Proprietary company	\$730.00	\$796.00	\$840.00
Super fund trustee company	\$730.00	\$796.00	\$840.00
Professional practice company	\$785.00	\$851.00	\$895.00
Public company limited by shares <sup>1</sup>	\$917.00	\$983.00	\$1,027.00
Public company limited by guarantee <sup>2</sup>	\$925.00	\$991.00	\$1,035.00
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 (itemised to the left)	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
<b>Discretionary Trusts</b>			
Standard discretionary trusts	\$176.00	\$242.00	\$286.00
Bloodline discretionary trusts	\$275.00	\$341.00	\$385.00
Farm & Young Farmer discretionary trusts	\$275.00	\$341.00	\$385.00
Class discretionary trusts	\$275.00	\$341.00	\$385.00
<b>Unit Trusts</b>			
Standard unit trusts	\$176.00	\$242.00	\$286.00
Fixed unit trust for ATO purposes	\$231.00	\$297.00	\$341.00
R13.22C unit trusts	\$231.00	\$297.00	\$341.00
NSW land tax unit trust	\$330.00	\$396.00	\$440.00
Class unit trusts	\$330.00	\$396.00	\$440.00
Hybrid unit trusts	\$396.00	\$462.00	\$506.00
<b>Superannuation</b>			
Self managed super funds	\$286.00	\$352.00	\$396.00

### Notes

- Constitution for a listing on the ASX or NSX will incur an additional fee of \$550.00.
- If a Section 150 certificate is required, please add \$474.00 for the additional ASIC fee.

### Other

- Common seals are an additional \$55.00 with a premium or standard package, or an additional \$66.00 with an electronic package (for postage & handling).
- If you require us to apply for an ABN, an additional fee of \$231.00 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 \$55.00 for Victoria and New South Wales and \$88.00 for Northern Territory will apply in addition to the applicable interstate stamp duty fees if you wish Castle to stamp deeds that were supplied by Castle. An additional \$22.00 fee will apply to have deeds returned to us and sent back to you by courier.
- All prices include ASIC fees and GST.
- If Castle Legal is required to become involved where the product or service is not standard, additional fees will apply.

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Partnering with you to get it right

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

Alignment of review dates for a group of companies <sup>2</sup>		From	\$220.00
Annual review <sup>2</sup>			\$187.00
Appoint alternate director <sup>3</sup>		From	\$154.00
Appointment or resignation of ASIC registered agent or ASIC contact address		From	\$ 88.00
Change of address			\$ 66.00
Change of auditor		From	\$220.00
Change of company name (includes ASIC fee of \$474.00) <sup>4</sup>			\$650.00
Change to officers <sup>3</sup>		From	\$ 99.00
Change to shareholders <sup>3</sup>		From	\$ 99.00
Common seal (if ordered separately)			\$ 66.00
Company name reservation (includes ASIC fee of \$59.00)			\$114.00
Deregistration (includes ASIC fee of \$47.00)			\$201.00
Provision of ASIC registered agent or as ASIC contact address <sup>5</sup>	per annum	From	\$165.00
Provision of nominee shareholder <sup>5</sup>	per annum	From	\$165.00
Provision of registered office <sup>5</sup>	per annum	From	\$165.00
Reinstatement <sup>2</sup>		From	\$275.00
Removal of director <sup>3</sup>		From	\$330.00
Reconstruction of company register			POA

1. Sourcing missing information may attract an additional fee.
2. ASIC fees are additional and will depend on your choices.
3. Additional fees apply for the provision of up-to-date registers.
4. Common seals are an additional \$55 (if ordered with your work) or \$66 otherwise.
5. Additional fees may be payable for mail forwarding.

## Adoption of New Constitution

Adoption of new constitution with minutes <sup>1 &amp; 2</sup>		From	\$275.00
Adoption of new constitution with minutes and other changes to officers and/or shareholders <sup>1 &amp; 2</sup>		From	\$330.00
Constitution with ASX rules			\$550.00
Constitution for a not-for-profit proprietary company <sup>1 &amp; 2</sup>			\$385.00
Change to/from sole purpose superannuation fund trustee <sup>3</sup> (includes ASIC notification)		From	\$319.00

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

## Capital Restructures

Capital reduction <sup>1 &amp; 2</sup>		From	\$550.00
Share buyback <sup>1</sup>	Agreement included for first shareholder only - additional agreements \$176 each	From	\$770.00
Share buyback <sup>1</sup>	Agreement excluded	From	\$550.00
Conversion of shares to another class <sup>1</sup>		From	\$440.00
Creation of new class of share <sup>1 &amp; 3</sup>		From	\$440.00
Share division or consolidation <sup>1</sup>		From	\$440.00
Redemption of redeemable preference shares <sup>1</sup>		From	\$330.00
Financial assistance		From	\$660.00

1. For more than four members and/or more than one class of share in issue, additional fees will apply.
2. For a sole member, the fee is \$275.00.
3. If Castle Legal is to provide a tailored constitution, additional fees will apply.

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## Status Change.

All of the fees listed below for status changes 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 \$77.00 will be charged

Migration from one company type to another company type <sup>1, 2 &amp; 3</sup>	From	\$770.00
e.g. migrating a proprietary company to a public company limited by shares and vice versa, etc		
Migration from an association to or from a public company limited by guarantee <sup>1, 2, 3 &amp; 4</sup>	From	\$880.00

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 constitution or rules, additional fees will apply.
4. CAV fees are additional.

## Victorian Associations

Incorporation with model rules <sup>1</sup>		\$330.00
Incorporation with non-model rules <sup>1 &amp; 3</sup>		\$330.00
Changes to members and committee members		\$231.00
Change of name <sup>1</sup>	From	\$242.00
Adoption of new Rules and Purposes <sup>1 &amp; 3</sup>	From	\$264.00
Register an incorporated association as an Australian registrable body <sup>2</sup>	From	\$440.00
Winding up <sup>1</sup>		\$440.00

1. CAV fees are additional.
2. ASIC fees of \$443.00 are additional.
3. If Castle Legal is required to provide non-model rules, additional fees will apply.
4. For more than four parties, additional fees will apply.

## Business Names

Business name registration <sup>1</sup>		\$99.00
Change of details		\$99.00
Renewal of business name registration <sup>1</sup>		\$99.00
Transfer of ownership of business name <sup>1</sup>		\$121.00
Cancellation of business name		\$99.00
Application for ASIC key	From	\$55.00

1. ASIC registration fees are additional and are \$39.00 for a one year registration and \$92.00 for a three year registration.

## Unit Trust Secretarial Services

Issue of units up to four allottees <sup>1 &amp; 2</sup>	From	\$176.00
Transfers of units up to four transfers <sup>1 &amp; 2</sup>	From	\$176.00
Redemption of units up to four unit holders <sup>1 &amp; 2</sup>	From	\$220.00
Division/consolidation of units up to four unit holders <sup>1 &amp; 2</sup>	From	\$220.00

1. For more than four issues, transfers, redemptions, divisions or consolidations, additional fees will apply. For Castle deeds the additional fee is \$22.00 per transaction. For other deeds the additional fee is \$44.00 per transaction.
2. Additional fees apply for the provision of up-to-date registers starting from \$55.00.

## Searches

Company searches, personal name searches, roles and relationships between companies, business name searches and title searches.

Fee for first search in an order <sup>1</sup>		\$88.00
Fee for each additional search in the same order <sup>1</sup>		\$16.50

1. Search disbursements are additional.

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## Foreign Company Services

Registration of foreign company with ASIC (includes ASIC fee of \$576.00)	From	\$1071.00
Provision of registered office in Australia	per annum <sup>2</sup>	\$308.00
Provision of a local agent in Australia <sup>2</sup>	includes documentation and set-up	First year \$1,650.00 Thereafter \$1,100.00
Provision of a resident director in Australia <sup>2</sup>	includes documentation and set up	First year \$4,950.00 Thereafter \$3,850.00
Provision of public officer <sup>2</sup>	includes documentation and set-up	First year \$1,650.00 Thereafter \$1,100.00
Preparation and lodgement of ASIC Form 405 or 406 annual return <sup>1</sup>	From	\$242.00
Changes to company details	prepared and lodged by Castle <sup>1</sup>	For the first change, from \$99.00 For each additional change in the same order \$44.00
Lodgement of documents with ASIC	if not prepared by Castle <sup>1</sup>	For the first document \$77.00 For each additional change in the same order \$44.00
Notarisation of documents	From	\$1,100.00
Non-standard support	Per hour	\$220.00

1. ASIC fees are additional.

2. Additional fees will be payable for additional services.

## Miscellaneous Services

Reprinting work		\$66.00
Preparation of ASIC Form 492 only		\$44.00
Preparation of ASIC Form 492 and reprint of documentation	From	\$88.00
ABN applications	for companies, trusts and associations <sup>1</sup>	\$231.00
Handling an ABN application rejection <sup>1</sup>	for companies, trusts and associations <sup>1</sup>	\$330.00
Stamping of deed supplied by Castle <sup>2</sup>		Refer to note below
Stamping of deed not supplied by Castle <sup>3</sup>		Refer to note below
Supply documents in PDF <sup>4</sup>		From \$44.00
Lodgements	ASIC, SRO or CAV – Victoria or interstate	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 \$55.00 for Victoria and New South Wales and \$88.00 for Northern Territory will apply in addition to the applicable interstate stamp duty fees if you wish Castle to stamp deeds that were supplied by Castle. An additional \$22.00 fee will apply to have deeds returned to us and sent back to you by courier.

3. A stamp duty handling fee of \$66.00 for Victoria and New South Wales and \$99.00 for Northern Territory will apply in addition to the applicable interstate stamp duty fees if you wish Castle to stamp deeds that were not supplied by Castle. An additional \$22.00 fee will apply to have deeds returned to us and sent back to you by courier.

4. 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](mailto:castle@castlecorp.com.au) and we will be happy to give you a quote.

## Payment options

<b>Pay Now</b>	Credit card	Please complete a credit card authorisation form and return to us
	Bank deposit/EFT	Account details are: BSB No: 083-543 Account No: 66-332-9114
<b>Pay in 14 days</b>		Please complete an enduring credit card authorisation form and return to us.
For approved clients only		We will keep this securely on file and automatically deduct payment 14 days after the invoice date.
<b>Pay in 30 days</b>		Pay by credit card, EFT or cheque. 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)