OSS & BK

- GST, ABN, TFN, and PAYG
- Business Name Registration
- ASIC and Now Infinity



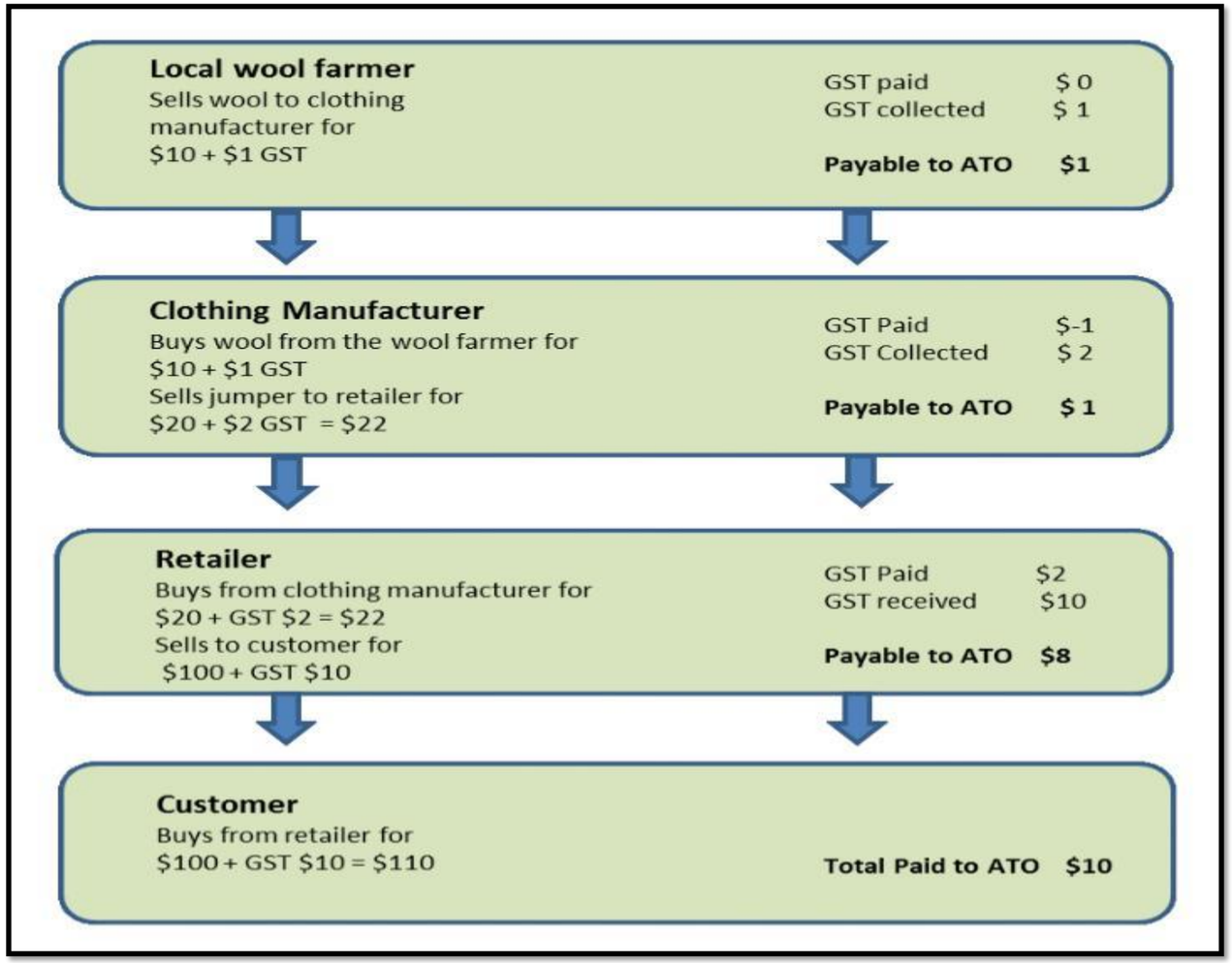
GST - Goods and Services Tax



- Goods and Services Tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.
- Each supplier must pay GST to the ATO and receives a tax credit for any GST paid on inputs, on evidence of a tax invoice.
- The standard goods and services tax (GST) in Australia is **10%**. It applies to most goods and services with a few exemptions. These include basic foods, certain medical and healthcare services and some educational courses.

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How the GST is collected through the Supply Chain?



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When you need GST

- When a business or enterprise has a GST turnover (gross income from all businesses minus GST) of $75,000 or more
- If it is non-profit organization, having a GST turnover of $150,000 per year or more to register GST
- Once you are required to register for GST, you need to do so within 2days.
- Penalties may apply if you fail to register when required to do so.
- You can also cancel your GST registration if you are no longer required to be registered.
- Before you register, you need to have an ABN (Australian Business Number)
- You can register for GST from the Australian Taxation Office (ATO) Portal.

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GST Free Sales

ATO don’t include GST in the price if the product or service is GST-free.
We can still claim credits for the GST included in the price of purchases we use to make our GST-free sales. Below are the some of the examples of GST Free-Sales.

Things that are GST-free include:

- ✓ Most Basic Food
- ✓ Some Education Courses, Medical Care Services And Child Care Services
- ✓ Some Religious Services And Charitable Activities
- ✓ Water, Sewerage And Drainage
- ✓ Precious Metals
- ✓ Sales Through Duty-free Shops
- ✓ Grants of land by government, farmland
- ✓ international mail and some telecommunications supplies
- ✓ exports
- ✓ sales of businesses as going concerns
- ✓ eligible emissions units.
- ✓ International transport and related matters

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Benefits of Registering for GST

Lodge Once a Year

If you register for GST, you will only need to file the GST numbers once a year. Certainly, keep track of your GST throughout each quarter. But keep in mind that you'll only need to provide the ATO with your GST accounting at your year end.

Tax Credits

Businesses are entitled to tax credits should they decide to register for GST. This is great news since it means more money coming back into the business with their tax return.



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Check if your business needs to register for GST

You must register for GST if:

Your business has a GST turnover of $75,000 or more

Your non-profit organization has a GST turnover of $150,000 or more

You provide taxi or limousine travel (including ride-sourcing services like uber, go catch, Didi or OLA) regardless of your GST turnover

You want to claim fuel tax credits for your business, regardless of your GST turnover

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Registering for GST

Before you register, you need to have an Australian business number (ABN). You can get an ABN External Link when you first register your business name or later.

Once you have an ABN, you can register for GST:

•via Online services for business

•by phone on **13 28 66**

•through your registered tax agent or BAS agentExternal Link

•by completing the *Add a new business account* (NAT 2954) form – order a form

using our publication ordering serviceExternal Link.

We'll notify you in writing of your:

•GST registration details, including the date your registration is effective

•ABN details if you haven't already received them.

Once registered for GST, you need to lodge a business activity statement (BAS).

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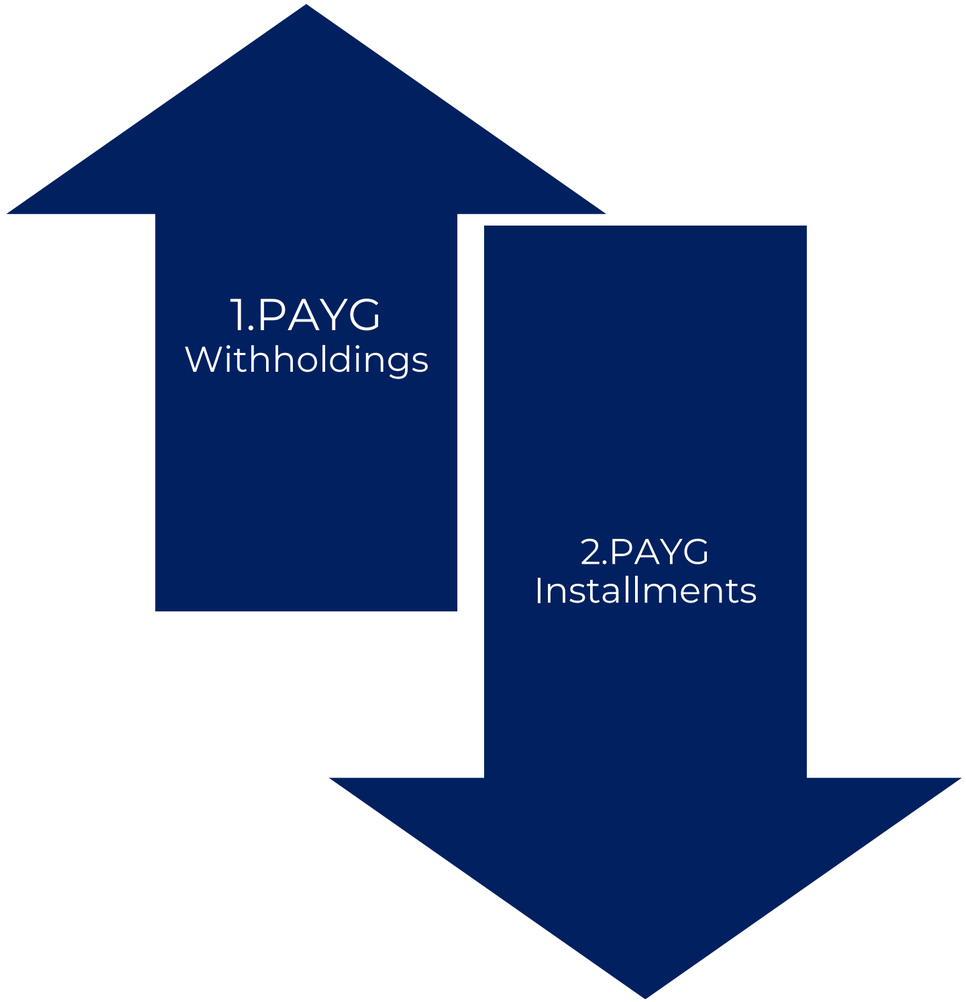
PAYG - Pay As You Go

PAYG is a system for regularly collecting income tax from earnings during the income year



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There are two limbs of PAYG



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Starting PAYG instalments



You enter the PAYG instalments system. We may enter you automatically, or you can ask to be entered.



You make regular payments (instalments) during the year, usually once every 3 months. The amount you pay is based on your business and investment income.



When you lodge your tax return, the PAYG instalments you have paid during the year are offset against your tax, leaving you with little or no tax to pay.

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When are PAYG instalments due?

Due dates for pay as you go (PAYG) instalments are generally 28 days after the end of each quarter.

Quarter	Period	Due date
1	July–September	28 October
2	October–December	28 February
3	January–March	28 April
4	April–June	28 July

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Stopping PAYG instalments

❑You may be able to exit pay as you go (PAYG) instalments if you are no longer earning business or investment income.

❑**For Individual:**

> who are eligible to claim the senior and pensioners tax offset in your tax return and report business and investment income of less than $4,000 (for residents, or $for non-residents) in your tax return

❑**For Trust**:

> Who has an estimated (notional) tax liability of less than $500 and reports instalment income of less than $4,000 in its tax return

❑**For Company and Super Funds**:

> it has instalment income (excluding capital gains) in its most recent income tax assessment of less than $2 million

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PAYG Withholding

When you pay your employees, you must withhold a certain amount of tax from their pay. You then send this tax to ATO.

The ATO calls this pay as you go (PAYG) withholding. You withhold this tax on behalf of your employees

They're a way to offset your tax bill at the end of the financial year by paying regular instalments. This way, you should not have a large tax bill when you lodge your tax returns.

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How to register or cancel PAYG withholding

If you have an ABN

If your business has an active ABN, you can register or cancel your PAYG withholding business account:

- online through our Online services for businessExternal Link
- through your registered tax agent or BAS agent
- using your Standard Business Reporting (SBR) compatible software
- by phoning our business line if you're an authorised business contact.

You can also order and complete the:

- *Add a new business account* (NAT 2954) form
- *Application to cancel registration* (NAT 2955) form.

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How to register or cancel PAYG withholding

If you don't need an ABN but have to withhold tax

You must register for a PAYG withholding account if you don't need an ABN but have to withhold tax from a payment.

You must withhold tax if:

- You self-manage your national disability insurance scheme funds and directly employ staff
- A supplier has not quoted their ABN
- You employ, or intend to employ, a person such as a nanny, cleaner, cook or gardener
- You pay royalties, dividends or interest to non-residents, or withhold from or report investment income to Australian residents.

You can register your PAYG withholding account and not have an ABN by:

- Phoning our business line and speaking to a customer service representative
- Completing an *application to register a PAYG withholding account* (NAT 3377)
- Contacting your registered tax agent or BAS agent.

To cancel your PAYG withholding account, you can:

- Phone our business line and speak to a customer service representative
- Complete an *application to cancel registration* (NAT 2955) form
- Ask your registered tax agent or BAS agent.

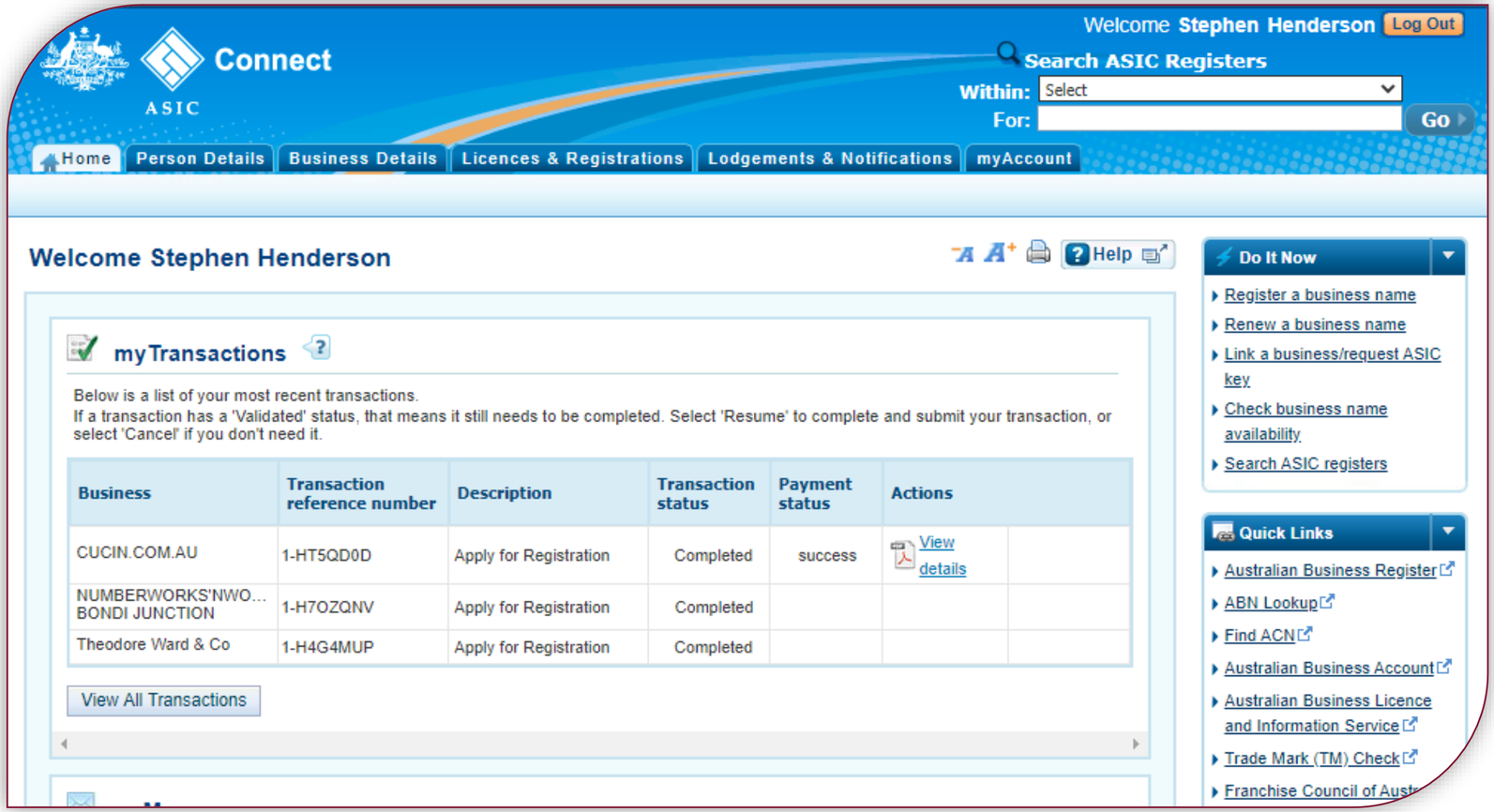
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New Business Name Registration

Step 1: Login ASIC Connect

Login Asic Connect website

https://asicconnect.asic.gov.au/public/;jsessionid=jQAQbIa8w7BIEGbRXVpFjWfqb57HUkXkI1OQDU4yOVHhTWh-bbIp!479131129



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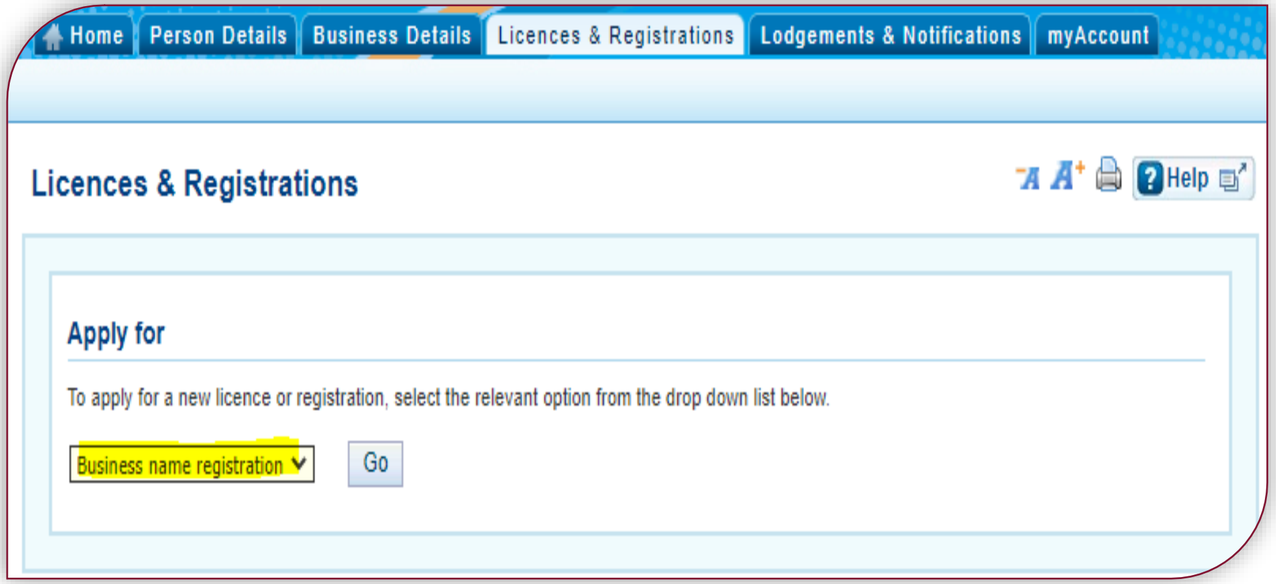
Step 2: Contents Required

Before applying for Business name registrations, we should have the below details handy.

1. ABN Number
2. New Business Name
3. Period of Registration
4. Principal Place of Business

Step 3: Fill the registration form in ASIC Connect

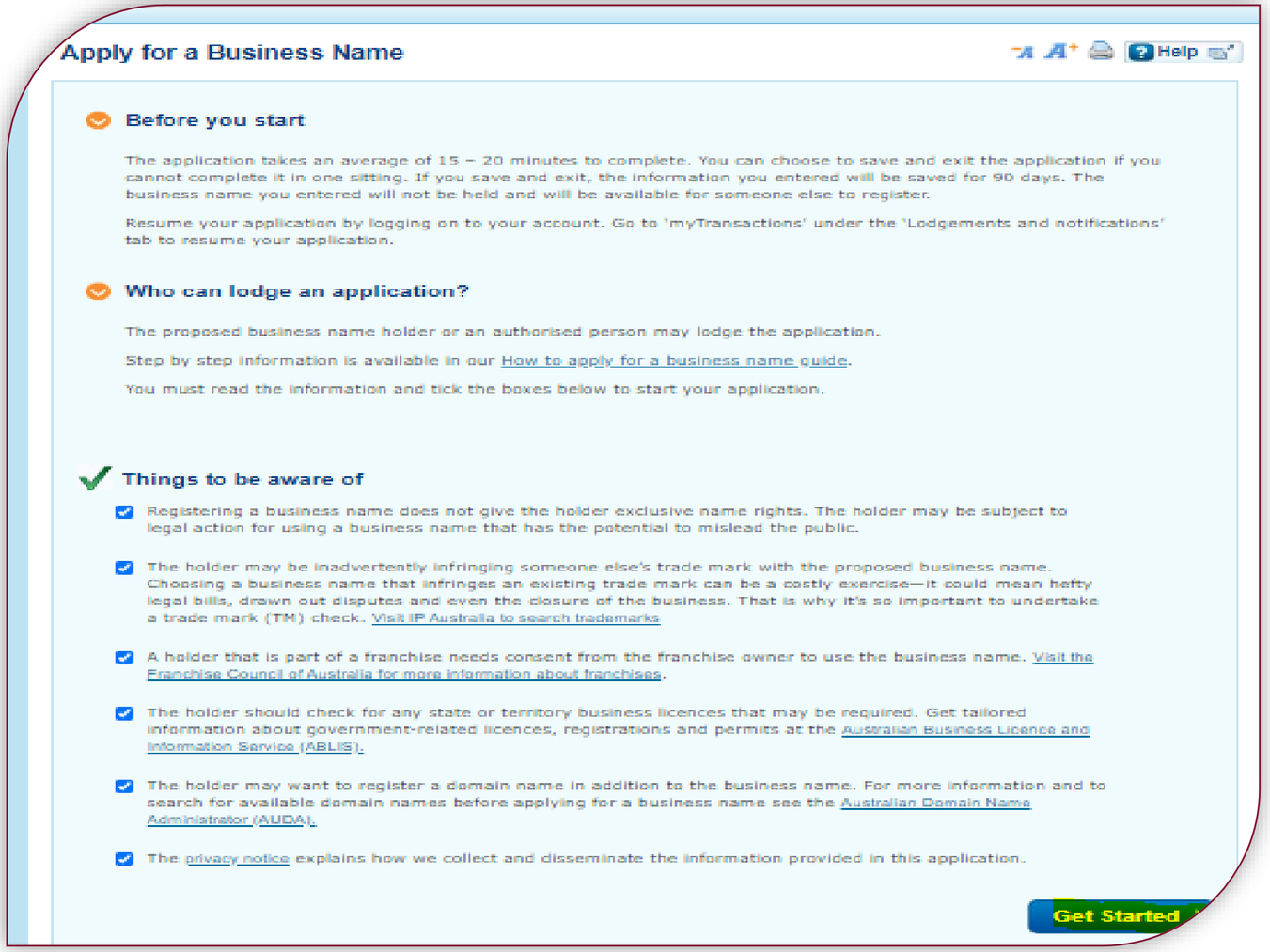
Select – Register a business name



Select Business name registration and click “Go”

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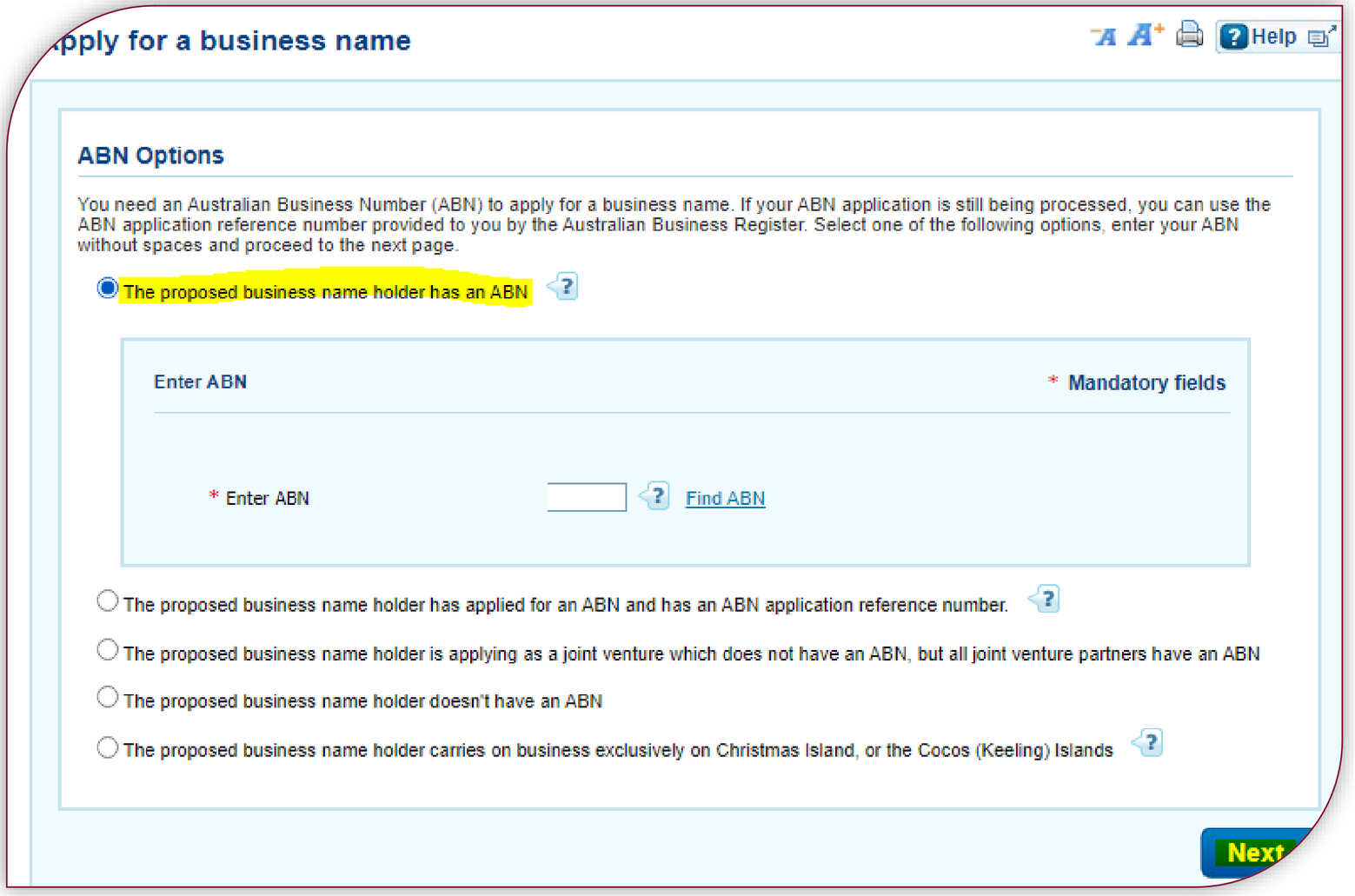
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Tick all the options in the Things to be aware of point – Then Select **“Get Started”**

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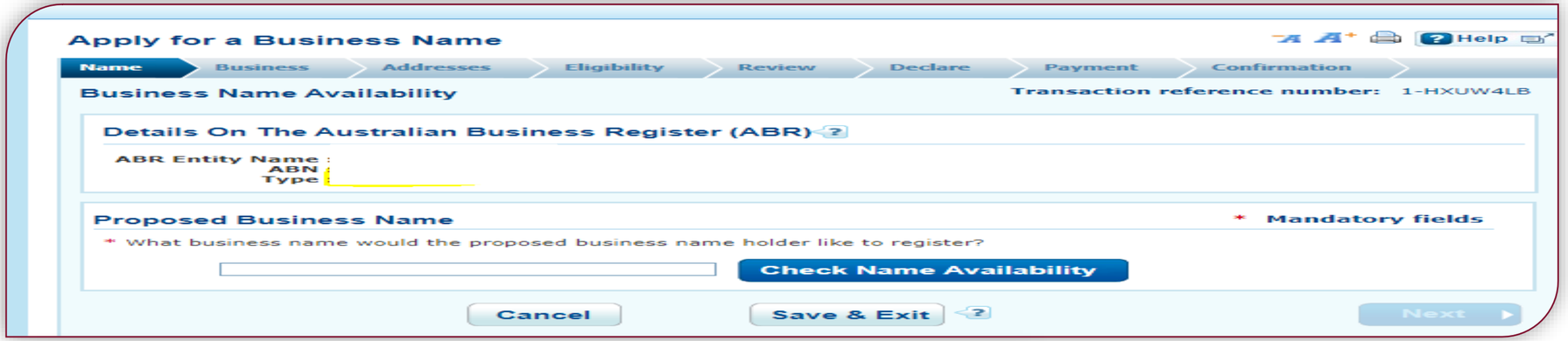


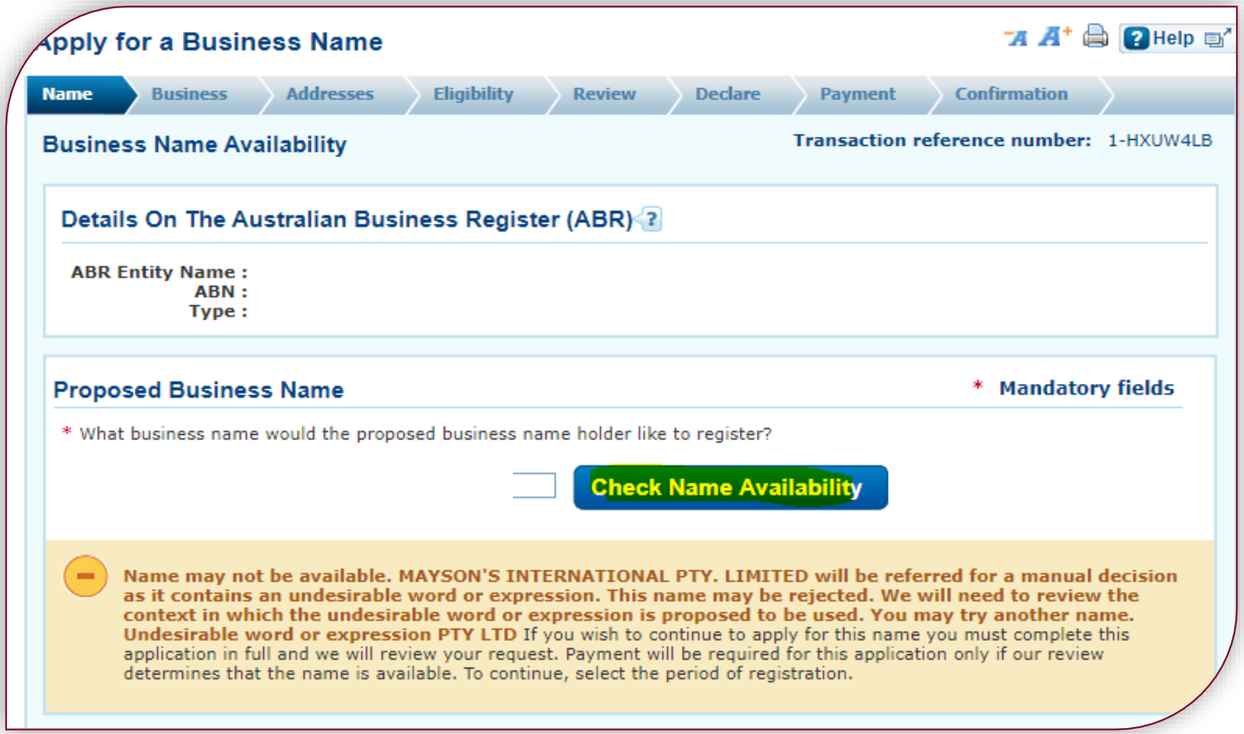
Select the below highlighted options and enter ABN number and click “Next”

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The below screen will come. Check the ABN entity **no /name / type** before proceeding further steps, if satisfied move to next step

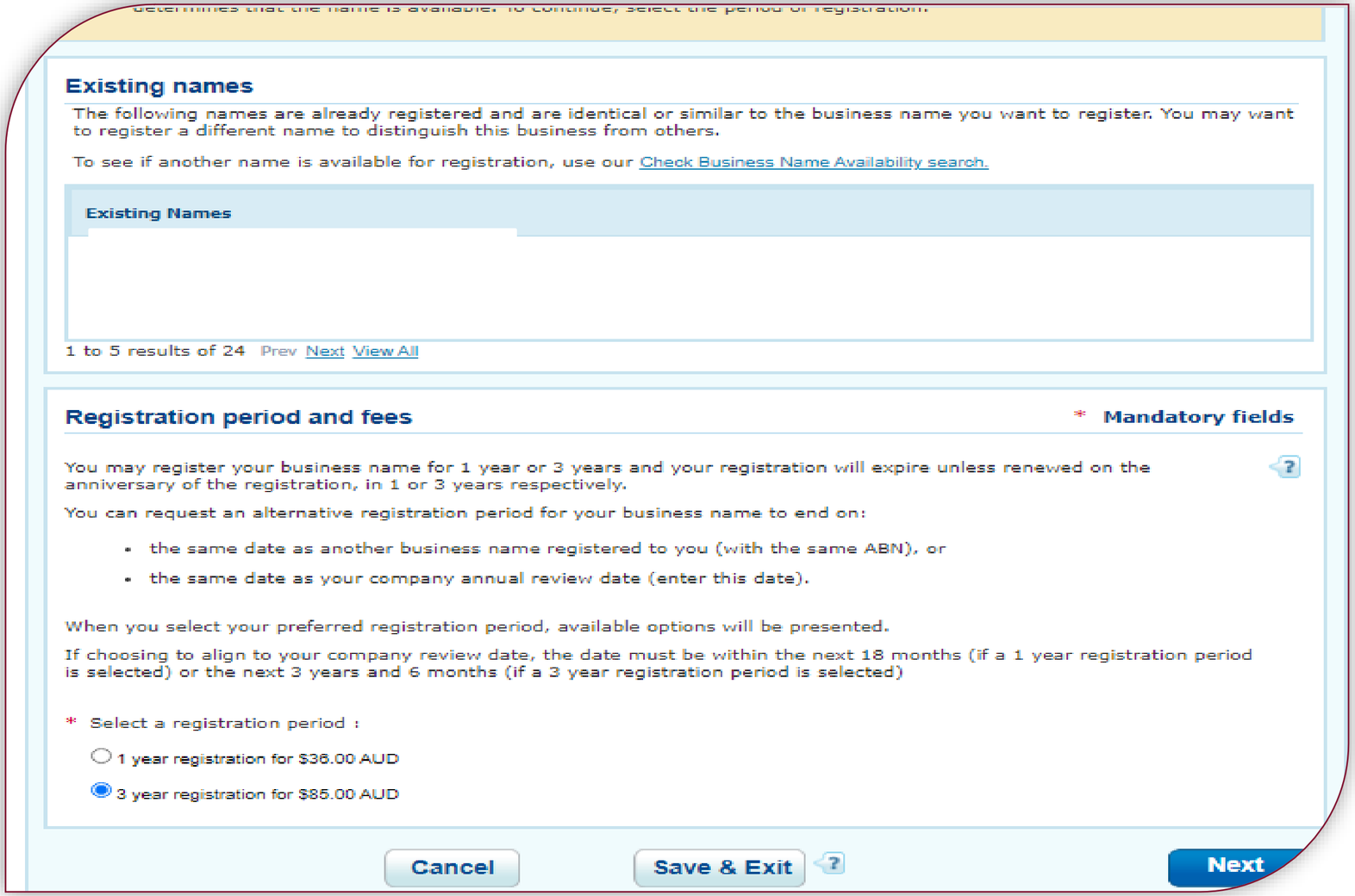




Update New Business Name provided by client and click - check Name availability

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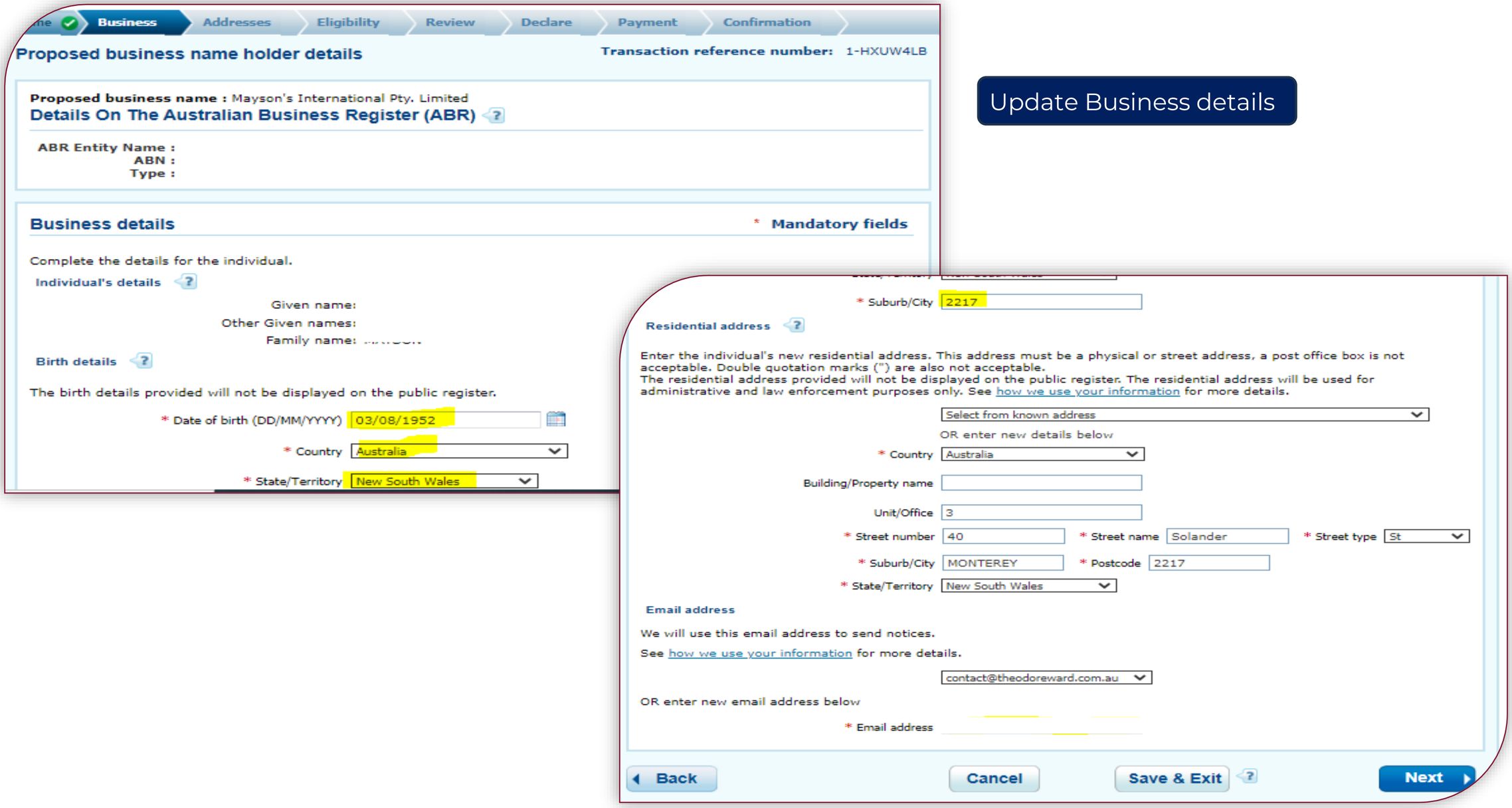


You will be asked to select existing name etc.. Ignore this and come for Registration period and fees section, (Normally we are applying 3 year registration)

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Update Business details



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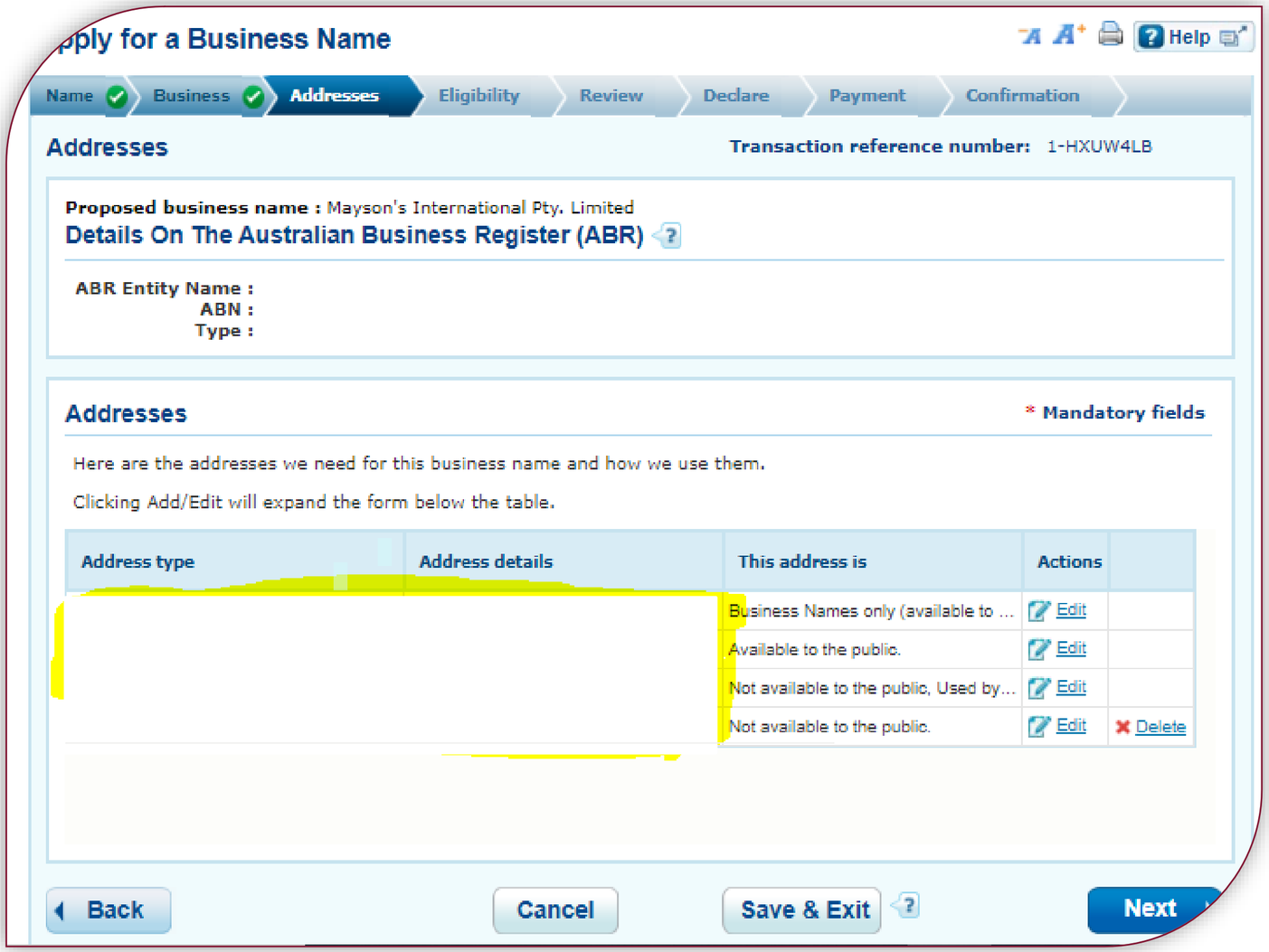


Select “Next”

Confirm the address inputted

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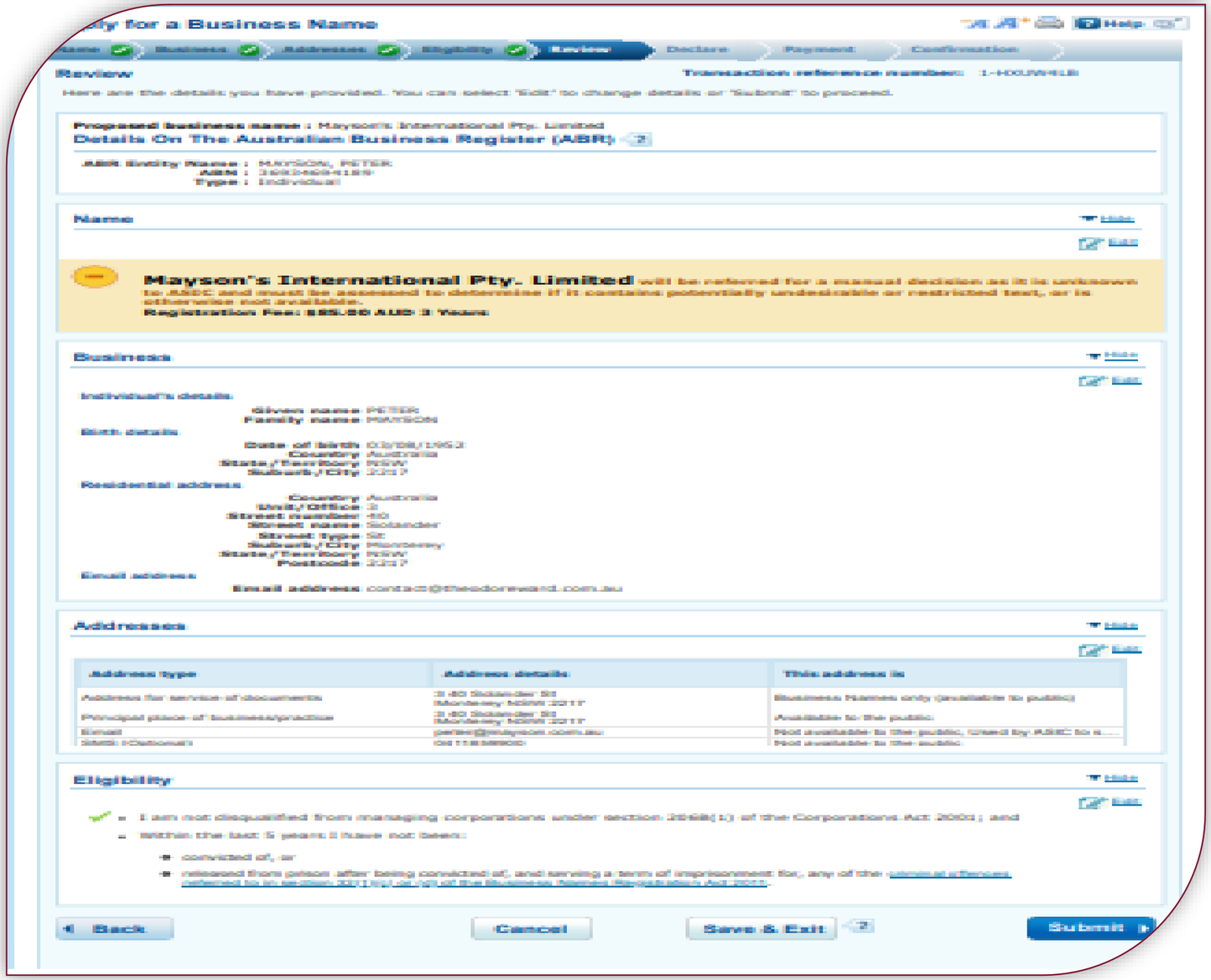
Fill the below details, and give “Next”

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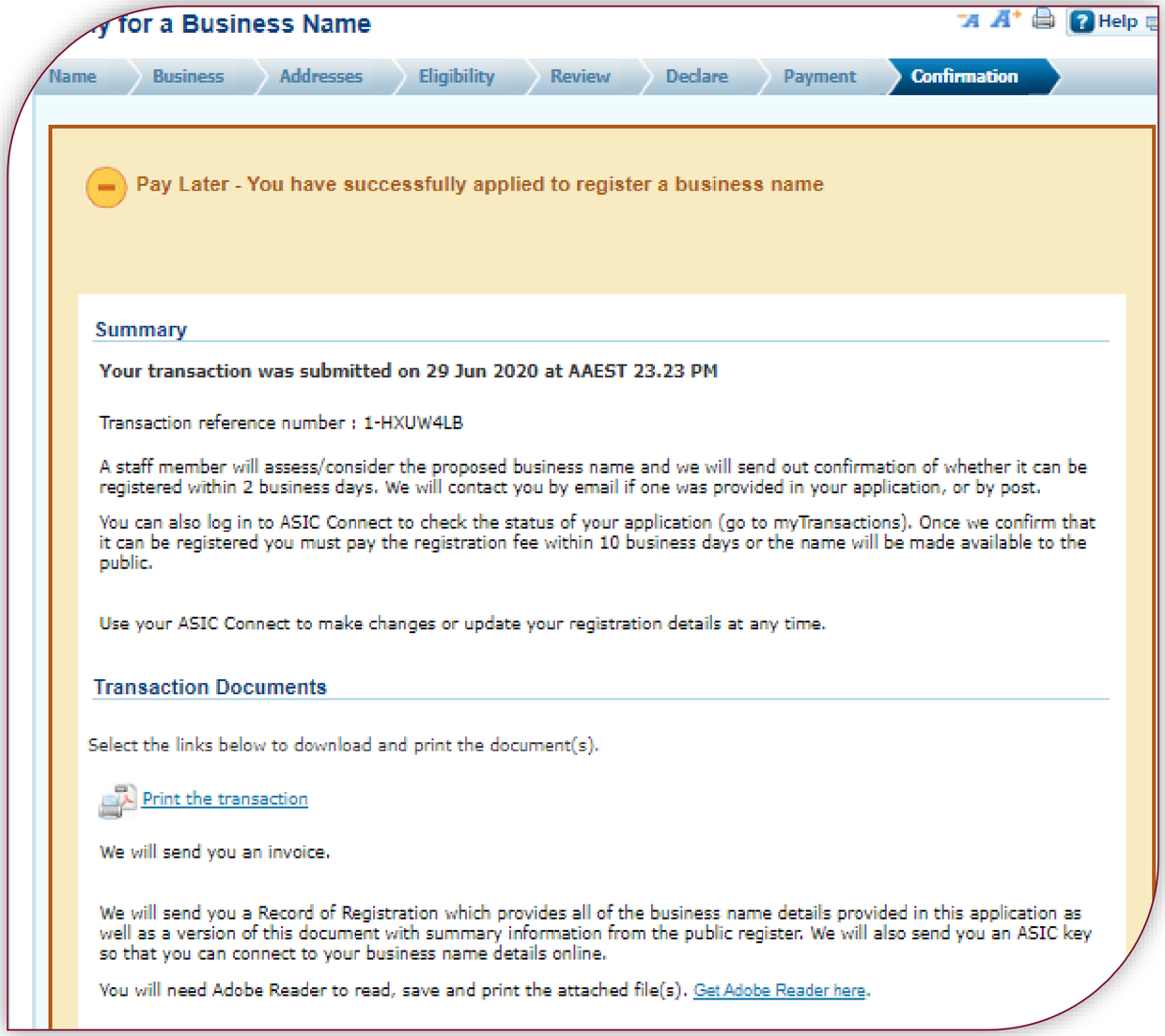
Confirm the Eligibility -

Review and give submit



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For Payment

Select “Pay Later” Option

Choose – **Invoice** method.

Select Print the transaction

Screenshot the Confirmation summary.

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ABN - Australian Business Number

An ABN is a unique 11 digit number that identifies your business to the government and community. You can use an ABN to:

- Identify your business to others when ordering and invoicing
- Avoid pay as you go (PAYG) tax on payments you get
- Claim goods and services tax (GST) credits
- Claim energy grants credits
- Get an australian domain name



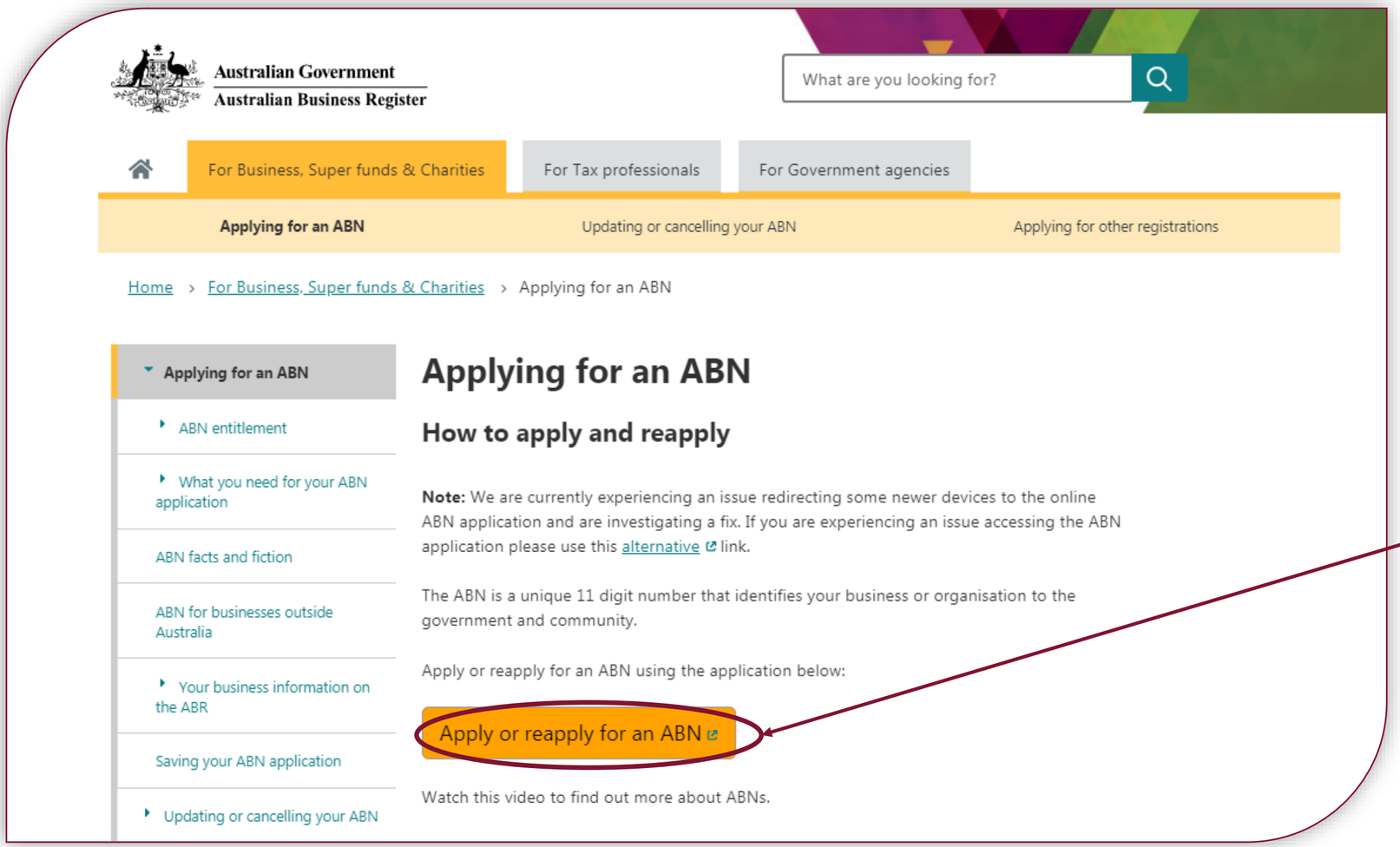
ABN Entitlement

You're entitled to an ABN if you're:

- Carrying on or starting an enterprise in Australia
- Making supplies connected with Australia's indirect tax zone
- A corporations act company.

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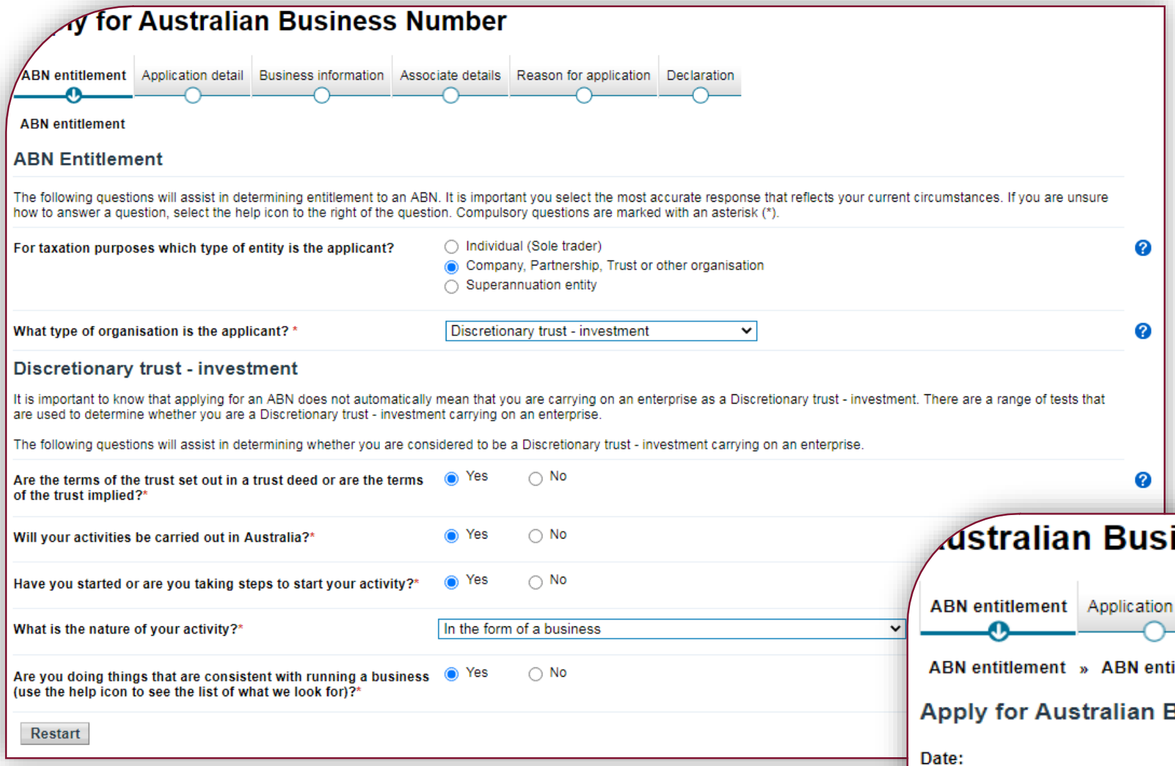
NEW ABN REGISTRATION



Step 1:
Click For ABN

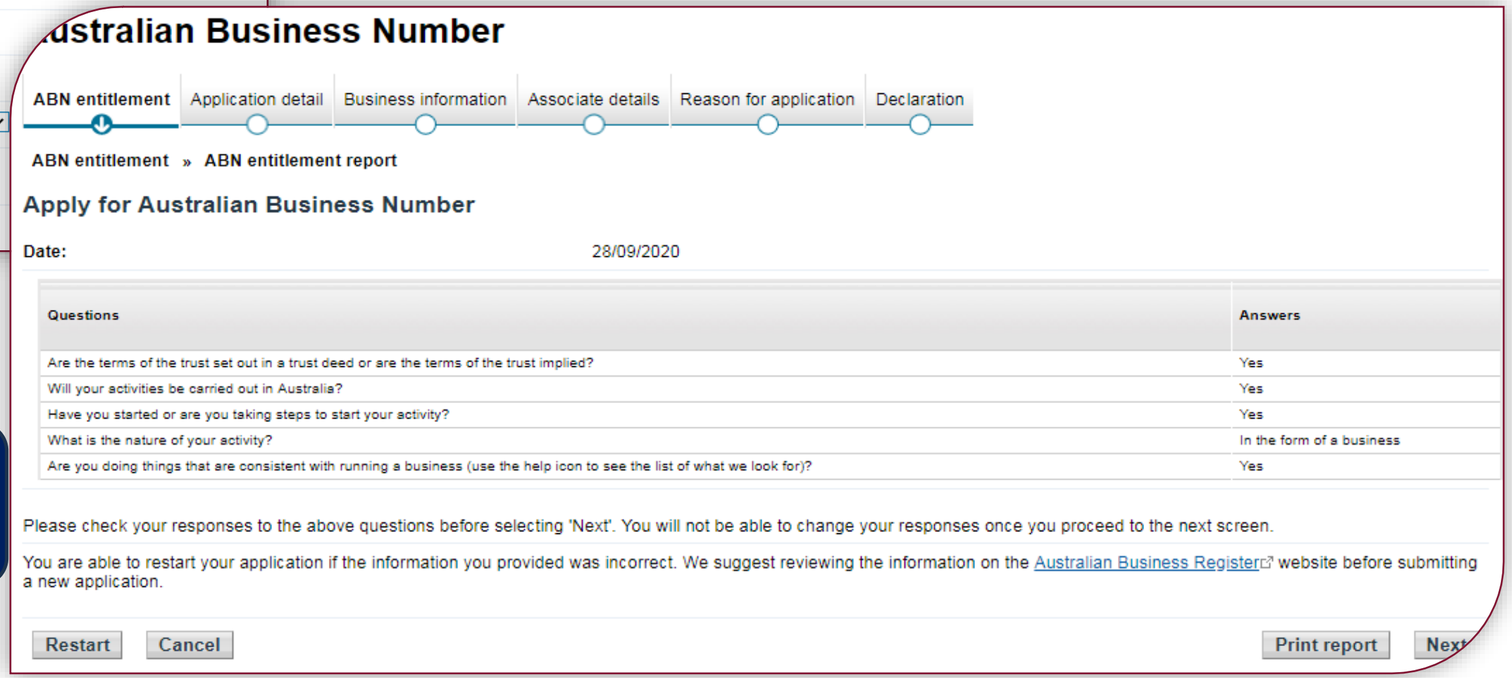
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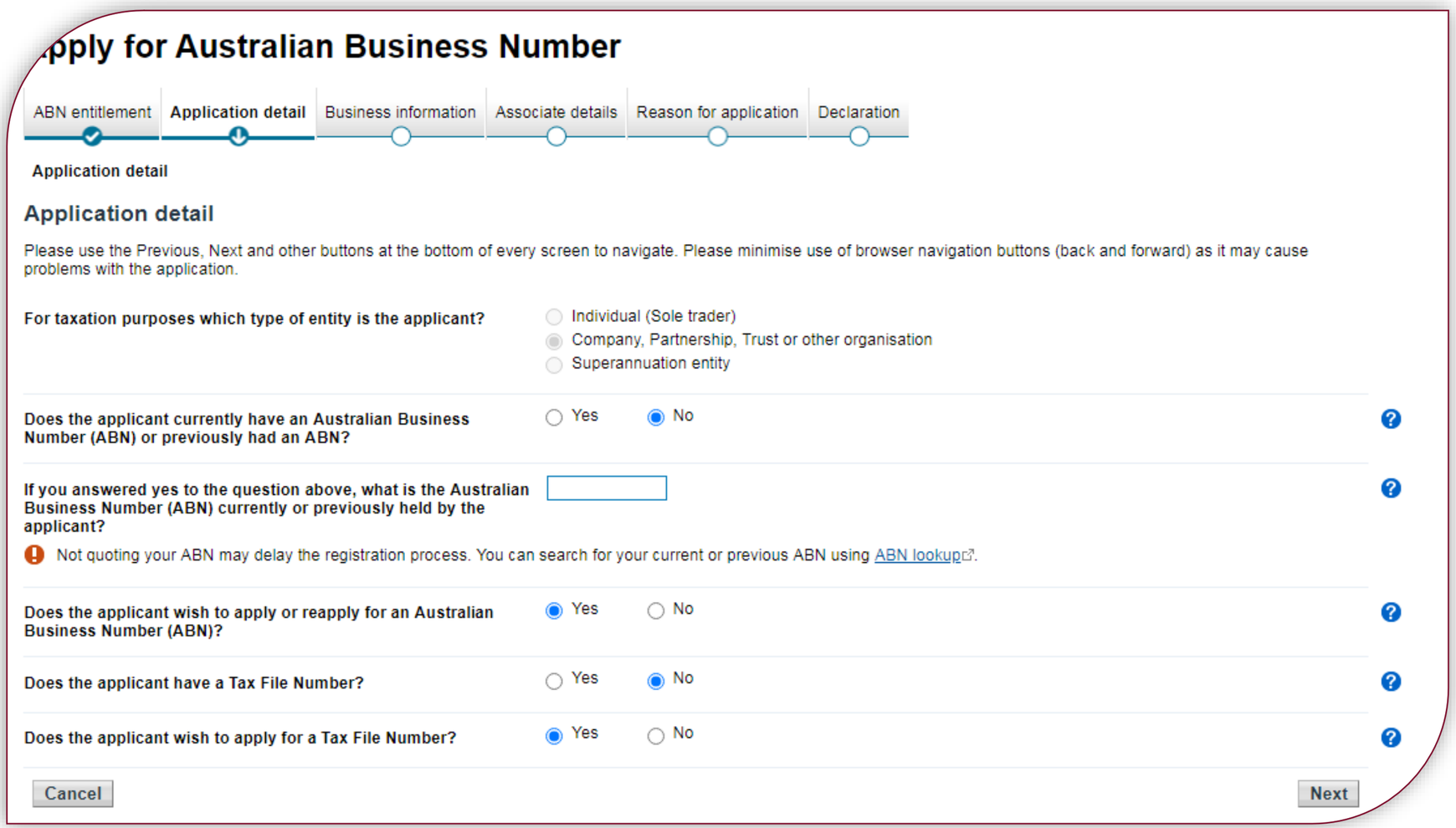
Fill the necessary details

ABN Entitlement section



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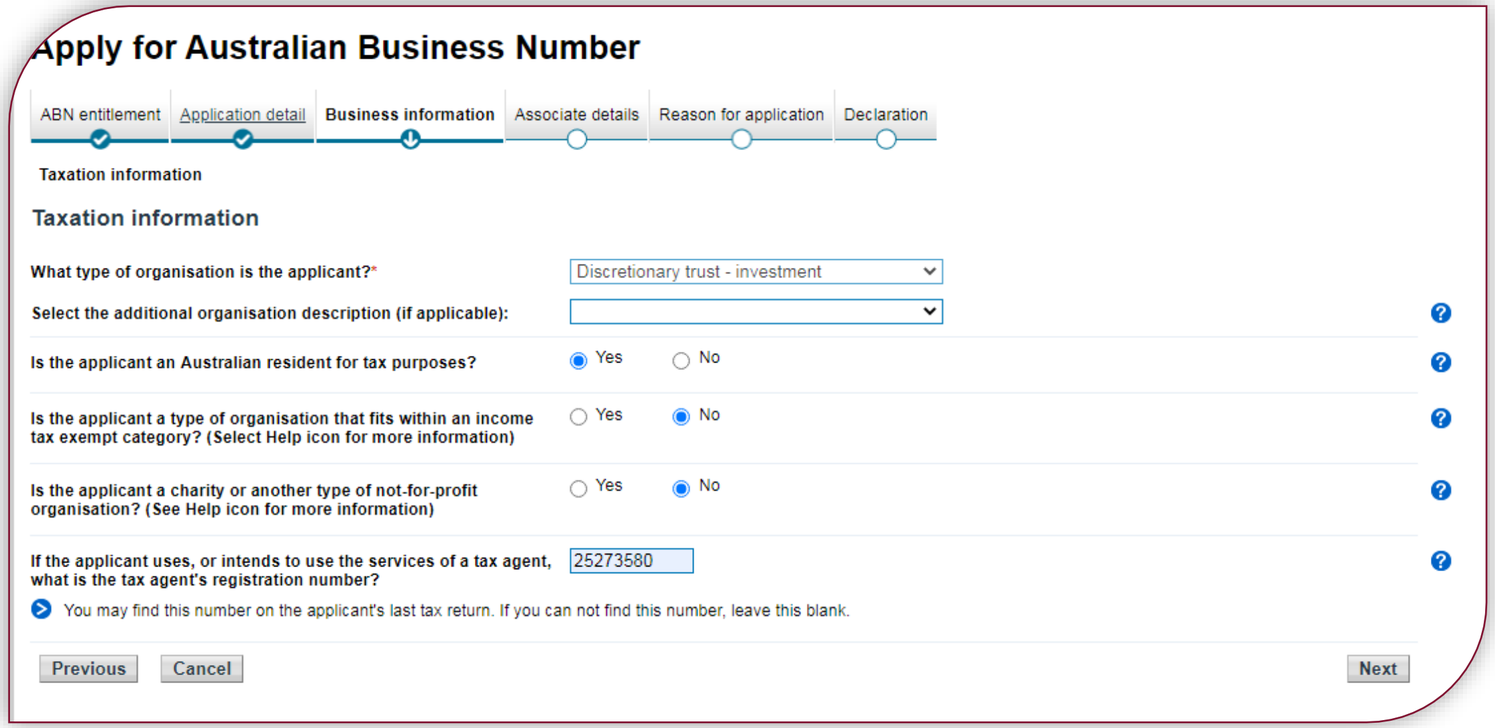


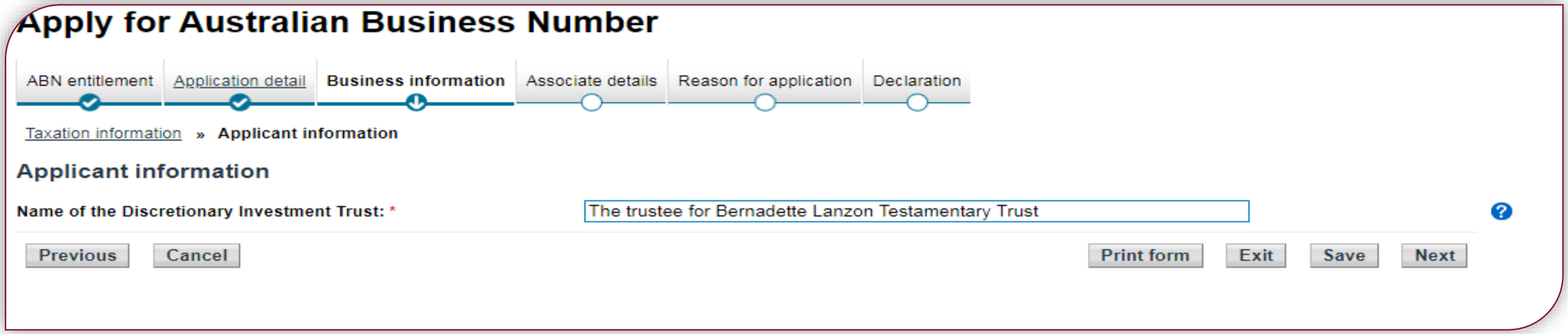
Application detail

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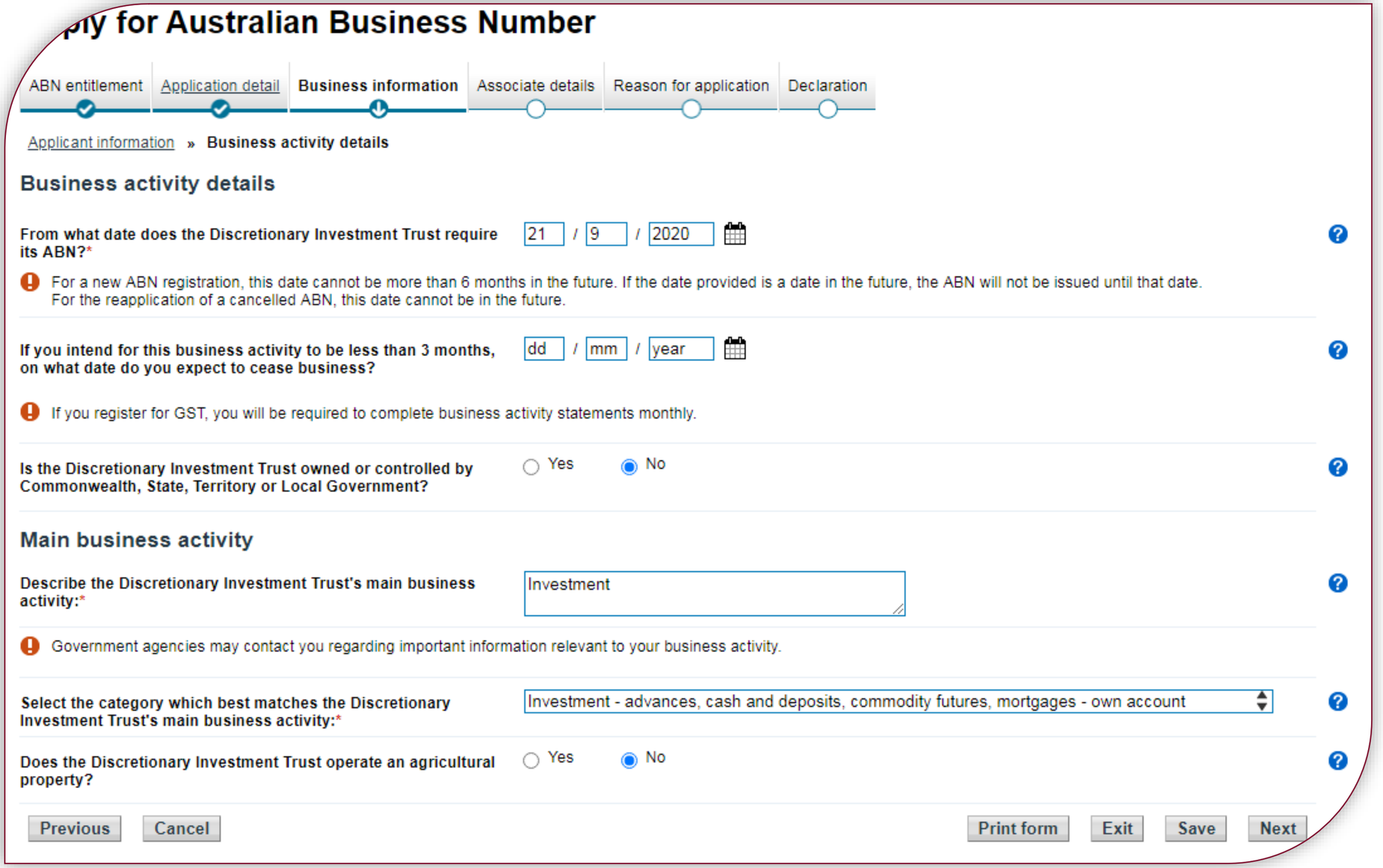
Business Information





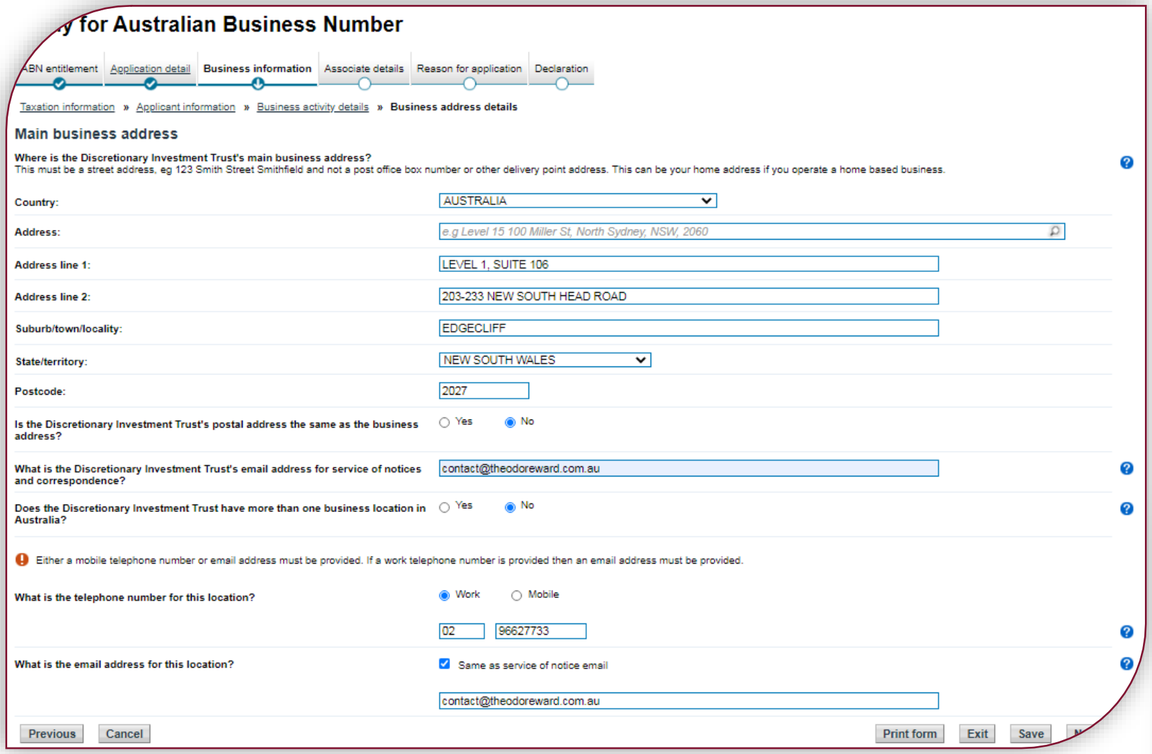
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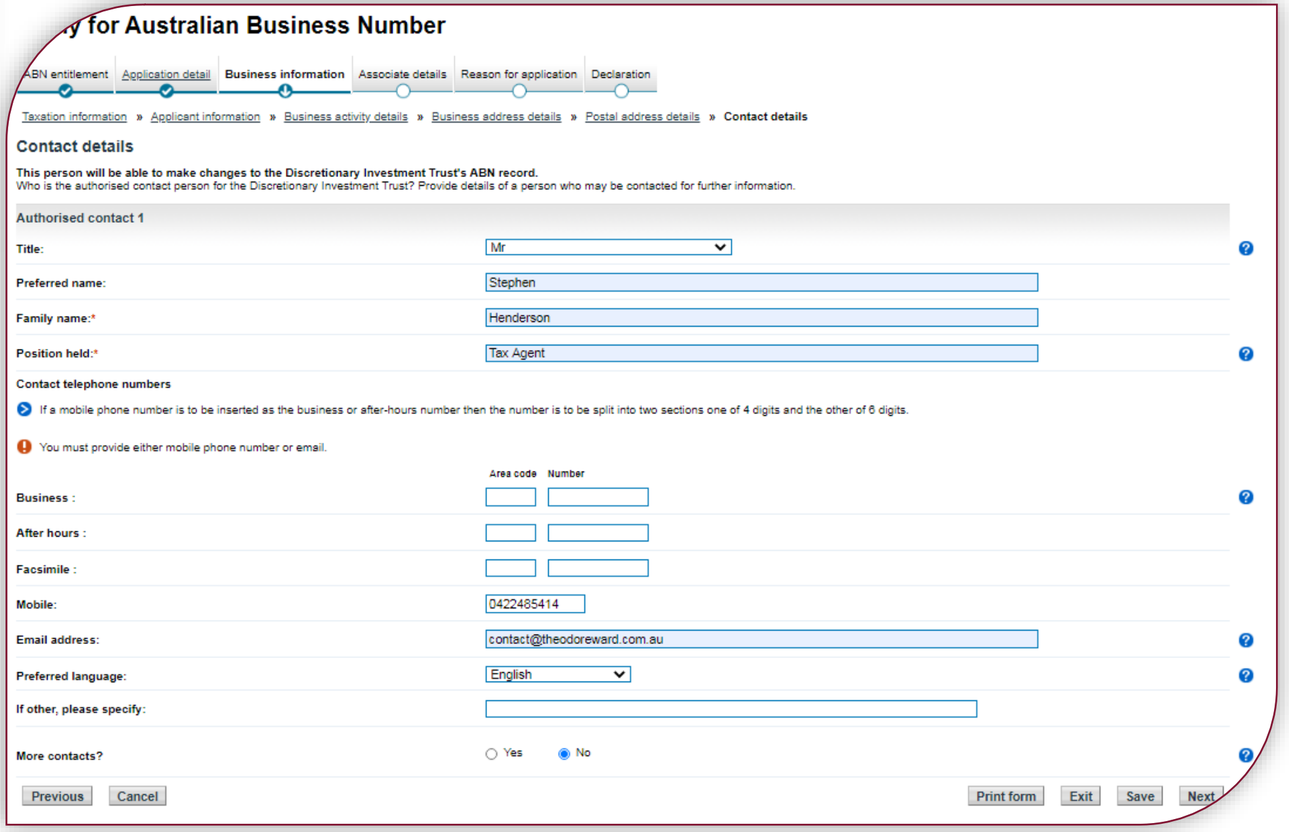
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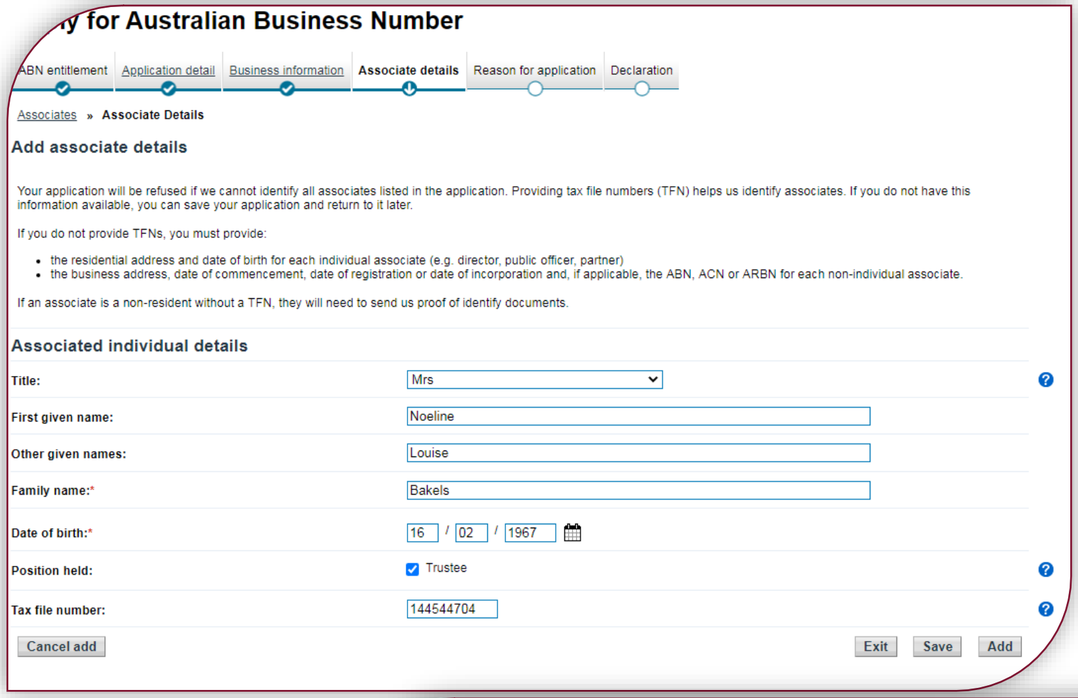


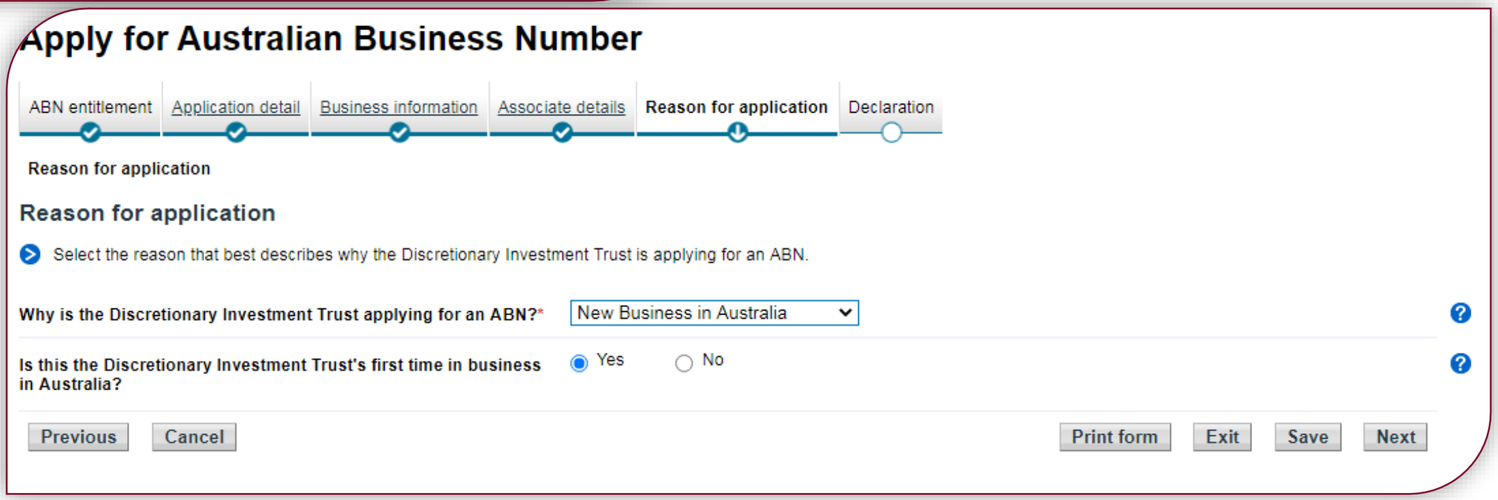


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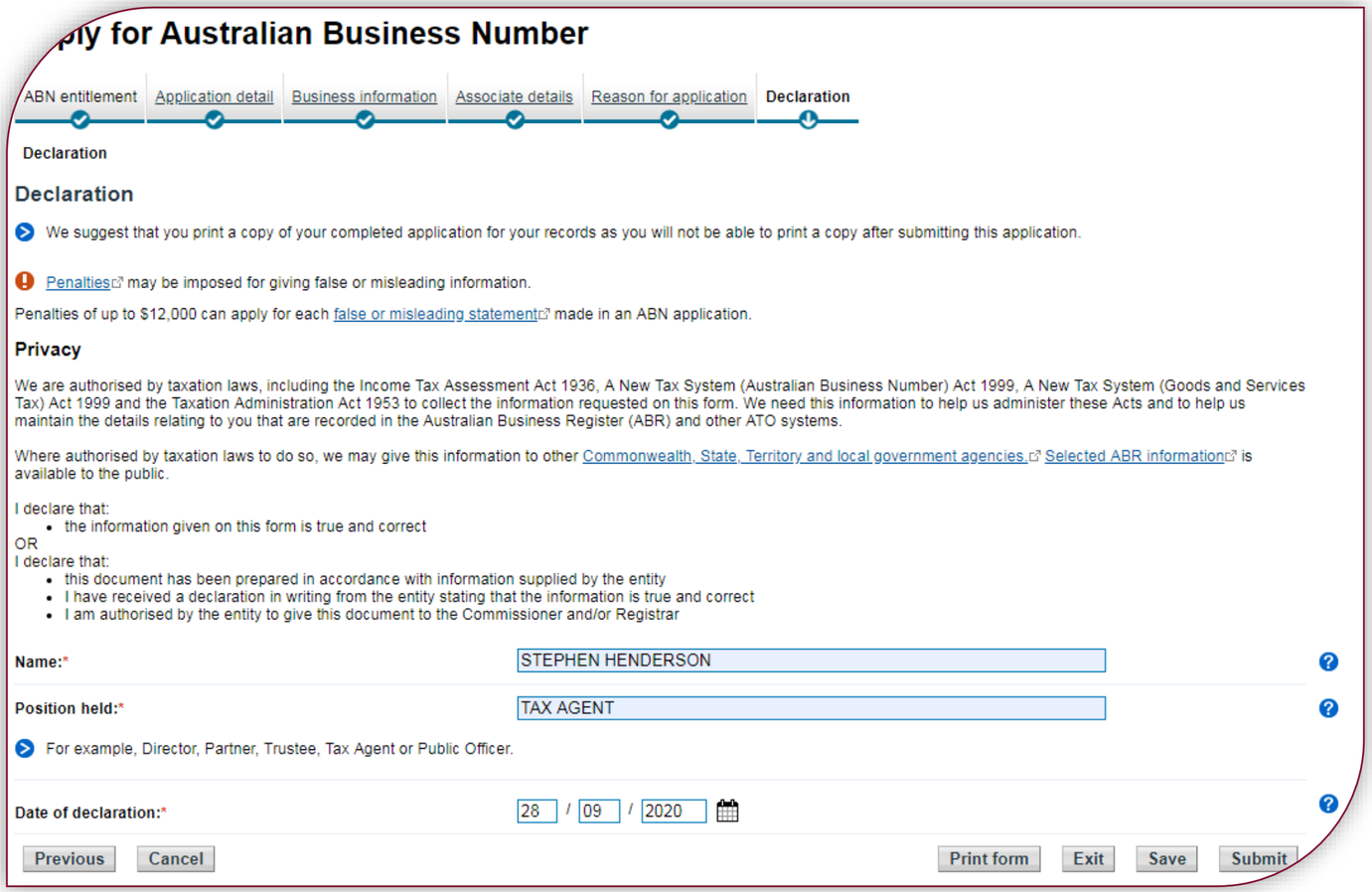
Associate details and Reason for application





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Declaration section

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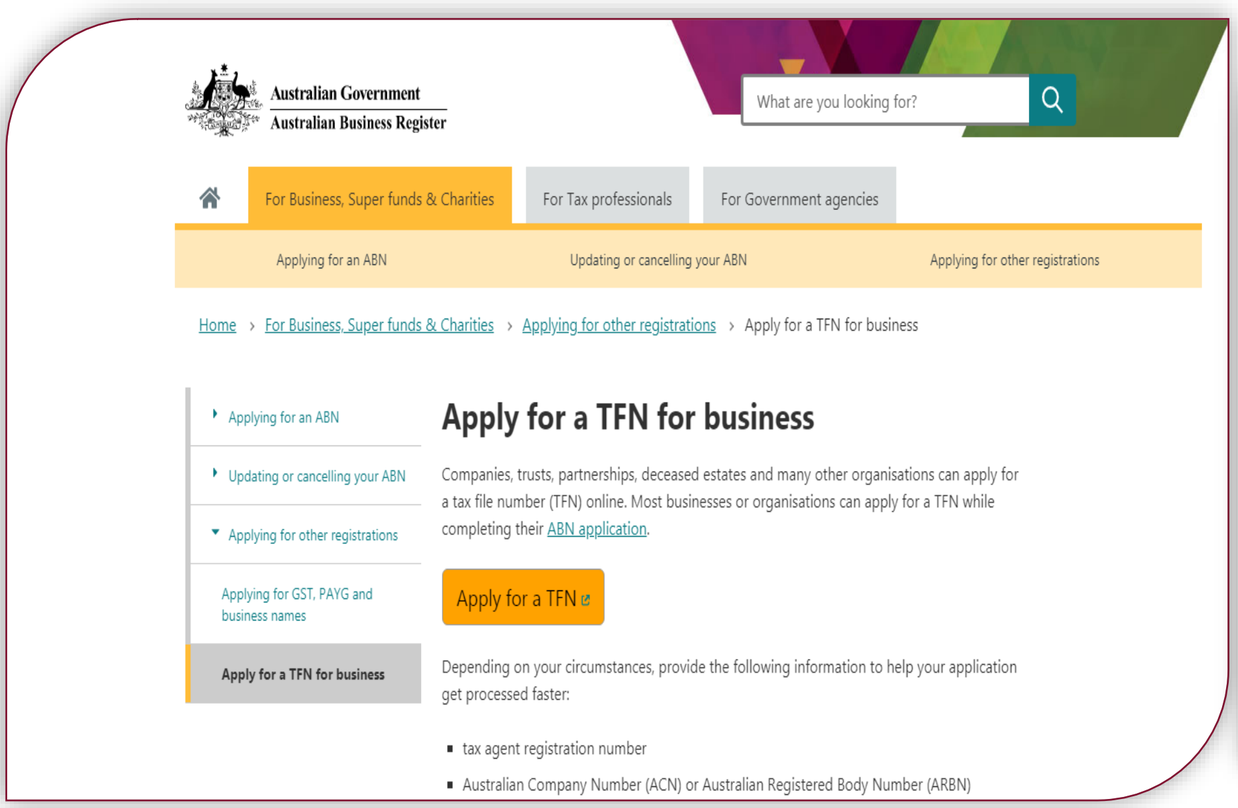
TFN – TAX FILING NUMBER

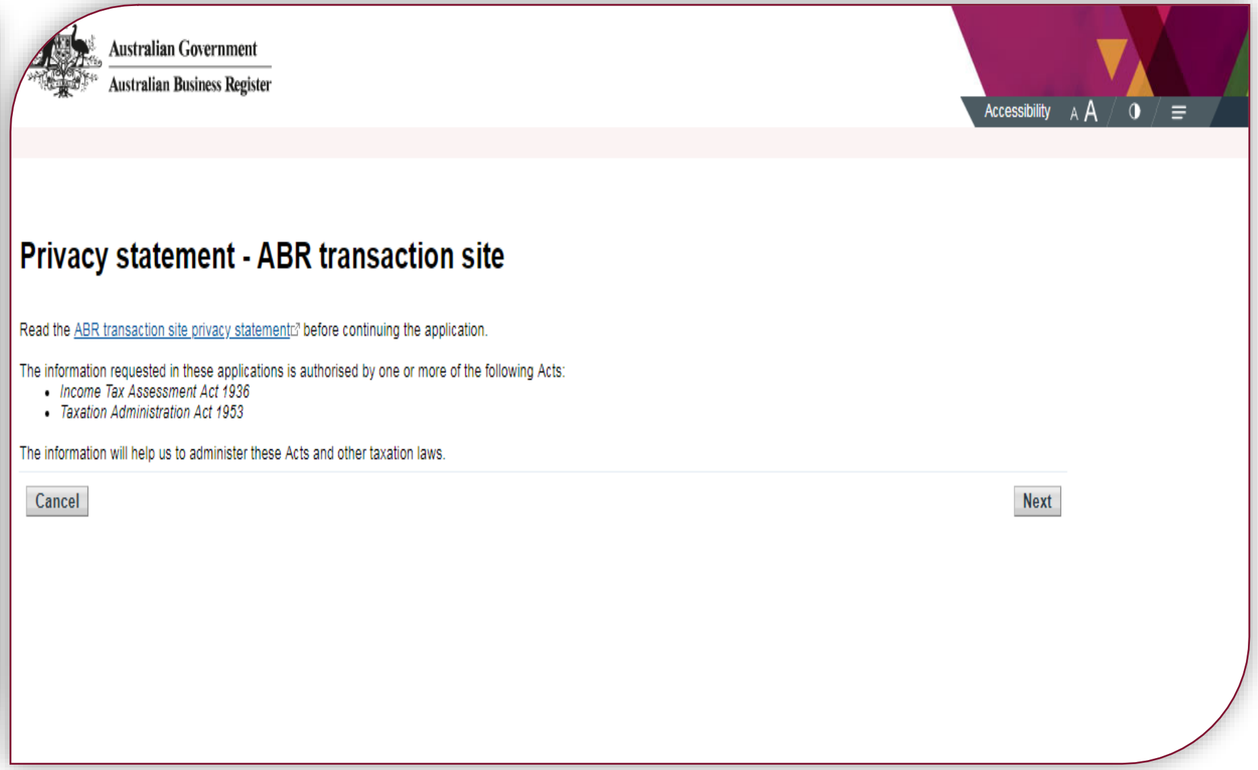
- A Tax File Number (TFN) Is Your Personal Reference Number In The Tax And Superannuation Systems.
- A Tax File Number (Tfn) Is A Unique Number The Australian Taxation Office (Ato) Creates And Gives To Companies.
- Generally, To Use For Taxation And Superannuation Purposes Throughout Your Life.



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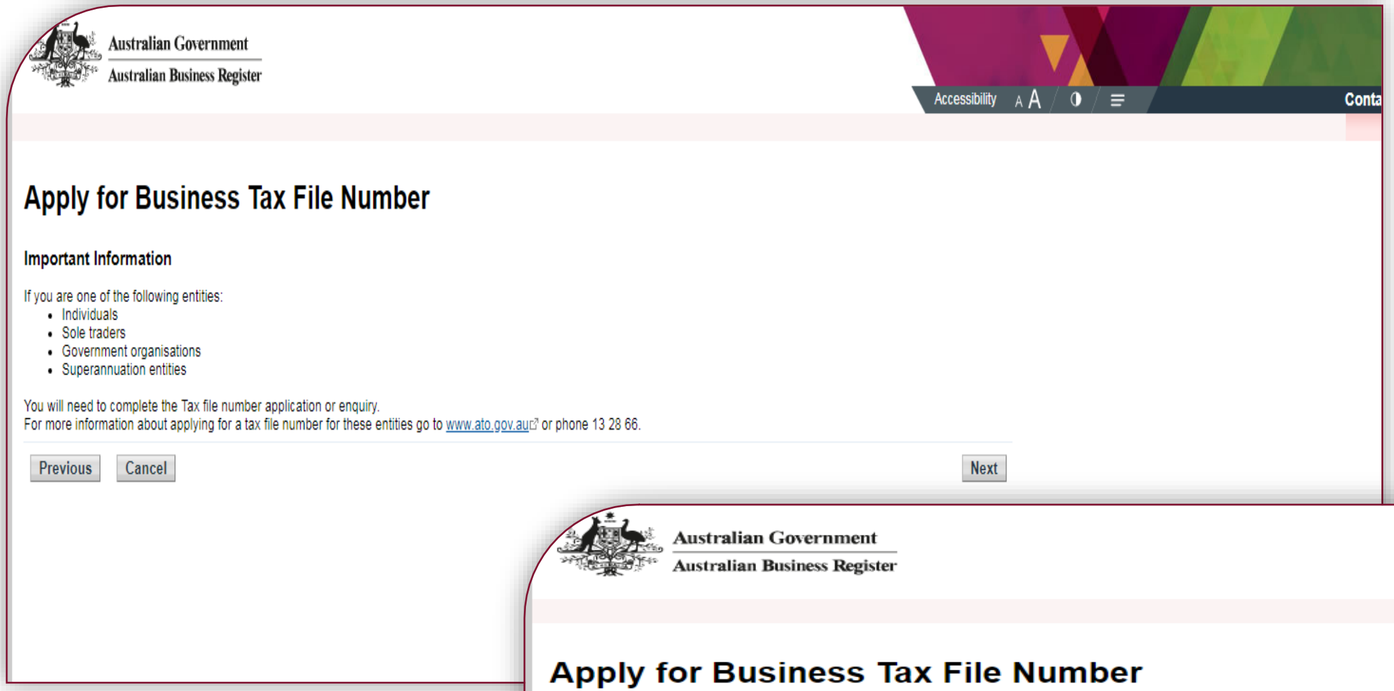
STEPS INVOLVED IN REGISTRATION OF TFN

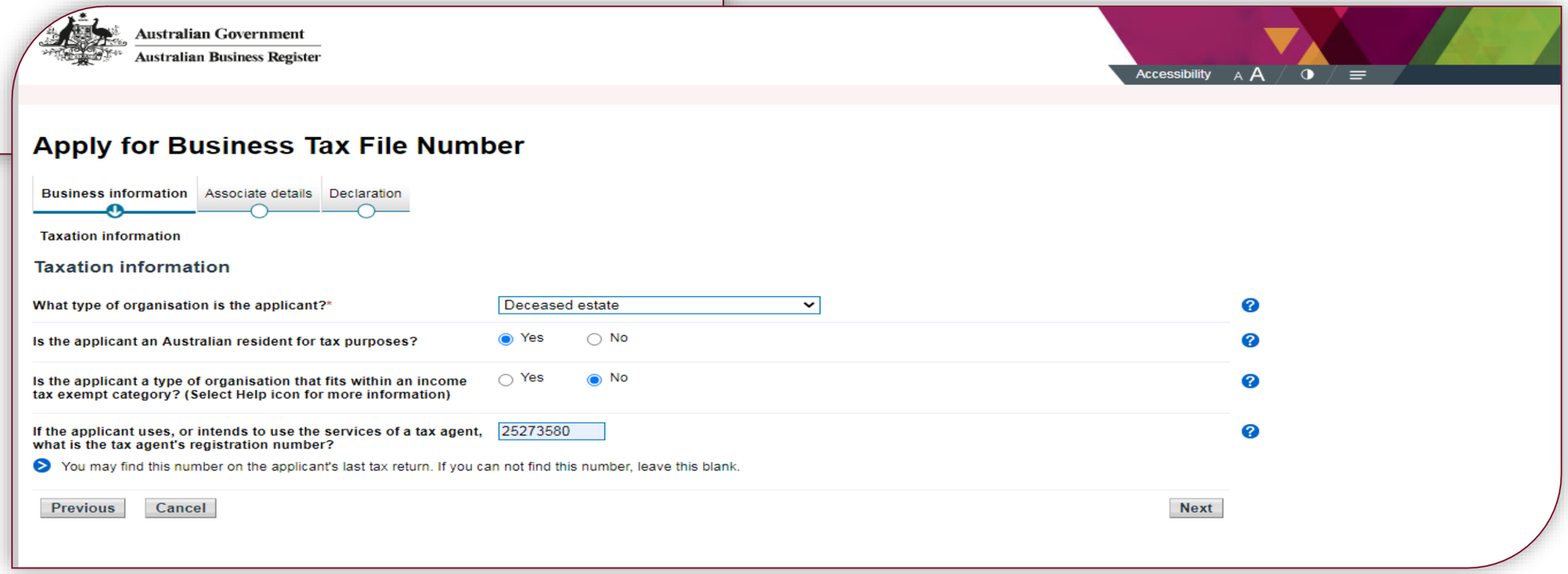




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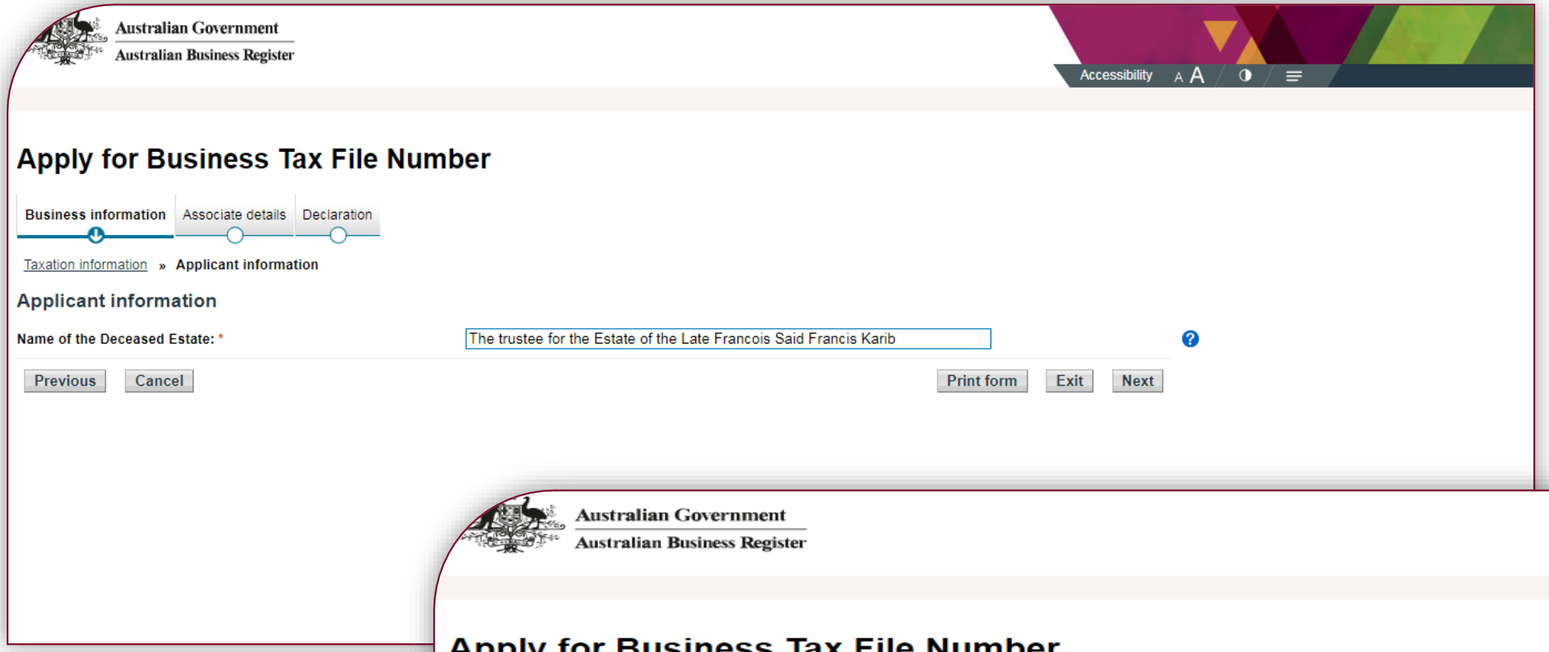
CARISMA SOLUTIONS

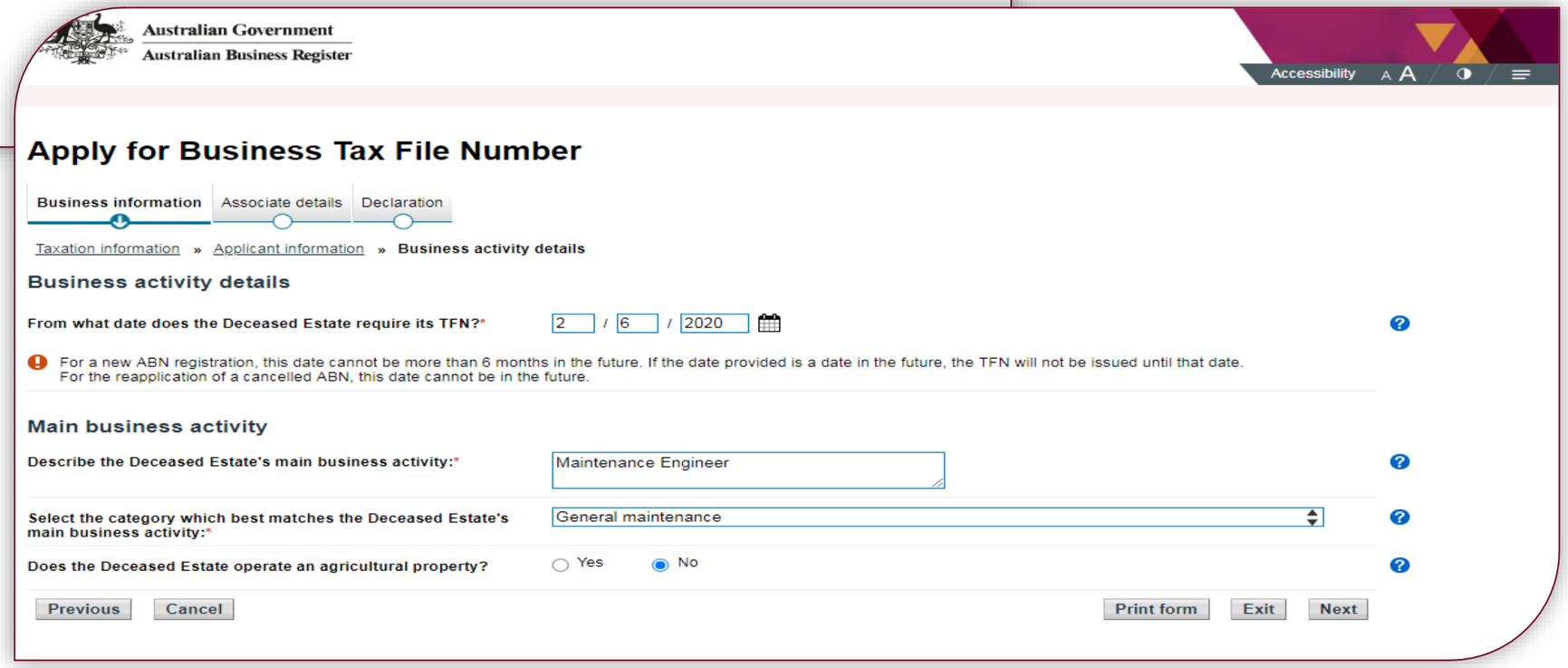




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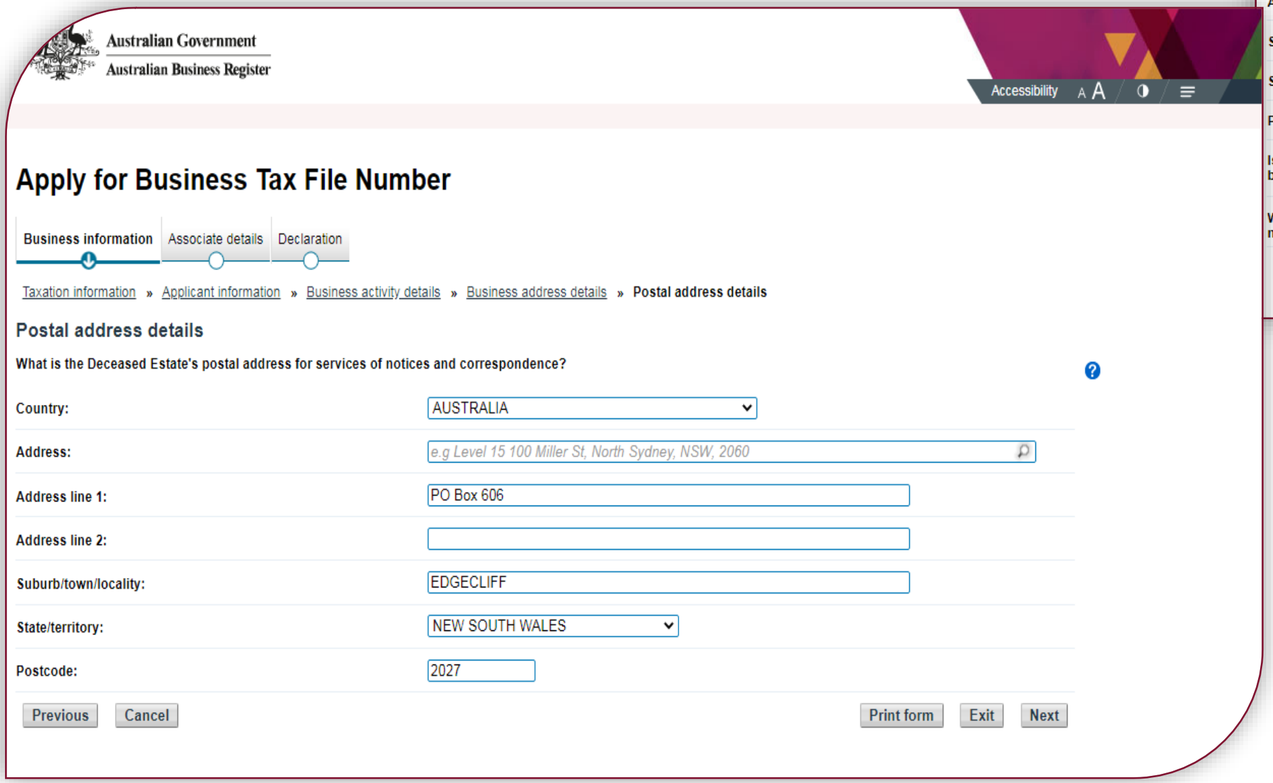
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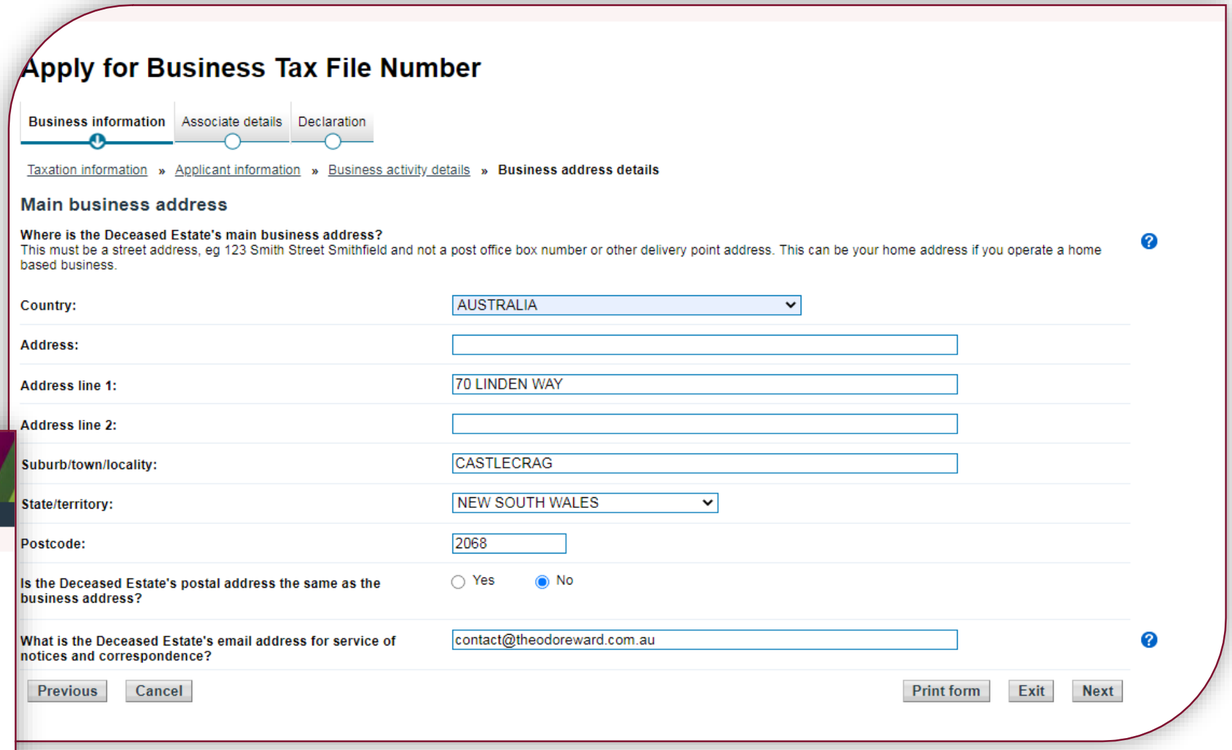




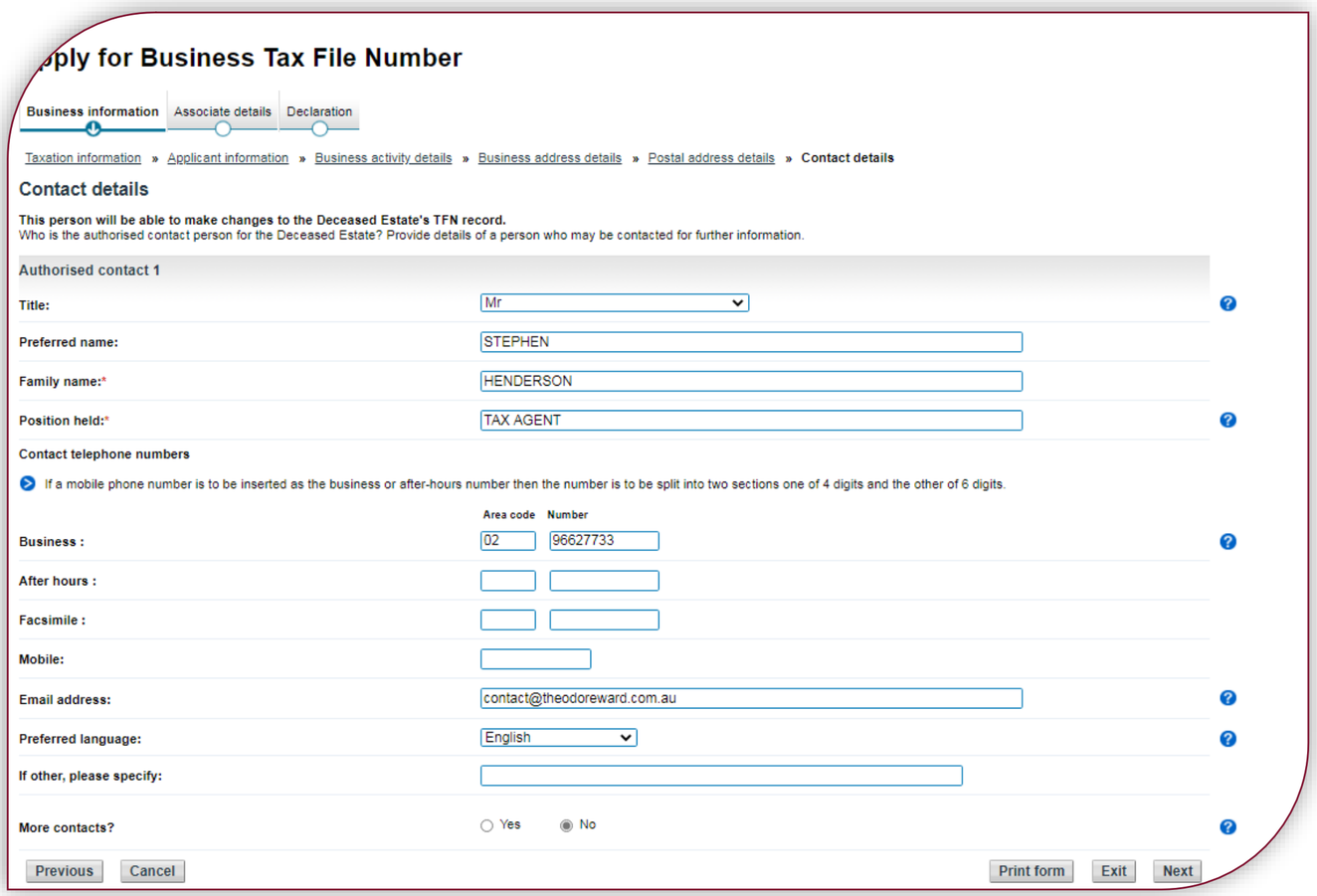
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pply for Business Tax File Number

Business information | Associate details | Declaration

Taxation information » Applicant information » Business activity details » Business address details » Postal address details » **Contact details**

Contact details

This person will be able to make changes to the Deceased Estate's TFN record.
Who is the authorised contact person for the Deceased Estate? Provide details of a person who may be contacted for further information.

Authorised contact 1

Title:	Mr
Preferred name:	STEPHEN
Family name:*	HENDERSON
Position held:*	TAX AGENT

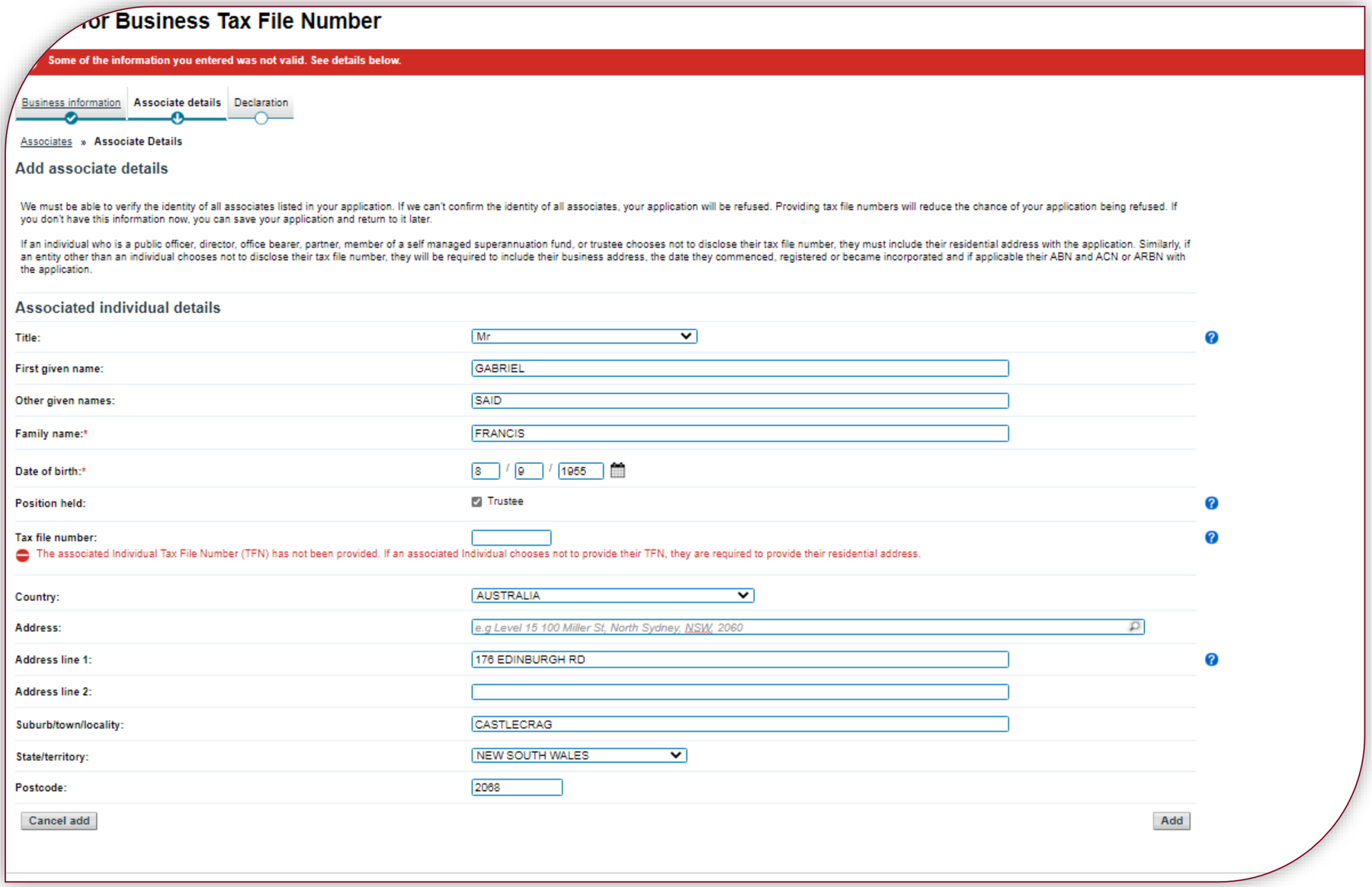
Contact telephone numbers

If a mobile phone number is to be inserted as the business or after-hours number then the number is to be split into two sections one of 4 digits and the other of 6 digits.

	Area code	Number
Business :	02	96627733
After hours :		
Facsimile :		

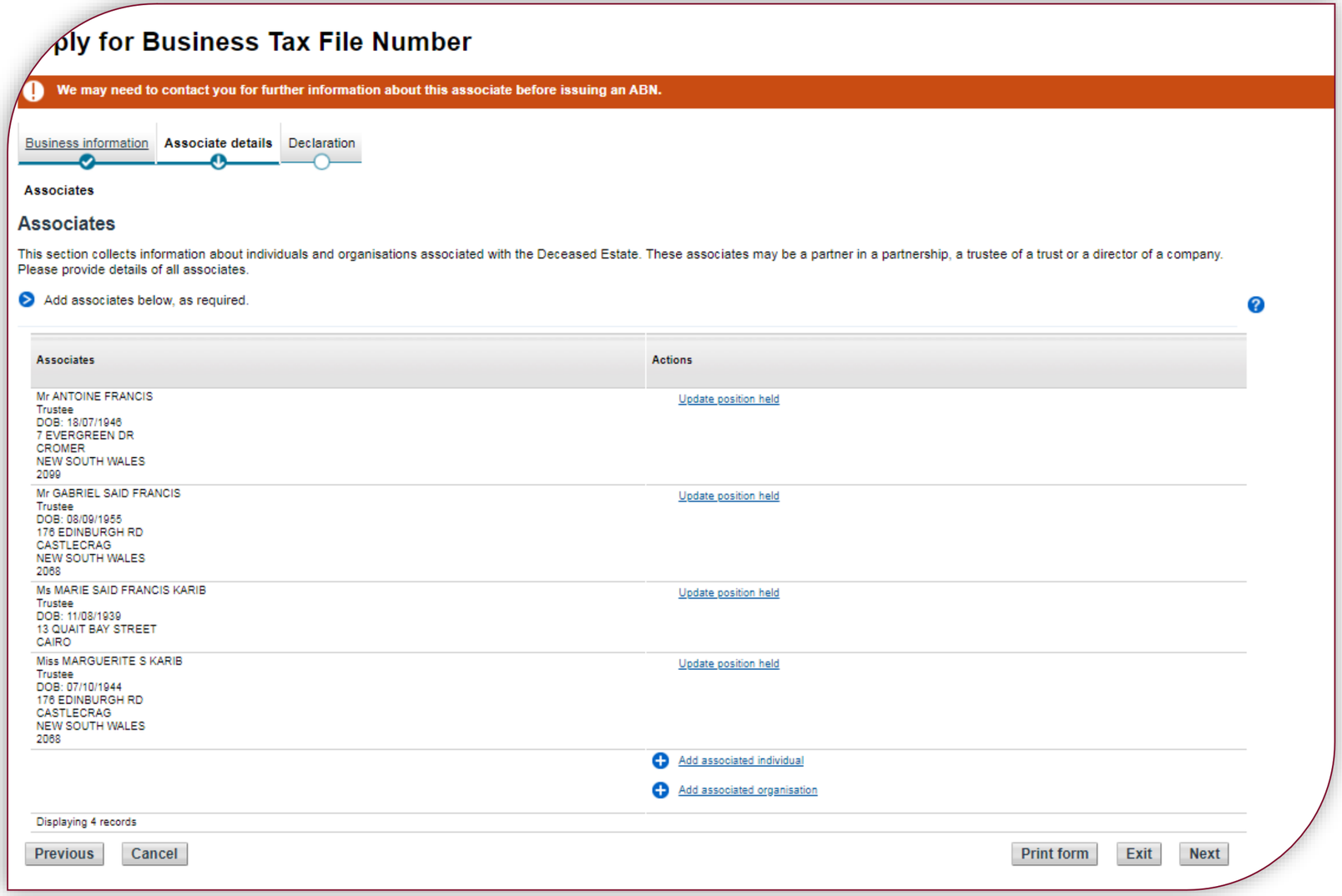
Mobile:	
Email address:	contact@theodoreward.com.au
Preferred language:	English
If other, please specify:	
More contacts?	○ Yes ◉ No

Previous | Cancel | Print form | Exit | Next



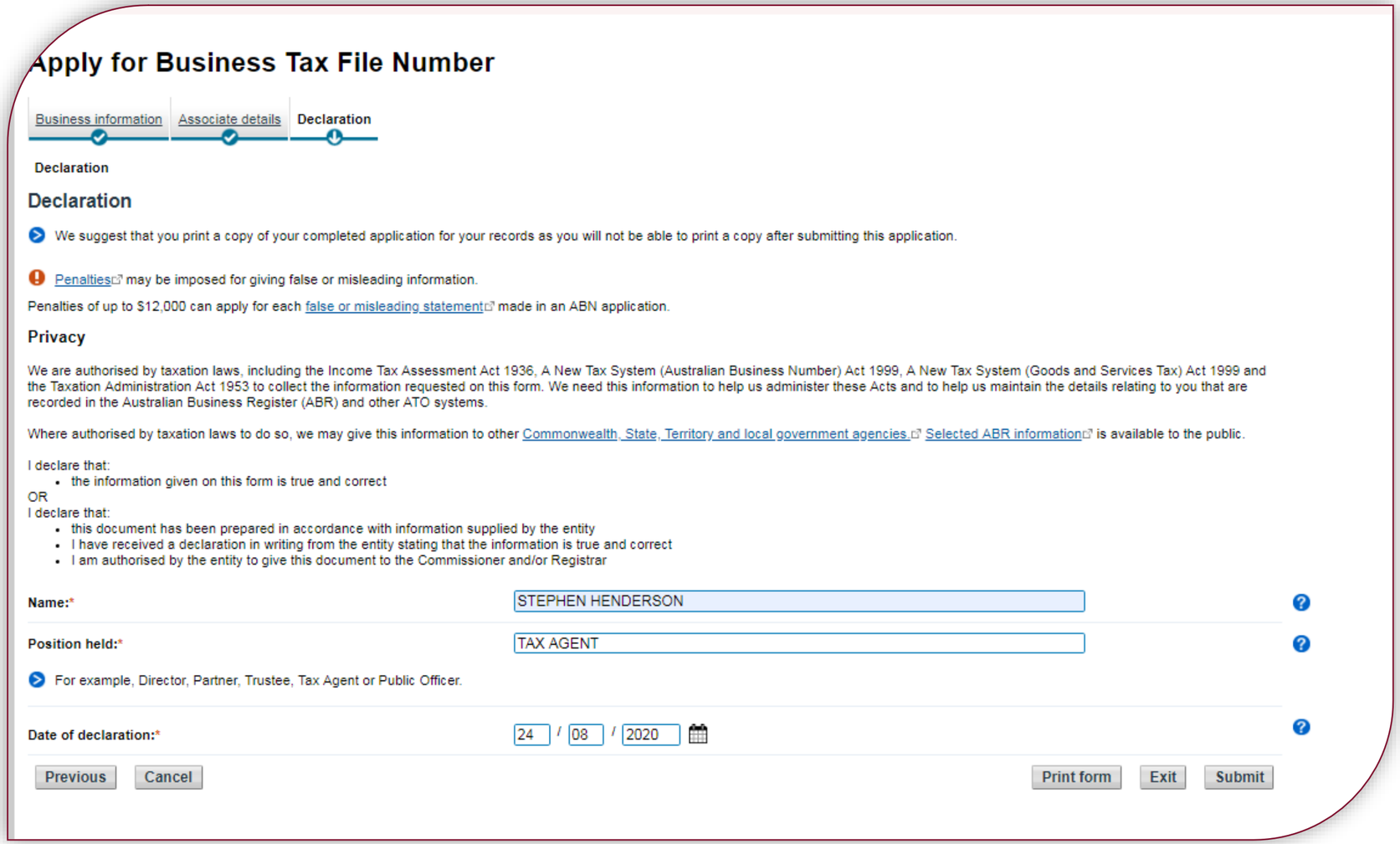
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pplication for tax file number

This is a print preview only.

To print a copy of your application:

Print

- Alternatively, click on the 'File' menu above and select 'Print...'.
- In the 'Print' options, make sure the 'Page Range' is set to 'All' before clicking the 'Print' Button.

To save a copy of your application:

- Click on the 'file' menu above and select 'save as...'
- In the 'save' dialog, make sure the page will be saved as '*.htm' or '*.html'. Take a note of the location it is being saved to
- Click the 'save' button.

If you encounter difficulties with printing, consult your:

- Printer Manuals/Help tools AND/OR
- Operating System help facilities.

t application confirmation

Application confirmation

Your name:	The Trustee for the Estate of the Late Francois Said Francis Karib
Application reference number:	3613337555480

Important information

Further checks must be undertaken. The Australian Taxation Office may contact you in this regard.

Service standards are outlined in the Taxpayer Charter which can be found on www.ato.gov.au

Please keep a record of the application reference number above. You may need to quote it if you contact the Australian Taxation Office about your application.

Contact us

If you have any queries about your application, please contact the Australian Business Register.

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Non-residents

If you're applying for an ABN and your details don't match, your application will be delayed and in some instances refused.

When you submit your application, record your reference number as you will need it when sending documents or contacting us. Without it, you may need to lodge a new application.

Documents should be sent by the due date specified at the end of your application. If they're not sent within 43 days of submitting the application, it will be refused.

When you send documents please complete this coversheet including your reference number so we can match your documents with your application.

Non-residents need to provide either:

- their Australian tax file number (TFN), or
- proof of identity documents and a statement of your business activities in Australia.

Send to:

Australian Taxation Office
Non-resident registrations team
PO Box 3373
Penrith NSW 2740 AUSTRALIA

Proof of identity for non-residents

Non-residents have certain requirements for providing identity evidence for Australian business number (ABN) registrations.

Proof of identity (POI) documents aren't required if a valid tax file number (TFN) is provided on the ABN application. Providing a TFN isn't required by law, but makes the application process quicker.

Certified copies of original POI documents will be accepted, although some associates only require uncertified copies.

If you post certified copies of documents to us, we may not return them to you unless you specifically request this at the time of lodging and include a return postal address.

Ensure you understand who can certify original copies and your requirements when your documents are in a language other than English.

If you're a non-resident applying for an ABN and these details don't match, the application will be delayed, or in some instances, refused. When you've completed your application, record your reference number as you will need it when sending documents or contacting us. Without it, you may need to lodge a new application.

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Individual non-residents

Individual non-residents must provide certified copies of two current documents for tax purposes. One must be a primary document.

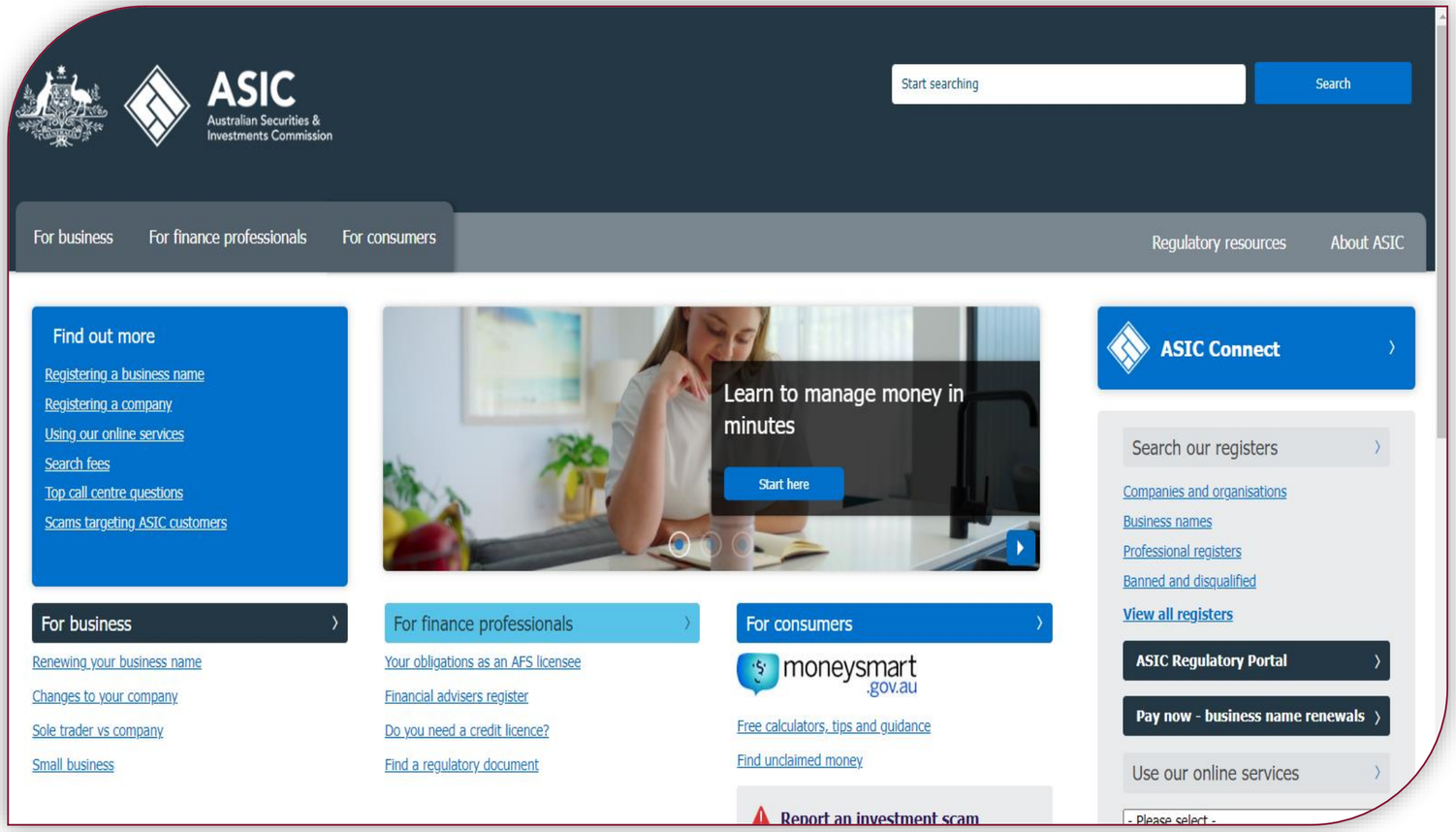
Primary documents

The following are acceptable primary proof of identity documents:

- foreign birth certificate
- foreign passport
- Australian birth certificate
- Australian passport.

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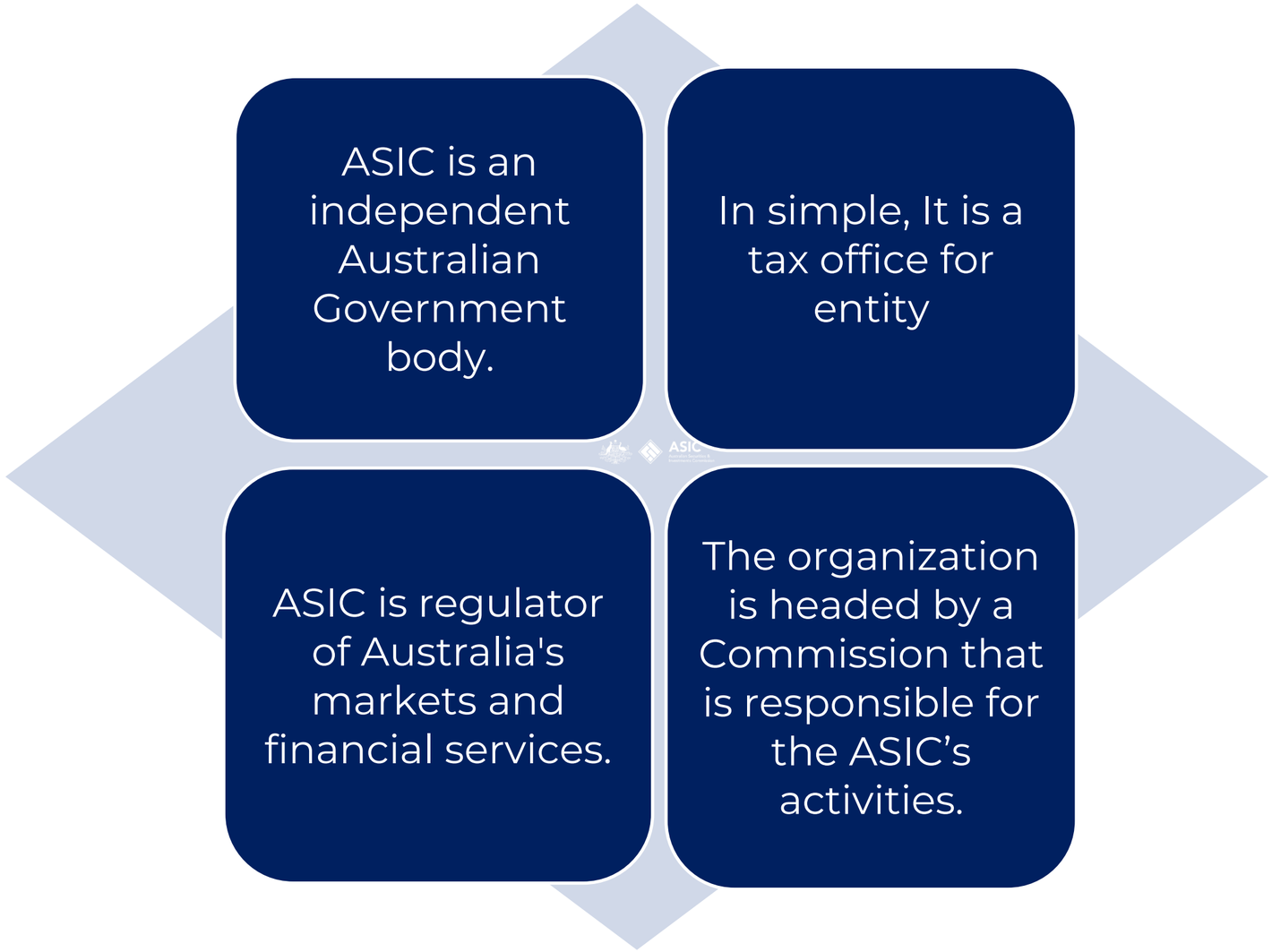
ASIC -Australian Securities and Investments Commission



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What is ASIC ?



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CARISMA SOLUTIONS

What is annual review ?

- An Annual Statement is a comprehensive report of a Company's activities throughout the preceding year.
- Annual Statement's are intended to give Shareholders information about the Company's activities and financial performance.
- Each year, all Companies receive an Annual Statement on the annual review date, (which in most cases is on the anniversary of the Company's date of incorporation).
- The Annual Statement package includes:

❑ Current information from the ASIC register about the Company.

❑ ASIC invoice for the Company’s annual review fee.

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Why ASIC prepare Annual Review ?



Each year, we send your company an annual statement shortly after the annual review date (which in most cases is the date you registered the company).



ASIC aim is to avoid late fees and ensure all you meet your compliance obligations.



Your annual statement will contain: a statement of your company's current details, an invoice for your company annual review fee



To change this date, prepare and lodge a Form 488 : "Application to change the review date of a company or registered scheme”

ASIC
Australian Securities & Investments Commission

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Steps To Complete An Annual Review

1.Check and Update Your Company's Details

- Within your annual statement will be all the information that ASIC has on your company.
- If any details are incorrect, you can change your company details online, by lodging a Change to company details (Form 484). This includes changes to your addresses, share structure, officeholders and members.

Late review fee

You must lodge changes with us within 28 days of the annual statement issue date, or a further late fee will apply.

•Changes to annual statement notified up to one month late - **$93**

•Changes to annual statement notified more than one month late - **$387**

Late lodgement fee

While you only receive one annual statement each year, changes to your company details must be lodged as they occur, to avoid a late lodgement fee.

•Change of details lodged up to one month after a change occurred - **$93**

•Change of details lodged more than one month after a change occurred - **$387**

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2. Pay Your Annual Review Fee

- When you receive your annual statement, you will be required to pay a fee. The invoice for this fee will be enclosed in your annual statement.
- The fee that you will be required to pay will differ depending what type of company you have.
- You must pay your fee within 2 months of your annual review date. If you fail to pay this fee, you run the risk of receiving a late fee on top of your annual fee. Payments made on up to one month late will incur extra fees.

Depending on the company type, the annual review fee will change:

- A proprietary company - $310 For 10 years $2,298
- A special purpose company (proprietary) - $63 For 10 years $436
- A special purpose company (public) - $59 For 10 years $430
- A public company - $1,440 For 10 years $10,000
- A Corporate Collective Investment Vehicle - $1,440 10 years $10,000

Late payment fee

Late fees apply if you don't pay your annual review fee on time:

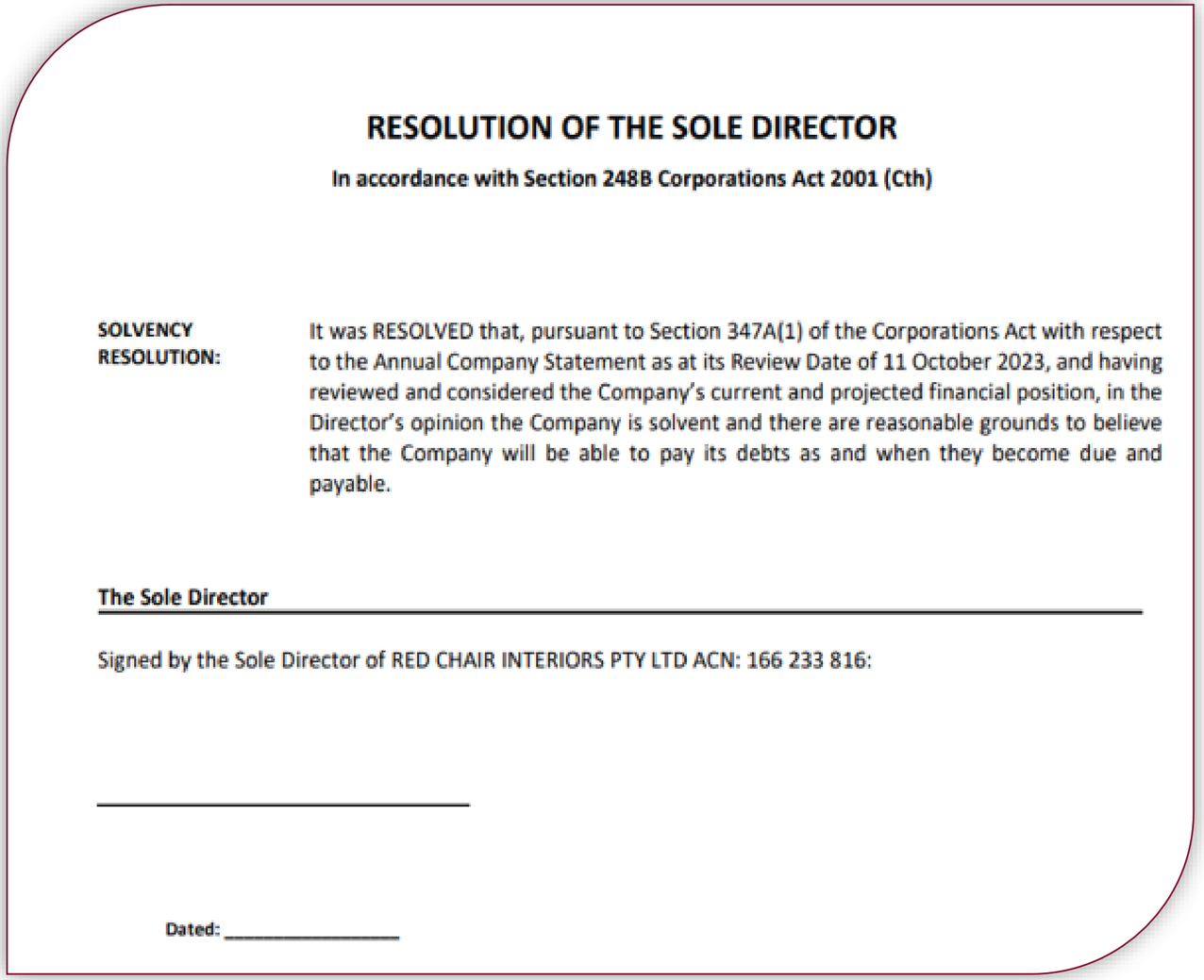
- Payment up to one month late - $93
- Payment more than one month late - $387

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3.Pass A Solvency Resolution

- This step is necessary for the company's directors to confirm that the company will be able to pay its debts when they are due.
- In order to pass a solvency resolution, the majority of the company's directors must agree that the company will be able to pay its debts when they are due. This must be completed within 2 months of your company's annual review date.
- Once the resolution is passed, you should keep a record of this in your company files.
- Your solvency resolution may be a:
  - **Positive solvency resolution -** passed when directors believe that the company will be able to pay its debts when they are due.
  - **Negative solvency resolution -** passed when directors believe that the company will not be able to pay its debts when they are due. The company must notify us if the directors pass a negative resolution.

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RESOLUTION OF THE SOLE DIRECTOR

In accordance with Section 248B Corporations Act 2001 (Cth)

SOLVENCY RESOLUTION: It was RESOLVED that, pursuant to Section 347A(1) of the Corporations Act with respect to the Annual Company Statement as at its Review Date of 11 October 2023, and having reviewed and considered the Company's current and projected financial position, in the Director's opinion the Company is solvent and there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

The Sole Director _____

Signed by the Sole Director of RED CHAIR INTERIORS PTY LTD ACN: 166 233 816:

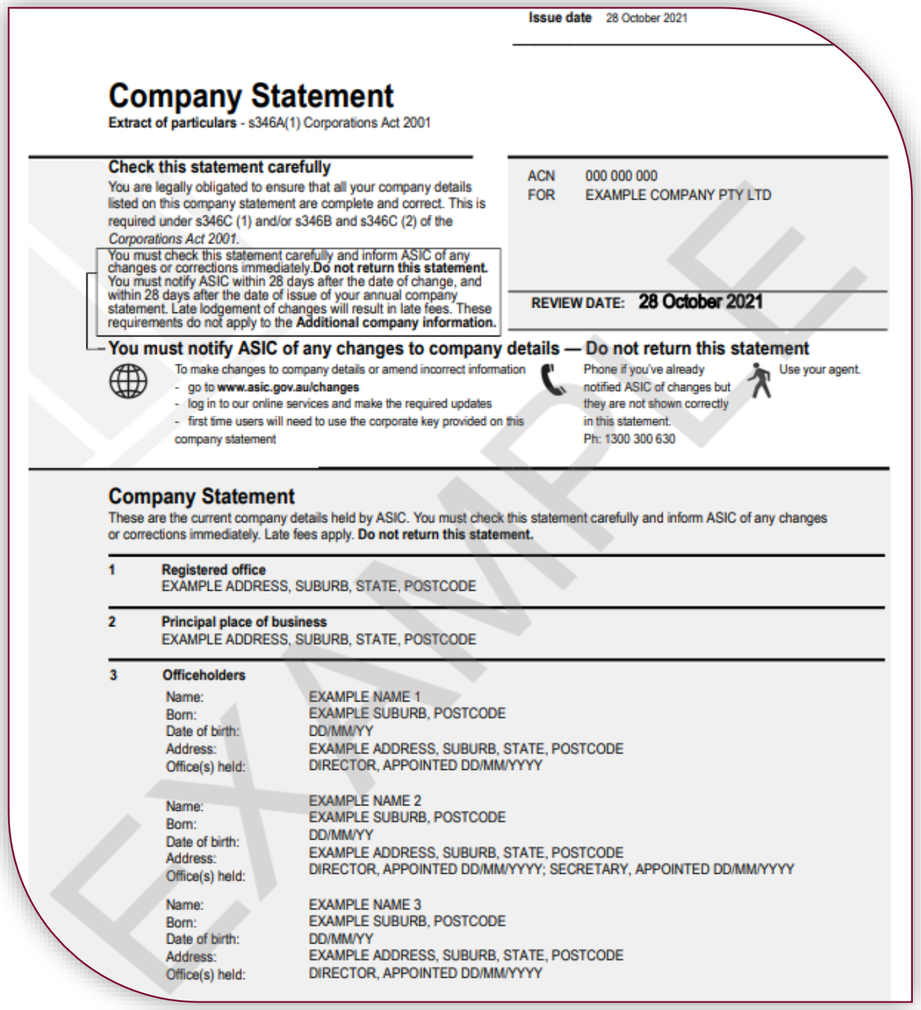
_____

Dated: _____

Solvency Resolution

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Sample for Annual Review Statement



Issue date 28 October 2021

Company Statement

Extract of particulars - s346A(1) Corporations Act 2001

Check this statement carefully

You are legally obligated to ensure that all your company details listed on this company statement are complete and correct. This is required under s346C (1) and/or s346B and s346C (2) of the *Corporations Act 2001*.

You must check this statement carefully and inform ASIC of any changes or corrections immediately.**Do not return this statement.** You must notify ASIC within 28 days after the date of change, and within 28 days after the date of issue of your annual company statement. Late lodgement of changes will result in late fees. These requirements do not apply to the **Additional company information.**

ACN 000 000 000
FOR EXAMPLE COMPANY PTY LTD

REVIEW DATE: **28 October 2021**

You must notify ASIC of any changes to company details — Do not return this statement

To make changes to company details or amend incorrect information
- go to **www.asic.gov.au/changes**
- log in to our online services and make the required updates
- first time users will need to use the corporate key provided on this company statement

Phone if you've already notified ASIC of changes but they are not shown correctly in this statement.
Ph: 1300 300 630

Use your agent.

Company Statement

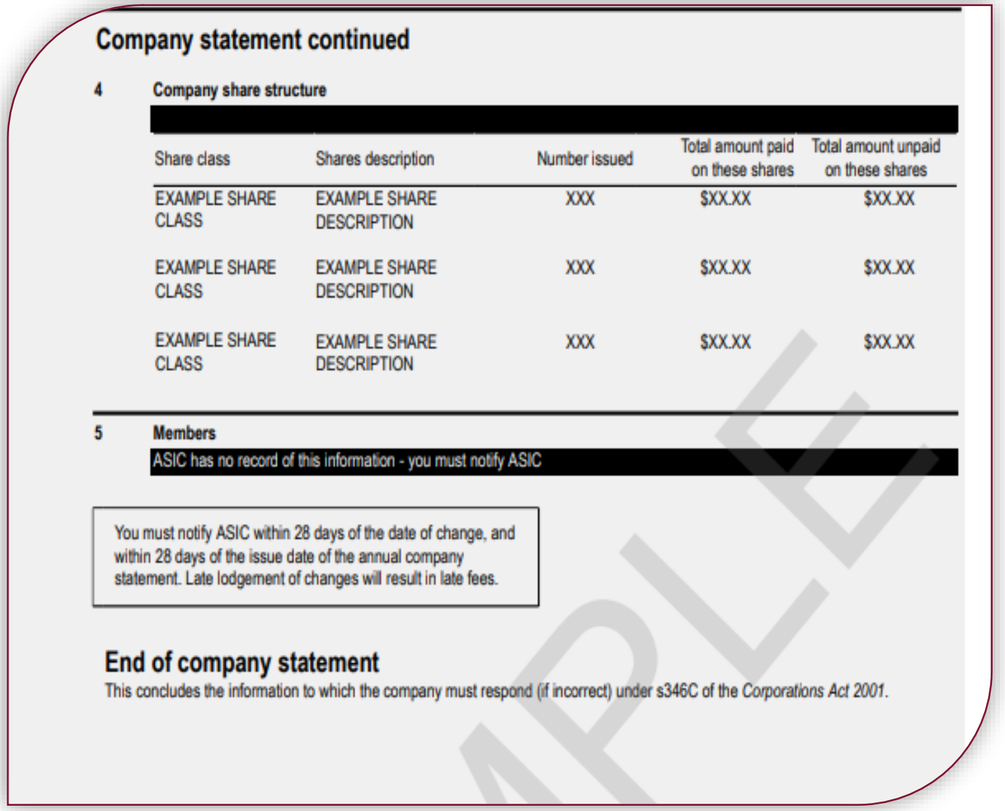
These are the current company details held by ASIC. You must check this statement carefully and inform ASIC of any changes or corrections immediately. Late fees apply. **Do not return this statement.**

1 Registered office
EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE

2 Principal place of business
EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE

3 Officeholders

Name:	EXAMPLE NAME 1
Born:	EXAMPLE SUBURB, POSTCODE
Date of birth:	DD/MM/YY
Address:	EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held:	DIRECTOR, APPOINTED DD/MM/YYYY
Name:	EXAMPLE NAME 2
Born:	EXAMPLE SUBURB, POSTCODE
Date of birth:	DD/MM/YY
Address:	EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held:	DIRECTOR, APPOINTED DD/MM/YYYY; SECRETARY, APPOINTED DD/MM/YYYY
Name:	EXAMPLE NAME 3
Born:	EXAMPLE SUBURB, POSTCODE
Date of birth:	DD/MM/YY
Address:	EXAMPLE ADDRESS, SUBURB, STATE, POSTCODE
Office(s) held:	DIRECTOR, APPOINTED DD/MM/YYYY



Company statement continued

4 Company share structure

Share class	Shares description	Number issued	Total amount paid on these shares	Total amount unpaid on these shares
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	$XX.XX	$XX.XX
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	$XX.XX	$XX.XX
EXAMPLE SHARE CLASS	EXAMPLE SHARE DESCRIPTION	XXX	$XX.XX	$XX.XX

5 Members

ASIC has no record of this information - you must notify ASIC

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the *Corporations Act 2001*.

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ASIC
Australian Securities & Investments Commission

ABN 86 768 265 615

Inquiries
www.asic.gov.au/invoices
1300 300 630

EXAMPLE COMPANY PTY LTD
EXAMPLE ADDRESS, SUBURB,
STATE, POSTCODE

INVOICE STATEMENT
Issue date 28 October 2021
EXAMPLE COMPANY PTY LTD

ACN 000 000 000
Account No. 22 123456789

Summary

Opening Balance	$X.XX
New items	$XXX.XX
Payments & credits	$X.XX
TOTAL DUE	**$XXX.XX**

- Amounts are not subject to GST. (Treasurer's determination - exempt taxes, fees and charges).
- Payment of your annual review fee will maintain your registration as an Australian company.

Transaction details are listed on the back of this page

Please pay

Immediately **$XXX.XX**

If you have already paid please ignore this invoice statement.

- Late fees will apply if you do NOT
  - tell us about a change during the period that the law allows
  - bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
  - pay your review fee within 2 months of the annual review date.
- Information on late fee amounts can be found on the ASIC website.

SAMPLE

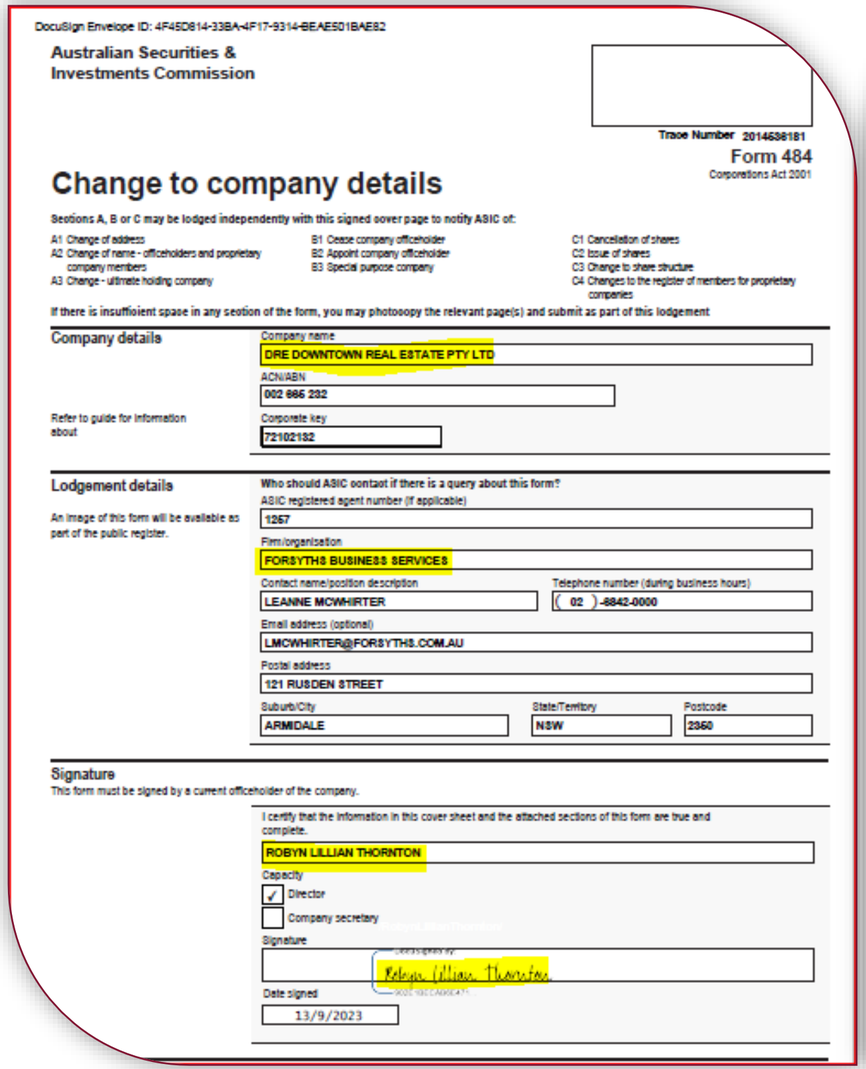
Types of Forms



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Form 484:

- To change company Type, name & address
- To change director name & address
- To appoint or remove of office holder
- To change transfer of shares



DocuSign Envelope ID: 4F45D814-33BA-4F17-9314-BEAE501BAE82

Australian Securities & Investments Commission

Trace Number 2014638181

Form 484
Corporations Act 2001

Change to company details

Sections A, B or C may be lodged independently with this signed cover page to notify ASIC of:

A1 Change of address
A2 Change of name - officeholders and proprietary company members
A3 Change - ultimate holding company
B1 Cease company officeholder
B2 Appoint company officeholder
B3 Special purpose company
C1 Cancellation of shares
C2 Issue of shares
C3 Change to share structure
C4 Changes to the register of members for proprietary companies

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Company details

Company name: DRE DOWNTOWN REAL ESTATE PTY LTD
ACN/ABN: 002 866 232
Refer to guide for information about
Corporate key: 72102132

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?
ASIC registered agent number (if applicable): 1267
Firm/organisation: FORSYTHS BUSINESS SERVICES
Contact name/position description: LEANNE MCWHIRTER
Telephone number (during business hours): (02) -8842-0000
Email address (optional): LMCWHIRTER@FORSYTHS.COM.AU
Postal address: 121 RUSDEN STREET
Suburb/City: ARMIDALE
State/Territory: NSW
Postcode: 2360

Signature

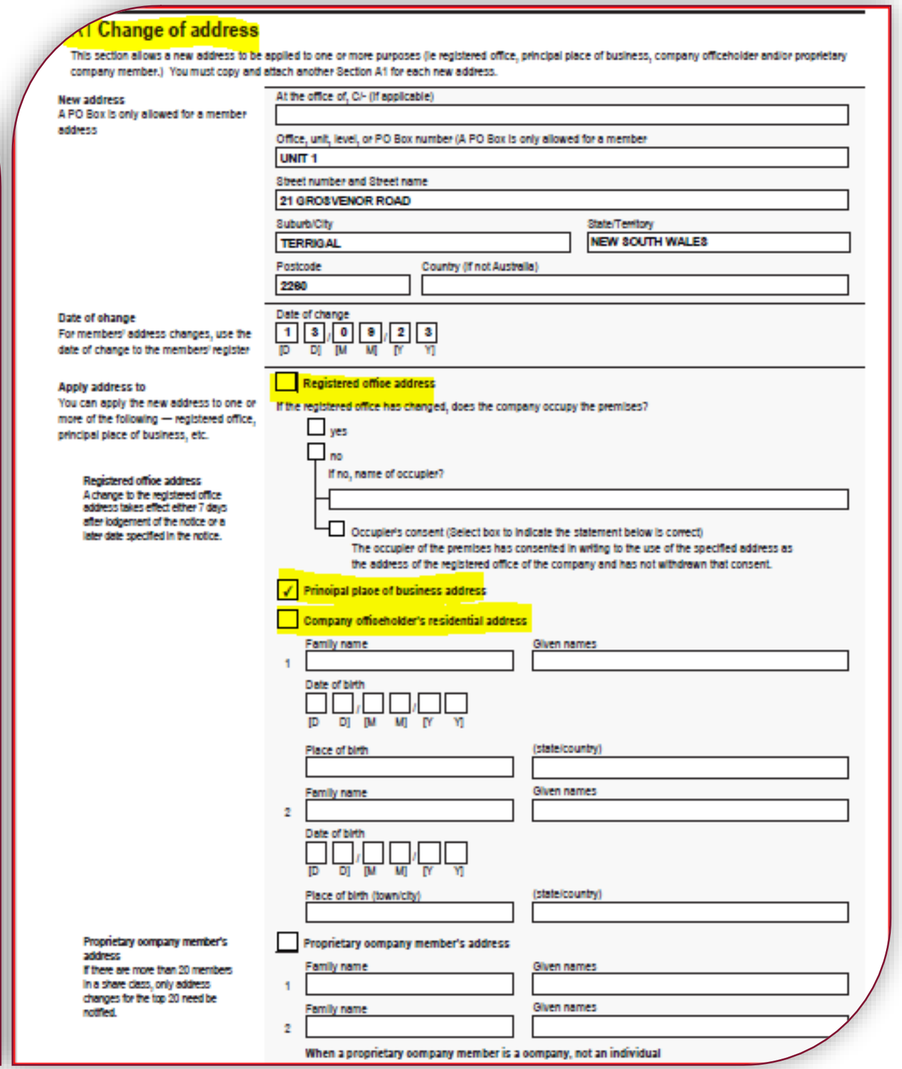
This form must be signed by a current officeholder of the company.

I certify that the information in this cover sheet and the attached sections of this form are true and complete.

ROBYN LILLIAN THORNTON

Capacity
☑ Director
☐ Company secretary

Signature: Robyn Lillian Thornton
Date signed: 13/9/2023



A1 Change of address

This section allows a new address to be applied to one or more purposes (ie registered office, principal place of business, company officeholder and/or proprietary company member.) You must copy and attach another Section A1 for each new address.

New address
A PO Box is only allowed for a member address

At the office of, C/- (if applicable)
Office, unit, level, or PO Box number (A PO Box is only allowed for a member): UNIT 1
Street number and Street name: 21 GROSVENOR ROAD
Suburb/City: TERRIGAL
State/Territory: NEW SOUTH WALES
Postcode: 2260
Country (if not Australia)

Date of change
For members' address changes, use the date of change to the members' register

Date of change: 13/09/23 [D D] [M M] [Y Y]

Apply address to
You can apply the new address to one or more of the following — registered office, principal place of business, etc.

☐ Registered office address
If the registered office has changed, does the company occupy the premises?
☐ yes
☐ no
If no, name of occupier?
☐ Occupier's consent (Select box to indicate the statement below is correct)
The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

Registered office address
A change to the registered office address takes effect either 7 days after lodgement of the notice or a later date specified in the notice.

☑ Principal place of business address
☐ Company officeholder's residential address

1 Family name / Given names
Date of birth [D D] [M M] [Y Y]
Place of birth / (state/country)

2 Family name / Given names
Date of birth [D D] [M M] [Y Y]
Place of birth (town/city) / (state/country)

Proprietary company member's address
If there are more than 20 members in a share class, only address changes for the top 20 need be notified.

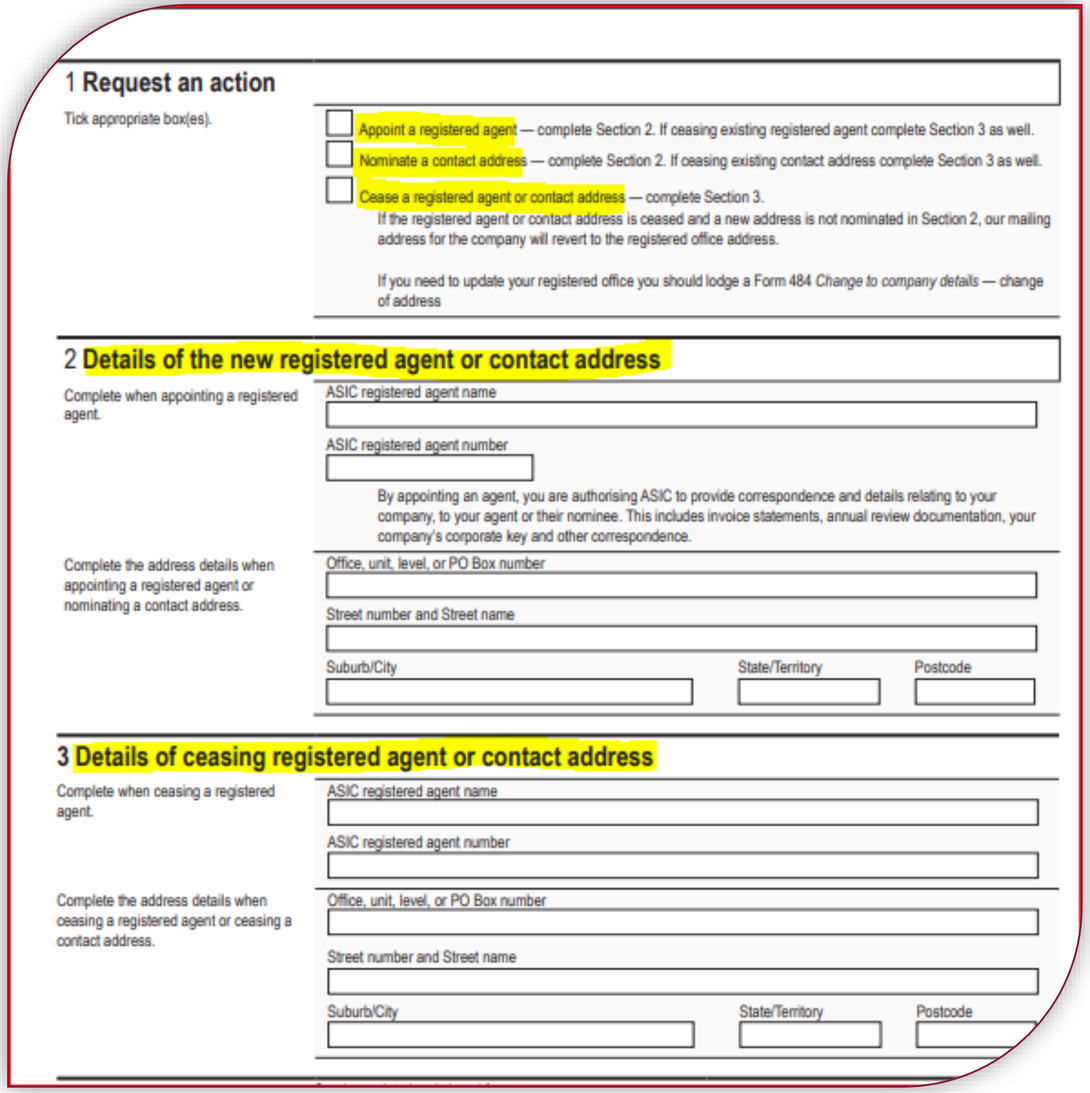
☐ Proprietary company member's address
1 Family name / Given names
2 Family name / Given names

When a proprietary company member is a company, not an individual

CARISMA SOLUTIONS

Form 362:

- To appointment a registered agent
- To cease a registered agent
- No fee is charged for this Form



1 Request an action

Tick appropriate box(es).

- ☐ Appoint a registered agent — complete Section 2. If ceasing existing registered agent complete Section 3 as well.
- ☐ Nominate a contact address — complete Section 2. If ceasing existing contact address complete Section 3 as well.
- ☐ Cease a registered agent or contact address — complete Section 3.

If the registered agent or contact address is ceased and a new address is not nominated in Section 2, our mailing address for the company will revert to the registered office address.

If you need to update your registered office you should lodge a Form 484 *Change to company details* — change of address

2 Details of the new registered agent or contact address

Complete when appointing a registered agent.

ASIC registered agent name

ASIC registered agent number

By appointing an agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation, your company's corporate key and other correspondence.

Complete the address details when appointing a registered agent or nominating a contact address.

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City | State/Territory | Postcode

3 Details of ceasing registered agent or contact address

Complete when ceasing a registered agent.

ASIC registered agent name

ASIC registered agent number

Complete the address details when ceasing a registered agent or ceasing a contact address.

Office, unit, level, or PO Box number

Street number and Street name

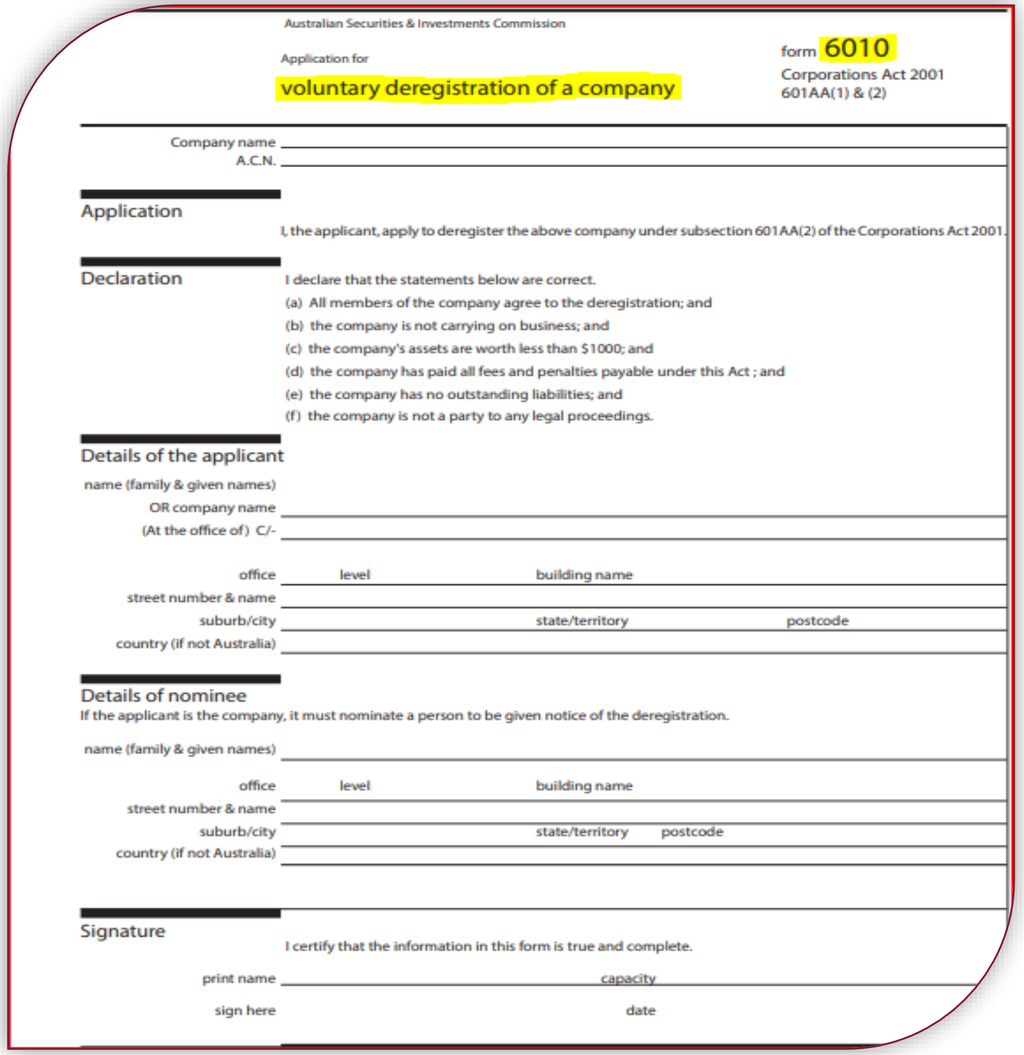
Suburb/City | State/Territory | Postcode

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Form 6010:

- To Application for voluntary deregistration of a company
- To Application to deregister a company
- Fees for this Form is $47



Australian Securities & Investments Commission

Application for
voluntary deregistration of a company

form 6010
Corporations Act 2001
601AA(1) & (2)

Company name
A.C.N.

Application

I, the applicant, apply to deregister the above company under subsection 601AA(2) of the Corporations Act 2001.

Declaration

I declare that the statements below are correct.

(a) All members of the company agree to the deregistration; and
(b) the company is not carrying on business; and
(c) the company's assets are worth less than $1000; and
(d) the company has paid all fees and penalties payable under this Act ; and
(e) the company has no outstanding liabilities; and
(f) the company is not a party to any legal proceedings.

Details of the applicant

name (family & given names)
OR company name
(At the office of) C/-

office level building name
street number & name
suburb/city state/territory postcode
country (if not Australia)

Details of nominee

If the applicant is the company, it must nominate a person to be given notice of the deregistration.

name (family & given names)

office level building name
street number & name
suburb/city state/territory postcode
country (if not Australia)

Signature

I certify that the information in this form is true and complete.

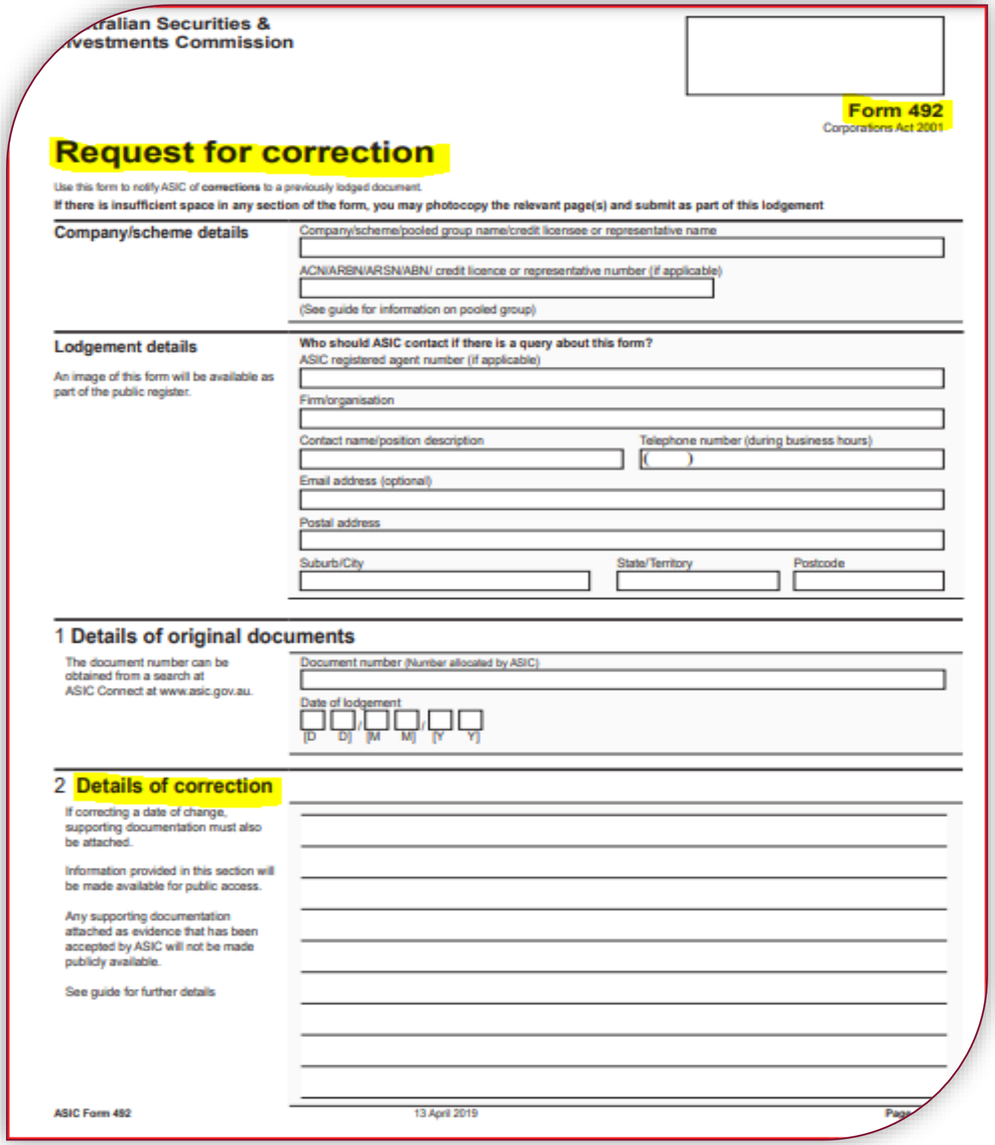
print name capacity
sign here date

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Form 492:

- If you make a mistake on a form that you have already lodged with ASIC, you can lodge an amendment
- This is by preparing and lodging a Form 492 – Request for correction.
- Use this form if you or your adviser find a mistake on the form and want to notify ASIC to correct the mistake.



ralian Securities &
vestments Commission

Form 492
Corporations Act 2001

Request for correction

Use this form to notify ASIC of **corrections** to a previously lodged document.
If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Company/scheme details

Company/scheme/pooled group name/credit licensee or representative name

ACN/ARBN/ARSN/ABN/ credit licence or representative number (if applicable)

(See guide for information on pooled group)

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

( )

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

1 Details of original documents

The document number can be obtained from a search at ASIC Connect at www.asic.gov.au.

Document number (Number allocated by ASIC)

Date of lodgement

[D D] / [M M] / [Y Y]

2 Details of correction

If correcting a date of change, supporting documentation must also be attached.

Information provided in this section will be made available for public access.

Any supporting documentation attached as evidence that has been accepted by ASIC will not be made publicly available.

See guide for further details

ASIC Form 492 13 April 2019 Page

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ASIC FORM 484 – CHANGE OF ADDRESS (process flow)

Changes to your company can be done by lodging Form 484 in ASIC Portal.

(Please note – Before lodging (Submitting) any Forms in ASIC, we need to get minutes signed by the chairperson of the company We shouldn't lodge any forms without minutes signed by the director**)**

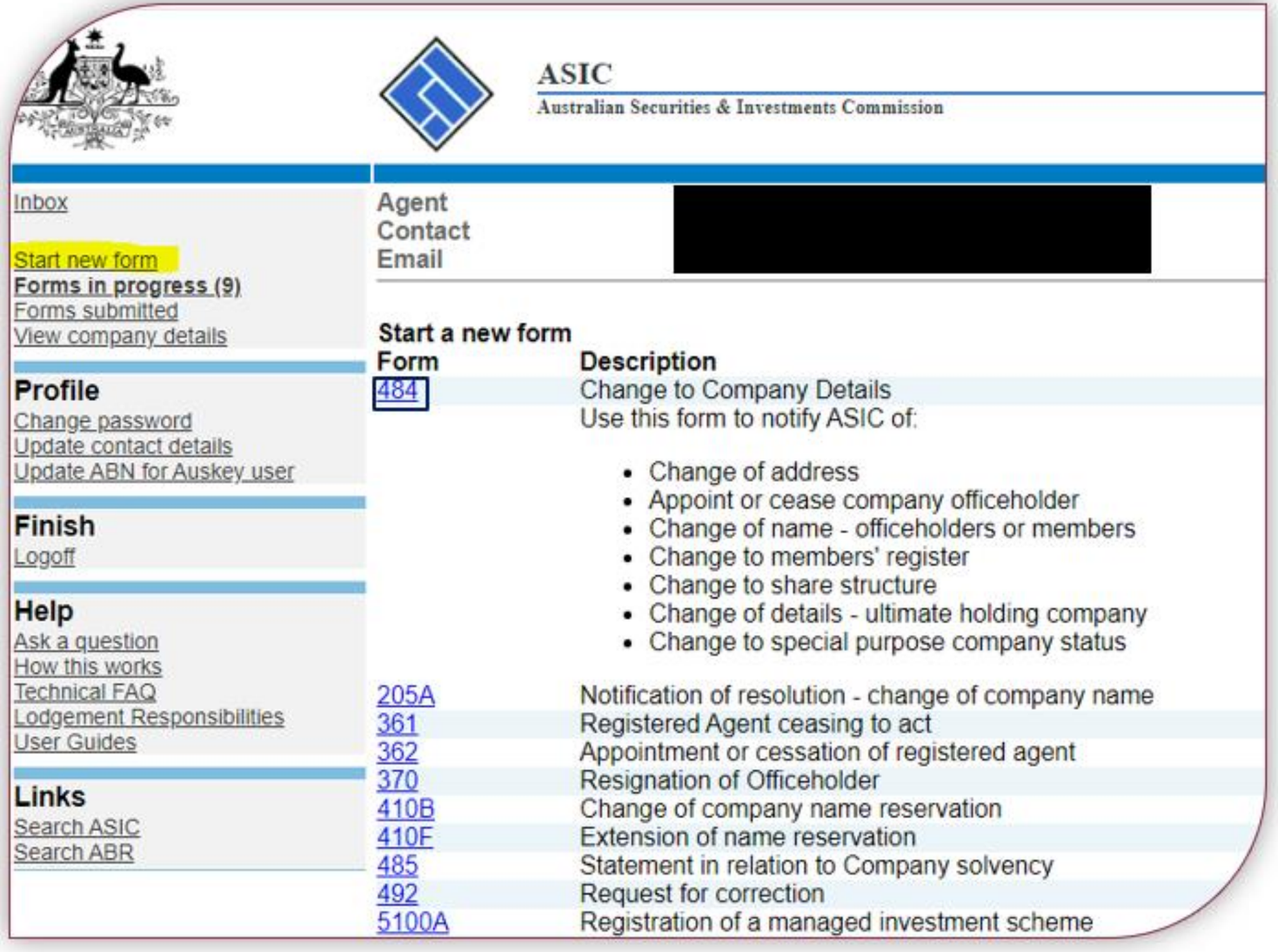
Step 1:

- Login **ASIC Portal**
- Using Username and Password

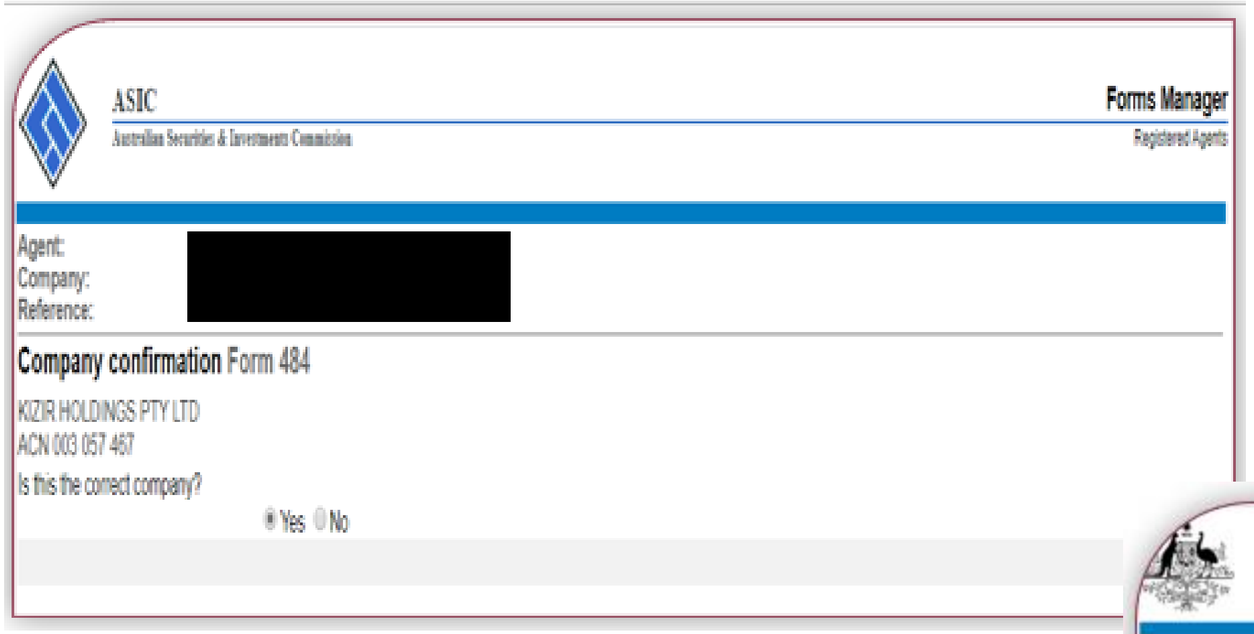
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Step 2:

Select **“Start new form” –> Form 484**



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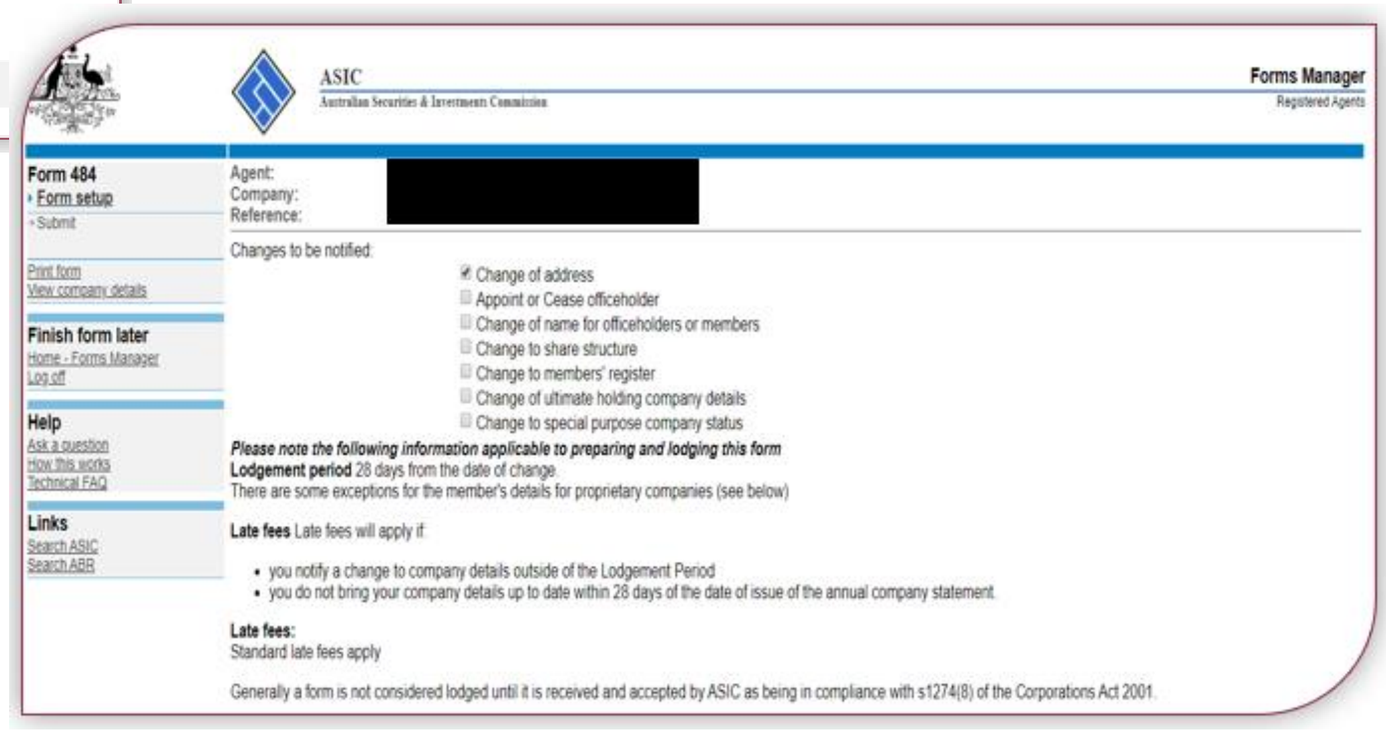


Step 3:

Provide '**ACN number** of the company and confirm in ASIC Portal.

Step 4:

Select the change – you wish to change from the below list and give **"Next"**



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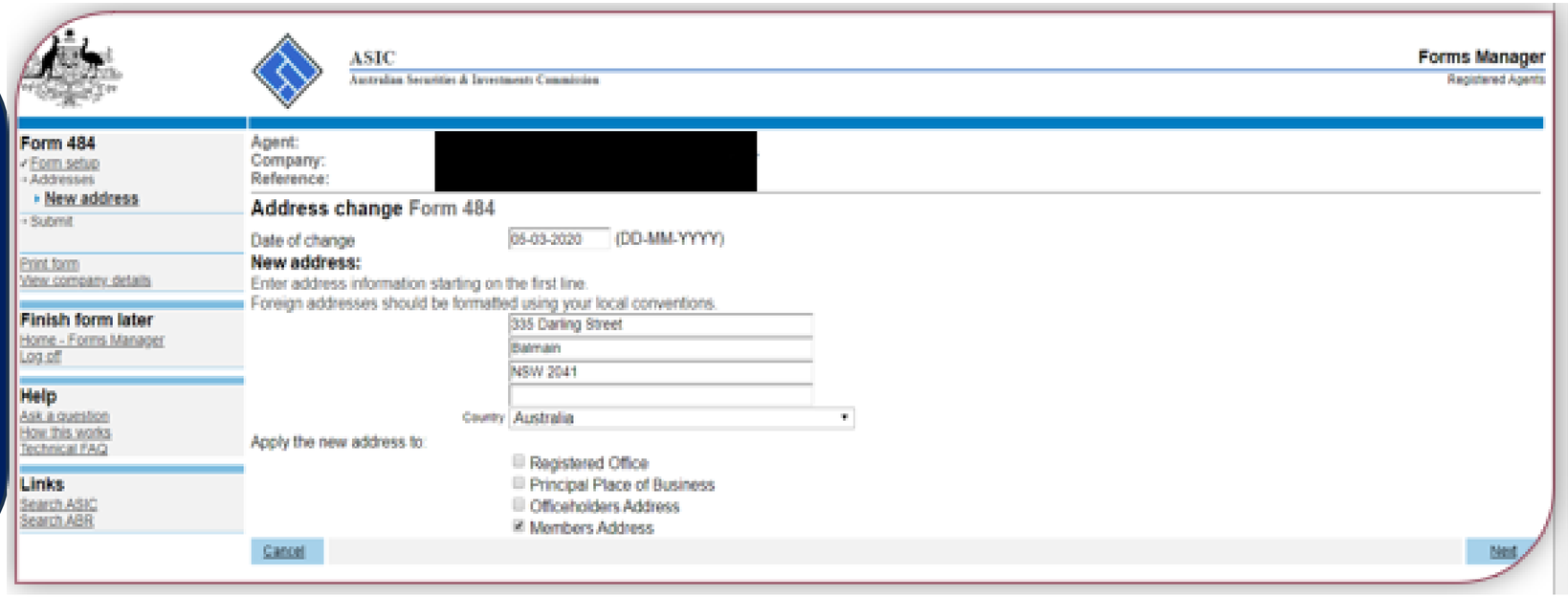
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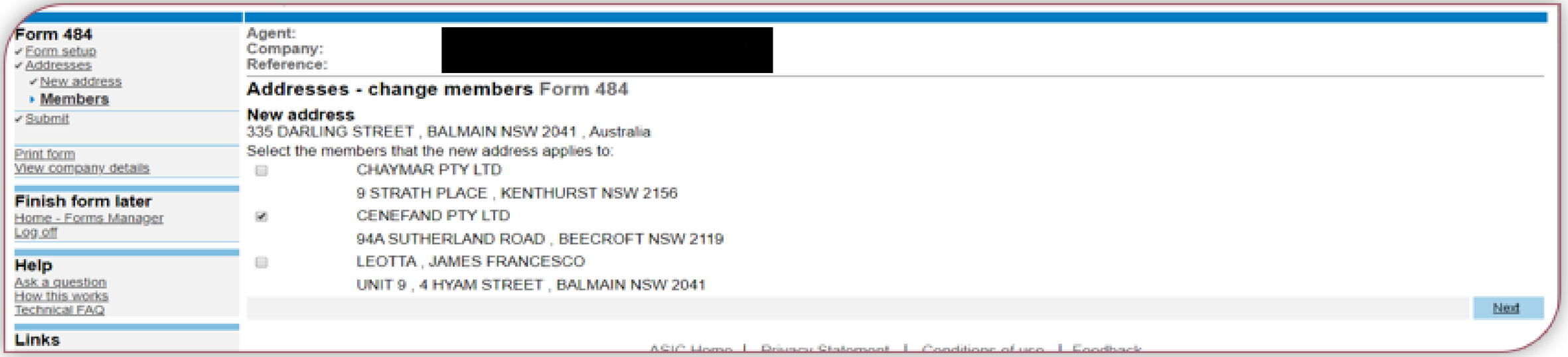
Step 5:

Update the new address below that you wish to change and select “Apply the new address to”

In the list provided.

Please note – Update “Date of change – as **today’s** date”



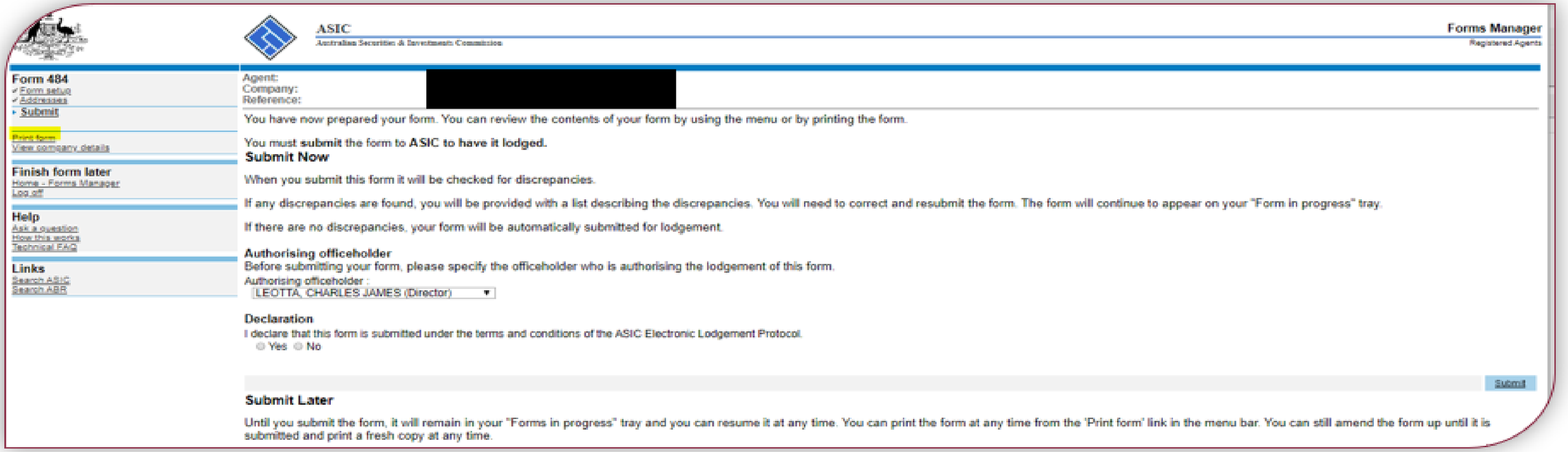


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Step 6:

- Don’t give “Submit” in the below step
- We need to submit the form, once we get the minutes signed from the client.
- **Print the form**



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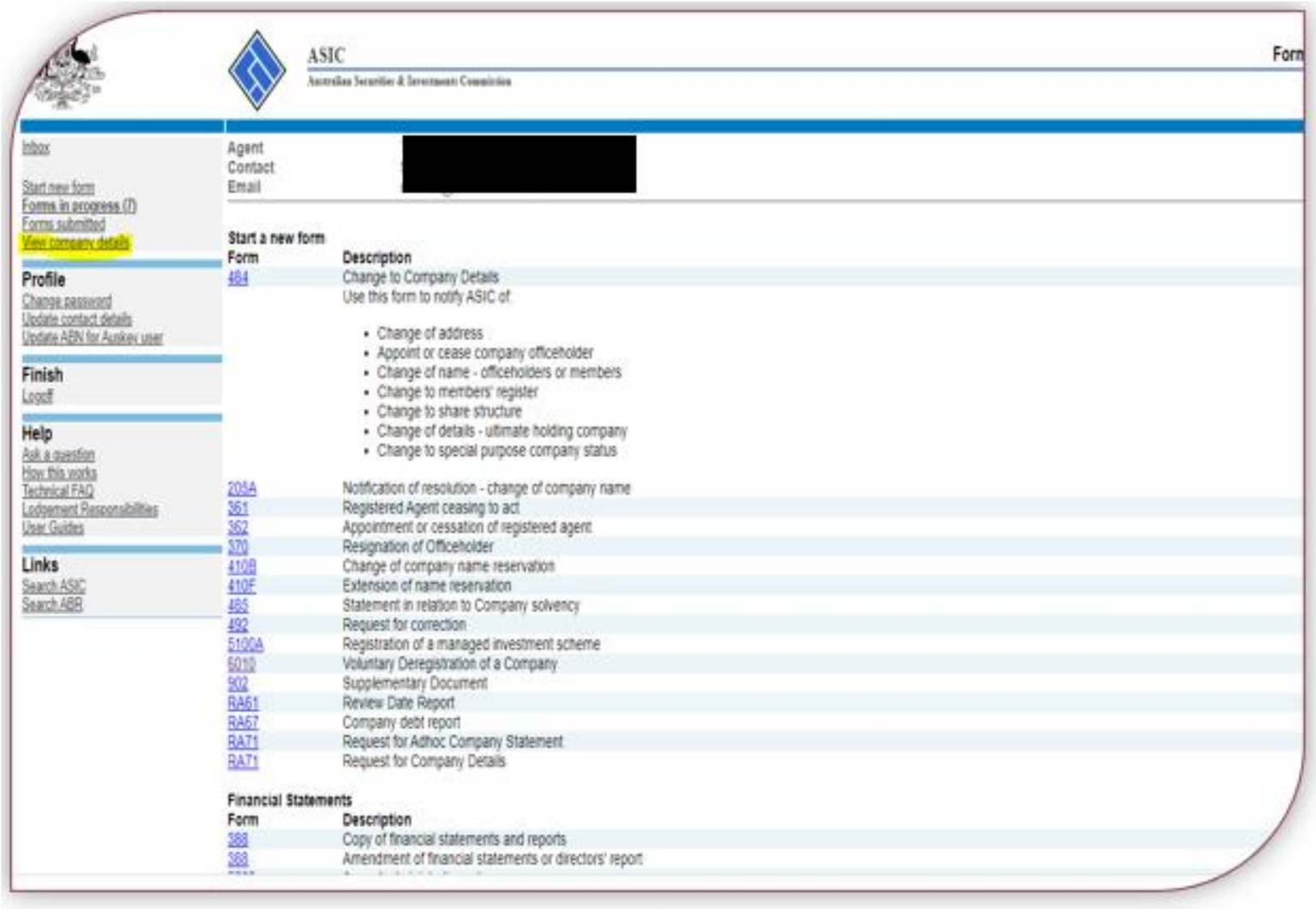
ASIC FORM 6010 – DEREGISTRATION (process flow)

Step 1:

- Open ASIC Portal
- Login using username and password

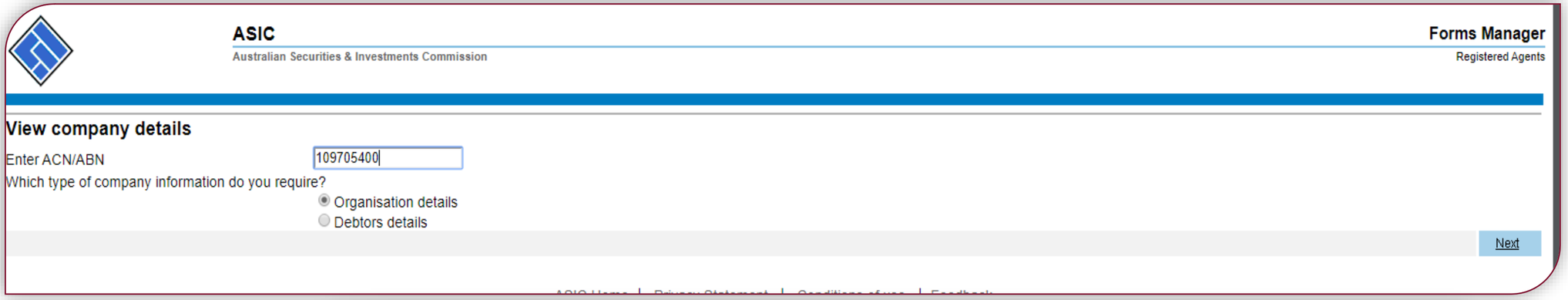
Step-2:

Search ‘ACN number in Company Details tab - ASIC EXTRACT

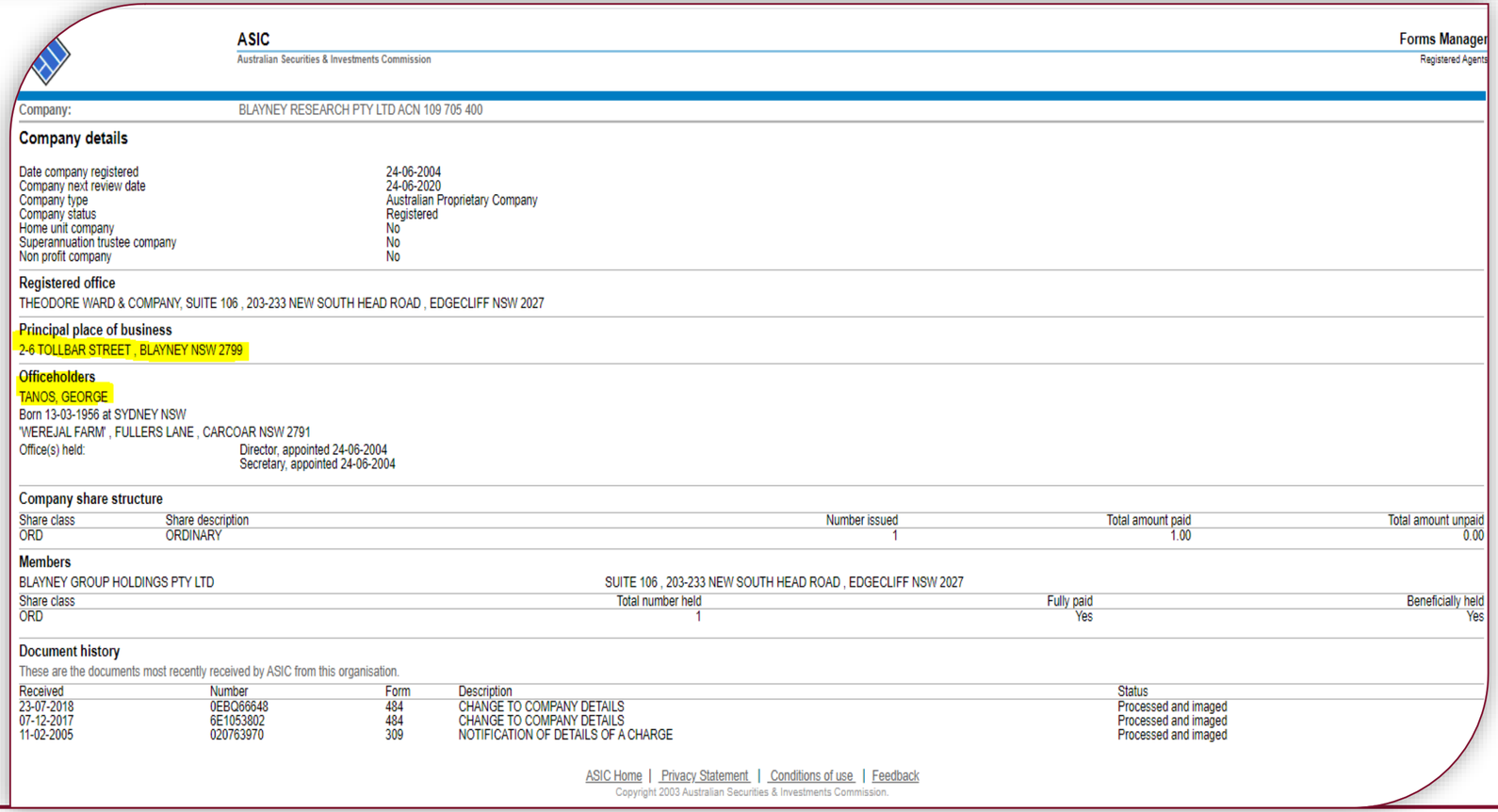


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ASIC Extract:



ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Company: BLAYNEY RESEARCH PTY LTD ACN 109 705 400

Company details

Date company registered	24-06-2004
Company next review date	24-06-2020
Company type	Australian Proprietary Company
Company status	Registered
Home unit company	No
Superannuation trustee company	No
Non profit company	No

Registered office

THEODORE WARD & COMPANY, SUITE 106 , 203-233 NEW SOUTH HEAD ROAD , EDGECLIFF NSW 2027

Principal place of business

2-6 TOLLBAR STREET , BLAYNEY NSW 2799

Officeholders

TANOS, GEORGE
Born 13-03-1956 at SYDNEY NSW
'WEREJAL FARM' , FULLERS LANE , CARCOAR NSW 2791
Office(s) held: Director, appointed 24-06-2004
Secretary, appointed 24-06-2004

Company share structure

Share class	Share description	Number issued	Total amount paid	Total amount unpaid
ORD	ORDINARY	1	1.00	0.00

Members

BLAYNEY GROUP HOLDINGS PTY LTD — SUITE 106 , 203-233 NEW SOUTH HEAD ROAD , EDGECLIFF NSW 2027

Share class	Total number held	Fully paid	Beneficially held
ORD	1	Yes	Yes

Document history

These are the documents most recently received by ASIC from this organisation.

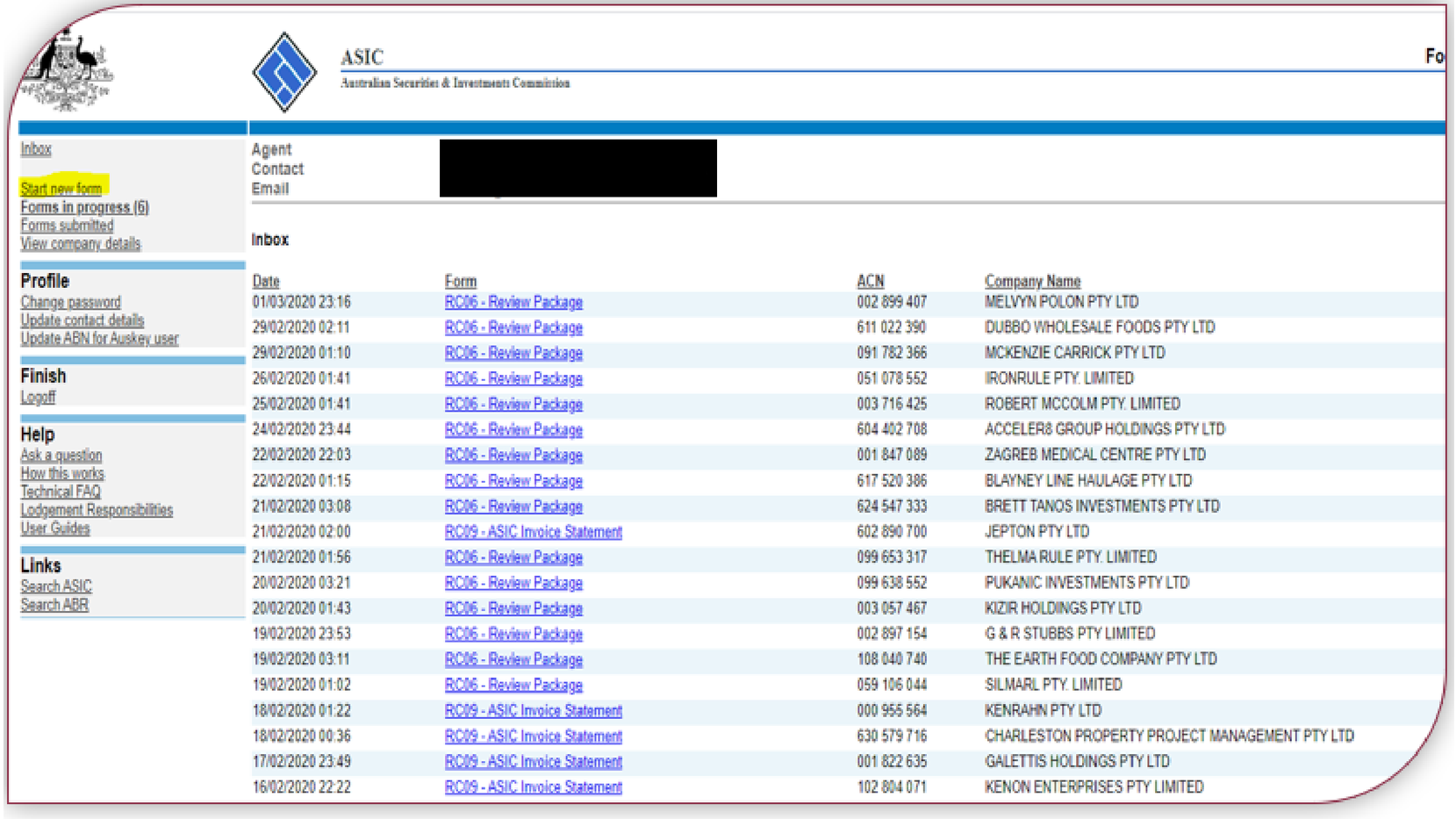
Received	Number	Form	Description	Status
23-07-2018	0EBQ66648	484	CHANGE TO COMPANY DETAILS	Processed and imaged
07-12-2017	6E1053802	484	CHANGE TO COMPANY DETAILS	Processed and imaged
11-02-2005	020763970	309	NOTIFICATION OF DETAILS OF A CHARGE	Processed and imaged

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Step-3:

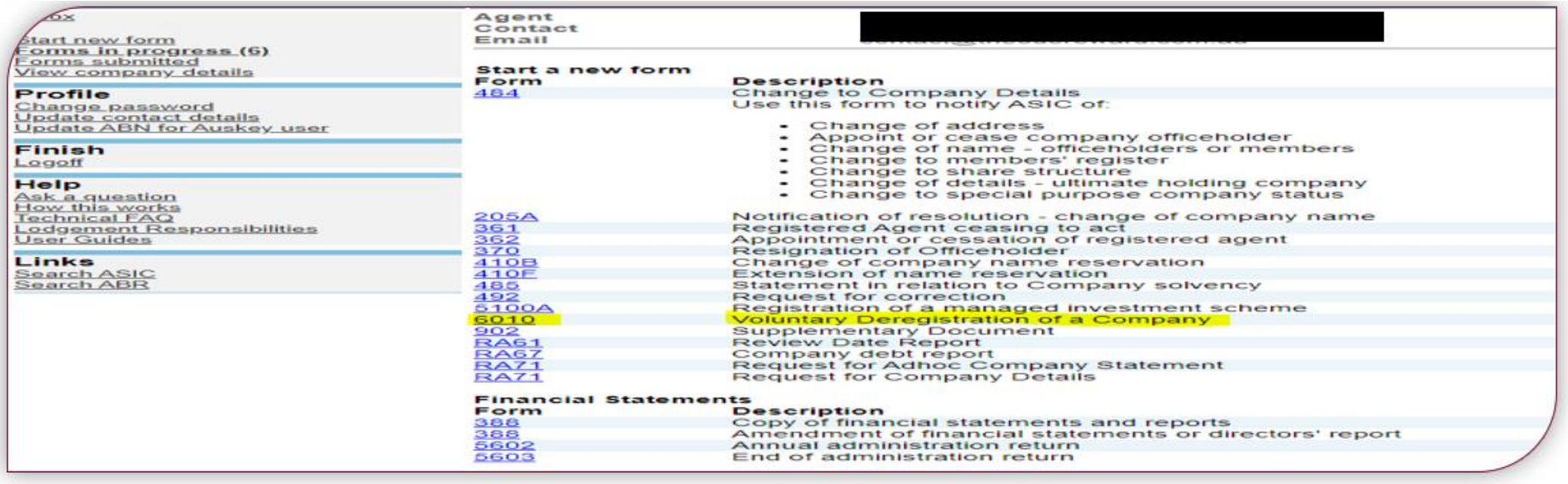
- In the left corner -> Select -> **Start new form**
- Keep ‘ACN. Number handy, - for the company you wish to deregister



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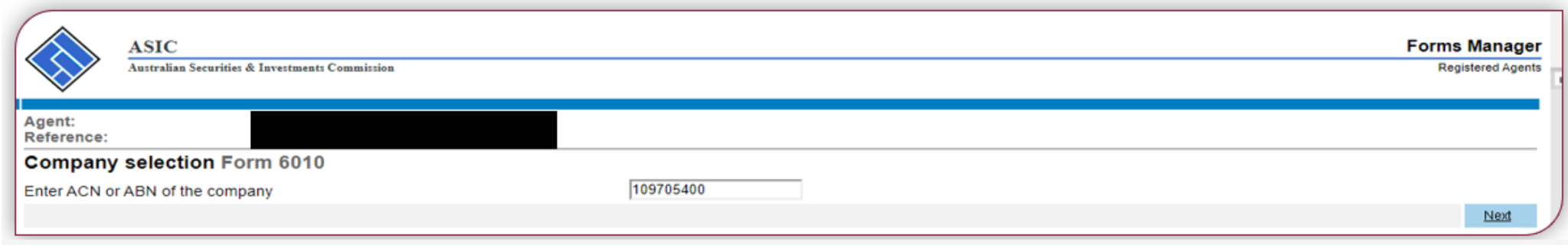
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Then Select – **Form 6010 – Voluntary Deregistration of a Company**



Step 3:

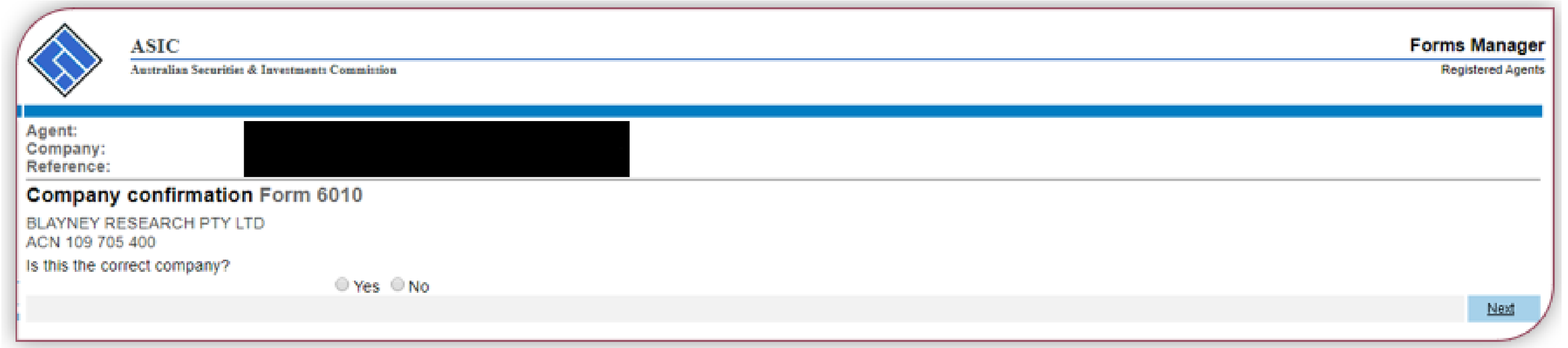
Enter the ‘ACN. Number of the company



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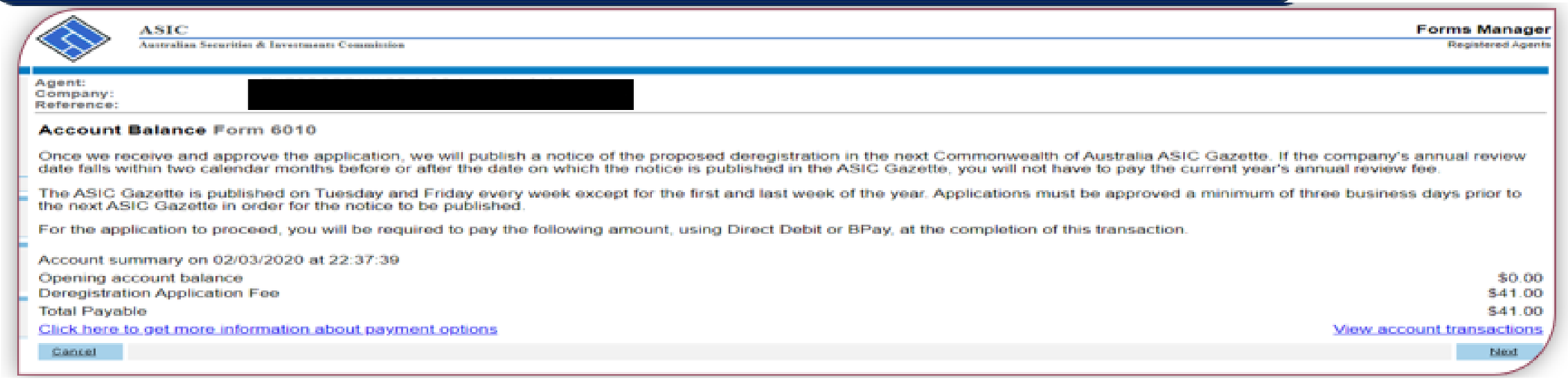
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Check & confirm the company, you wish to deregister



The below screen will come: -> give next

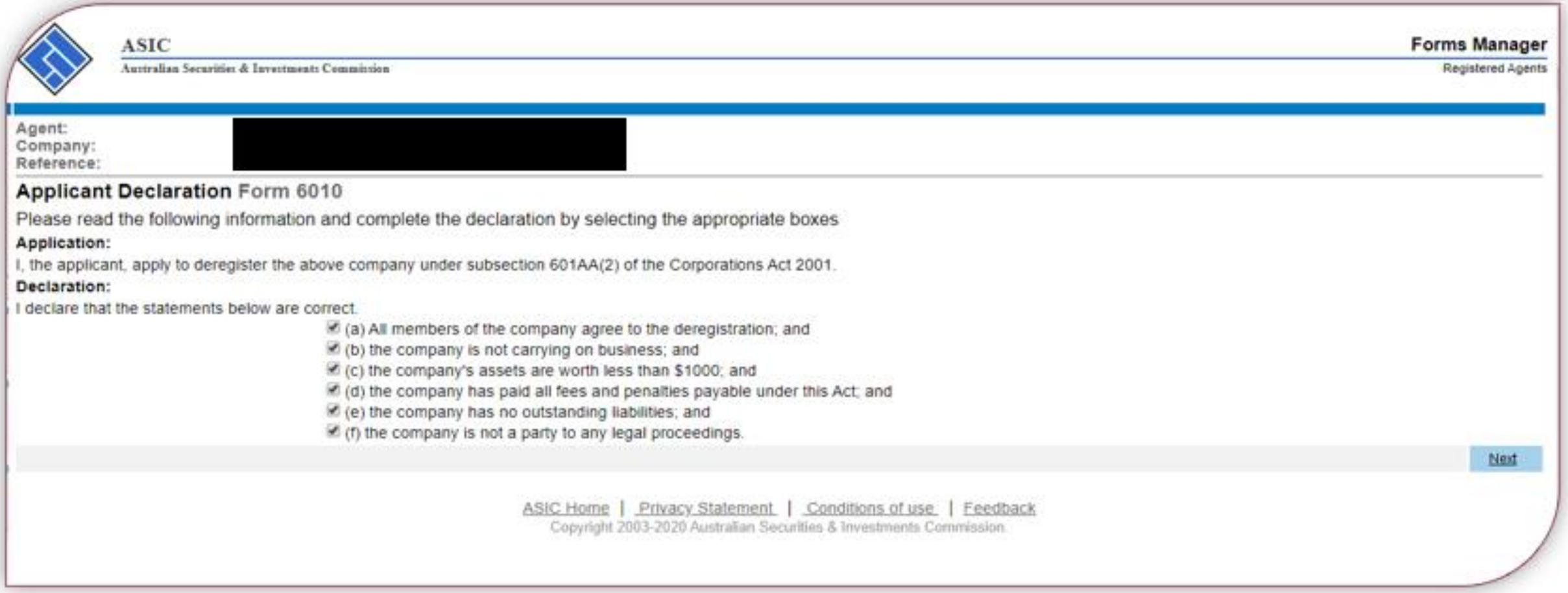
Please note – ASIC Deregistration charges will be $42.00



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Tick all the below fields: and Give “ Next”



ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Agent:
Company:
Reference: [redacted]

Applicant Declaration Form 6010

Please read the following information and complete the declaration by selecting the appropriate boxes

Application:

I, the applicant, apply to deregister the above company under subsection 601AA(2) of the Corporations Act 2001.

Declaration:

I declare that the statements below are correct.

- ☑ (a) All members of the company agree to the deregistration; and
- ☑ (b) the company is not carrying on business; and
- ☑ (c) the company's assets are worth less than $1000; and
- ☑ (d) the company has paid all fees and penalties payable under this Act; and
- ☑ (e) the company has no outstanding liabilities; and
- ☑ (f) the company is not a party to any legal proceedings.

Next

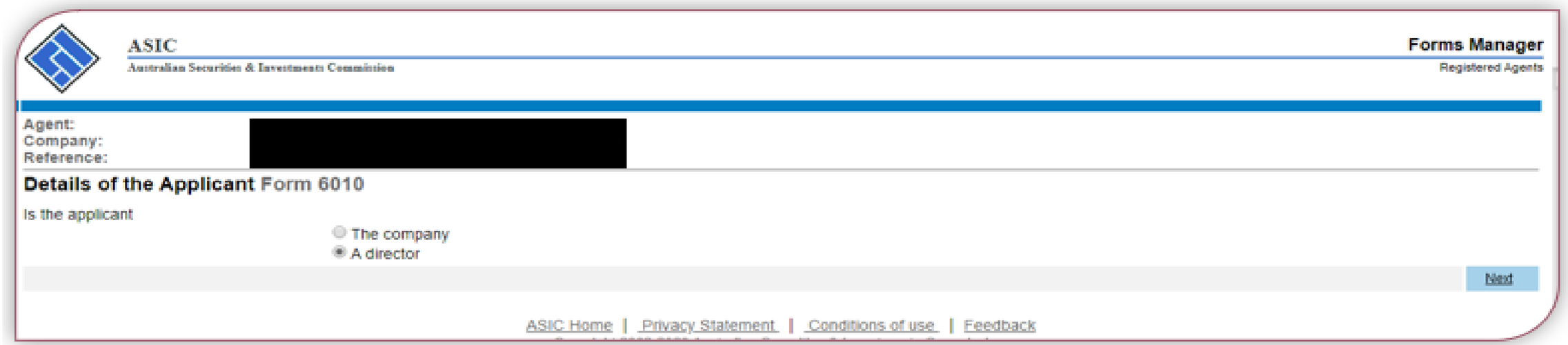
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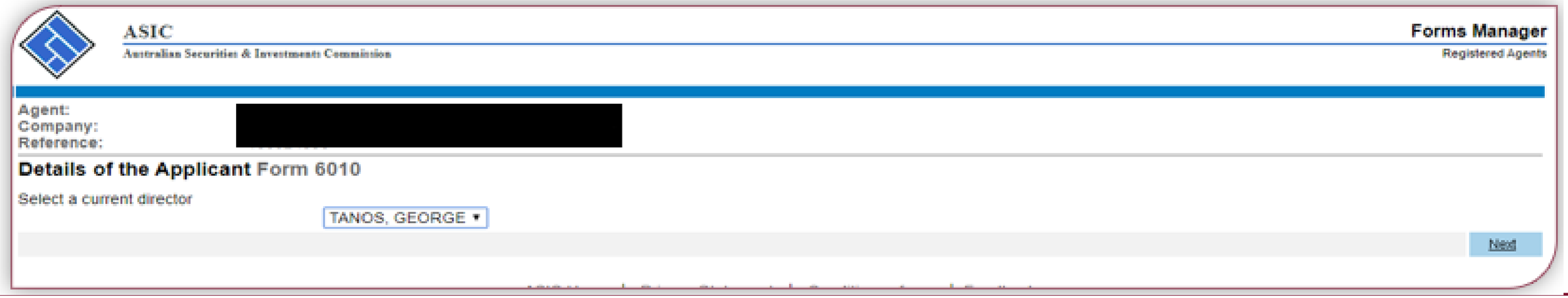
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Select “Details of the Applicant” Form 6010 – as **“A Director”**



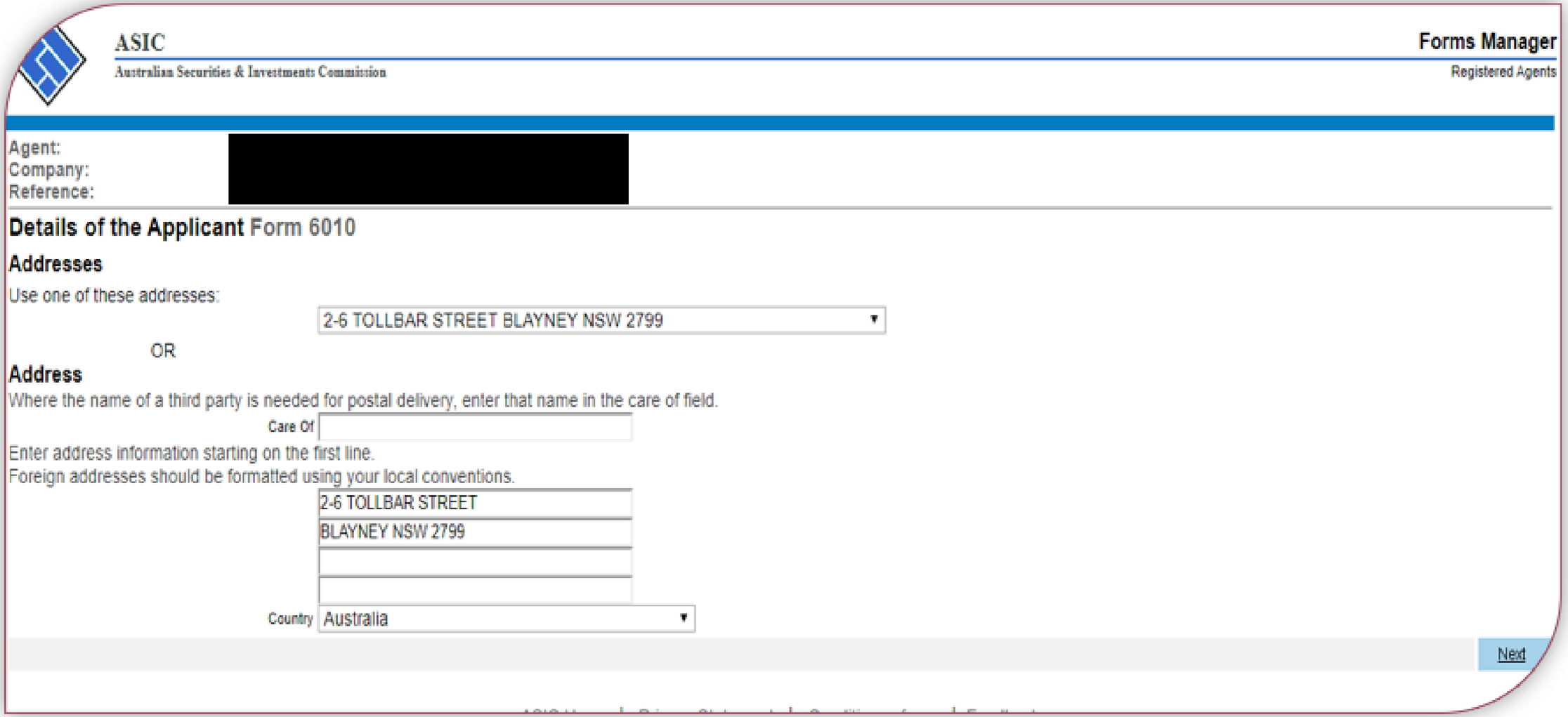
Select the Director: and give “Next”



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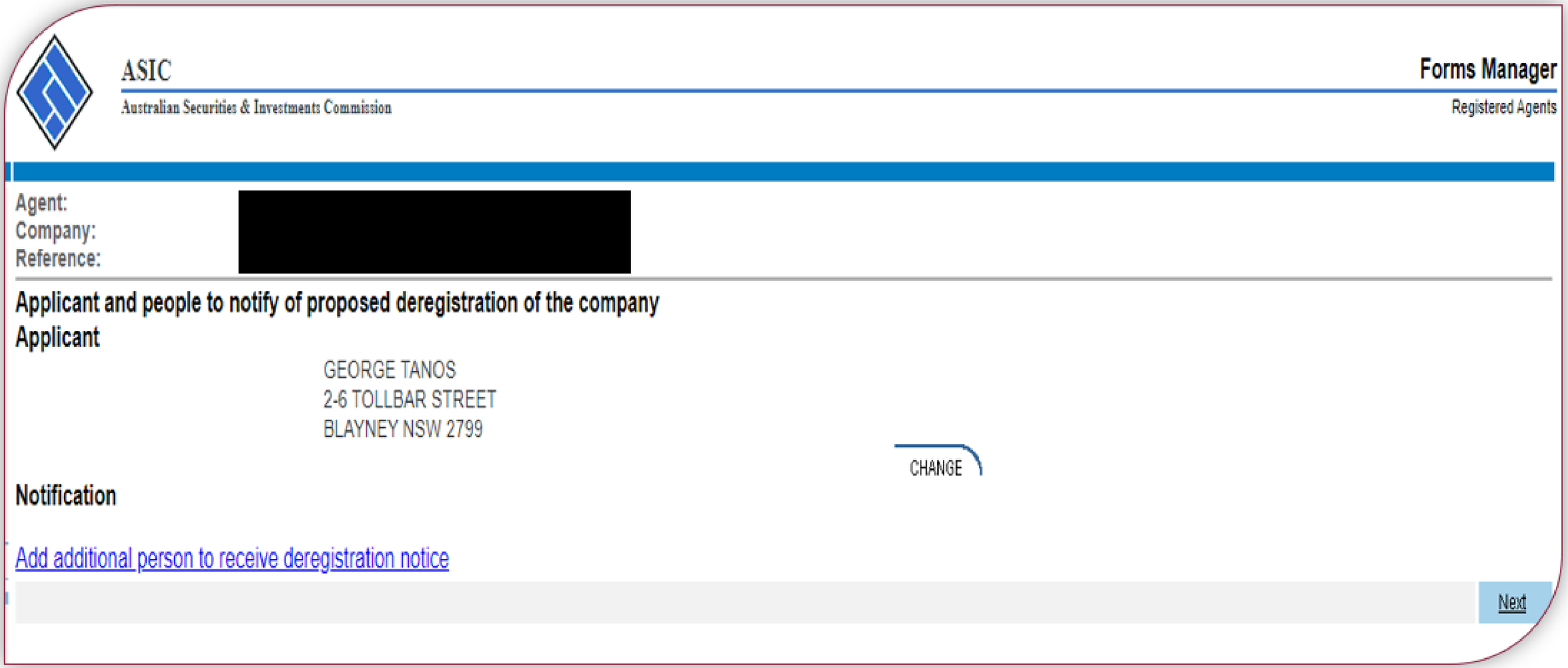
Select Address - “Principle place of Business” Address and give “Next”



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Check the details – Name of the director and principal place of Biz and give “Next”



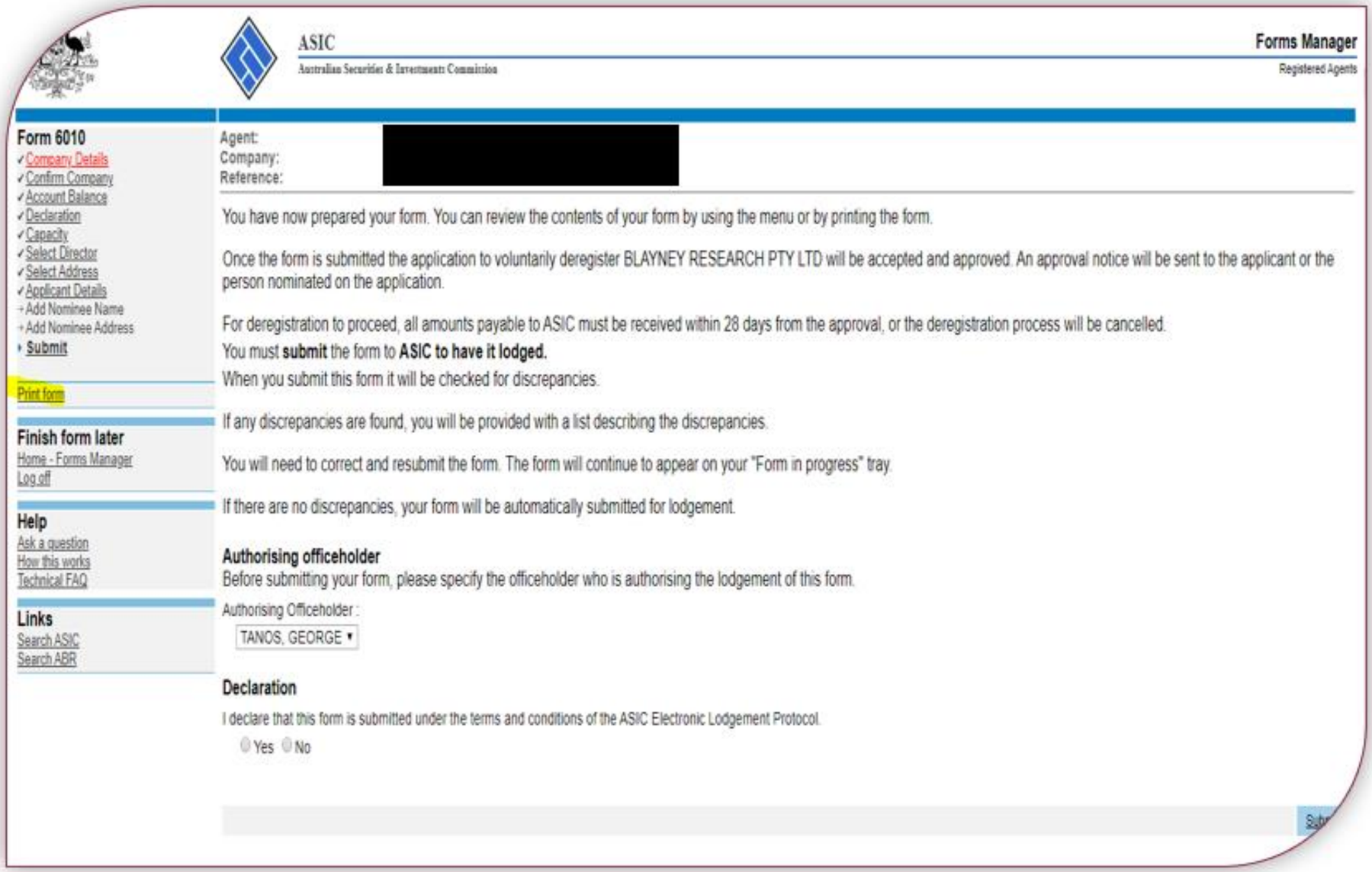
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Step 4:

PRINT FORM

DON'T GIVE "SUMIT"



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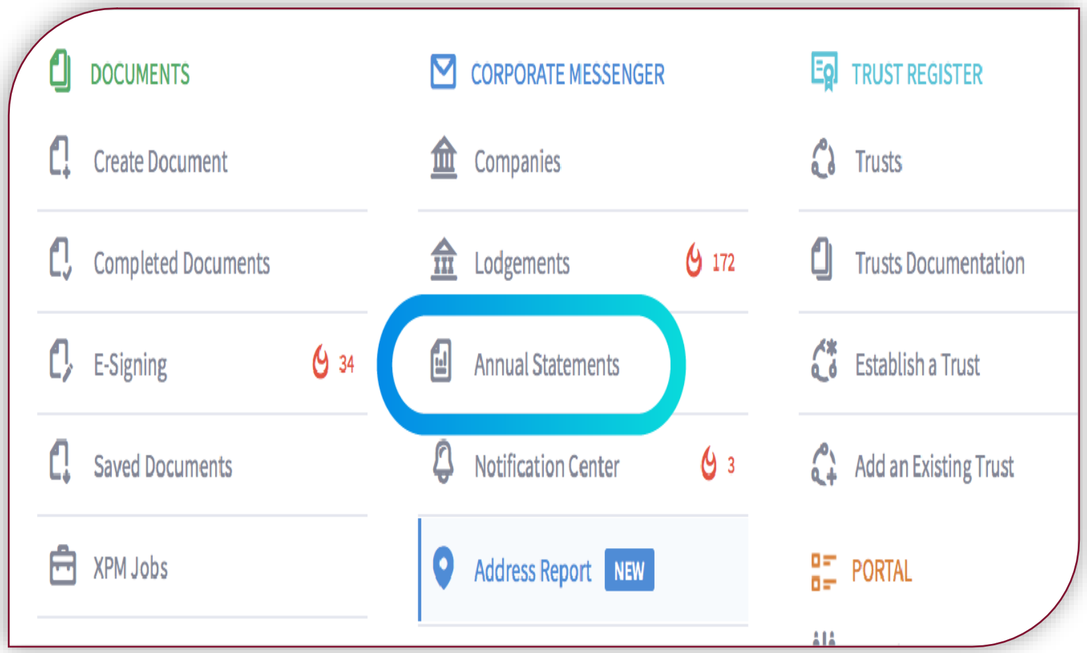
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Now Infinity

Now Infinity is a multi-discipline platform for business use by financial services professionals.

This is particularly the case for those seeking to grow, increase and accelerate their exposure to the vibrant Self Managed Super Fund industry.

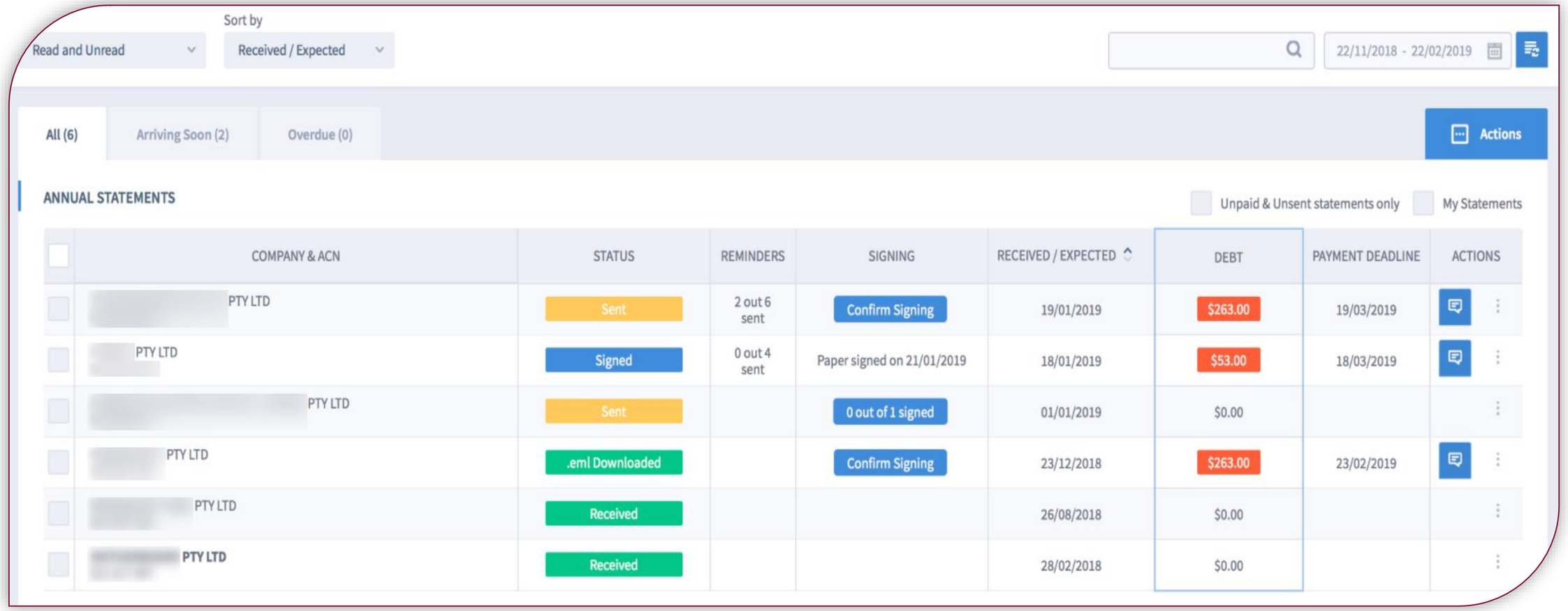
It is a flat monthly fee platform with a wide variety of features not offered in the one platform ever before.



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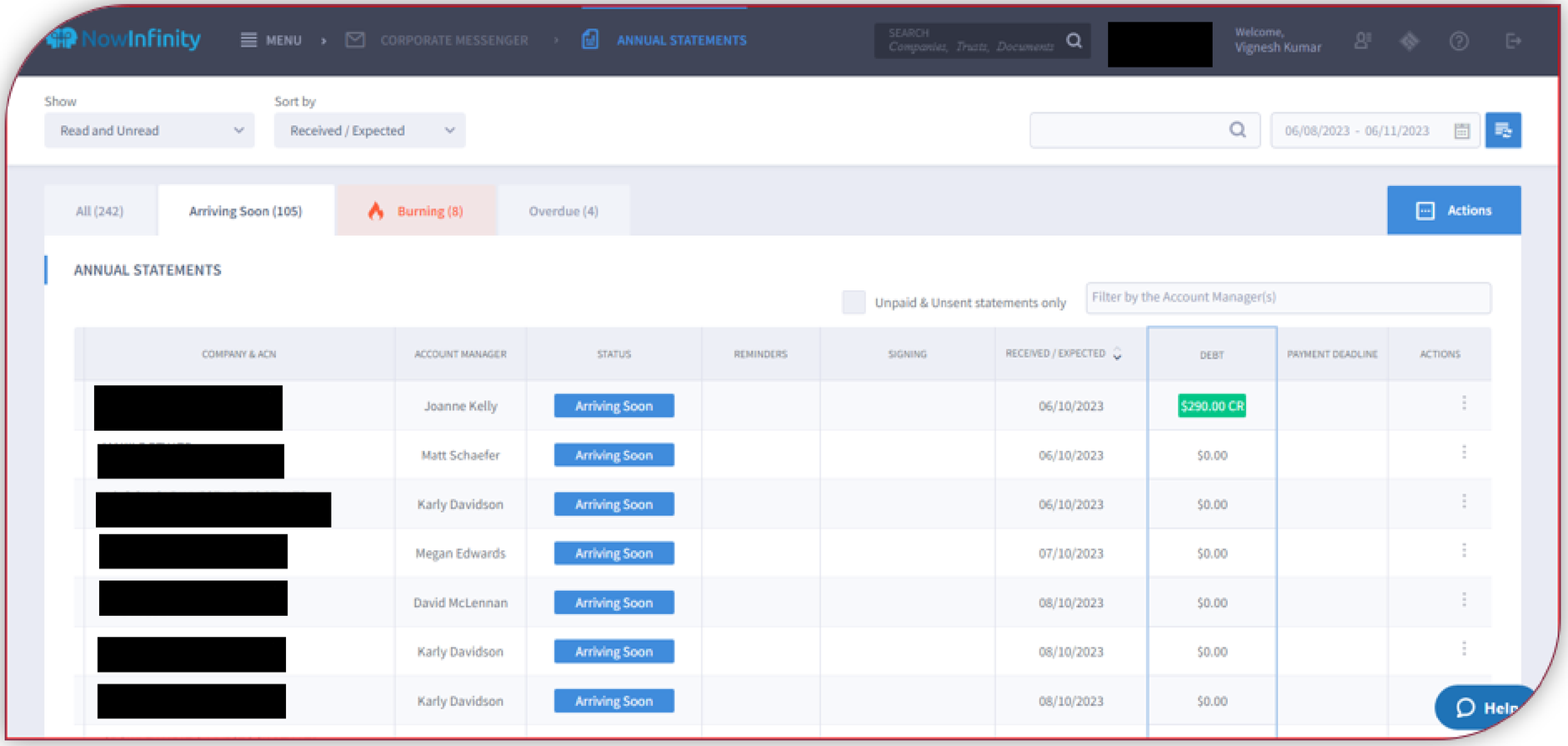
All: Include all annual statements.



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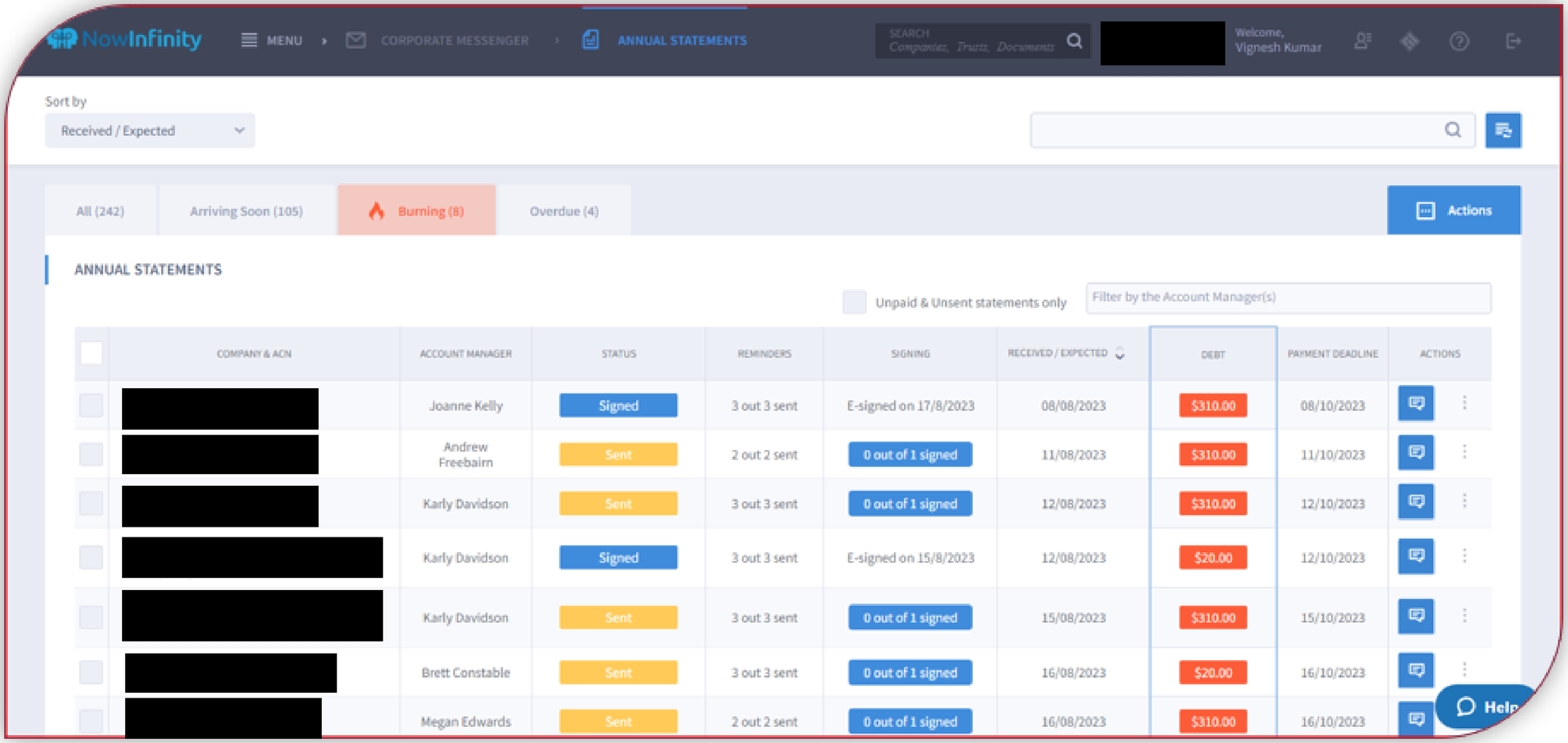
Arriving Soon: Annual Statement is expected to be received within one month.



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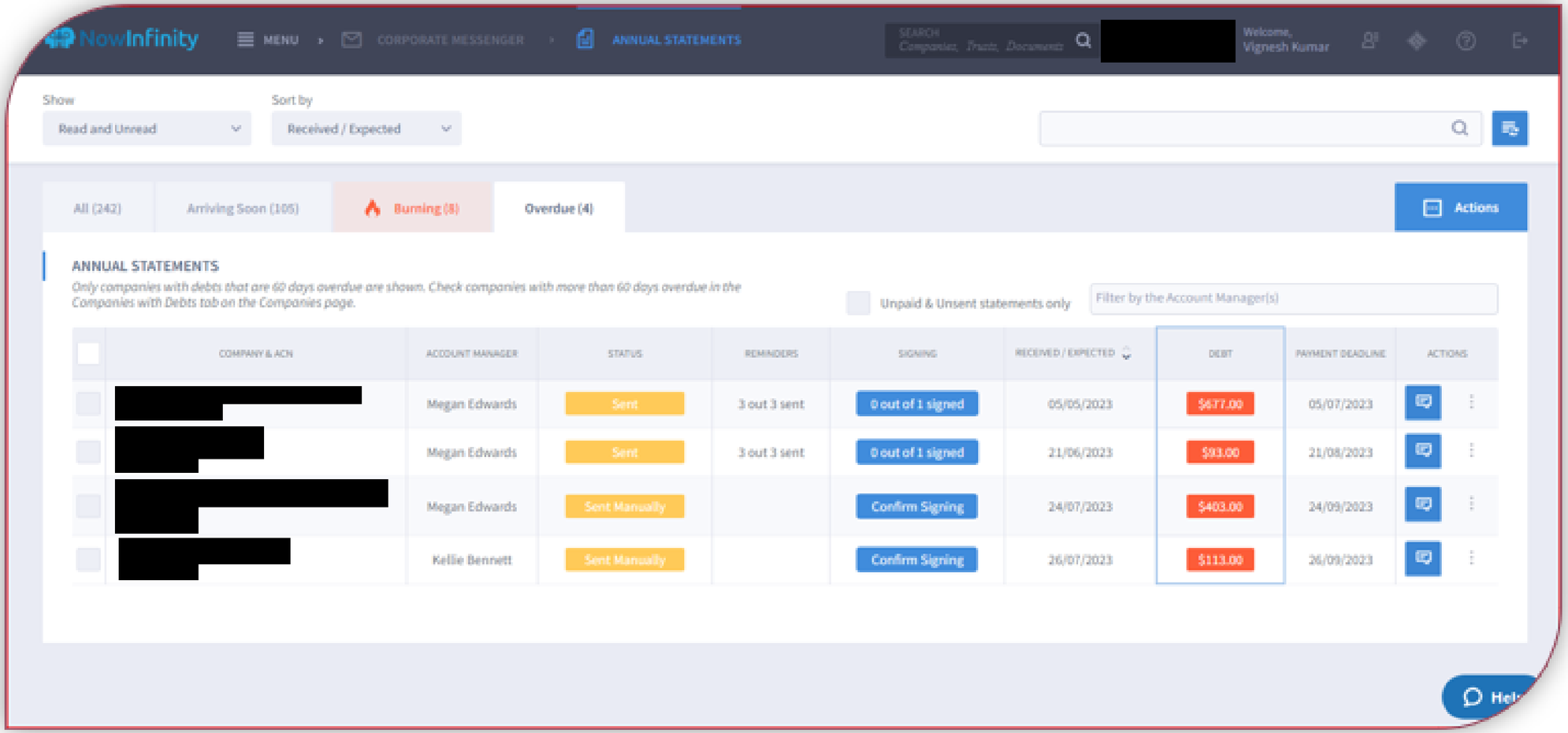
Burning: Statements with a payment deadline approaching within the next two weeks.



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Overdue: Payment deadline has already passed. Payment is overdue.



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How to send an Annual Statement

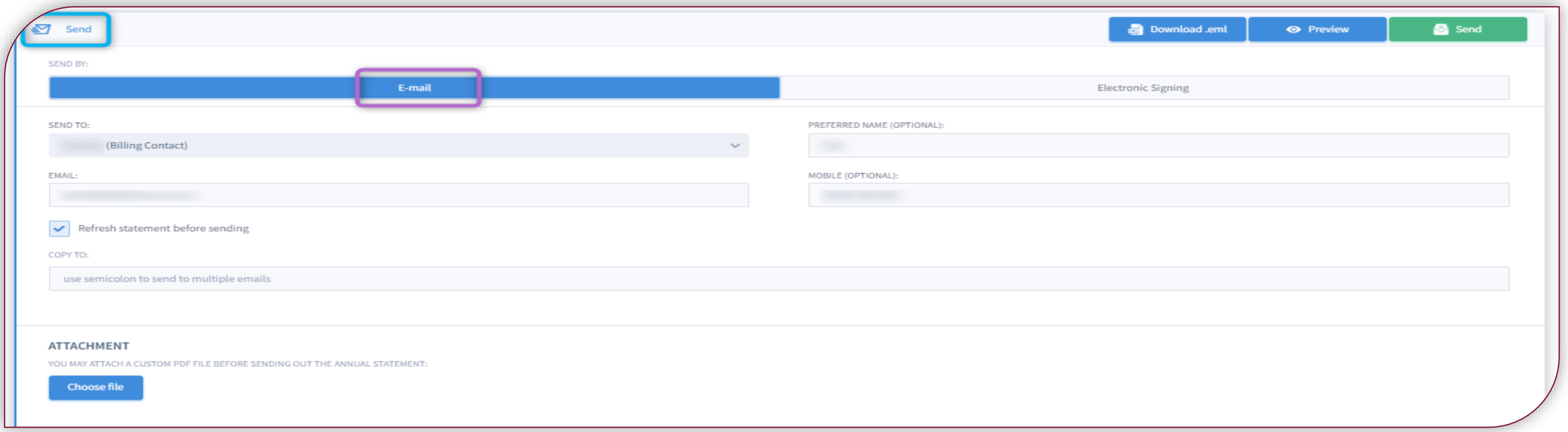
There are 3 ways of sending Annual Statements to your clients;

- Via Email
- Via Electronic Signing
- Via Download .eml (Outlook)

Via Email

Navigate to **Menu > Corporate Messenger > Annual Statements** > click on the Company Name. An email is sent from your outgoing email address to your client. The Annual Statement documentation is attached to the email for your client to review and sign.

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Select the recipient in the 'Send to' drop-down box.

Enter the email address of the recipient under 'Email' field.

Add a preferred name under the 'Preferred name' field (optional).

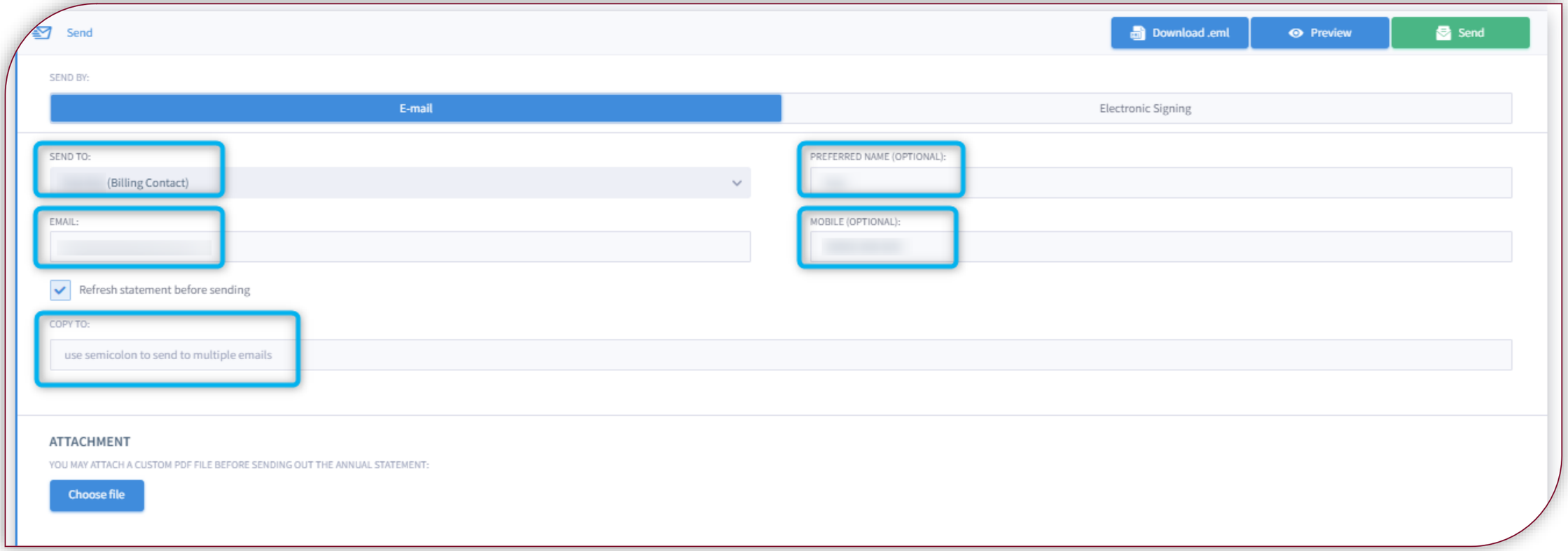
Enter a phone number if you wish to set up text message reminders (optional).

You can choose to cc one or more people under 'Copy to' field.

To cc the Account Manager assigned to the Company, click the Account Manager icon on the very right of the 'Copy to' field. This will prefill the Account Manager's email.

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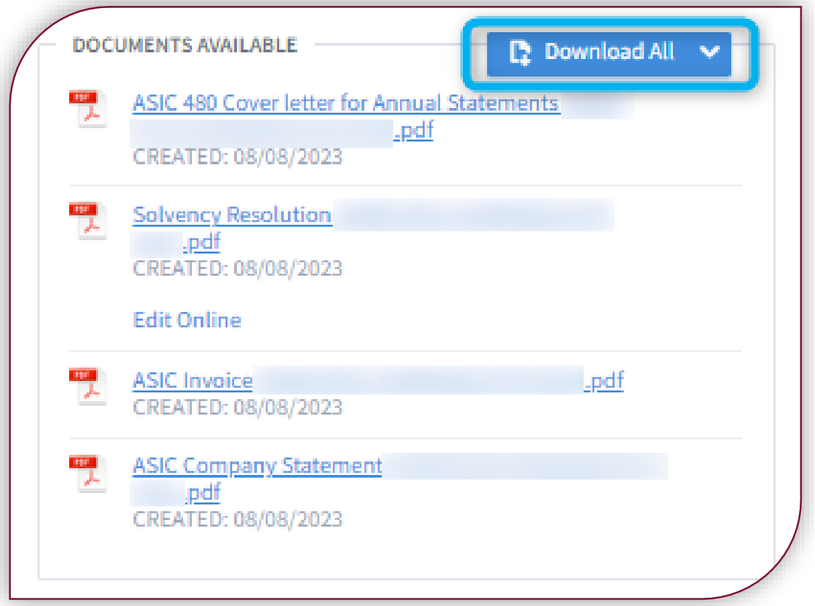
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Note: Select the email option if your client does not wish to use electronic signature or is not familiar with e-technology.

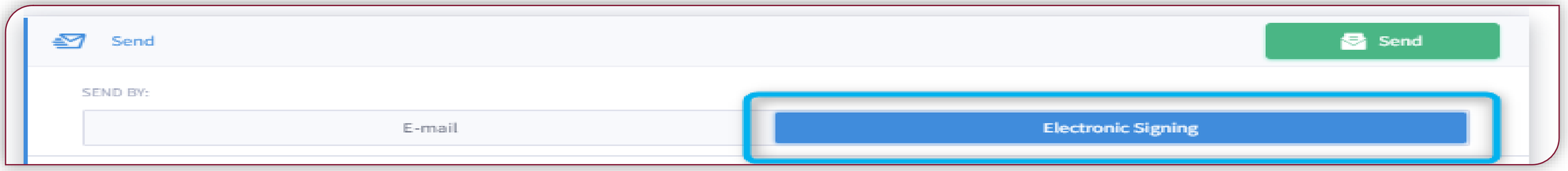
Alternatively, if your client does not have an email address you can always download the documentation and send it to them via post or get them to sign it at your office. Click "Download All" to download the documents.

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Via Electronic Signing

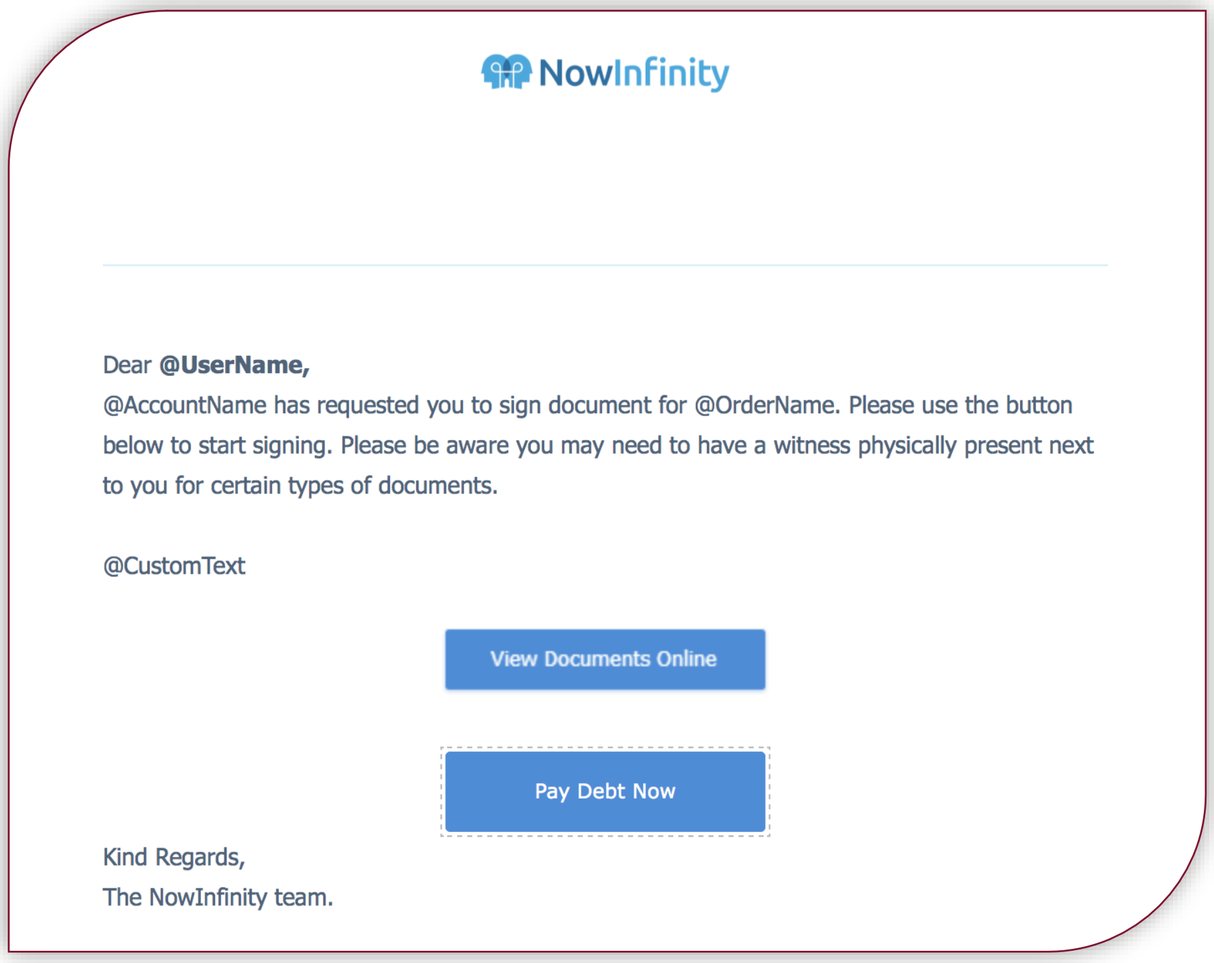
Navigate to **Menu > Corporate Messenger > Annual Statements** > click on the Company Name. Select "Electronic Signing".



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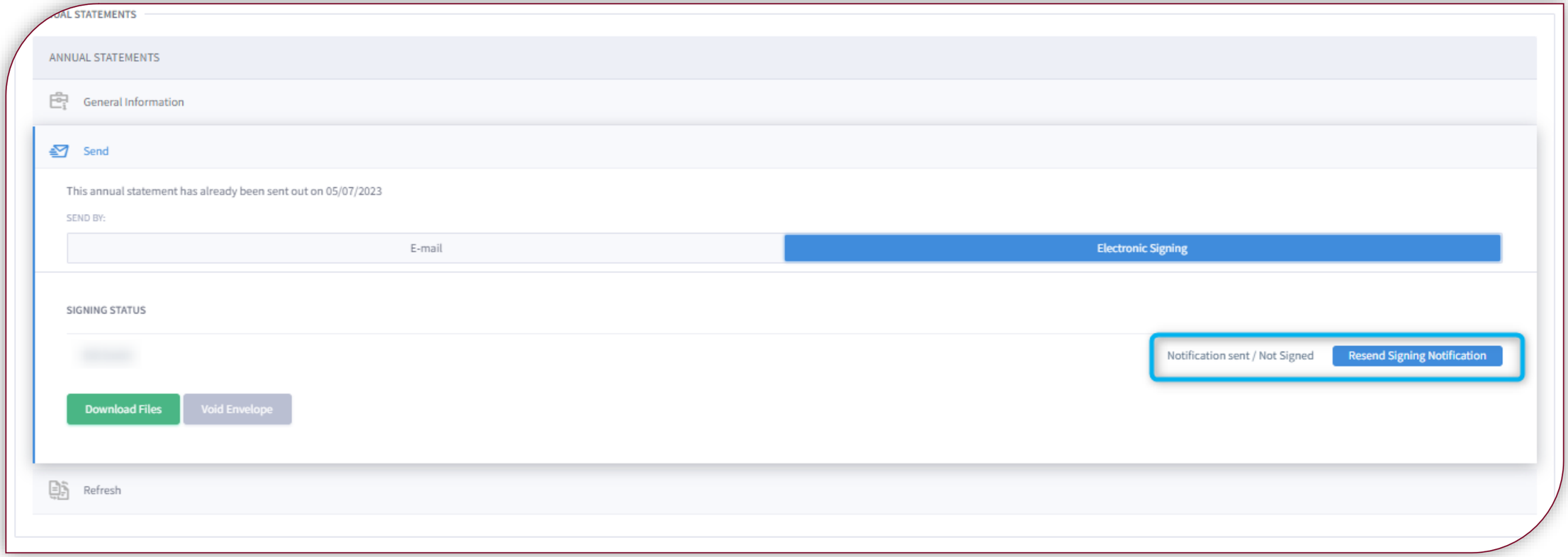
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- Enter a preferred name (optional), an email address and a phone number (optional but needed if you wish to set up text messages reminders) for each signatory.
- You can choose to add a message under “Message for recipients” which would be included in the email template under @customtext



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When the documents are sent for signing, each signatory will have a signing status.

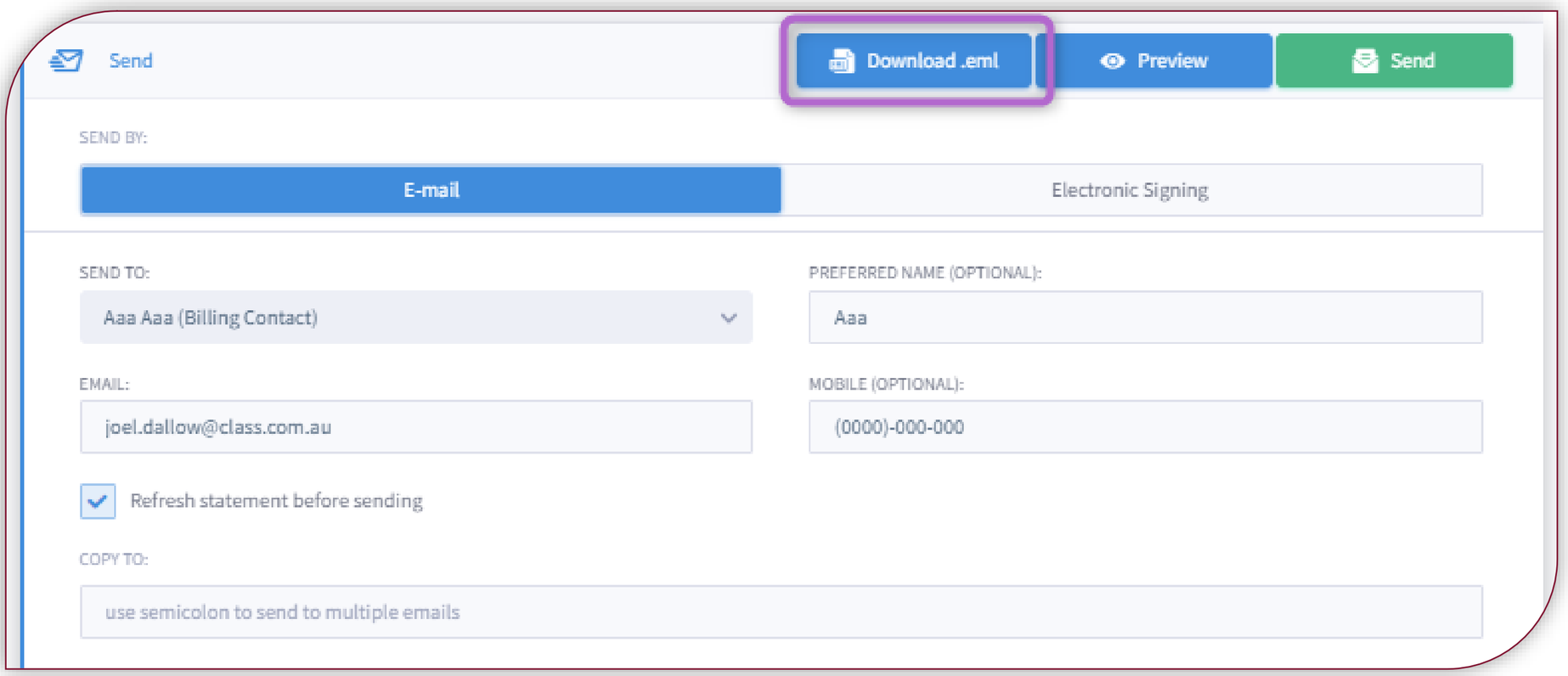


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Via Download .eml (Outlook)

- Navigate to **Menu > Corporate Messenger > Annual Statements** > click on the Company Name. Click on "Download .eml" to send the Annual Statement documentation via Outlook.
- The files are downloaded and automatically uploaded into an email created in your Outlook account.

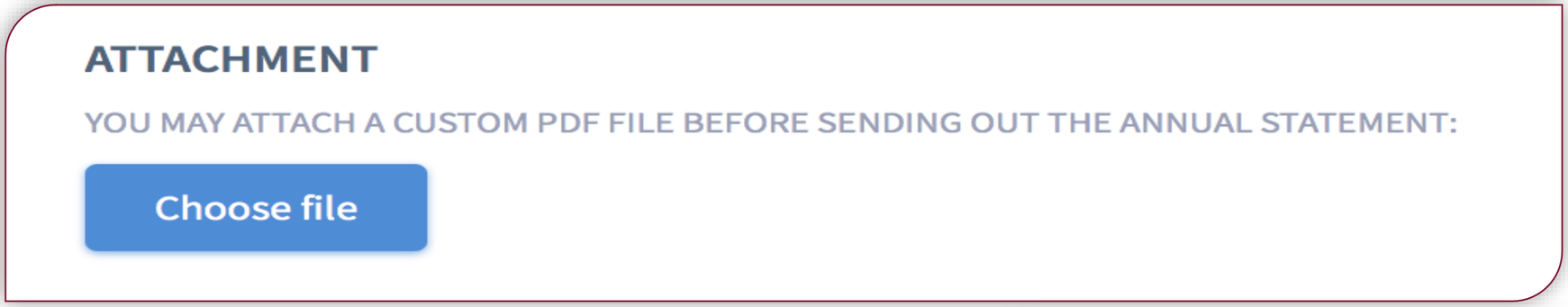


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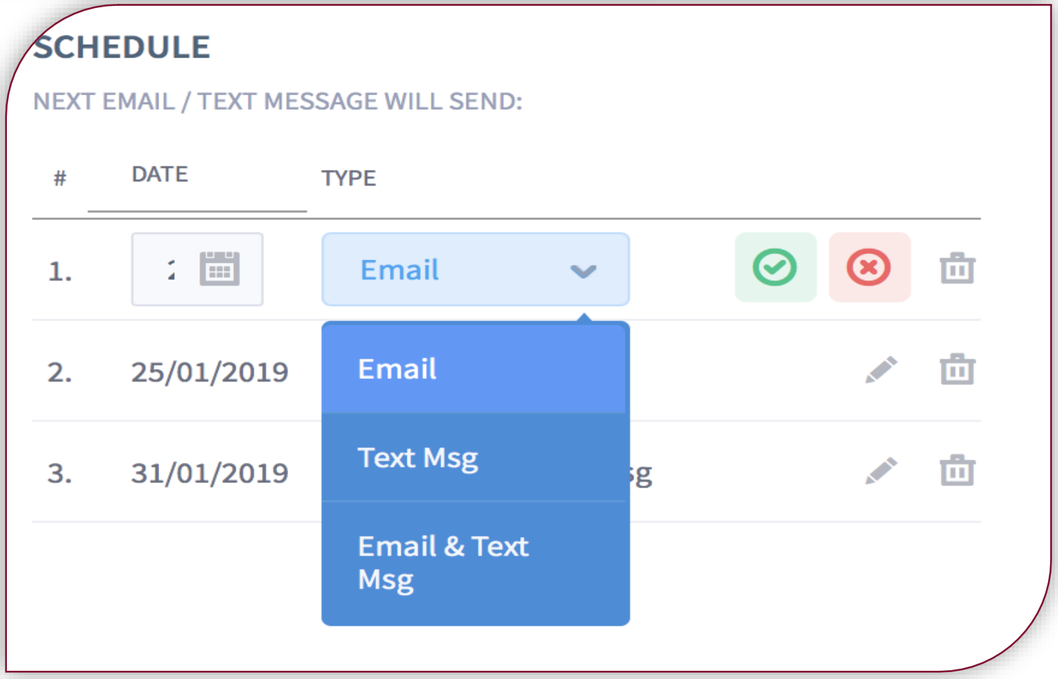
Attach a file (optional)

When sending the Annual Statement via email or electronic signing, you have the option to attach a file such as your own invoice.



Schedule Reminders

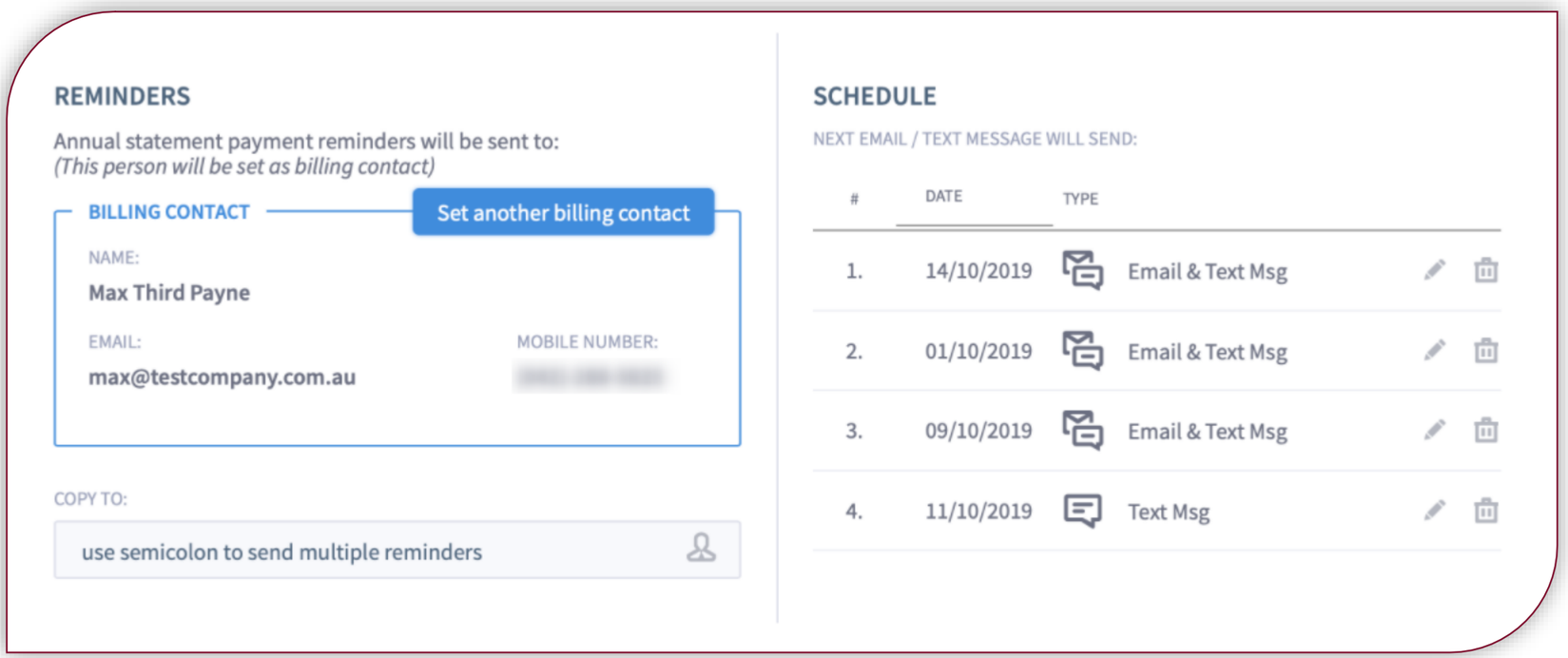
- Default settings for reminders are available in **Menu > Corporate Messenger > Product Settings > Reminders**. The date and type of reminders can be amended on a case by case basis when sending the Annual Statement to your client.
- Click on the 'Pen' icon to edit the date and the type of reminders (email, text message, or both).
- To remove a reminder, click on the 'Bin' icon.



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- Select the recipient for the reminder and enter their email address (if it isn't already pre-filled).
- You can choose to cc one or more people under the ‘Copy to’ field.
- Enter your client’s mobile number if you have selected text message as a reminder type.



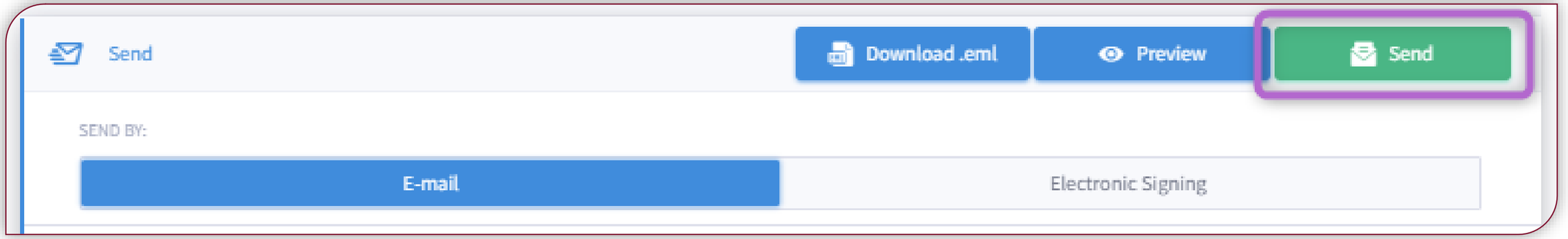
Note: Clicking on ‘send’ triggers the reminders except for the download .eml option (Outlook). In this case, reminders are triggered by clicking on download .eml.

Note: Reminders will only go out automatically to your client if you have selected the automatic option in **Menu > Corporate Messenger > Product Settings > Reminders.**

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Send documents and Signing Status

When you have selected how to send the Annual Statement documentation, attached a file (optional) and scheduled the reminders, click 'send'.



•If sent via electronic signing, the signing status will automatically update to 'Signed' when the signing process is completed.

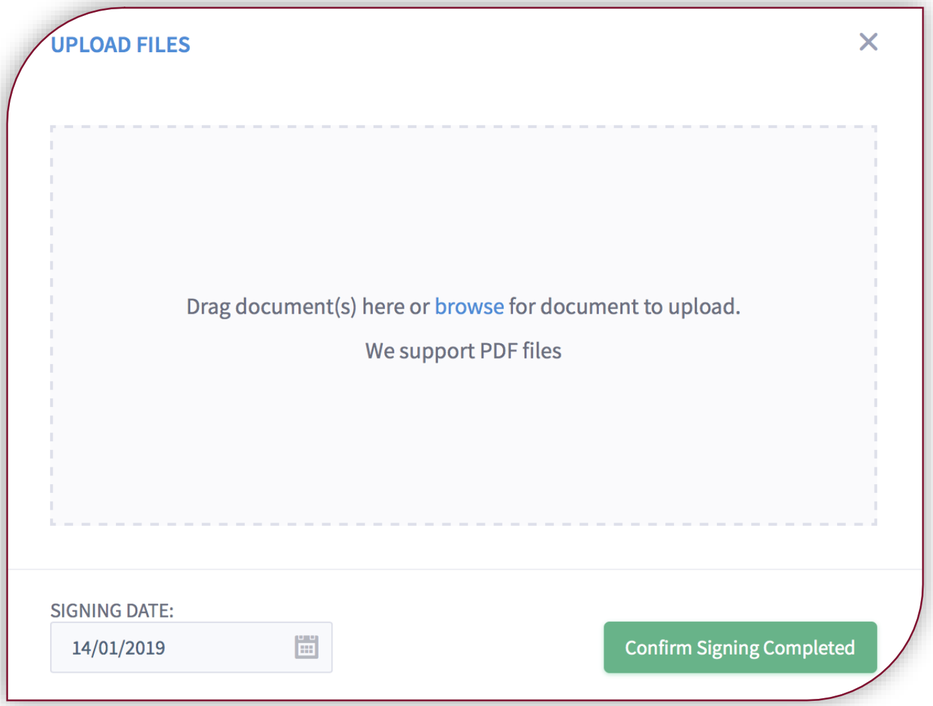


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•If sent via email or download eml (outlook) a 'confirm signing' button will appear for you to manually confirm once the documentation has been signed. Upload the signed documents.



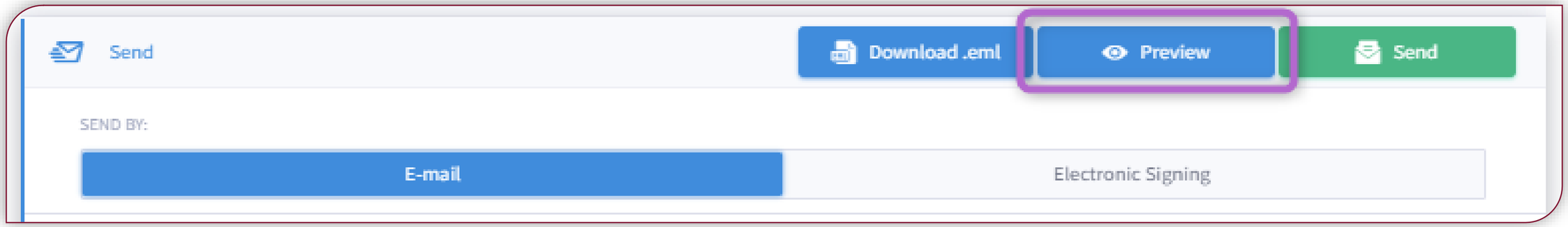


After signing is confirmed, the Annual Statement is marked as ‘Paper signed’ and uploaded files are added to the list of documents found in the documentation page.

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Preview option

Click on the 'preview button' to preview the email notification sent to your client when sending the Annual Statement documentation.



To edit email templates,

- go to **Menu**
- **Corporate Messenger**
- **Product Settings**
- **Email Templates**.

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Thank You

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