

## **Corporate Secretarial Terms of Engagement:**

Hereunder are the services we will provide to your company on an ongoing basis unless you instruct us otherwise. This engagement is broad in nature and can be personalised to your specific needs at your request.

We will assist your company to meet its statutory obligations under Corporations Law by:

- Determining status annually – Section 45A of Corporations Act 2001 (CA)
- Reviewing Annual Statements for electronic filing with the Australian Securities & Investments Commission (ASIC)
- Drafting Solvency Resolutions for considering and signing by the company's Directors
- Notifying ASIC of changes to certain particulars relating to your company, its officers and members
- Creating and updating Members and their Shareholding – Section 169 CA Registers
- Maintaining the following:
  - Consents to act as director – Section 201D(2) CA
  - Consents to act as secretary – Section 204C(2) CA
  - Minute Books – Section 251A(1) CA
- Drafting such minutes/declarations of resolutions or notices for consideration and signing by the company's officers and members as instructed
- Facilitating the convening of such meetings as instructed
- Advising company office holders of their responsibilities in connection with the execution of their corporate duties.
- Advising Officers/Members on such corporate governance matters as requested
- Provide the facilities of manned registered office

We take no responsibility for any corporate affairs prior to our engagement including the accuracy and completeness of the corporate volume however all due care will be applied from the start of our engagement. Your privacy is protected at all times and for more information please view our website on our Policies and Collection processes.