



## company secretarial services

“  
*Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.*”

ASX Corporate Governance  
Council

### We stay on top of things for you!

Ever feel like you're drowning in paperwork?

Struggling to keep on top of things?

Complying with statutory obligations to keep company records up-to-date is a significant and time-consuming responsibility.

Many business owners find managing compliance onerous, and just one more thing they have to try and find time for.

Not any more!

Charter Partners Company Secretarial services can ease the administrative burden for you, leaving you and your team to focus on growing the business and those all-important value-adding activities.

You might be a small organisation with too little work for your own company secretary. Or maybe a large company or group of companies with frequent needs for secretarial services.

Whatever the size of your organisation, you'll be in good company when you work with us and are sure to benefit from our ability to save you time, money and hassle.

### ENSURING STANDARDS ARE MET

At Charter Partners we appreciate that small administrative hurdles can often turn into big operational stumbling blocks.

We can ensure that won't happen for you.

Charter Partners provide a comprehensive suite of company secretarial services, tailored to the individual requirements of each company, and delivered in a pro-active and cost efficient manner.

Our dedicated people have a solid understanding of good corporate practices, and can attend to a wide range of needs from routine recurring work to specialist advice, ensuring you don't fall foul of any legal, regulatory or statutory obligations.

You'll find our efficiency pays big dividends. We work discretely in the background, file what needs to be filed, and keep everything sorted with a minimum of fuss.

Quite simply, we know the procedures and what is due when and where - so that's one very important worry off your mind, leaving you more time to focus on the bigger picture.



**SOLUTIONS** →

## it pays to be compliant

So say goodbye to administration headaches and hello to peace of mind. Call Charter Partners today and find out how we can help lighten your load.

### GYMPIE OFFICE

Level 3, Cullinanes Centre  
104 Mary Street  
Gympie, QLD 4570  
P: 07 5482 1533  
F: 07 5482 7289

### BUNDABERG OFFICE

Unit 2, Ground Level  
7 Takalvan Street  
Bundaberg, QLD 4670  
P: 07 4153 3444  
F: 07 4153 3455

E: [info@charterpartners.com.au](mailto:info@charterpartners.com.au)  
[www.charterpartners.com.au](http://www.charterpartners.com.au)

Charter Partners expertise can help ensure you and your business are fully compliant, through a comprehensive range of services including:

### REGISTERED OFFICE SITUATED AT OUR OFFICE

- Access for the Australian Securities & Investments Commission (ASIC) and public contact (viewing of register)
- Maintain register
- Receive correspondence on company's behalf i.e. banks and court documentation

### ANNUAL REVIEW

- Check details are correct to company register
- Electronically receive statement from ASIC
- Preparation of annual company statement and solvency resolution (Note: a solvency resolution must be passed annually to comply with the Corporations Act 2001)
- Attending to corrections required and lodgement of the associated documents

### COMPANY SECRETARIAL

- Act as agent with ASIC on behalf of the company
- Changes to company addresses
- Changes to officer and member addresses
- Ensure company is compliant for ASIC requirements
- Ensure company records are current for your business and banking requirements.
- Ensure documents are lodged within ASIC time requirements
- Member share transfers
- Member share allotments
- Officer appointments and resignations
- Provide certified copies of documents required by Banks, Solicitors etc.
- Provide meeting premises for company meetings
- Storage of company seals for use as required
- Storage of legal documents as required (trust deeds where company is the trustee)

For your convenience Charter Partners offers the registered office, annual review and company secretarial services as an annual package to assist you with your ongoing compliance management and ensure you remain compliant with the Corporations Act 2001.

We also attend to the establishment of companies and trusts and company deregistration.

### Company Secretarial Services > Reliable + Efficient + Cost-effective

- Accounting & Taxation
- Business Performance Services
  - Business Optimiser
  - Business Partner Program
  - Business Mentoring
  - Fixed Price Agreements
- Company Secretarial
- Succession Planning
- Superannuation, Retirement & Estate Planning
- Taxation Planning

accounting + business advisors