

**Australian Company Incorporation Package #AULLC03**  
**Incorporation plus Company Secretary, Registered Office,**  
**Tax Codes Application and Bank Account Opening**

*Unless otherwise indicated, Australian company stated in this quotation refers to a private company limited by shares formed and incorporated in Australia in accordance with the Corporations Act 2001.*

Our fee for the registration of private company limited by shares in Australia is AUD7,650. The fee includes Australian company incorporation, corporate secretarial service, provision of public officer, provision of ASIC Agent, a registered office and business address in Australia, Australian Business Register (ABN), Tax File Number (TFN) and Goods and Services Tax (GST) Registration, opening of bank account in Australia, application of Director Identification Number (DIN) from Australian Taxation Office (ATO) with Bank Account Opening. -

For the purpose of registering a company registration in Australia, client will need to provide the identification documents and proof of address of each shareholder and director. If the shareholder is another corporation, client will need to provide the registration documents of that corporation. In addition, client will need to complete the Australian company order form and Kaizen CDD Form. The required materials are details in Section 3 of this quotation.

In general, the registration of the Australian company takes around 3 to 4 business days (excluding the application time for the registration of the Director Identification Number (DIN), Australia Business Number (ABN), Goods and Services Tax (GST) registration). The competent authority will conduct audits based on the business scope and the identity of the investors, and the company registration time shall be extended.

The fees quoted are applicable to the business which does not require an additional license or permit. If the business to be carried out by the Australian company requires an extra license or permits, Kaizen can assist to apply for such license or permit and our fees will be quoted upon request. The fees stated in the quotation are for general reference only and is subject to change from time to time.

**SHENZHEN 深圳**

Rooms 1203-06, 12/F.  
Di Wang Commercial Centre  
5002 Shennan Road East  
Luohu District, Shenzhen, China  
中國深圳市羅湖區深南東路5002號  
地王商業中心12樓1203-06室  
T: +86 755 8268 4480

**SHANGHAI 上海**

Room 603, 6/F., Tower B  
Guangqi Culture Plaza  
2899A Xietu Road, Xuhui District  
Shanghai, China  
中國上海市徐匯區斜土路2899甲號  
光啓文化廣場B座6樓603室  
T: +86 21 6439 4114

**BEIJING 北京**

Room 303, 3/F.  
Interchina Commercial Building  
33 Dengshikou Street  
Dongcheng District, Beijing, China  
中國北京市東城區燈市口大街33號  
國中商業大廈3樓303室  
T: +86 10 6210 1890

**TAIPEI 台北**

Room 303, 3/F., 142 Section 4  
Chung Hsiao East Road  
Daan District, Taipei  
Taiwan 10688  
台灣台北市大安區忠孝東路四段  
142號3樓之3  
郵編: 10688  
T: +886 2 2711 1324

**TOKYO 東京**

308 BIZMARKS Akasaka  
2-16-6 Akasaka, Minato-Ku, Tokyo  
Japan 107-0052  
日本東京都港區赤坂二丁目16番6號  
BIZMARKS赤坂308室  
郵編: 107-0052  
T: +81 3 5776 2637

**SINGAPORE 新加坡**

138 Cecil Street, #13-02 Cecil Court  
Singapore 069538  
T: +65 6438 0116

**KUALA LUMPUR 吉隆坡**

Unit 28-13, 28/F., Menara Teguh  
Aliila Bangsar, 58 Jalan Ang Seng  
50470 Kuala Lumpur, Malaysia  
T: +60 17 672 0203

**NEW YORK 紐約**

202 Canal Street, Suite 303, 3/F.  
New York, NY 10013, USA  
T: +1 646 850 5888

**LONDON 倫敦**

Room 319, 3/F., One Elmfield Park  
Bromley, Greater London  
BR1 1LU, UK  
T: +44 20 8176 3860

## 1. Scope of Services of Australia Company Registration Package

### (1) Australia Company Pre- & Post- Incorporation

- (a) Name availability check/Name reservation
- (b) Preparation of Constitution of the company and other incorporation documents
- (c) Preparation of registration forms
- (d) Professional Filing Fees
- (e) Certificate of incorporation
- (f) Preparation of compliance documents, including corporate seal, share certificates, register and minutes book
- (g) Minutes of first board meeting
- (h) Resolution to open a bank account

### (2) Corporate Secretarial Service

Although the law does not require the appointment of company secretary, we highly recommend that one is appointed so as to ensure that the company does not miss the deadline of filing various returns. Kaizen can act as the named Company Secretary for your Australian company to comply with the Australian Companies Act and Australia Securities and Investment Commission (ASIC) requirements.

- (a) ASIC Compliance Alert & Reminders
- (b) Named Company Secretary registered with ASIC for 12 months
- (c) Forwarding mails and messages from ASIC

### (3) Public Officer

A public officer is a company's representative to the ATO and is responsible for the company's obligations under Section 252 of the INCOME TAX ASSESSMENT ACT 1936. The public officer is responsible for the company complying with the act and is also liable for the same penalties as the company if there are any violations.

A public officer does not need to be appointed as part of the company formation. However, the ATO must be notified of the appointment within 3 months of the new company carrying on a business or deriving income. The penalties for not doing this are severe and currently amount to AUD110 a day.

### (4) The ASIC Agent

Kaizen can act as the ASIC Agent for your Company, our services including:

- (1) Annual company renewal notice;
- (2) Receive Annual Company Statements and other correspondence from ASIC;
- (3) Lodge forms for companies we represent;
- (4) Change company details on behalf of the business owner, ex officer/shareholder's name, address, shares, or deregistration a company.

To be eligible to be an ASIC registered agent, you:

- (1) Must be a registered Australian company, the holder of a business name, or an individual that carries on business under their own name
- (2) Must have an Australian Business Number (ABN)
- (3) Must not be disqualified from managing corporations under the Corporations Act 2001.

(5) Registered Office/Business Address

Kaizen provides a Registered Address, which can be used for registered business address for the registration of your company. The address can be used on business cards, letterheads or any other official documents.

Whenever mails arrive, Kaizen provides notification via email and information of sender of the mails will be provided. For every batch of mails forwarded, Kaizen will charge a handling fee of AUD5 plus postage.

(6) Australian Business Number (ABN), Tax File Number (TFN) and Goods and Services Tax (GST) Registration

Australian Business Number (ABN) is a unique 11-digit number that identifies a business or organisation to the government or community.

Tax File Number (TFN) is a reference number in the tax and superannuation systems issued by the Australian Taxation Office (ATO).

Goods and Services Tax (GST) is a tax of 10% on most goods, services and other items sold or consumed in Australia. If your business is registered for GST, you have to collect this extra money (one-eleventh of the sale price) from your customers. You pay this to the ATO when it is due.

Kaizen will handle the application for Australian Business Number, Tax File Number and registration of Goods and Services Tax (GST) after the company is duly registered.

(7) Australia Bank Account

Kaizen will provide assistance to open corporate bank account with banks in Australia.

Please note the bank requires all directors to visit their branch personally for the purpose of due diligence.

- (8) Application of Director Identification Number (DIN) from Australian Taxation Office (ATO)

A Director Identification Number (DIN) is a 15-digit identifier given to a director (or someone who intends to become a director) who has verified their identity with the Australian Taxation Office (ATO). DIN will increase transparency, help regulators track director relationships with companies, strengthen efforts and eliminate director involvement in unlawful behaviours, and help foster a fairer business environment. For a director who is appointed before or on 31 October 2021, directors must apply by 30 November 2022. For a director who is appointed between 1 November 2021 and 4 April 2022, director must apply within 28 days of being appointed. For a director who is appointed from 5 April 2022, director must apply before he or she is appointed.

**Total Package: AUD7,650**

**Note:**

- (1) The package fee of AUD7,650 quoted above does not include the provision of local Australian resident director. Kaizen can provide an Australia local resident to act as one of the director of the company for a fee of AUD650 per month. The minimum term of service for nominee director service is 1 year. While acting as Nominee Director, Kaizen will collect a refundable security deposit of AUD3,500. The deposit will be full refunded at the time when we cease to provide the nominee service. Clients are required to purchase Directors and Officers insurance to Kaizen so as to protect our nominee director(s). Directors and Officers insurance will protect the directors and officers of a business, or anyone else involved in the management of a company, including employees against personal liability claims. Clients need to purchase Directors and Officers insurance separately as our fee do not include the insurance premium.
- (2) The fee quoted above includes registration fee paid to ASIC, but excludes delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.

## 2. Time of Billing and Payment Methods

We currently only accept check, cash or TT and credit card payment through PayPal. If payment is settled through PayPal, an extra 5% service fee will be charged. Upon confirmation of order, we shall issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

### 3. Procedures and Time Frame for the Registration

Under normal circumstances, the company name and the business scope do not need an extra license or permit, the whole process for company registration takes around 3-4 working days. The Director Identification Number (DIN) and Australian Business Number (ABN), Tax File Number (TFN) and Goods and Services Tax (GST) registration will take around 28 working days respectively. The table below details the procedures with time frame for the registration of a Australia company.

Step	Description	Day
1	Clients place an order for incorporation with Kaizen and provide the documents and information required to Kaizen by email or fax or post. Kaizen issue invoice to client for settlement.	Clients' Schedule
2	Application for Director Identification Number (DIN)	28
3	Kaizen performs a name availability search with ASIC to confirm the availability of the proposed company name.	1
4	After confirmation of the availability of the proposed name, Kaizen then prepares incorporation documents.	1
5	Kaizen then arranges with client to sign the incorporation documents. The original duly signed incorporation documents must then be returned to Kaizen for filing.	Clients' Schedule
6	Kaizen will proceed with the ASIC for registration. If it goes smoothly, ASIC will issue the Certificate of Incorporation in a couple of working days.	1
7	ASIC issues the Certificate of Incorporation	2
8	Kaizen collects the Certificate of Incorporation from ASIC and proceeds to place an order for manufacturing of company kit.	3
9	Kaizen arranges to deliver to you the Company Kit.	7
10	Kaizen arranges the client to go to Australia to open the corporate account. Our local staff in Australia will accompany the clients to visit the bank	Clients' Schedule
11	Processing of bank account opening	Bank's Schedule
12	Application for ABN, TFN and registration of GST	28



#### 4. Required Documents and Materials

Client needs to provide the following documents and information to Kaizen by email or fax or post for purpose of incorporation:

- (1) Please provide two to three English names for the Company. The company name must be ended with 'PTY. LIMITED' or 'PTY LTD.';
- (2) Amount of share capital, percentage of shareholdings if more than one shareholder. Unless otherwise advised, the amount of issued capital will be AUD100;
- (3) The copy of the passport and address proof issued within 3 months of shareholders (For example, utility bill, telephone bill or bank statement); if the shareholder is a legal person, the Certificate of Incorporation, corporate documents showing the registered address, Register of Directors, Register of Members and passport and address proof issued within 3 months of ultimate beneficial owners holding with more than 10% shares;
- (4) The copy of the passport and the address proof issued within 3 months of directors (For example, utility bill, telephone bill or bank statement);
- (5) If shareholder is a legal person, please provide an organization chart certified by director;  
Basic background information of the new company, such as the principal business activities, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.
- (6) Filling the "KYC Questionnaires" and "Overseas Company Incorporation Order Form" provided by Kaizen.

The identification documents and address proof of shareholders and directors are subject to certify by Kaizen's staff, notary offices, attorneys, accountants, or bank managers. You may visit any of our branches to complete the verification if needed.

#### 5. Materials to be returned to Client after the registration

- (1) Softcopy of Certificate of Incorporation;
- (2) 1 printed copy of Constitution;
- (3) Share Certificate for each shareholder;
- (4) One statutory book (members register and directors register);
- (5) One Common Seal;
- (6) Duplicate copy of documents filed with ASIC in relation to the appointment of directors, secretary, location of registered office and one duly completed share certificate for each of the shareholders.

## 6. Annual Maintenance and Compliance

Once the company is officially registered, it is required to comply with the compliance and maintenance requirements imposed by the Australian Corporations Act. For example, a company shall prepare the year-end statements and declaration about the corporate tax, corporate resident tax, filing of Business Activity Statements (BASs) etc. Kaizen could provide the following services to our clients, such as accounting and tax advisory services, assisting in the entry of accounting data, preparation of various declarations and accounts, and reasonable tax-saving measures. In addition, Kaizen could also provide employee employment services, salary calculation services to our clients. For details, please kindly contact our professional consultants.

If you need assistance or wish to obtain more information, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following methods:

**E:** info@kaizencpa.com **T:** +852 2341 1444

**M:** +852 5616 4140, +86 1521 9434 614

**WhatsApp/Line/WeChat:** +852 5616 4140

**Skype:** kaizencpa