

%**DATE\_SENT@dd/MM/yyyy**%

The Directors

%Company\_Name%

%Principal\_Address%

Dear %First\_Name%,

**%Company\_Name% - ACN: %ACN%**

**%DATE\_SENT@yyyy% ANNUAL COMPANY STATEMENT**

We refer to the above and enclose the following documents:

* Director’s Resolution of Solvency
* Annual Company Statement
* ASIC Annual Statement Fee Invoice
* Our Tax Invoice

We have received and reviewed the Annual Company Statement provided by ASIC and advise that to the best of our knowledge no changes are required at this time. However, in the event that there has been a recent change to the details set out on the enclosed Statement, please advise us accordingly. We will then attend to the preparation of appropriate documentation and remit to you for confirmation and execution.

We have also enclosed the Director’s Solvency Resolution for your execution where indicated. If you believe that the company is no longer solvent and therefore you are not able to sign the Solvency Resolution, or if you wish to discuss this issue further, please notify us immediately.

You must pay the attached ASIC invoice of $%ANNUAL\_FEE% directly to ASIC by the due date of %DATE\_PAY@dd/MM/yyyy%. We advise that **late payment** will incur an additional fee of %LateFeeUnder28% (up to one month late) or %LateFeeOver28% (more than one month late). Payments can be made online, by mail or via Australia Post or any other method shown on the invoice. Payments made in person or mail must be accompanied with the attached payment slip.

Please return the Director’s Solvency Resolution to our office by the **%Date\_Sign@dd/MM/yyyy%.**

%Please\_contact\_me%

Yours faithfully

**%Asic\_CONTACT%**

**%ACCOUNT\_NAME%**