[Insert DD Month YYYY]

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|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Address]

[Suburb State Postcode]

Dear [Insert Salutation]

**Re: ASIC Annual Company Statement for [insert Company Name]**

We hereby attach the [insert year] Company Statement for [insert company name] issued by the Australian Securities & Investment Commission (ASIC), as well as a Solvency Statement that is required to be signed by the directors of the company declaring that the company can pay their debts in full and when due.

We have checked through the Company Statement and confirm that all details recorded match with the company details that we have on record. Please now review the Company Statement and if you are satisfied that it is correct, please:

* arrange for direct payment to ASIC of the enclosed invoice by the due date in order to avoid late lodgment penalties
* arrange for the Solvency Statement to be signed by the Chairperson and the Company Statement and Solvency Statement to be filed in the Company Register (If we have the Company Register, please return the Company Statement and Solvency Statement to our office for filing).

If there are to be changes made, please contact our office immediately so that the necessary forms can be lodged with ASIC. If you wish to undertake any changes yourself, please contact ASIC on [insert ASIC phone number] and send us a copy of the updated details so that we can update our records accordingly. Please note that any changes made outside of the required lodgment period (generally 28 days) will attract automatic late lodgment fees.

The annual ASIC lodgment fee can be paid via BPAY, Internet, telephone, mail, at Australia Post or via Australia Post’s Post Billpay. Please note the amount due and ensure the amount is paid on time in order to avoid automatic late payment penalties.

If you have further queries on any details contained in this letter or on any other matter, please feel free to contact us on [insert telephone number].

Yours faithfully

[Insert Name and Title]

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| --- |
| Encl. |

**[COMPANY NAME] PTY LTD**

**ACN [000 000 000]**

**SPECIAL MEETING OF DIRECTORS**

**HELD AT THE REGISTERED OFFICE**

**ON THE [DATE]**

**PRESENT**: [Name of director] (Chairperson)

[Name of director]

**SOLVENCY**: It was unanimously declared by the Board of Directors that the company will be able to pay its debts in full as and when they fall due.

There being no further business the meeting was then closed.

Signed as a true and correct record

Chairperson