[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 and Investments 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 as and when they fall 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, you will need to:

* arrange for direct payment to ASIC of the enclosed invoice by the due date in order to avoid late lodgement 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 we can explain how these changes can be made to ASIC’s online database. 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 lodgement period (generally 28 days from the date of the change) will attract automatic late lodgement fees payable by you.

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 DIRECTOR/S**

**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