documentshop

Instructions for ASIC Company Compliance

Your details

Name	Date
Organisation	ACN/ABN
Delivery Address	
Phone	
Email	
Your Ref No.	

Document Shop will be your Company's ASIC Registered Agent. We will receive ASIC correspondence on your behalf, including your ASIC Annual Statement and Invoice.

Once a year we will send to you your ASIC Annual Compliance Package, including:

- ASIC Company Statement
- ASIC Annual Invoice
- Solvency Resolution for the Company
- Our Invoice

Throughout the year as your ASIC Agent we will send you any ASIC correspondence received and can assist with all ASIC online lodgements.

Please complete the details below and we will provide you with a quote before proceeding.

Company Details

Company Name
ACN

Acceptance of terms and conditions

☐ By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us at inof@documentshop.com.au and we will e-mail or post a copy to you].

Please return this order form to **info@documentshop.com.au**.
We will provide you with a quote before proceeding.
Your order will be processed once payment has been received.