

CLIENT INFORMATION SHEET

ASIC Registered Agent and Annual Review

We look after your company's ASIC obligations each year, so the statement, the fee and the solvency resolution are never missed.

Annual review and common company changes

The annual review and company changes are separate. Every company needs the annual review each year, even when nothing has changed. Prices are shown plus GST, with the GST-inclusive amount underneath.

Annual review package \$290 + GST a year \$319 inc GST Agent service, statement check, solvency resolution and reminders. ASIC fee paid separately.	Add or remove a director \$120 + GST per change \$132 inc GST Lodged with ASIC on Form 484.	Share transfer \$180 + GST per transfer \$198 inc GST One-to-one transfer. Each extra shareholder \$60 + GST.	Address change \$90 + GST per change \$99 inc GST Registered office, principal place of business, or an officeholder or shareholder address.
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The ASIC government fee is paid by you, direct to ASIC. For a standard Pty Ltd it is \$342 for 2026-27 (\$70 for a company that only acts as an SMSF trustee). ASIC indexes it each 1 July. It is due two months after your review date.

A clear process, every year

01 Sign once You e-sign our agent appointment form online. We add your company to our ASIC agent portfolio.	02 We receive your statement ASIC sends the annual statement to us. We check the address, director, shareholder and share details against your records.	03 Solvency resolution We prepare the directors' solvency resolution and send it to you to e-sign. No printing, no scanning.	04 Fee reminder and changes We remind you to pay the ASIC fee before the due date, and lodge any changes the review turns up.	05 Filed and diarised We file the signed records and set up next year's review in our system.
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What we stop from happening

1. Missed annual statements ASIC mail goes to an old address or an inbox nobody reads. With us as agent it comes to our team.	2. Late fees ASIC adds a late fee once the review fee is overdue, and a bigger one after that. We remind you well before the due date.
3. Solvency resolution forgotten Directors must pass it within two months of the review date. We prepare it and send it to you to sign.	4. Records out of date A director who left or a share transfer never lodged leaves ASIC's register wrong. We pick it up at review time.

Questions we get asked

Do we need an annual review if nothing has changed? Yes. Every company has an annual review date. The details must be confirmed, the fee paid and the solvency resolution passed each year, changes or not.	What happens if the review is late? ASIC charges late fees, and continued non-compliance can lead to ASIC taking action against the company. We keep the dates in front of you so it does not get that far.
Can you act as our ASIC registered agent? Yes. Once you sign the appointment form, ASIC correspondence for your company comes to us, and we look after the annual review cycle with you.	Do changes during the year cost extra? Yes, changes are charged per item (see the fees above). ASIC must be told within 28 days of most changes, so let us know as soon as something changes.

Ready to hand over your ASIC paperwork?

Call Resolve Business Solutions on 0499 099 009 or email support@resolve.net.au and we will send you the appointment form to sign.