



ASIC

Australian Securities & Investments Commission

INFORMATION SHEET 0030

Fees for commonly lodged documents

This information sheet provides a summary of the statutory fees payable for the most commonly lodged company documents. It also gives the times for lodgement, if applicable. Fees are also shown on the guide that accompanies printed forms.

Fees are determined by:

- the Corporations (Fees) Regulations 2001, effective from 15 July 2001, and subsequent amendments, the most recent being the Corporations (Fees) Amendment Regulations 2006, which are effective from 1 July 2006; and
- the Corporations (Review Fees) Regulations 2003, effective from 1 July 2003, and subsequent amendments, the most recent being the Corporations (Review Fees) Regulations Amendment Act 2004, effective from 1 July 2004.

These fees are not subject to GST.

Some forms can be lodged electronically – see www.asic.gov.au/forms for details.

Important notice

Please note that this is a summary giving you the basic information you need. It does not cover the whole of the relevant law and is not a substitute for professional advice.

Moreover, because it avoids legal language wherever possible there may be some generalisations about the application of the law. Some provisions of the law referred to have exceptions or important qualifications. In most cases your particular circumstances need to be taken into account when determining how the law applies to you.

For further information contact **ASIC Client Contact Centre Enquiry Line** on **03 5177 3988**.

Information sheets provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.

Form	Description	Fee	Late fees apply after	Fees Regs item number
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Lodging Fees

Late lodgement fee – Documents containing notifications of prescribed changes must be lodged within the time prescribed in the Corporations Act. If received after the prescribed time, late lodgement fees will apply

	If the document is received within 1 month after the prescribed time	\$65		28(a)
	If the document is received more than 1 month after the prescribed time	\$270		28(b)

Names

410	Application for reservation of a name			
	- reservation of a name	\$40		26
	- extension of reservation	\$40		26
	Approval for change of name see 'Resolutions' on page 5			
	Application for consent of the Minister to use of a name (ss147(2) & 601DC(2))	\$1000		22(a)

Registration – companies, registrable Australian bodies, schemes

201	Application for registration as an Australian company Part 2A.1 company (s112)			
	- having a share capital	\$400		5(a)(i)
	- not having a share capital	\$330		5(a)(ii)
202	Application for registration of a body corporate as a company Part 5B.1 company (ss601BA & 601BC)			
	if already registered (as a foreign company) under Division 2 of Part 5B.2	\$330		5(b)(i)
	- in any other case	\$400		5(b)(ii)
401	Application for registration as a registrable Australian body (s601CB)			
	- if incorporated or registered under a law dealing with the incorporation of associations	\$330		6(a)(i)
	- if incorporated or registered under another law	\$400		6(a)(ii)
402	Application for registration as a foreign company (s601CE)	\$400		6(b)
5100	Application for registration of managed investment scheme (s601EA)	\$2010		6A

Form	Description	Fee	Late fees apply after	Fees Regs item number
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Transfer of registration

2213	Application for change of State or Territory of registration of a company (s119A)	\$400		5(c)
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Sect 150 applications

432	Application to approve registration of company name without the word "limited" (s150)	\$330		24(b)
433	Notification (by company) of non-compliance with section 150 requirements or licence revocation (ss150 and 151)	Nil		

After registration

208	Notification of details of shares issued other than for cash (ss117, 163, 254X and 601BC) <i>NOTE: Form 208 must be lodged with Form 484.</i>	Nil		
484	Change to company details -notification of change of address of registered office or principal place of business of an Australian company (ss142 & 146)	Nil	28 days after change	
484	Change to company details - notification of cancellation of shares, issue of shares or change to share structure.	Nil	28 days after cancellation, issue or change	
484	Change to company details - notification of changes to register of members	Nil	28 days after change	
484	Change to company details - notification of a change to officeholders of an Australian company (s205B)	Nil	28 days after change	
484	Change to company details – if required in response to annual company statement	Nil	28 days after the issue of the company statement	
487	Change to company office hours (s145(3))	Nil	On or after the date of change.	
488	Application to change the review date of a company or registered scheme (s345B)	\$33 per company or scheme. Maximum fee of \$330		7 7A

Form	Description	Fee	Late fees apply after	Fees Regs item number
489	Notification of change of registered office or office hours of a registered body: -change of address of registered office in Australia, (s601CT), or - change of office hours for registered office in Australia (s601CT), or - change of address of a registered body in its place of origin (s 601CV)	Nil Nil Nil	7 days after change 7 days after change 1 month after change	
490	Notification of change to directors of a registered body (s601V)	Nil	1 month after change	
491	Change to scheme details (s346C)	Nil	28 days after the issue of the scheme statement	

Annual review fees

The Fees Regulations in this section refer to the Corporations (Review Fees) Regulations 2003.

	A public company, except a special purpose company or a small transferring financial institution	\$1000	If review fee not paid within two months of review date	101
	A proprietary company, except a special purpose company	\$212		102
	A special purpose company	\$40		103
	A registered scheme	\$1000		104
	A registered scheme that is being wound up	No Fee		105
	A small transferring financial institution, except a special purpose company	\$200		106
	A company in liquidation	No fee		107

Annual review fee notes

Note 1: A company is required to pay the annual review fee specified above, each year, within 2 months of its annual review date. For most companies, their annual review date is the anniversary of their date of registration or incorporation. A late payment fee will be charged for payments received more than two months after the review date.

Note 2: A special purpose company is defined in Regulation 3 of the Corporations (Review Fees) Regulations 2003 as:

- (a) a company holding a licence that is continued in force by section 151 of the Corporations Act and allows the company to omit "Limited" from its name, or
- (b) in the case of a company limited by guarantee, or by both shares and guarantee, that was registered immediately before the commencement of this item – if the constitution of the company states that the company:

Form	Description	Fee	Late fees apply after	Fees Regs item number
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- (i) is formed for the purpose of providing recreation or amusement or promoting commerce, industry, art, science, religion, charity, patriotism pension or superannuation schemes or any other object useful to the community; and
- (ii) applies its profits (if any) or other income in promoting its purpose; and
- (iii) prohibits the distribution of its income or property to its members; or
- (c) a company that, under subsection 150(1) of the Corporations Act, is registered without "Limited" in its name; or
- (d) a company the constitution of which:
 - (i) requires the company to pursue charitable purposes only and to apply its income in promoting those purposes; and
 - (ii) prohibits the company making distributions to its members and paying fees to its directors; and
 - (iii) requires its directors to approve all other payments the company makes to them; or
- (e) a proprietary company if:
 - (i) the company is the proprietor of land on which a building is divided into separate residential areas and areas for common use is erected; and
 - (ii) the members of the company are entitled, because of the shares they hold in the company, to the exclusive occupation of one or more of the residential areas and to the use of the common areas; and
 - (iii) the company only operates to facilitate and enforce the rights of company members in relation to exclusive occupation of the residential areas and to maintain the common areas; or
- (f) a company not mentioned in a preceding paragraph of this definition, if:
 - (i) the constitution of the company prohibits distribution of the company's income or property to its members; and
 - (ii) the sole purpose of the company is to act as the trustee of a regulated superannuation fund within the meaning of section 19 of the Superannuation Industry (Supervision) Act 1993.

The following fees are payable in addition to any prescribed fee.

(a) Late payment fee – Annual review fees must be paid within two months of review date

	If the payment is received within 1 month after the payment due date Corps Reg 9.4.03(2)(a)	\$65		201
	If the payment is received more than 1 month after the payment due date Corps Reg 9.4.03(2)(b)	\$270		202

(b) Late lodgement fee – Documents containing notifications of prescribed changes must be lodged within the time prescribed in the Corporations Act

	If the document is received within 1 month after the prescribed time	\$65		28(a)
	If the document is received more than 1 month after the prescribed time	\$270		28(b)

Form	Description	Fee	Late fees apply after	Fees Regs item number
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(c) Late review fee – Any changes to the information appearing on the annual company statement must be made within 28 days of the issue date shown on the statement.

	If the information is updated within 1 month after the 28 day period	\$65		28(a)
	If the information is updated more than 1 month after the 28 day period	\$270		28(b)

Note: A document can be charged both a late lodgement fee and a late review fee.

Financial reports and disclosure notices

388	Copy of financial statements and reports Lodgement of annual financial reports by a company or registered scheme (s319)	Nil	<i>Company that is not a disclosing entity – 4 months after the end of financial year</i> <i>Registered scheme or disclosing entity – 3 months after the end of the financial year.</i>	
	Lodgement of annual financial reports by a disclosing entity that is not a company or registered scheme (s319)	\$1000	<i>Disclosing entity that is not a company or registered scheme – 3 months after end of financial year.</i>	9A
	Lodgement of amended financial reports by a company, registered scheme or disclosing entity (s322)	Nil	<i>Amendments – 14 days after amendments</i>	
336	Application for relief from requirements relating to accounts and reports (s340)	\$330		24(a)
405	Statement to verify financial statements of a foreign company (s601CK(1))	\$1000	Failure to lodge within a calendar year & if lodgements are more than 15 months apart	8

Form	Description	Fee	Late fees apply after	Fees Regs item number
7051 (1001)	Notification of half yearly accounts of a disclosing entity (s320)	Nil	75 days after end of accounting period	9B
7053 (1003)	Disclosure notice by an unlisted disclosing entity referred to in s675(2) relating to price sensitive information	Nil		43

Resolutions and minutes of holding companies

205	Notification of resolution (ss136(5), 157(1)(b), 162(3), 461(2), 491(2), 506(1B), 507(11), 510(1A) and 167AA(1))			
	- Change of name, s157(1)(b)	\$330	14 days after passing resolution	24(a)
	- Change of company type, s162(3) eg public to pty, pty to public, limited by shares to limited by guarantee, etc) (you must also lodge Form 206 - s163(2))	\$65	14 days after passing resolution	25(a)
	- Alteration to company's constitution (s136(5))	Nil	14 days after passing resolution	
	- Voluntary winding up (s491(2))	Nil	7 days after passing resolution	
	- Company resolved to be wound up by Court (s461(2))	Nil	14 days after passing resolution	
	- Powers and duties of liquidator (voluntary) (s506(1B))	Nil	14 days after passing resolution	
	- Company's arrangement with liquidator (s507(11))	Nil	14 days after passing resolution	
	- Binding arrangements on company/creditors (s510(1A))	Nil	14 days after passing resolution	
- Other- see Corporations Act 2001	Various	Various		
206	Application for change of company type (ss162, 163, 164, 166, 167 and 167AA) Note: <i>Form 206 must be lodged with Form 205.</i>	Nil		
2205	Notification of resolutions regarding shares (ss246F(3)&(4), ss254H(4), 254N(2), 256C(3) and 260B(7))			
	- Alteration to rights of shares (ss246F(3) & (4))	Nil	14 days after passing resolution	
	- Conversion of shares into larger or smaller number (s254H(4)),	Nil	1 month after passing resolution	

Form	Description	Fee	Late fees apply after	Fees Regs item number
	- Calls limited when company externally administered (s254N(2))	Nil	14 days after passing resolution	
	- Reduction of share capital (s256C(3))	Nil	14 days after passing resolution	
	- Financial assistance-approval by company's own shareholders (s260B(7))	Nil	14 days after passing resolution	
	- Financial assistance-approval by shareholders listed public company (s260B(7))	Nil	14 days after passing resolution	
	- Financial assistance-approval by shareholders ultimate Australian holding company (s260B(7))	Nil	14 days after passing resolution	
	- Other- see Corporations Act 2001	Various	Various	

Registrable charges

309	Notification of details of a charge			
	- creation of charge (s263(1))	\$135	45 days after creation	13
	- acquisition of property subject to charge (s264(1))	\$135	45 days after acquisition	13
310	Notification of further issue of debentures in a series (s263(2)(b))	\$135	45 days after passing resolution	13
311	Notification of assignment or change to details of a charge			
	- assignment of charge (s268(1))	\$65	45 days after assignment	14
	- variation of charge (s268(2))	\$65	45 days after variation	14
312	Notification of discharge or release of property from a charge (s269(2))	\$65		14

Foreign companies or registered Australian bodies

401	Application for registration as a registrable Australian body (s601CB) - see 'Registration' on page 2			
402	Application for registration as a foreign company (s601CE) - see 'Registration' on page 2			
404	Notification of change to agent of a foreign company (ss601CG(4), 601CH(1) and s601CV(1)(d)(ii) and (iii))	Nil	1 month after change	
405	Statement to verify financial statements of a foreign company (s601CK(1)) – see 'Financial reports and disclosure notices' on page 7			

Form	Description	Fee	Late fees apply after	Fees Regs item number
406	Annual return of a foreign company (s601CK(9))	\$1000	1 month after date of annual general meeting	8
407	Notification of cessation, winding up or dissolution of a foreign company or a registered Australian body - cessation of business (ss601CC(1) and 601CL(1))	Nil	7 days after cessation	
	- dissolution / deregistration or winding up (s601CL(14)(a))	Nil	1 month after dissolution / deregistration or winding up	
409	Notification of change to details of a foreign company or a registered Australian body (ss601CV(1), 601DC and 601DH(1))	Nil	14 days after change of name and 1 month after other changes.	

Deregistration

6010	Application for voluntary deregistration of a company (s601AA)	\$33		40
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Defunct companies

	Application for the exercise of powers of ASIC - to deal with property (s601AE)	\$540		23(a)
	- to fulfil obligations of deregistered company (s601AF)	\$540		23(a)

Special documents or forms

2501	Application for extension of time to hold Annual General Meeting (s250P)	\$33		27
342	Application for consent to resign as auditor (s329(5))	\$33		27
492	Request for correction	Nil *		
		* Except in circumstances where the correction highlights a fee that would have been charged if the original document had been lodged and processed correctly.		
902	Notification of supplementary information (s1274(8)(h))	Nil		
911	Verification or certification of a document (reg 1.0.16)	Nil		
Various	For any act that ASIC is required or authorised to do upon the request of a person and for which a fee is not prescribed by any other item	\$33		40
Various	For the production by ASIC pursuant to a subpoena, of a document in its custody	\$33		36

Form	Description	Fee	Late fees apply after	Fees Regs item number
Various	Any application for which a fee is not provided by any other item	\$33		27

Licensing and disclosure fees

Auditors and liquidators

903AA	Application for registration as an individual auditor under s1279(1)(a)	\$150		3(a)(1)
	- electronic application	\$330		3(a)(2)
	- paper application			
903AB	Application for registration as an authorised audit company under s1299A	\$270		51(a)
	- electronic application	\$540		51(b)
	- paper application			
903B	Application for registration under s1279(1)(b) & (c)			
	- as a liquidator	\$330		3(c)
	- as a liquidator of a specified body corporate	\$65		3(d)
905	Notification of ceasing to practise as, or change to details of an auditor ss1287(1) & 1299F(4) Change to details:			
	- for an individual auditor	Nil	21 days from date of change	
	- for an authorised audit company	Nil	28 days from date of change	
	Cessation:			
	- for an individual auditor	\$33	21 days from date of change	27
	- for an authorised audit company	\$33	28 days from date of change	27
905A	Notification of ceasing to act as, or change to details of a liquidator ss1287(2) & ss1287(3) Change to details	Nil	21 days from date of change	
		\$33		
	Cessation		21 days from date of change	27
908	Triennial statement by a liquidator ss1288(3) & (5)	\$135	1 month after specified date	4

Form	Description	Fee	Late fees apply after	Fees Regs item number
912A	Annual statement by an auditor s1287A(1) electronic	\$65	Within one month of anniversary of registration	3A(1)
	paper	\$135		3A(2)
912B	Annual statement by an authorised audit company s1299G(1) electronic	\$135	Within one month of anniversary of registration	52(a)
	paper	\$270		52(b)
	Application under s1283 for registration as an official liquidator	\$330		3(b)

AFS licensees

FS01	Electronic application for an AFS licence (s913A) - by corporate, partnership and trustee	\$270		1(a)(i)
	- by individual	\$150		1(a)(ii)
FS01	Paper application for an AFS licence (s913A) - by corporate, partnership and trustee	\$540		1(b)(i)
	- by individual	\$330		1(b)(ii)
FS03	Variation of AFS licence conditions (s914A(2)(b)) electronic	\$230		1A(a)
	paper	\$270		1A(b)
FS06	Appointment of auditor of AFS licensee (s990B(6))	\$33	14 days after appointment	39
FS07	Application for consent to remove an auditor of AFS licensee (s990F(b))	Nil		27A
FS08	Application for consent to resign as an auditor of AFS licensee (s990G(1)(a))	Nil		45
FS09	Notification of cessation of an auditor of AFS licensee (reg 7.8.15(9))	Nil		

FEES FOR COMMONLY LODGED DOCUMENTS

Form	Description	Fee	Late fees apply after	Fees Regs item number
FS10A	Application for ASIC to declare that something is not a "financial product" (s765A(2))	\$400		27B
FS10B	Application under s911A(2) for ASIC to declare exemption from requirements to hold an AFS licence: - by person regulated by approved foreign regulatory body	Nil		27C
FS10C	-by body corporate, partnership or non-corporate trustee	\$270		4A(a)
FS10D	- by individual	\$150		4A(b)
FS20	Change of details of an AFS licensee (reg 7.6.04(1)(b))	Nil	10 business days after change	
FS30	Appoint an authorised representative (s916F(1)) within 15 days after licence granted at other times using electronic at other times using paper	Nil \$33 \$65	15 business days after licence granted 15 business days after authorisation 15 business days after authorisation	1B(a) 1B(b)(i) 1B(b)(ii)
FS31	Revoke an authorised representative (s916F(3)(b)) electronic paper	\$20 \$40	10 business days after revocation	1C(a) 1C(b)
FS32	Vary the details of an authorised representative (s916F(3)(a)) electronic paper	\$20 \$40	10 business days after variation	1C(a) 1C(b)

Form	Description	Fee	Late fees apply after	Fees Regs item number
FS70	AFS licensee profit and loss statement and balance sheet (s989B(2)) - by body corporate, partnership or non-corporate trustee - by individual	\$330	<i>Body corporate</i> – 3 months after end of financial year	9(a)
		\$135	<i>Non-body corporate</i> – 2 months after end of financial year	9(b)
FS71	AFS licensee audit report (lodged with FS70)	Nil		

Disclosure

764B or 764C	Lodging a prospectus (s718)	\$2010		10(a)
764E	Lodging an offer information statement (s718)	\$2010		10(c)
764F	Lodging a profile statement (s718)	\$2010		10(b)
764K	Lodging a PDS (s1015B)	\$2010	PDS is given to a person	44
766B or 766C	Lodging a supplementary or replacement disclosure document (s719)	Nil		10A
2000 or 2002	Application for an exemption or declaration of Chapter 2L (debentures) (s283GA).	\$1000		22(b)
5119 or 5121	Application for an exemption or declaration of Chapter 5C (managed investment schemes) (s601QA)	\$1000		22(b)
7110 or 7112	Application for an exemption or declaration re fundraising under Chapter 6D (s741)	\$1000		22(b)
	Application under Chapter 2L, 5C or 6D for which a fee is not provided	\$65		25(b)
	Lodging a document under Chapter 2L, 5C, 6D, 7 or 8 for which a fee is not provided under any other item	\$33		39
FS53	PDS in-use notice (s1015D(2))	\$33	5 business days after PDS first given	39

Form	Description	Fee	Late fees apply after	Fees Regs item number
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Acquisition of shares

675A or 675B	Lodgement of a supplementary statement under paragraph 647(3)(a).	Nil		21
647 &/or 648	Application for exemption or declaration under s728 or s730 (pre 1/7/99 sections) & ss655A, 669 or 673 Any application under Chapter 6, 6A, 6B or 6C for which a fee is not provided	\$1000 \$540		22(b) 23(b)
6181	Lodgement of a bidder statement and offer document for an off market bid under s633(1)	\$2010		18
6291	Lodgement of a bidder's statement and documents sent to Securities Exchange for a marker bid under s635	\$1000	1 day	20
6321B	Lodgement of a notice of variation in takeover offer under paragraph 650D(1)(b)	\$1000		19