

Welcome Pack

COMPANY COMPLIANCE & ADVISORY SERVICES AUSTRALIA

Assess > Advise > Comply

A low-angle photograph of two men in dark suits shaking hands. They are standing in front of a tall, modern glass skyscraper. The sky is bright and clear. The man on the left is smiling and looking towards the man on the right. The man on the right is also smiling and looking towards the man on the left. The background shows other buildings and a clear sky.



Ref:

Date:

COMPANY COMPLIANCE & ADVISORY SERVICES AUSTRALIA

Dear Sir/Madam

Is your business fully compliant and legally covered? It will cost you nothing to find out for certain ...

Ever changing Government Regulations and Acts place heavy responsibilities on businesses wishing to trade in Australia and globally. With law suits and civil action at an all-time high, effective compliance simply has to be mandatory within any business structure. Non-compliance with The Corporations Act 2001 can leave an organisation open to prosecution from competitors, customers, agencies, employees, shareholders, contractors or suppliers. However, it is relatively easy to ensure you and your interests are adequately and legally covered.

On average 60% of the costs of every small business are employment related - wages, salaries, insurance, leave entitlements & superannuation. So when was the last time you considered your employment agreements, your OHS/IT/Privacy/sexual harassment/ asset management policies? Your obligations as a small business owner or company director are substantial. Having the correct agreements and policies in place will provide you with your first line of defence. Make sure you have them.

CCASA will assess your company's needs free of charge, advise and help you on how you must comply – and then quickly provide you with all the relevant information and documentation required to become or remain fully compliant. We offer a valuable suite of cost-effective services and products for:

- **Corporate Compliance** – remain fully compliant with our up-to-date systems & online reporting.
- **Policies, Procedures & Legal Documents** – including the most commonly used legal documents, policies and procedures that small businesses require on a daily basis, available now at www.ccasadocs.com.au
- **Trusts and Superannuations** – financial planning with flexible, tax-efficient and wealth growth solutions
- **New Company Formations** – individually tailored or regular packages
- **Assessments & Advice** – benefit from our wealth of experience.

Besides legal compliance, there are also numerous Tax benefits to consider; for example, our fully guaranteed and insured Division 7A constitutions enables you to simply comply with, and legally protect your company from, this Division of the Tax Act – therefore reducing the risks of receiving amended tax assessments.

CCASA is committed to developing long-term business relationships. We will welcome your enquiry. Please feel free to contact me on the number/email address below, or instantly on 0405 140 675.

Yours sincerely

Craig Stevens
DIRECTOR

Why Comply?

New and changing Government Legislation places heavy responsibilities on businesses wishing to trade in Australia and globally. With law suits and civil action at an all-time high, effective compliance simply has to be mandatory within a legitimate business structure. Having the correct agreements and policies in place will provide you with your first line of defence.



“Having the correct agreements and policies in place will provide you with your first line of defence.”

THE CORPORATIONS ACT 2001

Non-compliance with the Corporations Act 2001 inevitably leaves an organisation open to potential danger. Nowadays, prosecution can come from almost anywhere ... competitors, customers, agencies, employees, shareholders, sub-contractors or suppliers.

However, it is relatively easy to ensure you and your interests are adequately and legally covered.

PLAN FOR TOMORROW TODAY

CCASA offers a one-stop-shop for compliance and so much more. Together we can establish business structures and implement policies to provide your business with as much protection as is possible today. And we can start financial planning today – with flexible, tax-efficient and wealth growth solutions – for tomorrow.

EFFICIENT OUTSOURCING

Naturally, we all endeavour to reduce costs wherever possible, but sometimes it just isn't effective to rely on in-house resources, especially as staff inevitably move-on from time to time.

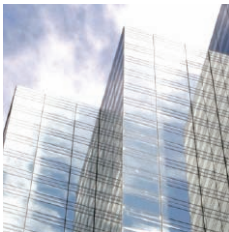
So, we're sure you'll agree CCASA represents excellent value for money, as we can cover your business both quickly and with the best solution for you. It's what we do ... all day and every day!!

ASIC

CCASA is a registered agent for ASIC, the Australian Securities and Investments Commission, and sole LAR (Local ASIC Representative) for Perth, Western Australia. ASIC, an independent Australian government body, enforces and regulates company and financial services laws to protect consumers, investors and creditors, and has regulated financial markets, securities, futures and corporations since January 1991. ASIC is responsible for consumer protection in superannuation, insurance, deposit taking and credit.

Products & Services Overview

The suite of products and services from CCASA come together to offer a valuable one-stop-shop solution for compliance and so much more. We sell hundreds of products every year and service thousands of returning customers, so we can effectively and significantly reduce the unit price of each product or service ... and pass that cost saving onto our customers.



Corporate Compliance

As a registered ASIC agent, CCASA offers superior company compliance through a wealth of products, services and instant online solutions.



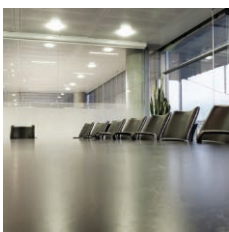
Policies, Procedures & Legal Documents

Complying with workplace rules and regulations will ensure your business is not breaching State or Federal Legislation.



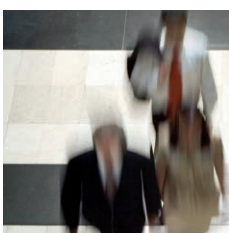
Trusts & Superannuation

CCASA can help you select the right solution for you, for your situation and for your future.



New Company Formations

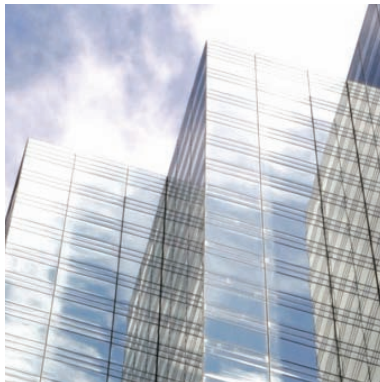
CCASA register new companies in Australia, and overseas via our global network of legal and compliance professionals.



Human Resources

HR solutions or your very own out-sourced HR department.

Corporate Compliance



As a registered ASIC agent, CCASA offers superior company compliance through a wealth of products, services and instant online solutions.

- Professional, efficient and cost-effective outsourcing
- Full corporate secretary capability
- Registered office plus full document handling
- Accurate filing and updating of corporate volumes
- 24hr online reporting (updated every 45 minutes)
- Tailored packages for Australian and Overseas Directors
- Australian Directorships for international clients
- Local knowledge and professional services referrals
- Registered ASIC agent

MARKET LEADERS

CCASA is leading the way in Australian corporate compliance for not only Australia but worldwide, through our products, services and online reporting and ordering.

REGISTERED ASIC AGENT

CCASA is not only your registered agent with ASIC but are also one of Perth's only Local ASIC representative's (LAR), providing you with a much broader range of services for one low cost, all with one company meaning you only have to deal with one firm for all your requirements.

CONCERN-FREE COMPLIANCE

CCASA can take the worry out of your company compliance, we can provide you with full on-line reporting and all your ASIC needs in one place. We can assess your companies and their needs, advise on how you must comply with the ASIC regulations and provide you with all the relevant documentation and information required to remain compliant with today's strict regulations.

FAST & EFFICIENT

It is our policy to forward all completed documentation on the day instructions are received. Documents that can be e-mailed should be received by your office within 2 hours of your instructions being received. Should you advise that your client is with you at the time, every effort will be made to have the documents prepared and emailed immediately.

Documents that are to be electronically lodged with ASIC will not be lodged without instructions from your office. It is preferred that such instructions are forwarded in writing. Payments for ASIC can be forwarded to our office and we will lodge them on your behalf, or in accordance with instructions set out on the ASIC invoice.

BESPOKE SERVICE

CCASA will assess your company's needs, advise and help you on how you must comply – and then provide you with all the relevant information and documentation required to become or remain compliant.

As regulations continually change and become increasingly rigid, talk to CCASA today ... for 'concern-free' company compliance.

Policies, Procedures & Legal Documents



Complying with workplace rules and regulations will ensure your business is not breaching State or Federal Legislation.

WORKPLACE SOLUTIONS

Every business owner needs to set the rules of their workplace. There can be no exception to this. Business owners face substantial fines and even imprisonment if they, or their staff (through vicarious liability) breach any of the numerous items of State and Federal legislation that concern their employees or workplace.

YOUR OBLIGATIONS

Today there are in excess of 75 pieces of legislation that impose obligations on company directors including such matters as occupational health and safety, sexual harassment, discrimination, privacy, environmental damage, misrepresentation to mention but a few. Owners of other business structures are equally at risk since many of these obligations and duties are not specific to corporate structures. They apply across the board to all structures.

POLICIES TO SUIT

We can help you understand your duties and obligations by providing your business with a policy that is subject specific. It outlines the duties and responsibilities of both the employer and employee, what procedures are to be followed, what will happen if the policy/procedures are not followed. They provide you with the information you need to become aware. More importantly they provide you with your first line of defence in a legal action.

We offer a comprehensive range of policies and procedures for all businesses including:

- Asset Management Policy
- Contracts Policy
- General Employee Policy
- Information Technology Policy
- Occupational Health & Safety Policy
- Privacy Policy
- Sexual Harassment Policy
- Smoking Policy

Trusts & Superannuation



CCASA can help you select the right solution for you, for your situation and for your future.

- Flexible solution for investors/businesses
- Assets can be protected
- Income can be distributed to lower income earners
- Wealth can be handed down to the next generation in a tax-effective way
- The type of Trust for you will depend on your situation (assets, business, finance, income, marital status, exposure to being sued etc).

DISCRETIONARY TRUSTS

Many families use a Discretionary Trust to stream income on a tax advantageous basis. Our Discretionary Trusts are constantly being reviewed and updated in the light of amendments to the taxation legislation. Currently, our document is unique in that it specifically deals with distributions by a trustee to a corporate beneficiary and their associates pursuant to Division 7A.

UNIT TRUSTS

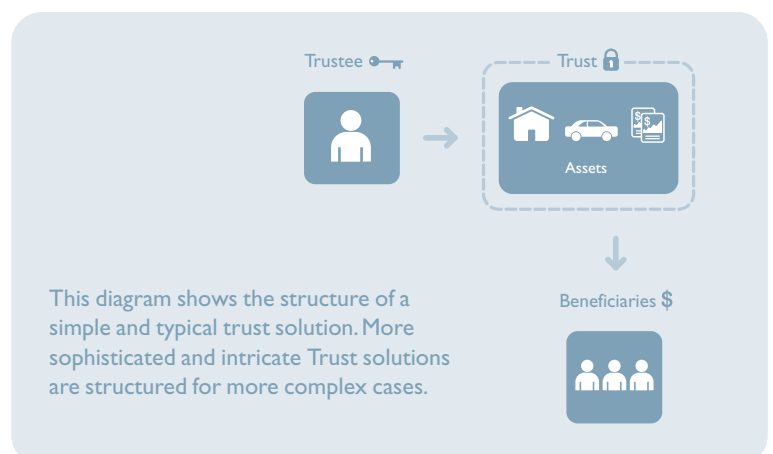
CCASA have prepared hundreds of unit trusts over the past years dealing with specific business projects, in particular real estate joint ventures.

SELF MANAGED SUPERANNUATION FUNDS

Our Self Managed Superannuation Fund has been redrafted to be compliant with the latest changes to the Superannuation Investment (Supervision) Act and is currently being upgraded to take into account the current amendments to SISA. This document will be released following the publication of the draft legislation. Our superannuation package includes all minutes and explanatory material that a SMSF trustee needs to be aware of.

DISCOVER MORE

Contact us to discover more about our fully compliant trust and super solutions that will save you money.



New Company Formations



CCASA register new companies in Australia, and overseas via our global network of legal and compliance professionals.

You will receive:

- New age professional looking binder
- 14 Tabbed inserts for ease of filing documents
- Certificate of incorporation on specialist paper.
- 3 Copies of the constitution, two bound one loose leaf
- 1 Bank kit – all you need to open your bank account.
- Common Seal (optional)
- Current Search Extract (optional)
- Fully Compliant DIV7A/DIV974 constitution with trust election notes (optional)
- Note DIV7A/DIV974 constitution contains explanation and some loan notes

FORMATIONS AND MORE

CCASA can provide you with all your requirements for companies worldwide, we specialise in Australian companies but our alliances with overseas corporations allows us to provide you, our client with access to a world of resources and services.

DIVISION 7A CONSTITUTIONS

CCASA Div 7A constitutions (with trust election notes and minutes) are fully guaranteed and insured by our lawyers which gives you even more protection. This protection is provided to you FREE. Every professional adviser should now be aware of Division 7A of the Tax Acts. Clients can now insulate their companies from this Division by simply having one of our new constitutions (or constitution conversions). Division 7A (a Division of the Tax Act that treats certain payments, loans and forgiveness's by a company to a shareholder or an associate of a shareholder, as assessable dividends) and Division 974 (that treats certain payments/loans/advances by a shareholder or an associate of a shareholder to the Company as equity interests rather than debt interests) have to be provided for in your loan facility documentation.

Recent changes to (section 109UB of Division 7A being sections 109XA, XB and XC) concerning distributions to associates of corporate beneficiaries of trusts have also been addressed in our new constitutions and trust documentation.

WHEN TIME IS CRITICAL

In urgent situations we can provide you with the Certificate of incorporation and Div7A constitution within 1 hour. Providing you order your company before 2:30pm WST it will be dispatched to you (subject to meeting our credit terms) that afternoon via courier. All Company documents can also be provided (for free) in electronic format the same day you place your order.

ORDERING MADE SIMPLE

You can order your new company via our website, e-mail or fax, not near a PC or Fax? Phone your order in, yes we will accept phone orders.

Human Resources



HR solutions or your very own out-sourced HR department ...

People problems to people solutions ...

CCASA is your HR answer.

- Professional, efficient and cost-effective outsourcing
- Local knowledge and HR network
- Comprehensive search and selection
- Employment law and mediation
- Staff and supplier contracts
- Internal policies, procedures and programs
- Role descriptions and induction training
- Increased morale, efficiency and productivity
- Access to CCASA lawyers for legal advice and support

HR SOLUTIONS

With our local knowledge, extensive HR experience and a comprehensive suite of associated services, our customers value the convenience and professionalism that CCASA provides.

SEARCH AND SELECTION

For new and established businesses alike, selecting staff with both the right credentials and attitudes are usually high priorities. CCASA will find and select quality individuals for our client's businesses using a combination of proven methods, strategies and our experience.

EMPLOYEE ASSISTANCE PROGRAMS

Our Employee Assistance services provide a range of personal and professional support services for your staff, managers, and their families. The service is solution-focused professional assistance, including short term counselling. We assist individuals to effectively manage lifestyle and work related stress.

Outsourcing EAP is not only cost effective, as it allow you or your managers to remain objective and removed from the complexities of the issue.

CONTRACTS AND INTERNAL POLICIES

CCASA can help you clearly define employee roles and obligations by providing the policies and guidelines you require to manage your staff effectively, including Position and role descriptions, Occupational Health and Safety Policies, Employment contracts and Induction design and training.

POLICIES, PROCEDURES & LEGAL DOCUMENTS

Complying with workplace rules and regulations will ensure your business is not breaching State or Federal Legislation. Over 75 pieces of legislation (such as occupational health & safety, privacy and misrepresentation) impose legal obligations on company directors who can potentially face substantial fines, prosecution and even imprisonment. CCASA can help businesses protect themselves, defer liability and comply with legislation – simply by implementing policies, procedures and legal documents.

Testimonials

CCASA is proud of our service and of our products. We remain completely up-to-speed with the legislation which is important to you and your business, and we're certain we can be a valuable asset to your organisation. But please don't take our word for it. Here are some quotes from just a few of our clients ...



“... CCASA is committed to developing long-term business relationships.”

“CCASA have been a worthy ally since 2002. Our business has boomed in recent years and they have been with us every step of the way ... not only for ASIC regulations, but also with the ‘bigger picture’ ... implementing employment policies, work safe procedures and reviewing our supers. Compliance particularly is always a grey area, but I rest assured that everything ‘legal’ that needs to be in place is indeed, in place ... If there are any legislative changes, then I know it’s in safe hands.”

RICHARD J. O'BRIEN, O'BRIEN & CO.

“We have been using the services of CCASA since the business commenced in 2002. Our dealing with this organisation at all times has been prompt, efficient and professional. We can thoroughly recommend the services provided by CCASA to anyone who requires company compliance or any of their products they provide.”

DAVID BICKFORD, BARRIE BICKFORD & ASSOCIATES

“Since CCASA commenced business in October 2002 they have assisted us to complete the Company Compliance work for our clients. We deal with CCASA on a daily basis and we always find them to be professional, knowledgeable, and helpful. We would recommend CCASA's services to any potential customer.”

**MARTIN WILLIAMS, DIRECTOR, BREALEY QUILL KENNY
CERTIFIED PRACTISING ACCOUNTANTS**

“Our firm has engaged CCASA for all company incorporations, trust formation, corporate secretarial compliance and related administrative compliance issues since the commencement of their business in October 2002. The work is always handled promptly and efficiently and we are able to confidently inform our clients that the handlin of their corporate secretarial compliance work will be of a very high professional standard. The Directors and Staff of our practice work very closely with Geoff and Craig Stevens and all CCASA staff and we have appreciated the personal service we have received over the years.”

MARK RANDALL, DIRECTOR, PRIESTLEYS CHARTERED ACCOUNTANTS