MA:TAK:CEN01S

22 February 2018

The Directors

Burrabrook Pty Ltd

3 Gullane StreetMACGREGOR QLD 4109

Good Morning Ray & Margaret

**RE:** **BURRABROOK PTY LTD**

**COMPANY ANNUAL STATEMENT -** **2018 YEAR**

Please find attached the relevant documents in relation to the annual review of the Company as required by the Australian Securities & Investments Commission.

Would you please attend to the completion of the documents as set out in the attached “Procedures and Checklist”. Kindly return either the original or email a copy of the signed Checklist and Trust Account Authority, together with your payment for $345.00, to our office by **12 March 2018** to ensure payment of the annual fees by the due date.

**Please keep the signed Annual Company Statement and the Solvency Resolution/Minute for your records.**

We advise that if your payment is not received by the above date and, as a result the annual fee is paid late, then the company will incur late payment fees from the Australian Securities & Investments Commission of up to $323.00.

Should you have any queries or would like to discuss the above, please feel free to call.

Kind Regards

Therese Kreutzer

Corporate Affairs Administrator

[theresek@mtaccountants.com.au](mailto:theresek@mtaccountants.com.au)

# **TAX INVOICE**

Marsh Tincknell Pty Ltd ACN 137 316 815 ABN 58 616 576 454 Date: 22 February 2018

BSB: 084-435 Account No: 89 428 7126

Fees associated with the review of the company’s affairs and ASIC annual fees $345.00

\* Includes GST of $ 27.00

**BURRABROOK PTY LTD**

# **PROCEDURES & CHECKLIST**

**Attended**

**To**

**“√”**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | * Read the attached Information Schedule titled: |
|  |  | * Solvency Resolution by Company |
|  |  | ♦ Review the attached Annual Company Statement and ensure the information is correct and that  there have been no changes to the information contained therein. |
|  |  | A “√” beside each item on this Statement indicates that we have verified this information with our  Electronic Corporate Records. |
|  |  | * Advise us if any corrections are required so that we can prepare the forms to lodge with ASIC. |
|  |  |  |
|  |  |  |
|  |  | * If you are of the opinion the Company is **not Solvent** please advise us **as soon as possible**   so that we can forward the necessary documentation to you for completion and lodgement |
|  |  | with ASIC. |
|  |  |  |
|  |  |  |
|  |  | ♦ If you are of the opinion the Company is solvent: |
|  |  | * **Sign this page below AND the enclosed Trust Account Authority and return either**   **the original OR email a copy of each form to our office.**  ***PLEASE NOTE: We are unable to pay the Company’s Annual Fee to ASIC until***  ***the signed Trust Account Authority has been returned to our office.***   * Kindly arrange for payment of $345.00 by either **cheque** (made payable to Marsh Tincknell   Pty Ltd - Trust Account) **OR direct deposit** (to cover the costs of the review of the  company’s affairs and ASIC Annual Fees)by **12 Marsh 2018**.   * **Please keep the enclosed copy of the Annual Company Statement and Solvency**   **Resolution/Minute for your records.** |

The director/s of the company declare that the company is solvent

Signature: …………………………………………………………

Date: …………………………………………………………

**Client Code: CEN01S**

### TRUST ACCOUNT AUTHORITY

**AUTHORITY TO NEGOTIATE CLIENT MONIES**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being a Director of Burrabrook Pty Ltd, hereby authorise Marsh Tincknell Pty Ltd to negotiate the payment for $345.00 in order to meet applicable costs and professional fees with respect to Corporate Affairs matters pertaining to the company.

Signed .................................................................. Date …...................…………….....

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***PLEASE NOTE:***

***THIS TRUST ACCOUNT AUTHORITY MUST BE SIGNED AND RETURNED TO OUR OFFICE BEFORE WE CAN PAY THE REQUIRED ASIC FEE.***

***WE ARE LEGALLY NOT PERMITTED TO PAY ASIC UNTIL THIS TIME.***

***PENALTIES FOR LATE LODGEMENT/PAYMENT WILL BE CHARGED BY ASIC IF NOT PAID BY THE DUE DATE***