

## Company Director Service



- ✓ Assist small business directors to understand their legal obligations
- ✓ Provide a secure document storage facility
- ✓ Timely lodgement and notification of key changes to ASIC
- ✓ Professional advice when you need more details to make an informed decision

### ASIC LODGEMENT SERVICE

EnVision Partners can act as your lodgement agent. We can assist in the preparation of your legal documentation and lodgement, to avoid late fees.

### SECURE MAILING ADDRESS AND FILING SERVICE

EnVision Partners can be nominated as your mailing address. We can securely maintain your company register and ensure that you receive all notifications that require action. Our service ensures that your necessary company records are kept up-to-date.

There are numerous and important legal responsibilities imposed on directors under the Corporations Act 2001 and other laws. As a director of the company you are responsible for ensuring that the company complies with these obligations.

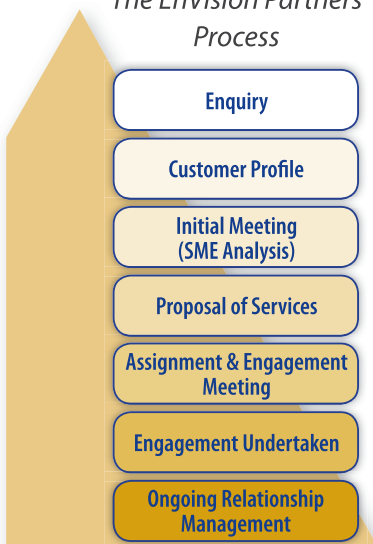
These responsibilities include:

- Having a current registered office;
- Having a principal place of business;
- Disclosing personal details of company directors;
- Keeping financial records;
- Notifying ASIC of key changes;
- Paying relevant fees to ASIC; and
- Checking annual statements.

Although EnVision Partners can not remove the burden of legal responsibility you have, our dedicated and experienced team can greatly assist you in meeting your obligations. We can help with the generation of ASIC documentation; transfer of information to ASIC; and the lodgement of your ASIC forms, via our up-to-date company software.

If you would like to know more about your ASIC director responsibilities, why not discuss our Company Director Service with a consultant today?

### The EnVision Partners Process



### Chinchilla

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# Company Director Service

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## Overview of Director's responsibilities

- Follow the requirements as detailed in the Corporations Act 2001
- Be honest and careful
- Maintain accurate financial records
- Remain solvent
- Be aware of all the activities that your company is engaging in  
(if you are a Director it is considered unreasonable to say "I didn't know"...)
- Consider your obligations if your business is handling other people's money on their behalf
- Use any information you obtain in the best interest of your company
- Disclose personal conflicts

Director responsibilities are extensive and from time to time you may also be required to seek legal advice.

## How can EnVision Partners help you fulfil your Director's responsibilities?

- Ensure your financial records are accurate and up-to-date
- Develop a regular reporting system so that you are aware of your financial position
- Implement a cash flow management system
- Review your team's accountability
- Bring structure to your Director meetings
- Review your organisational chart and implement adequate reporting channels
- Keep your Company Register up-to-date
- Keep ASIC informed of any changes to your company structure or Director details