

## Executive Services

### Business and Accounting Services for Contractors and Consultants

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As part of our service to our Executives, we provide you with this information to help you establish yourself as an independent contractor or consultant.

To commence contracting or consulting services, we request that you establish a company through which you can provide your services.

If you need help setting up a company or managing your ongoing accounting requirements, we refer you to **KELLY + PARTNERS** Chartered Accountants who can assist you.

Below is a list of services **KELLY + PARTNERS** can provide and the estimated costs. Please note that costs associated with the above services are tax deductible.

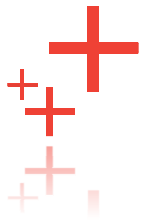
If you wish to use **KELLY + PARTNERS** to set up your consulting company, please contact **Ada Poon**, Client Director, **KELLY + PARTNERS** on (02) 9923 0800 or [ada@kellypartners.com.au](mailto:ada@kellypartners.com.au).

**Please Note:**

*Hattonneale is happy to introduce KELLY + PARTNERS to you (The Executive).*

We do not apply a service fee or commission to the services provided by KELLY + PARTNERS and as such cannot be responsible for the management of the process or the outcomes.

*The Executive is responsible for the briefing and management of KELLY + PARTNERS. Fees quoted are indicative only. The Executive is responsible for negotiating fees for these services. Payment should be arranged directly between the Executive and the Service Provider.*



**Establishing a Company for Contracting and Consulting:**

Establishment of your company	Description	Cost Estimate (GST exclusive)
Entity Setup	<p>Facilitation of the incorporation of a company</p> <p><i>Lodgment of business registration forms. Includes:</i></p> <ul style="list-style-type: none"> <li>+ Tax File Number (TFN) application</li> <li>+ Australian Business Number (ABN) application</li> <li>+ Goods and Services Tax (GST) registration</li> <li>+ Pay As You Go (PAYG) Withholding registration</li> </ul>	\$1,026

**Ongoing Accounting Services:**

Ongoing	Description	Cost Estimate (GST exclusive)
Accounting Assistance	Manage monthly accounting requirements, including payroll, bank reconciliation and invoicing.	Subject to requirements, typically \$300 - \$500 per month
Financial Statements	Preparation of financial statements – Preparation of accompanying Director’s minutes and supporting schedule.	Subject to requirements, typically \$500
Tax Return	<p><i>Preparation and lodgment of income tax return for:</i></p> <ul style="list-style-type: none"> <li>+ Individual</li> <li>+ Company</li> </ul>	Subject to requirements Typically \$300-\$500 pa
BAS/IAS	Preparation and lodgment of the business activity statement.	\$200 per statement
ASIC Lodgements	Attendance to annual Australian Securities and Investment Commission (ASIC) filing requirements including a) preparation of annual company statement; b) preparation and lodgement of form 484 for changes to company address details, officer details, shareholders details and/or share structure; and c) preparation of accompanying minutes of directors/members meetings as required	\$200 per year
Superannuation*	Establish superannuation fund	Subject to requirements

\* These services are provided by Kelly Partners Financial Services Pty Ltd., Australian Financial Services License No. 308 542