

After incorporation

After incorporation, director's obligations to the Companies office are few and simple to meet. Directors have a responsibility to file annual returns in June and update the Companies Office with changes to the company details.

Certificate of incorporation

The certificate of incorporation will be sent to you via email once the company is incorporated. This is also viewable online by conducting a register search. This can be viewed and emailed to any address free of charge.



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Annual return

Directors must file a company annual return which provides an updated summary of the company's details and annual meeting details. All companies are required to file an Annual Return in June of each calendar year. A company is not required to file an Annual Return in the calendar year of its incorporation. No financial information is required, however if the annual return is not completed on time, the Registrar will begin proceedings to have the company removed from the register.

Annual Returns incur a \$45 processing fee which must accompany the appropriate forms.