



Navigating local requirements and regulations can be challenging when realising your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to ongoing local administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuing clarity and transparency without unpleasant surprises.

Let us take care also of your local administration in **Australia** so you too can focus on your business.

Set-up

Incorporation

Incorporation of a private company with limited liability (Pty Ltd) | Registrations with company register ('ASIC') and tax authorities ('ATO') | Applications for Substituted Account Period and Audit relief with ASIC.

Bank account opening

Assistance with the opening of local bank account (Bank of Melbourne) or any preferred international bank you have a relationship with.

Payroll

Company registrations for PAYG withholding, Work Cover insurance and Superannuation.

Ongoing

Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies

Company secretarial

Named company secretary | Registered address | Annual statutory company secretarial services | Preparation, organising & execution of board and shareholder meetings | Drafting minutes of meetings and resolutions | Filings with ASIC.

Payroll

Monthly calculations and payments of salary, superannuation, PAYG withholding and payroll tax | Administration of (sick and annual) leave | Annual payroll reconciliation | Updating Work Cover insurance

Resident Director and/or Public Officer

Provision of a Director or Public Officer resident in Australia

Tax compliance

Preparation and filings of corporate income tax return | Preparation and filing of IAS and BAS | Annual fringe benefits tax | Withholding tax calculations and filing.

Complementary

Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

Process Agent

Acting as an agent for serving of process for companies not registered in Australia.

Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

SPVs

One-stop shop for SPV management and accounting in complex finance, real estate or shipping structures.

ACE Administration Services Pty Ltd

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