

Australian Dormant Entity Renewal Project Plan

No.	Australian Dormant Entity Accounting and Tax Filings	Time
1.	Client settled the renewal fee which includes i) renewal service, ii) secretary and registered office services, iii) nominee director services, iv) government renewal v) dormant accounting and tax filings, and vi) audit relief application services.	2 weeks
2.	Thereafter, the accounting and tax team member will email client i) requesting bank statement for the financial period to confirm dormancy of the entity and ii) inform the deadlines to be met together with the engagement summary.	
3.	In the meantime, Healy Consultants will settle the annual review fee with ASIC.	1 week
4.	Immediately after receipt of the bank statements, the accounting team will review the statements and revert to the client with additional queries (if any).	1 week
5.	Thereafter, we will prepare the draft i) dormant financial statement, ii) tax computation, iii) AGM documents and iv) tax declaration.	3 weeks
6.	In the meantime, Healy Consultants will verify the group size with the client for the audit relief application.	2 weeks
7.	Once client clarifies the group size, accounting team will prepare the i) board resolution and ii) Form 384/392 for client's review and approve;	
8.	Immediately after securing the client's signature, Healy Consultants will lodge the documents with ASIC.	1 week
9.	Thereafter, Healy Consultants Group PLC will email client the above documents for review and approval after a quality review by the management.	1 week
10.	Immediately after securing the client's signature, accounting team will proceed with the corporate income tax return filing with ATO.	3 weeks

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11.	The accounting team member will send the draft corporate tax return form to the client's review and approval.	
12.	Once client approves the return, we will obtain the Public Officer's signature and proceed to lodge the return with ATO.	1 week
13.	Healy Consultants will supply client with the acknowledgment of the filing to confirm that the filing has been completed.	1 week
14.	Healy Consultants Group PLC will send a summary of obligations to confirms that all the filings and obligation has been completed.	1 week