

Australian Entity with Audit Renewal Project Plan

No.	Australian Entity with Audit	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, and v) audit, accounting and tax filings.	2 weeks
2.	Thereafter, the accounting and tax team member will email client i) requesting the trial balance and primary documents for the financial period 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 trial balance, the accounting team will review the trial balance and revert to the client with additional queries (if any).	1 week
5.	Thereafter, we will prepare the draft i) audited financial statement, ii) tax computation, iii) AGM documents and iv) tax declaration.	8 weeks
6.	Thereafter, Healy Consultants Group PLC will email client the above documents for review and approval after a quality review by the management.	1 week
7.	Immediately after securing the client's signature, accounting team will proceed to file audited financial statement with ASIC	1 week
8.	Thereafter, accounting team will proceed with the tax return filing with ATO	2 weeks
9.	The accounting team member will send the draft corporate tax return form to the client's review and approval.	
10.	Once client approves the return, we will obtain the Public Officer's signature and proceed to lodge the return with ATO.	1 week

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11.	Healy Consultants will supply client with the acknowledgment of the filing to confirm that the filing has been completed.	1 week
12.	Healy Consultants Group PLC will send a summary of obligations to confirms that all the filings and obligation has been completed.	1 week