

**MERRY CHRISTMAS – December 2009**

Welcome to the festive edition of our newsletter and the last for 2009.

The team at Corporate Express takes this opportunity to thank you for your support during 2009 and to wish you a safe and happy holiday season with your family and friends.

**Robert Zitek - Our Team Leader**



Congratulations to Robert! This month Robert became a full member of both the Institute of Chartered Secretaries and Administrators (ICSA) and Chartered Secretaries Australia. Robert is now recognised as a

*Chartered Secretary.*

**Information to be lodged when stamping share transfers**

The Office of State Revenue has recently informed us that when lodging a transfer of shares or units for stamping the following information is required.

- A cheque for the duty payable; and
- Audited (if applicable) financial statements for the company or unit trust, including a certified copy of the latest balance sheet (including notes) and profit and loss statements for the last five (5) financial years.

Naturally, if the company has traded for less than 5 years, the requirement would be reduced to the number of trading years.

A valuation of the relevant shares or units, or a statement by one of the parties as to how the consideration was determined by the parties may also be lodged, however, a certified copy of the latest balance sheet and supporting notes would still be required.

**Our Opening Hours during the Holiday Season**

Our office will be open for the purpose of company incorporations during normal business trading hours throughout the holiday season (public holidays excluded) and will reopen for all services on 4th January 2009.



**Disclaimer**

*The information provided in this document is for your general information only. It is not intended that anyone adopt this information to their personal circumstances without first seeking professional advice.*