

**LATEST UPDATE – July 2009**

The team at Corporate Express wishes all our clients a 'Happy New Financial Year'. It appears that 2010 promises to be another challenging year for some businesses, however we have noticed an upturn in activity in the last quarter of 2009 and we are confident that the trend will continue. 1 July is the usual date for changes to government fees and this year is no exception. There is good news and bad news. Read on.....

Happy New Financial Year



***Our commitment to you***

We are committed to providing you with the most valuable and efficient service during the 2010 financial year by continuing to upgrade our website and 'Maq', our outsourcing and company secretarial program.

We have realised that not all of our clients are aware of all of the services we offer, so each month our 'little blue man' will highlight one particular area. Watch out for the 'specials' which will be available from time to time.

***The Good News***

Effective from 1 July 2009, the Office of State Revenue has amended its Cheque Acceptance Policy for Duties.

*For amounts up to \$600 the OSR will now accept:*

- Cash
- Money orders
- All cheques

*For amounts between \$600 and \$5,000 the OSR will only accept:*

- Cash
- Money orders
- Building society cheques
- Credit union cheques
- Bank cheques
- Clearly marked trust or general account cheques drawn on the account of solicitors, accountants, real estate agents, licensed conveyancers and law stationers.

*For amounts over \$5,000 the OSR will only accept:*

- Cash
- Money orders
- Building society cheques
- Credit union cheques
- Bank cheques
- Clearly marked trust or general account cheques drawn on the account of solicitors, accountants, real estate agents and licensed conveyancers.

### ***The Bad News***

From 1 July 2009 the city office of the Office of State Revenue permanently closed for the purpose of over the counter stamping. In lieu of this service the OSR has established a document drop off point located at the Department of Lands Head Office at 1 Prince Albert Road, Queens Square Sydney.

All documents dropped off at this point will be sent off to the OSR's Parramatta office to be assessed and stamped.

### ***How can we assist?***

We can stamp some documents in-house, such as Trusts and share transfers with nominal duty and within the NSW jurisdiction. Our fee for this service is \$38.50 (GST inclusive) per transaction.

In respect of other documents we offer a lodgment and follow up service for a fee of \$38.50 (GST inclusive) per transaction. The benefits to you of this service are:

1. We will physically lodge the documents at the drop off point and obtain a confirmation of document lodgment under our client ID number.
2. We will liaise with the OSR and you in respect of the amount of duty assessed and any further supporting documentation required for the transaction.
3. We will pay the duty assessed upon receipt of your cheque and return the stamped documents to you.
4. We will follow up on all documents lodged.

### ***A Bit More Bad News***

From 1 July 2009 most of the fees for services provided by the NSW Office of Fair Trading will be increased to reflect

the rise in the CPI since the last fee adjustment.

The fee for an Application for Registration of a Business Name has increased by \$6.00 to \$152. Accordingly our fee for providing this same day over-the-counter service for our clients is now \$266 (GST and OFT fee inclusive).

### ***How can you feel good? Sponsor us on the City to Surf and support Cure our Kids.***

Our goal is to raise \$1000 for this amazing charity. So far we have raised \$350. All sponsorships in excess of \$2 are tax deductible. Just click below and help us on our way. Every \$ helps. Don't be shy you can donate anonymously.

### ***City 2 Surf Sponsorship Page***



### ***Our postal address***

If you are sending anything to us by mail please use our GPO Box address set out below rather than our street address. The GPO Box address is more secure and delivery is faster.

***GPO Box 3712 SYDNEY NSW 2001***

### ***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.*