



# Copy of financial statements and reports

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

<b>Company/scheme details</b>	Company/scheme name <input type="text"/>
	ACN/ARSN/PIN/ABN <input type="text"/>

<b>Lodgement details</b>  An image of this form will be available as part of the public register.	<b>Who should ASIC contact if there is a query about this form?</b>		
	ASIC registered agent number (if applicable) <input type="text"/>		
	Firm/organisation <input type="text"/>		
	Contact name/position description <input type="text"/>	Telephone number (during business hours) <input type="text"/>	
	Email address (optional) <input type="text"/>		
	Postal address <input type="text"/>		
	Suburb/City <input type="text"/>	State/Territory <input type="text"/>	Postcode <input type="text"/>

## 1 Reason for lodgement of statement and reports

Tick appropriate box.

See Guide for definition of Tier 2 public company limited by guarantee

See Guide for definition of large proprietary company

See Guide for definition of small proprietary company

- A public company or a disclosing entity which is not a registered scheme or prescribed interest undertaking (A)
- A Tier 2 public company limited by guarantee (L)
- A registered scheme (B)
- Amendment of financial statements or directors' report (company) (C)
- Amendment of financial statements or directors' report (registered scheme) (D)
- A large proprietary company that is not a disclosing entity (H)
- A small proprietary company that is controlled by a foreign company for all or part of the period and where the company's profit or loss for the period is not covered by the statements lodged with ASIC by a registered foreign company, company, registered scheme, or disclosing entity (I)
- A small proprietary company, or a small company limited by guarantee that is requested by ASIC to prepare and lodge statements and reports (J)
- A prescribed interest undertaking that is a disclosing entity (K)

**Dates on which financial year begins and ends**

Financial year begins		Financial year ends
<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>	to	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>
[D] [D] / [M] [M] / [Y] [Y]		[D] [D] / [M] [M] / [Y] [Y]

## 2 Details of large proprietary company

See Guide for definition of large and small proprietary companies.

If the company is a large proprietary company that is not a disclosing entity, please complete the following information as at the end of the financial year for which the financial statements relate:

A What is the consolidated revenue of the large proprietary company and the entities that it controls?

B What is the value of the consolidated gross assets of the large proprietary company and the entities that it controls?

C How many employees are employed by the large proprietary company and the entities that it controls?

D How many members does the large proprietary company have?

## 3 Auditor's or reviewer's report

Tick one box and complete relevant section(s)

Were the financial statements audited or reviewed?

Audited - complete **B** only

Reviewed - complete **A** and **B**

No

If no, is there a class or other order exemption current for audit/review relief?

Yes

No

### A. Reviewed

Is the reviewer a registered company auditor, or member of The Institute of Chartered Accountants in Australia, CPA Australia Limited, or Institute of Public Accountants and holds a practising certificate issued by one of those bodies?

Yes

No

### B. Audited or Reviewed

Is the opinion/conclusion in the report:

Modified? (The opinion/conclusion in the report is qualified, adverse or disclaimed)

Yes

No

Does the report contain an Emphasis of Matter and/or Other Matter paragraph?

Yes

No

## 4 Details of current auditor or auditors

### Notes:

- Registered schemes must advise ASIC of the appointment of an auditor on a Form 5137 *Appointment of scheme auditor* within 14 days of the appointment of the auditor.
- A public company limited by guarantee may, in some circumstances, have their accounts reviewed. These companies are still required to have an auditor and these details must be provided.

Auditor registration number (for individual auditor or authorised audit company)		
<input type="text"/>		
Family name	Given name	
<input type="text"/>	<input type="text"/>	
or		
Company name		
<input type="text"/>		
ACN/ABN		
<input type="text"/>		
or		
Firm name (if applicable)		
<input type="text"/>		
Office, unit, level		
<input type="text"/>		
Street number and Street name		
<input type="text"/>		
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country (if not Australia)		
<input type="text"/>		
Date of appointment		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
[D	D]	[M
M]	[Y	Y]

A company may have two appointed auditors, provided that both auditors were appointed on the same date. Otherwise, an appointed auditor must resign, be removed or otherwise ceased before a subsequent appointment may be made.

Auditor registration number (for individual auditor or authorised audit company)		
<input type="text"/>		
Family name	Given name	
<input type="text"/>	<input type="text"/>	
or		
Company name		
<input type="text"/>		
ACN/ABN		
<input type="text"/>		
or		
Firm name (if applicable)		
<input type="text"/>		
Office, unit, level		
<input type="text"/>		
Street number and Street name		
<input type="text"/>		
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country (if not Australia)		
<input type="text"/>		

## 5 Statements and reports to be attached to this form

Financial statements for the year (as required by s295(2) and accounting standards)

- Statement of comprehensive income, may also include a separate income statement for the year
- Statement of financial position as at the end of the year
- Statement of cash flows for the year
- Statement of changes in equity.

**OR**

If required by accounting standards — the consolidated statements of comprehensive income/income statement, financial position, cash flows and changes in equity.

Notes to financial statements (see s295(3))

- Disclosures required by the regulations
- Notes required by the accounting standards
- Any other information necessary to give a true and fair view (see s297).

The signed directors' declaration about the statements and notes (see s295(4)).

The signed directors' report for the year, including the copy of the auditor's or reviewer's independence declaration (see s298 to s300A).

Signed auditor's report or, where applicable, reviewer's report (see s301, s307 to s308).

Concise report (if any) (see s319).

## Signature

See Guide for details of signatory.

I certify that the attached documents marked ( ) are a true copy of the original reports required to be lodged under s319 of the *Corporations Act 2001*.

Name

Signature

Capacity

- Director  
 Company secretary

Date signed

/   /    
[D] [D] / [M] [M] / [Y] [Y]

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by:

- visiting the ASIC website [www.asic.gov.au](http://www.asic.gov.au)
- using Standard Business Reporting enabled software. See [www.sbr.gov.au](http://www.sbr.gov.au) for more details.

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Copy of financial statements and reports

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 388.

<b>Signature</b>	<p><b>Company</b> - form must be signed by a director or secretary.</p> <p><b>Registered scheme</b> - form must be signed by director or secretary of the responsible entity.</p> <p><b>Prescribed interest undertaking</b> - a director or secretary of the management company or trustee company acting in that capacity.</p>
<b>Lodgement period</b>	<p><b>Disclosing entities and managed investment schemes</b> - 3 months after the end of financial year.</p> <p><b>All other companies required to lodge statements and reports</b> - 4 months after the end of financial year.</p> <p>Small proprietary companies and small public companies limited by guarantee can be directed to report to ASIC under s294 and s294B respectively, the lodgement period will be included in the direction.</p> <p><b>Reports amended after lodgement with ASIC</b> - 14 days after amendment</p>
<b>Lodgement fees</b>	<p>A lodgement fee applies to this form.</p> <p>For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a>.</p>
<b>Late fees</b>	<p>Late fees will apply if the document is lodged outside the prescribed period.</p> <p>For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a>.</p> <p>A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the <i>Corporations Act 2001</i>. A receipt will not be issued unless requested.</p>
<b>Appointment of company auditor</b>	<p>A company may have two appointed auditors, provided that both auditors were appointed on the same date. Otherwise, an appointed auditor must resign, be removed or otherwise ceased before a subsequent appointment may be made.</p>
<b>Definition of large and small proprietary companies</b>	<p>A proprietary company is defined as being large or small.</p> <p>A proprietary company is defined as large for a financial year if it satisfies at least two of the following paragraphs:</p> <ul style="list-style-type: none"><li>• the consolidated revenue for the financial year of the company and any entities it controls is \$25 million or more</li><li>• the value of the consolidated gross assets at the end of the financial year of the company and any entities it controls is \$12.5 million or more, and</li><li>• the company and any entities it controls have 50 or more employees at the end of the financial year.</li></ul> <p>Large proprietary companies must prepare and lodge a financial report and a directors' report for each financial year. The accounts must be audited unless ASIC grants relief.</p> <p>A proprietary company is defined as small for a financial year if it satisfies at least two of the following paragraphs:</p> <ul style="list-style-type: none"><li>• the consolidated revenue for the financial year of the company and any entities it controls is less than \$25 million</li><li>• the value of the consolidated gross assets at the end of the financial year of the company and any entities it controls is less than \$12.5 million, and</li><li>• the company and any entities it controls have fewer than 50 employees at the end of the financial year.</li></ul> <p>Some small proprietary companies may have to lodge financial reports in certain circumstances.</p>

## Definition of small limited by guarantee company

A company is a **small company limited by guarantee** in a particular financial year if:

- (a) it is a company limited by guarantee for the whole of the financial year; and
- (b) it is not a deductible gift recipient at any time during the financial year; and
  - (i) the revenue of the company for the financial year is less than \$250,000, or
  - (ii) if the company is required by the accounting standards to be included in consolidated financial statements, the consolidated revenue of the consolidated entity for the financial year is less than \$250,000.
- (c) it is not a Commonwealth company, a subsidiary of a Commonwealth company or a subsidiary of a Commonwealth authority;
- (d) it has not been a transferring financial institution of a State or Territory within the meaning of clause 1 of Schedule 4 to the Corporations Act; and
- (e) it is not a company that is permitted to use the expression **building society**, **credit society** or **credit union** under s66 of the *Banking Act 1959* at any time during the financial year.

## Annual financial reporting for companies limited by guarantee

A three tiered financial reporting framework exists for companies that are limited by guarantee (LMGT).

<b>Tier 1</b>	Small company limited by guarantee	No obligation to prepare and lodge financial report or directors' report unless directed to prepare a report by members or ASIC
<b>Tier 2</b>	LMGT company with annual revenue or annual consolidated revenue of less than \$1 million	<ul style="list-style-type: none"><li>• Must prepare financial report and directors' report. However, directors' report is less detailed than that required of other companies;</li><li>• May opt to have financial report reviewed rather than audited. Option to review does not apply to a Commonwealth company, or a subsidiary of a Commonwealth company or Commonwealth authority.</li><li>• Must give reports to any member who elects to receive them</li><li>• Must lodge with ASIC</li></ul>
<b>Tier 3</b>	LMGT company with annual revenue or annual consolidated revenue of \$1 million or more.	<ul style="list-style-type: none"><li>• Must prepare financial report and directors' report. However, directors' report is less detailed than that required of other companies;</li><li>• Must have financial report audited</li><li>• Must give reports to any member who elects to receive them</li><li>• Must lodge with ASIC</li></ul>

## Review of financial report

A Tier 2 LMGT company that chooses to have their financial report reviewed instead of audited may have the financial report reviewed by:

- their appointed auditor; or
- by a person who is a member of a professional accounting body and who holds a practising certificate issued by:
  - The Institute of Chartered Accountants in Australia;
  - CPA Australia; or
  - Institute of Public Accountants.

The requirements for a review of a financial report of a Tier 2 LMGT company are outlined in Auditing Standard ASRE2415 *Review of a Financial Report – Company Limited by Guarantee*. A copy of the standard is available from the Auditing and Assurance Standards Board website at [www.auasb.gov.au](http://www.auasb.gov.au).

A copy of the signed review report must be lodged with the financial report.

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## How to provide additional information

### Photocopied Form 388 pages

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.

### Annexures

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the company name and ACN or ARBN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
6. endorse the annexure with the words:

This annexure (mark) of (number) pages referred to in form (form number and title)

7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

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## Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ([www.asic.gov.au/privacy](http://www.asic.gov.au/privacy)) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

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## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by:

- visiting the ASIC website [www.asic.gov.au](http://www.asic.gov.au)
- using Standard Business Reporting enabled software. See [www.sbr.gov.au](http://www.sbr.gov.au) for more details

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630