

**NOW YOU ARE IN BUSINESS! – April 2009**

The team at Incorporating Ambitions wishes you all a happy and safe Easter.



***Reminder about names for officeholders and members***

ASIC does not accept abbreviated or preferred names. The use of them can also cause a duplicate record on the ASIC register. As the ASIC compliance checks are starting to increase in frequency it is advisable to ensure that your clients provide you with their full legal names.

Charles Joseph SMITH	✓
Charlie SMITH	✗
Christine Janet SMITH	✓
Chrissie J. SMITH	✗

***The Incorporating Ambitions Client Charter***

As a demonstration of our commitment to service excellence this is what the team at Incorporating Ambitions promises you:

- Personal contact with a knowledgeable team member from 8.30 am to 6.00 pm
- Quick, friendly and reliable service
- If we can't answer your question immediately we will respond to you within the agreed time

- If there appears to be any inconsistencies or missing information in your order form we will report to you for verification
- To correct any of our mistakes openly, honestly and quickly
- Your call will be answered within 3 rings
- For company incorporations, receipt of the ACN within 45 minutes unless, for example, the chosen name is subject to manual review by ASIC
- Manual lodgments with OFT will be made on the day we receive the instructions (3.30 pm cut-off)
- To keep you informed and updated of any developments in ASIC compliance and other matters we believe are of interest to your business

***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.*