



corporate
services



OUR SERVICES

2026

“ At CSB Corporate Services, we're more than just experts in Corporate Governance—we're your strategic partners in success.

~ Tamara Barr
Founder & Managing Director



As a boutique fractional Company Secretarial and Corporate Governance service, CSB deliver a bespoke and best practice service to our clients.

A detailed list of our services is set out in the following pages. Further information can be found on our website at csbcorpservices.com.

CORPORATE GOVERNANCE FUNCTION PACKAGES

Appointment of fully serviced Corporate Governance Function to proactively manage and maintain your Corporate Governance Framework.

PER
MONTH

- Named Company Secretary.
- Advice and guidance on ASIC, ASX and ACNC requirements, including the Corporations Act 2001, Corporations Regulations 2001, ACNC Act 2012 and the ASX Listing Rules (as required).
- Management of all ASX, ASIC and ACNC lodgements as required, both statutory and general.
- Establishment and management of annual Compliance Calendars.
- Scheduling and management of Board and Committee meetings.
- Attendance at Board and Committee meetings by Senior Consultant.
- Minuting of all Board and Committee meetings and Circular Resolutions.
- Management of Board and Committee Agendas, Packs, Action Items and Minutes.
- Compilation of Board and Committee Packs and management of all related administration.
- Company Secretarial reporting to Board and Committees.
- Management of Registers: Company Register (per Corps Act), Conflicts of Interests, Resolutions, Actions Items, Corporate Documents, Material Agreements.
- Management of Capital: Capital Schedule, Employee Securities Incentive Plan (ESIP), Convertible Notes.
- Drafting and management of Board and Committee correspondence to Directors and stakeholders.
- Suite of required Corporate Documents: Implementation, management and review (policies / charters, Whistleblower, AML, ABC, Modern Slavery, etc); consistent with the Corps Act / ACNC Act and the recommendations of the ASX Corporate Governance Council, including scheduling of reviews.
- Statutory reporting: assistance with the preparation, finalisation and submission, including Annual Reports and Interim Reports, Quarterly Reports, Corporate Governance Statements and related ASX Appendices, including data provision and liaison with External Auditors and other relevant stakeholders as required.
- General Meetings (Annual General Meetings (AGM) / Extraordinary General Meetings (EGM): Co-ordination, management and attendance; including the preparation of Notices of General Meetings, voting and General Meeting Minutes in consultation with internal staff and external stakeholders as required.
- Shareholder / Member management and communications.
- Initial Public Offering (IPO) support.
- Support with Corporate Actions, including fundraising and liaison with brokers, legal advisors, Corporate advisors, shareholders, stakeholders, etc.
- Board Skills Matrix: Review and maintenance.
- Drafting, formatting, proofreading, etc, of documentation as required.
- All Corporate Governance Packages include appointment as **ASIC Registered Agent**
- All Corporate Governance Packages include management of a **Corporate Governance Shared Drive**
- All Corporate Governance Packages include management of a **Mini Governance Audit**
- All Corporate Governance Packages include 1 hour **Director / Executive Training Session**

Base Corporate Governance Function Package	AUD 4,750
25 hours of Corporate Governance services per month <i>(Suited to small Charities / NFPs)</i> • Bi-monthly Board meetings (no Committees) OR • Limited support of in-house General Counsel / Company Secretary (no Minute taking or Corporate Docs)	
Standard Corporate Governance Function Package	AUD 6,750
35 hours of Corporate Governance services per month <i>(Suited to small NFP / Public / ASX <\$10m TR)</i> • Monthly Board meetings (no Committees) OR • Full support of in-house General Counsel / Company Secretary (inc Corporate Docs) (no Minute taking)	
Performance Corporate Governance Function Package	AUD 8,750
55 hours of Corporate Governance services per month <i>(Suited to SME NFP / ASX / Public ~\$10-50m TR)</i> • Monthly Board meetings • x2 Committees • Board Portal • Internal Board Review and Board Skills Matrix	
Enterprise Corporate Governance Function Package	AUD 12,750
~100 hours of Corporate Governance services per month <i>(Suited to Large Public >\$30m TR / ASX >1,000)</i> • Services as per the Performance Corporate Governance Function Package • x3+ Committees • Triennial Independent Expert Board Review (Board Only)	
Bespoke Corporate Governance Packages (Charities)*	From AUD 2,925
<i>*Bespoke Packages created for local Charities or Clubs. Time & Services Package from \$195 per hour also available.</i>	
Expansion Corporate Governance Package	AUD 7,750
~45 hours of Corporate Governance services per month (PLUS rolling hours) • Services as per the Performance Corporate Governance Function Package, PLUS one of the following: ◦ IPO operations management (6-18 month process) (non mining) OR ◦ Overhaul of Corporate Governance Framework (3-9 month process) OR ◦ Member Management (Registry / regulatory audit / election processes / selection process) (NFPs) ◦ Registry Service, including Member engagement • Board Portal • Board Skills Matrix • Rolling hours contract	

^ Negotiable for companies with lesser Corporate Governance requirements.

^ Negotiable for companies with large numbers of subsidiaries.

NON-EXECUTIVE AND RESIDENT DIRECTORSHIPS*		PER MONTH
SME Private Company		AUD 3,600
Public Company / NFPs (SME) / Large Private		AUD 5,650
Large Public or ASX Listed Company		AUD 6,250
*Plus Set-Up and Due Diligence / AML Fees ~\$3,500.00 and \$6,500.00 respectively		
GOVERNANCE AUDIT		PER PROJECT
Full audit of your Company's Corporate Governance Framework		
Corporate Governance Audit		POA
• Review of Governance Framework either virtually or in person (approx 6 months). • Preparation of Governance Framework Report, including any outcomes and action items from the Company Secretariat. • Follow up meeting with the Company Secretary, C Suite and/or Board to discuss the Governance Framework Report. • Attendance at a Board meeting for observation (if requested). • Attendance at a Board meeting to deliver a summary report (if requested). • Follow up session and provision of a summary report post the session (if requested).		
ASIC REGISTERED AGENT		PER MONTH^
Appointment of CSB as ASIC Registered Agent include the use of our Corporate Governance software.		
• Appointment of ASIC Registered Agent • Management of Company and subsidiaries data • Company Registers of Information • Integration with ASIC (filing directly from the software) • Capital management • Share registry • Director Appointments and resignations • DocuSign (for ASIC forms, Minutes & Policies)		
Head Company and up to 5 subsidiaries		AUD 95
Head Company and between 6 – 15 subsidiaries		AUD 150
Head Company and 16 – 30 subsidiaries		AUD 350
Head Company over 31 subsidiaries		AUD 1,100

CORPORATE GOVERNANCE & FINANCIAL MANAGEMENT	
Appointment of CSB Company Secretary, Finance Manager and ASIC Registered Agent	PER MONTH
Finance & Governance Package	AUD 11,750^
• Performance Corporate Governance Package PLUS • Finance & Bookkeeping Package (including ASIC Registered Agent) ^Price dependent on size of organisation and number of companies / subsidiaries.	
SOFTWARE	
All software is maintained by CSB on behalf of your Company	PER ANNUM
Board Portal	AUD 4,750
• Comprehensive tool allowing Directors & Executives to focus on strategy discussion during meetings • Prepare for meetings from anywhere, on any device • Complete governance solution for Directors, Executives and Administrators • Intuitive and accessible to everyone, no matter the tech experience • The gold standard in Board Portal security • Document Management (Policies / Minutes / sharing documents) • Source of Truth Document Storage (unlimited)	
Registry Service	AUD 4,800
• Management of up to 250 Shareholders • Report Generation • General Meeting Management • Shareholder Communications • Holding Statements	
ESIP Management	AUD 6,500
• Maintenance of your Company's Employee Securities Incentive Plan (ESIP) • Maintenance of participant data • Acceptance Letters • Cessation Letters • Certificates / Holding Statements • Monitoring of Vesting Conditions • Drafting of ASX Announcements as required	
MS 365 Shared Drive	AUD 350
• Company Register as required under the Corporations Act • Storage facility as your Registered Office • Share Documents internally and work collaboratively • Share Documents externally to stakeholders (Directors, Auditors, Legal Counsel) • Securely managed by external IT experts	

INDEPENDENT EXPERT BOARD REVIEW	
CSB specialise in optimising Boards through tailored evaluations, utilising a thorough questionnaire and expert analysis, to ensure better decision making aligned with your specific requirements. Each project includes presentation of report at a Board meeting or Director session.	PER PROJECT
Directors should expect an Independent Expert Review of the Board and Corporate Governance Framework at once every 3 years as best practice. Good practice includes an annual internal Board Review Performance.	
Enterprise Independent Expert Board Review	AUD 30,750
Deep dive review, including detailed individual interviews, covering: • All aspects of Board performance • All aspects of Committee performance • Individual peer review of the Chair and their performance • Peer review of each individual Director and their performance • ELT Questionnaire • Corporate Governance Framework • Facilitation of Internal Board Review for ongoing analysis	
Performance Independent Board Review	AUD 20,750
In depth review, including individual interviews, covering: • All aspects of Board performance • All aspects of Committee performance • ELT Questionnaire	
Independent Board Review	AUD 12,750
Standard review, conducted independently, covering: • All aspects of Board performance • ELT Questionnaire	
Internal Board Review**	AUD 6,750
Designed for independent internal review: • Facilitation of a simple Board review questionnaire • Managed internally • Implemented either annually or set-up for periodical reflection	
**This product is included in the Enterprise Corporate Governance Package	
AFSL & ASIC PACKAGE	
	PER YEAR
AFSL & ASIC Package	AUD 5,500^
• Appointment of CSB as ASIC Registered Agent • Management of Statutory & AFSL Reporting	
^Price dependent on size of organisation and number of companies / subsidiaries.	

CORPORATE DOCUMENT REVIEW AND MANAGEMENT Access to CSB's highly experienced Governance Principal Consultants for high level reviews		PER PROJECT
Anti-Money Laundering & Counter-Terrorism Financing Act		POA
• Deep dive review of Anti-Money Laundering, Bribery & Corruption Policy & Program • Consulting • Risk Assessment • Assurance • Training		
Corporate Document Review		POA
• Deep dive review of certain Corporate Documents, such as: ◦ Constitution and Charters ◦ Whistleblower Policy ◦ Modern Slavery Policy ◦ Gift, Entertainment and Travel Policy • Management of Corporate Document Schedule (periodical reviews)		
DIRECTOR AND EXECUTIVE TRAINING Half day of Director training for Boards or individual Directors (as required), tailored to your company's needs		PER PROJECT
• For ASX Listed and IPOing Companies –Legal focused to cover ASX Listing Rules, fund raising and other Corporate Actions • For NFP Companies – Legal focus to cover the Corporations Act 2001, ACNC Act 2012 and areas such as changes to the Aged Care Act • For companies looking to become Public – Legal focus to cover the Corporations Act 2001, Corporations Regulations 2001 and legalities around fund raising and increasing Shareholders • Prepare for ESG Reporting • Anti-Money Laundering and Counter-Terrorism Financing guidance • Directors' duties and responsibilities, including: ◦ Australian legal framework ◦ ATO (superannuation) ◦ Worksafe (maintenance of return to work policies) ◦ Conflicts of Interests ◦ Best in class Corporate Governance ◦ Cyber security, privacy policies and data • Includes time for questions • Includes Presentation Slides		
Director and Executive Training 2 Hours		AUD 3,750
Director and Executive Training Half Day		AUD 6,750

TEMPLATES, CHECKLISTS, CALENDARS AND CALCULATORS

Never miss a regulatory deadline with our Corporate Governance tools designed to keep abreast of changing regulations and best practice Corporate Governance practises

Subscription | Per ANNUM

AUD 1,750

Set Up and Implementation for Company | Per PROJECT

AUD 5,500

Individual Document

POA

ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG) (EXTERNAL)

Access to CSB's highly experienced ESG experts to develop, implement and maintain the Company's ESG reporting framework.

PER
PROJECT

ESG Consulting

POA

- ESG Summary report and list of material and output relevant ESG topics.
- ESG performance review and draft Strategy Framework.
- ESG reporting and content for Annual Reports.
- Integrated reporting for Annual Reports, sustainability reports, investor briefings and strategy days

FINANCIAL AND ADMINISTRATIVE SERVICES

Ensure your financial regulatory compliance obligations and Financial Reporting are managed; and your administration and bookkeeping are in order.

PER MONTH

Financial Administration and Bookkeeping (Private and Local Charity)

AUD 3,600

- Preparation and lodgement of annual financial statements
- Business Activity Statement (BAS) submission

Finance Manager and Bookkeeping (Public)

AUD 8,650

- Appointment of a qualified CSB representative as Finance Manager and primary contact for ATO.
- Preparation and delivery of statutory reporting
- Maintenance of audit and compliance, including maintenance of Financial Policies
- Financial Reporting to the Board
- Preparation and lodgement of annual financial statements
- Business Activity Statement (BAS) submission

CFO and Public Officer

AUD 15,750

- Appointment of a qualified CSB representative as CFO for Strategy and Planning
- Preparation and delivery of statutory reporting

Public Officer

AUD 3,600

- Tax Compliance

STRATEGY SESSION FACILITATION	
Have an experienced professional facilitate your Board's Strategy Session.	
PER SESSION	
Board Strategy Session (up to 6 hours)	AUD 12,500
CORPORATE GOVERNANCE AMENITIES	
Registered Office	
PER MONTH	
Company	AUD 145
• Prestigious address in the Melbourne Central Business District (CBD) • Reception Greeting • Receive notifications for your mail and parcels • 8 hours of complimentary coworking access per month	
Office and Room Rental	
PER HOUR	
Boardroom 12 Seats	AUD 435
Boardroom 8 Seats	AUD 390
Meeting Room 4 Seats	AUD 240
• Webcam • TV Monitor • Wifi • Reception Greeting	



Effortless Board management at a fraction of the cost—CSB makes Corporate Governance refreshingly simple.

~ Tamara Barr

Founder & Managing Director



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complimentary
discovery call