

# Annual statements - AU

See how it's done with a free [online course](#) in MYOB Academy.

We'll take you through the end-to-end workflow of annual statements, from preparing your annual statements to sending them to ASIC via MYOB client portals.

Annual Statements are retrieved from your ASIC mailbox automatically each day. You can find them in the **All clients > Corporate admin > Annual statements** view.

To complete the details of the form, click the ellipsis button to the right of the form and choose **Prepare forms** to open the form preparation window. You can enter the date and address of the meeting held for the annual statement, the officers present, and multiple signatories.

To download the Annual Statement pack from ASIC, click the ellipses button for the company and choose **Download documents**.

## Annual statement status

Companies due to receive their annual statement will appear in the **Upcoming** tab. Once the statement is received, you can download the statement and start reconciling your client's company information.

As you complete the annual review process, we'll update the status for you - including when the annual fee has been paid and documents are approved and signed.

Here's what each status indicates:

Status	Description
All outstanding	Displays all annual statements with a status of "Requires action" or "Awaiting client ...".
Upcoming	Displays a list of companies due to receive their annual statements within the next 30 days.
Requires action	Displays all annual statements requiring agent action, such as reconciling company information to ensure it's current, or where a task has not been created and sent to the client.
Awaiting client (payment /	Waiting for client to pay the annual fee or approve and electronically sign the documents in the client portal.

Status	Description
signature)	
Done	Company details are reconciled and up to date. Your client has paid the annual fee and documents are approved and signed.

## Completing an annual review



To complete the annual review process, you'll need to perform the following tasks. These tasks can be performed in any order:

- Compare the company's information on ASIC's records to the company information in your MYOB database.
- Send the Annual statement pack and solvency minutes to your client for signing.

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### To compare your ASIC and MYOB company data

1. From the **Annual statements** view, click the ellipses button and choose **View comparison report**. The **Annual Statement data comparison** page appears.
2. Compare the data in the **ASIC database** column against the data in the **MYOB database** column. We've added a status column to help speed things up:


Status	Description
	The company details in MYOB Practice matches the data on ASIC's records.
	The company details in MYOB Practice is different to the data on ASIC's records.

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### To send documents for signing

1. From the **Annual statements** view, click the ellipsis button and choose **Prepare forms**. The **Prepare forms** window appears.
2. Enter the details of the meeting held for the annual statement, and select one or more signatories.
3. Click **Save**.

If you regularly send annual statements with the same text, you can save time by using one of your practice's [task templates](#) to automatically fill in the **Title** and **Description** fields.

Just click **Apply a template** ( **Apply a template**).

4. Click the ellipsis button for the annual statement and choose **Send for signing via portal**. The [Create task](#) page appears.

5. Complete the details on the page.

When you select the client, you can see the documents that will be sent as part of the change you've made. Use the **Signature required** option to indicate if any documents need signing.

6. Click **Create task** for the selected client.

## Frequently Asked Questions (FAQs)

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### How do I send the annual statement pack to my client without creating a task?

From the **Annual statements** view, click the ellipses button for the company and choose **Download documents**.

Once downloaded, you can attach the documents to an email, print and send via post or hand them to your client in person – whatever you choose.

### Can I update annual review status manually?

Well, sort of. You can tell us whether the annual fee has been paid or if documents have been signed.

From the **Annual statements** view, click the ellipses button for the company and choose **Mark as sent**.

If your client has paid the annual fee or electronically signed the requested documents via their client portal, we'll update the status for you.

If your client has paid the annual fee by mail, it may take a while for the payment to show up on ASIC's system.