



## FEE ESTIMATOR

A new, enhanced fee estimator has been developed to provide improved fee estimates for different types of foreign investment applications.

There are two ways to access the fee estimator. The first is via the Foreign Investment Review Board (FIRB) website. The second is via the FIRB Application Portal (Portal).

**Please note** – the fee estimator provides an **estimate** of a fee only. The final fee that applies to a foreign investment application is calculated on the details of a submitted application.

## HOW TO ACCESS THE FEE ESTIMATOR

### FIRB WEBSITE

- 1) Access the FIRB website at: <http://firb.gov.au/>
- 2) Click on the 'Fee Estimator' button on the right of the home page screen. The Fee Estimator webpage will display.

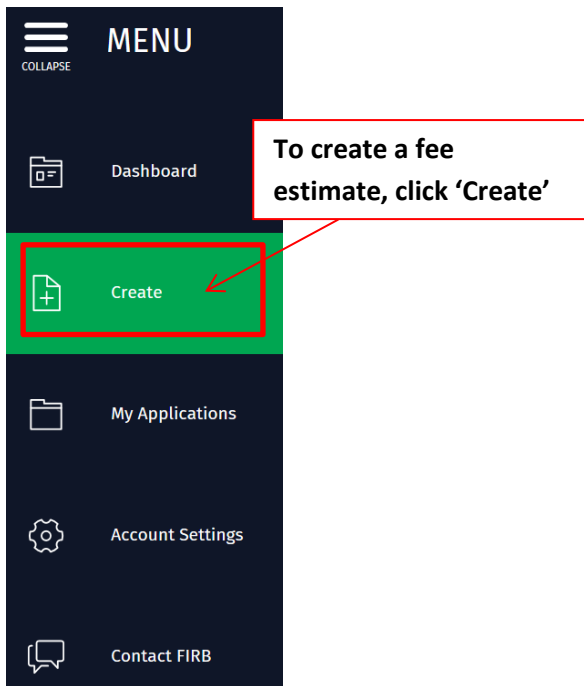


- 3) Scroll to the bottom of the 'Fee Estimator' webpage and click on the Fee Estimator link <https://portal.firb.gov.au/estimator/index>.
- 4) The 'Select what type of fee estimate you would like to generate' screen will display. Select the type of fee estimate to be created – Proposal or Variation.

### FIRB APPLICATION PORTAL

- 1) Access the Portal at <https://firb.gov.au/applications/apply-now/>.
- 2) Type in the email and password details used to complete registration. If an account has not been registered, click on the 'Create a new Portal account' hyperlink.

- 3) Click on the black 'Login' button to access the Portal. The Portal home-screen will display.
- 4) Click on the 'Create' option in the Application Menu on the left of the screen.



- 5) The 'Select what you would like to create' screen will display. Click on the 'Fee Estimate' button.
- 6) The 'Select what type of fee estimate you would like to generate' screen will display. Select the type of fee estimate to be created – Proposal or Variation.

## HOW TO CREATE A FEE ESTIMATE FOR A PROPOSAL APPLICATION

- 1) On the 'Select what type of fee estimate you would like to generate' screen, click on the 'Proposal' button.
- 2) The 'Initial Questions' screen will display.
- 3) Complete the mandatory fields (represented by the red asterisk **\***) by clicking in the blank text boxes to activate the drop-down lists and selecting the required information.

**NB:** Additional fields may display on the screen based on the information selected.

- 4) Click on the green 'Next' button at the bottom right of the 'Initial Questions' screen.

5) The ‘What action(s) apply to this fee estimate’ screen will display.



### What action(s) apply to this fee estimate?

**Action(s)**

Please choose all relevant action(s) relating to this estimate.

<input type="checkbox"/> Interest in securities in an entity or substantial interest in an Australian entity	<input type="checkbox"/> Assets of an Australian business
<input type="checkbox"/> Interest in land	<input type="checkbox"/> Interest in an Australian entity or Australian business that is an agribusiness
<input type="checkbox"/> Interest in an entity or business that wholly or partly carries on Australian media business	<input type="checkbox"/> Foreign government investor acquiring a legal or equitable interest in a tenement

- 6) Select all actions that relate to the fee estimate by checking the tick boxes next to the relevant action types.
- 7) Click on the green ‘Next’ button at the bottom right of the screen to continue.
- 8) The ‘What application type(s) apply to this fee estimate?’ screen will display.
- 9) Select the application type(s) by checking the tick boxes next to the relevant application types.
- 10) Click on the green ‘Next’ button at the bottom right of the screen. The ‘Details’ screen will display.
- 11) Click in the blank ‘Consideration/Expected Investment Value (\$AUD million)’ field to activate the text box.
- 12) Type in the consideration/expected investment value (\$AUD million). Click on the green ‘Next’ button at the bottom right of the screen.
- 13) The ‘Fee Estimate Summary’ screen will display.



### Fee Estimate Summary

**Action(s) added**

<input type="checkbox"/> <b>REMOVE</b> interest in securities in an entity or substantial interest in an Australian entity	Application Type(s) Agricultural Land
<input type="checkbox"/> <b>REMOVE</b> Interest in land	

To remove a target, click ‘Remove’

To add a target, click ‘Add Target’

To obtain a fee estimate, click ‘Estimate’

- 14) Click on the green ‘Estimate’ button at the bottom right of the screen. The ‘Fee Estimate’ screen will display, containing the fee estimate based on the information provided.
- 15) Cancel the fee estimate process at any time by clicking on the black ‘Cancel’ button.

## HOW TO OBTAIN A FEE ESTIMATE FOR MULTIPLE TARGETS IN A PROPOSAL APPLICATION

### On the 'Fee Estimate Summary' screen

- 1) Click on the blue 'Add Target' button at the bottom of the 'Fee Estimate Summary' screen.
- 2) The 'What action(s) apply to this fee estimate' screen will then display. For each target – repeat steps 5-11 listed on page 2 of this guide.
- 3) To remove a target from the fee estimate summary, click on the 'Remove' button in the 'Action(s) added' grid.

## HOW TO CONVERT THE FEE ESTIMATE INTO AN APPLICATION

**NB: This feature is only available when the fee estimator is accessed via the Portal.**

### On the 'Fee Estimate' Screen

- 1) Click on the black 'Convert to an application' button.
- 2) The details provided in the fee estimator will be converted into an application form and the 'Initial Questions' screen will display.

## HOW TO CREATE A FEE ESTIMATE FOR A VARIATION APPLICATION

- 1) On the 'Select what type of fee estimate you would like to generate' screen, click on the 'Variation' button.
- 2) The 'Variation Type' screen will display.
- 3) Click in the blank text box to activate the drop-down list and select the variation type.



### Variation Type

Cancel

Next

- 4) Click on the green 'Next' button at the bottom right of the 'Variation Type' screen.
- 5) The 'Fee Estimate Summary' screen will display.
- 6) To obtain a fee estimate, click on the green 'Estimate' button at the bottom right of the screen.
- 7) The 'Fee Estimate' screen will display, containing the fee estimate based on the information provided.
- 8) To convert the fee estimate to an application, click on the black 'Convert to an application' button at the bottom of the screen.
- 9) The details provided in the fee estimator will be converted into an application form and the 'Initial Questions' screen will display.
- 10) Cancel the fee estimate process at any time by clicking on the black 'Cancel' button.