Notification of appointment or cessation of an external administrator

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.

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

1 Company to which the administrator was appointed

Company name

ACN/ABN/ARBN

2 Company industry type

Indicate the main industry in which the company was involved.

Tick one box.

- Accommodation and Food Services
- Administrative and Support Services
- Agriculture, Forestry and Fishing
- Arts and Recreation Services
- Construction
- Education and Training
- Electricity, Gas Water and Waste Services
- Financial and Insurance Services - Credit Provider
- Financial and Insurance Services - Deposit Taking Institutions
- Financial and Insurance Services – Insurance
- Financial and Insurance Services – Managed Investments
- Financial and Insurance Services – Superannuation
- Financial and Insurance Services – Other Financial services
- Health Care and Social Assistance
- Information Media and Telecommunications
- Manufacturing
- Mining
- Other (Business and Personal) Services
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Rental, Hiring and Real Estate Services
- Retail Trade
- Transport, Postal and Warehousing
- Wholesale Trade
### Details of the person(s)/firm appointed

<table>
<thead>
<tr>
<th>Liquidator registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Firm name (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The address must be completed.

<table>
<thead>
<tr>
<th>Office, unit, level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Street number and street name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb/City</th>
<th>State/Territory</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

Country (if not Australia)

<p>| |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Type of appointment**

- [ ] appointed singly
- [ ] appointed jointly
- [ ] appointed jointly and severally

---

Another row with the same structure.
## 4 Details of appointment

**Date must be provided**

<table>
<thead>
<tr>
<th>Date of appointment</th>
<th>ASIC internal form code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[D] [D] / [M] [M] / [Y] [Y]</td>
<td>505U</td>
</tr>
</tbody>
</table>

### Type of administrator

Tick one box

- [ ] Administrator
- [ ] Provisional liquidator
- [ ] Liquidator of Court liquidation
- [ ] Liquidator of members’ voluntary liquidation
- [ ] Liquidator of creditors’ voluntary liquidation
- [ ] Liquidator of creditors’ voluntary liquidation appointed by ASIC under Part 5.4C
- [ ] Receiver of the property described in the Schedule of property to this form
- [ ] Receiver and manager of the property described in the Schedule of property to this form
- [ ] Managing controller (other than receiver and manager) of the property described in the Schedule of property to this form
- [ ] Controller (other than receiver, receiver and manager or managing controller) of the property described in the Schedule of property to this form
- [ ] Deed administrator
- [ ] Scheme administrator under Part 5.1

### Method of appointment

If appointment by Court order, tick box to indicate the Court and provide details

- [ ] Appointment by Court order
  - [ ] Federal Court of Australia
  - [ ] Family Court of Australia
  - [ ] Supreme Court

<table>
<thead>
<tr>
<th>State or territory registry</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of obtaining order</th>
</tr>
</thead>
<tbody>
<tr>
<td>[D] [D] / [M] [M] / [Y] [Y]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proceeding-matter number</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 Continued... Details of appointment

Complete both dates.

- **Appointment by instrument**
  - Date of appointment: [D] [M] [Y]
  - Date of instrument: [D] [M] [Y]
  - Description of instrument

- **Instrument registered in the Personal Property Securities Register**
  - Security interest number

- **Instrument registered in other register**
  - Please specify details

- **Instrument not registered**
  - Name of appointer

- **Appointment other than by Court or instrument**
  - Date of appointment: [D] [M] [Y]

- **Appointment by company by writing under its common seal**
  - Date of appointment: [D] [M] [Y]

- **Appointment by liquidator or provisional liquidator**
  - Date of appointment: [D] [M] [Y]

5 Ceasing, resignation or removal

Date must be provided.

- **Cessation, resignation or removal of administrator**
  - Date of cessation, resignation or removal: [D] [M] [Y]
  - ASIC internal form code: 505Y

- **Resignation or removal of liquidator (including Court-appointed liquidator)**
  - Date of cessation, resignation or removal: [D] [M] [Y]
  - ASIC internal form code: 505R

- **Resignation or removal of provisional liquidator**
  - Date of cessation, resignation or removal: [D] [M] [Y]
  - ASIC internal form code: 505R

- **Cessation of receiver**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505K

- **Cessation of receiver and manager**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505L

- **Cessation of managing controller (other than receiver and manager)**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505W

- **Cessation of controller (other than receiver, receiver and manager or managing controller)**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505X

- **Cessation, resignation or removal of deed administrator**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505Z

- **Cessation of scheme administrator under Part 5.1**
  - Date of cessation: [D] [M] [Y]
  - ASIC internal form code: 505M

If a controller, show details of method of appointment in Section 4.
6 Schedule of property

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(If insufficient space) Further details are enclosed in the annexure marked ( ) of ( ) pages.

7 Additional ASIC information requirements

Ceasing, Resignation or Removal
Please note that for ASIC to form an opinion whether it may receive or register this document under s1274(9), the following information is required in relation to the ceasing, resignation or removal of an external administrator.

If this notice is lodged to notify the ceasing, resignation, removal of an external administrator or where an administrator has been appointed to replace a currently appointed person or persons, please show below the details of the person or persons who have resigned etc. If joint administrators, show only the names of the person or persons who have resigned etc.

Name

Name

Name

If one of the following administrators, please tick appropriate box and complete date of appointment of the person(s) who have ceased etc.

Date of appointment [D / M / Y]

Receiver

Receiver and manager

Managing controller (other than receiver and manager)

Controller (other than receiver, receiver and manager or managing controller)

Please note that failure to supply this information may result in the rejection of this document.

Signature
This form must be signed by the external administrator.

Name

Capacity

Signature

Date signed [D / M / Y]

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

Or lodge the form online by visiting the ASIC website www.asic.gov.au

For more information
Web www.asic.gov.au
Telephone 1300 300 630
Guide:
Notification of appointment or cessation as an external administrator

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 505.

Signature

This form must be signed by the external administrator (i.e. liquidator, receiver, administrator etc).

Lodgement period

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Cessations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator or deed administrator</td>
<td>Administrator or deed administrator</td>
</tr>
<tr>
<td>Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)</td>
<td>Scheme administrator under Part 5.1</td>
</tr>
<tr>
<td>Scheme administrator under Part 5.1</td>
<td>Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)</td>
</tr>
<tr>
<td>Liquidator</td>
<td>Liquidator</td>
</tr>
</tbody>
</table>

| 1 business day | As soon as practicable |
| 14 days | 7 days |
| 14 days | 14 days |

Late fees

Late fees will apply if you notify a change outside of the lodgement period.

For information on fees refer to www.asic.gov.au/forms.

A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001. A receipt will not be issued unless requested.

Completing this form

1. The third section of the form, Details of the person(s)/firm appointed, should be completed regardless of whether the notice being lodged is of an appointment or a cessation.

2. When an external administrator is appointed by resolution of the company or ASIC, in the Method of appointment area of the form, tick the box next to Appointment other than by Court or instrument.

3. Section 6 Schedule of property should only be completed for receivers, receivers and managers, controllers, or managing controllers.

4. Do not use the same form to advise of an appointment AND a cessation. Instead use two separate forms.

5. See Information sheet 29 External administration - most commonly lodged forms (INFO 29) for more information. You can download it at www.asic.gov.au/infosheets.
## How to provide additional information

**Photocopied Form 505 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

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
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.

## 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.

## Lodgement

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

Or lodge the form online by visiting the ASIC website [www.asic.gov.au](http://www.asic.gov.au)

For more information

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>1300 300 630</td>
</tr>
</tbody>
</table>