



ASIC

User guide

Company Officeholders

How to appoint or cease a registered agent

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

How to appoint or cease a registered agent

- You will need to log in to your [online account](#) before you begin.
- Complete this transaction when you want to inform ASIC that you have appointed or ceased a registered agent for your company.
- You must have your registered agent's registered agent number.
- You must have signed a paper copy of the Form 362 indicating the appointment or cessation, and this must be held by the registered agent.
- By appointing a registered agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation, company corporate key details, and other correspondence.

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Start transaction

- Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager' and 'Company'. Below this is a navigation menu on the left with sections: 'Inbox' (containing 'Start new form' with a red '1' badge, 'Forms in progress', 'Forms submitted', 'View company details', and 'PDS Transaction History'), 'Profile' (containing 'Change password', 'Update contact details', and 'Add ACN'), 'Finish' (containing 'Logoff'), and 'Help' (containing 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'). Below the menu is a 'Links' section with 'Search ASIC' and 'Search ABR'. The main content area shows 'ACN Officer Email' for '000 000 000 EXAMPLE COMPANY PTY LTD', 'John CITIZEN Director', and 'example@email.com.au'. Below this is an 'Inbox' section with a table header: 'Date', 'Form', and 'Description'. A 'Show all documents' link is present. Below the table, there is a message: 'Viewing Forms in the Inbox. To view the form that has been sent to you, click on the form code. A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.' The message is followed by '*** None Found ***'. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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[How to appoint or cease a registered agent](#)

Select form type

1. From the list of available forms, select **362**.

Note:

For how to submit a Form 362

Appointment of a registered agent, go to **page 5**.

For how to submit a Form 362 **Cessation of a registered agent**, go to **page 7**.



The screenshot shows the ASIC Forms manager interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager Company'. Below this is a navigation menu with sections: 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The main content area is titled 'Start a new form' and contains a table of forms. The form '362' is highlighted with a red '1' in a box. Below the table, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

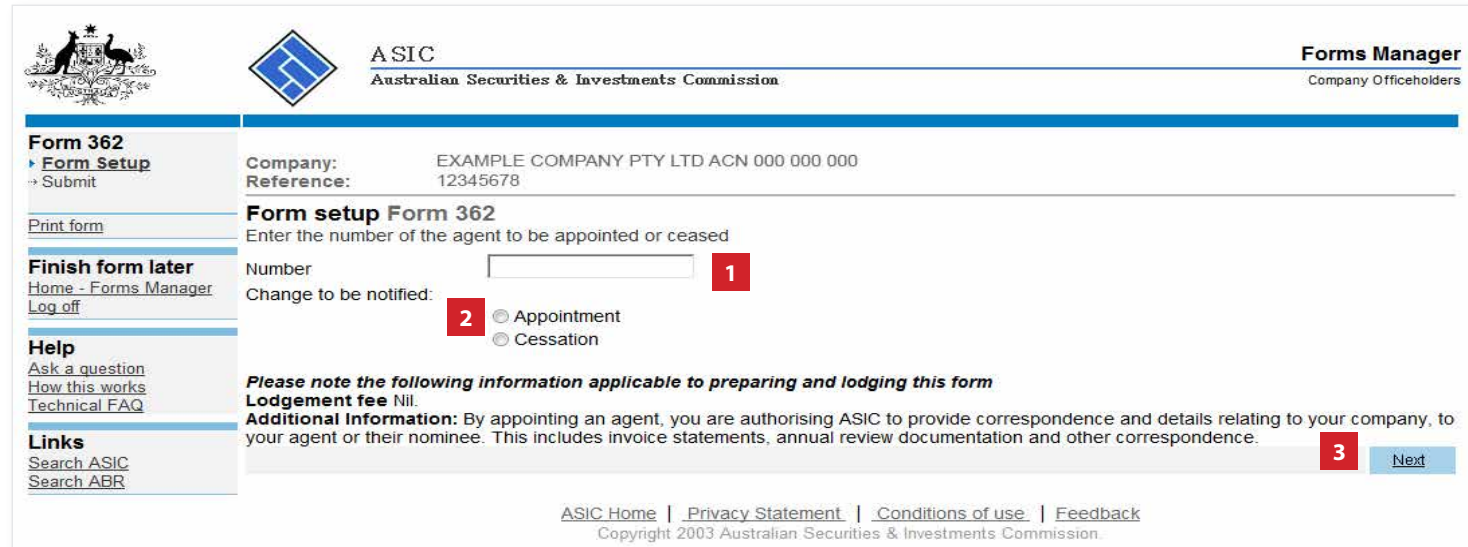
Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
205A	Notification of resolution - change of company name
362	Appointment or cessation of registered agent
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
6010	Voluntary Deregistration of a Company
902	Supplementary Document V5
FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available
RA71	Request for Adhoc Company Statement
RA71	Request for Company Details
Financial Statements	
Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports



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[How to appoint or cease a registered agent](#)

How to appoint a registered agent

1. Enter the **number of the agent** to be appointed.
2. Select the **appointment** button.
3. Select **Next** to continue.



 ASIC
Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 362
▶ **Form Setup**
→ Submit

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

[Print form](#)

Form setup Form 362
Enter the number of the agent to be appointed or ceased

Number **1**

Change to be notified: **2** Appointment
 Cessation

Finish form later
[Home - Forms Manager](#)
[Log off](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Please note the following information applicable to preparing and lodging this form
Lodgement fee Nil.
Additional Information: By appointing an agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation and other correspondence. **3** [Next](#)

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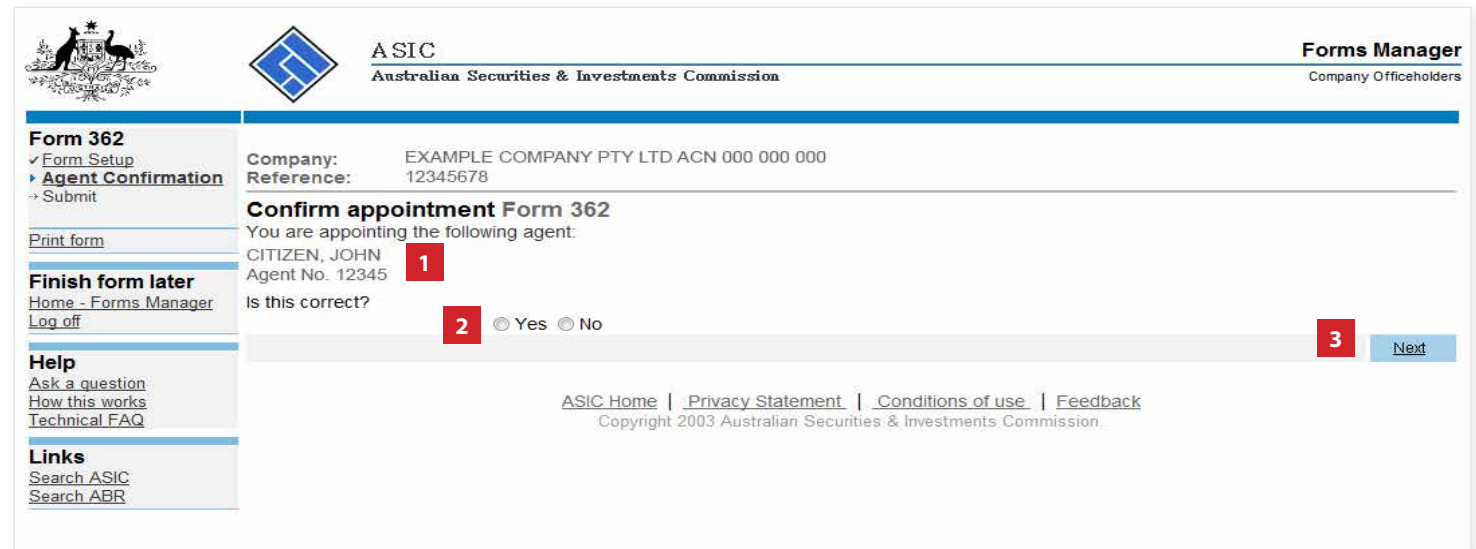
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[How to appoint or cease a registered agent](#)

Confirm appointment

1. Review the **agent details**.
2. Select **Yes** to confirm.
3. Select **Next** to continue.

Note: proceed to page 9.



  **ASIC**
Australia Securities & Investments Commission

Forms Manager
Company Officeholders

Form 362
✓ Form Setup
▶ **Agent Confirmation**
→ Submit

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Confirm appointment Form 362
You are appointing the following agent:
CITIZEN, JOHN **1**
Agent No. 12345

Is this correct? **2** Yes No

3 [Next](#)

[Print form](#)

Finish form later
[Home - Forms Manager](#)
[Log off](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

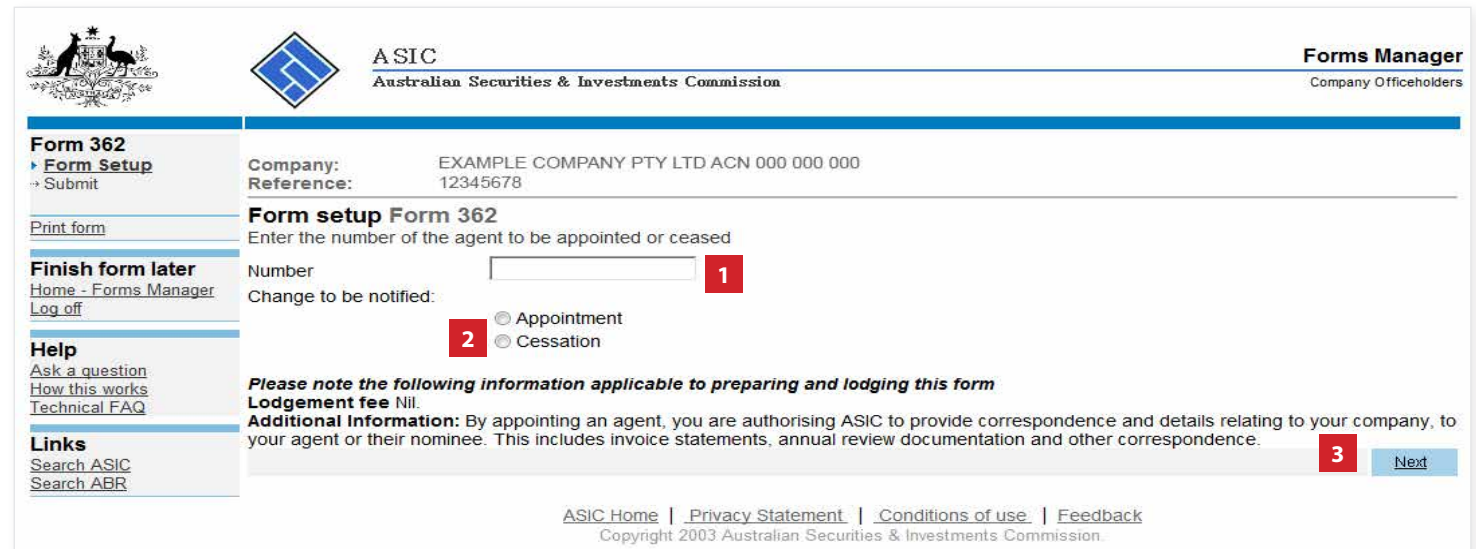
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[How to appoint or cease a registered agent](#)

How to cease a registered agent

1. Enter the **number of the agent** to be ceased.
2. Select the **cessation** button.
3. Select **Next** to continue.



  **ASIC**
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Forms Manager
Company Officeholders

Form 362
▶ **Form Setup**
→ Submit

[Print form](#)

Finish form later
[Home - Forms Manager](#)
[Log off](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Form setup Form 362
Enter the number of the agent to be appointed or ceased

Number **1**

Change to be notified:

2 Appointment
 Cessation

Please note the following information applicable to preparing and lodging this form
Lodgement fee Nil.
Additional Information: By appointing an agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation and other correspondence.

3 [Next](#)

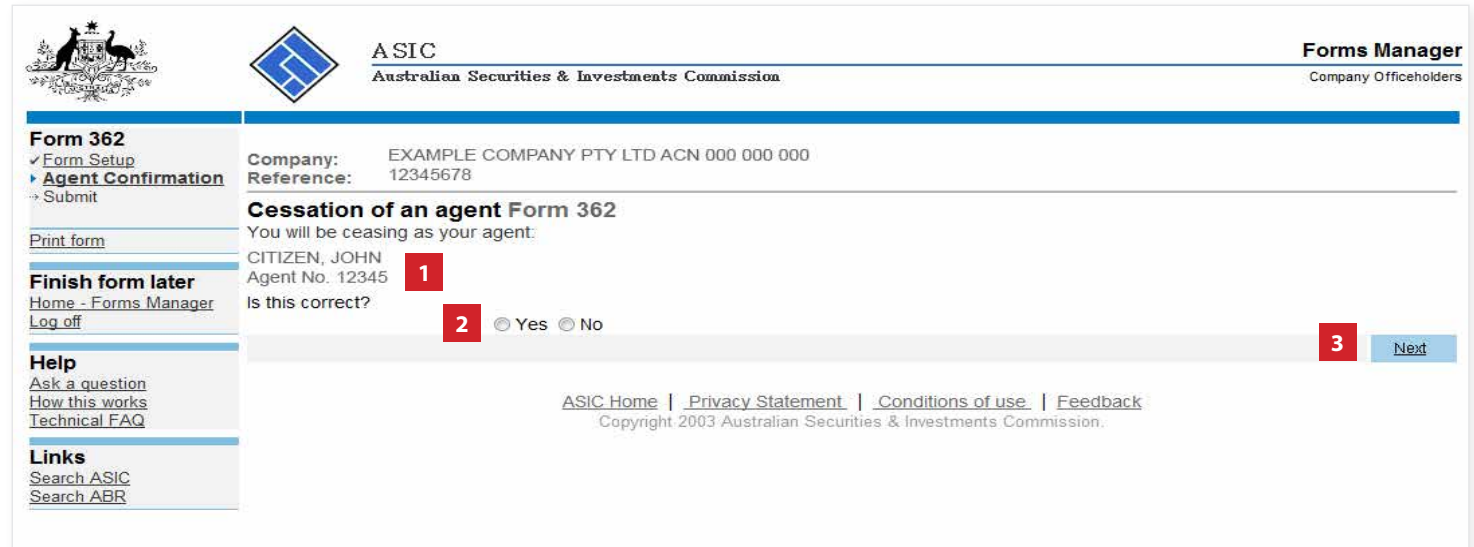
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[How to appoint or cease a registered agent](#)

Confirm cessation

1. Review the **agent details**.
2. Select **Yes** to confirm.
3. Select **Next** to continue.



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Forms Manager
Company Officeholders

Form 362
✓ Form Setup
▶ **Agent Confirmation**
→ Submit

[Print form](#)

Finish form later
[Home - Forms Manager](#)
[Log off](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Cessation of an agent Form 362
You will be ceasing as your agent:
CITIZEN, JOHN **1**
Agent No. 12345
Is this correct? **2** Yes No

3 [Next](#)

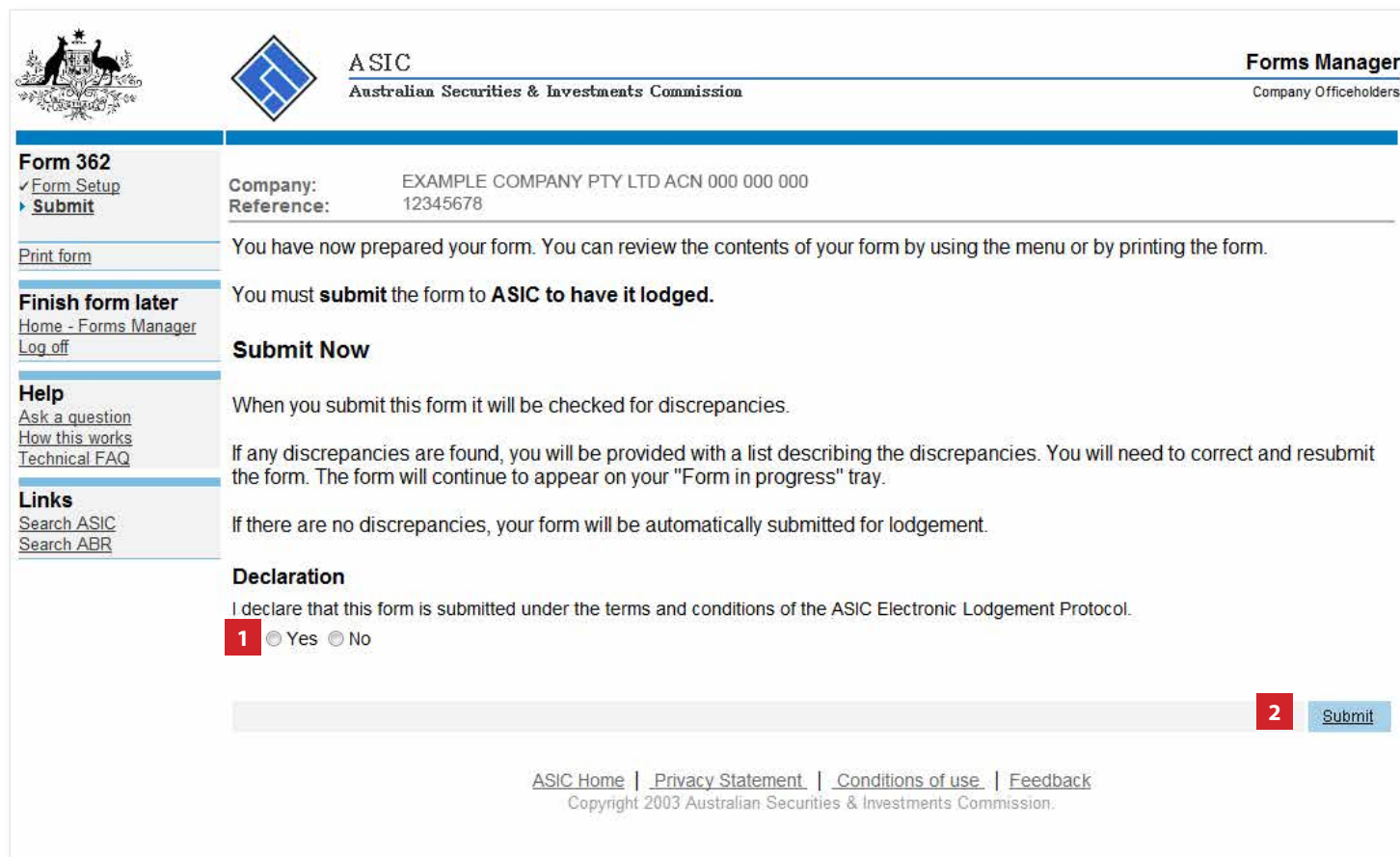
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Make the declaration

1. Select **Yes** to complete the declaration when you are satisfied within the terms and conditions of ASIC's Electronic Lodgement Protocol.
2. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Forms Manager interface for Form 362. The page header includes the ASIC logo and name, and the text "Forms Manager" and "Company Officeholders". The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for "Form 362" (with links for Form Setup and Submit), "Finish form later" (with links for Home - Forms Manager and Log off), "Help" (with links for Ask a question, How this works, and Technical FAQ), and "Links" (with links for Search ASIC and Search ABR). The main panel displays the company name "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and reference number "12345678". It contains instructions: "You have now prepared your form. You can review the contents of your form by using the menu or by printing the form." and "You must **submit** the form to **ASIC to have it lodged**." There is a "Submit Now" section with the text: "When you submit this form it will be checked for discrepancies. If any discrepancies are found, you will be provided with a list describing the discrepancies. You will need to correct and resubmit the form. The form will continue to appear on your 'Form in progress' tray. If there are no discrepancies, your form will be automatically submitted for lodgement." A "Declaration" section follows, stating "I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol." with a red box containing the number "1" and radio buttons for "Yes" and "No". At the bottom right, there is a red box with the number "2" and a "Submit" button. The footer contains links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003 Australian Securities & Investments Commission".

Notes:

- The lodgement process is not instantaneous – it may take some time to transmit and validate.
- If the form validates and is accepted by ASIC, it will appear in **Forms Submitted**.
- If the form does not validate, it will appear in the **Forms in Progress**. You must select the form to display the validation errors, in order to correct it.

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Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

Note:

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Coat of Arms and ASIC, along with the text 'ASIC Australia Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is titled 'Confirmation of Form Submission' and displays the following information: 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'. Below this, it states 'Your document was submitted for validation to ASIC on 14/08/2014 at 16:31:14.' A progress indicator shows a red square with the number '1' and a 'Next' button. The left sidebar contains navigation links for 'Form 362', 'Confirmation', 'Print form', 'Finish form later', 'Help', and 'Links'. The footer includes links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.'

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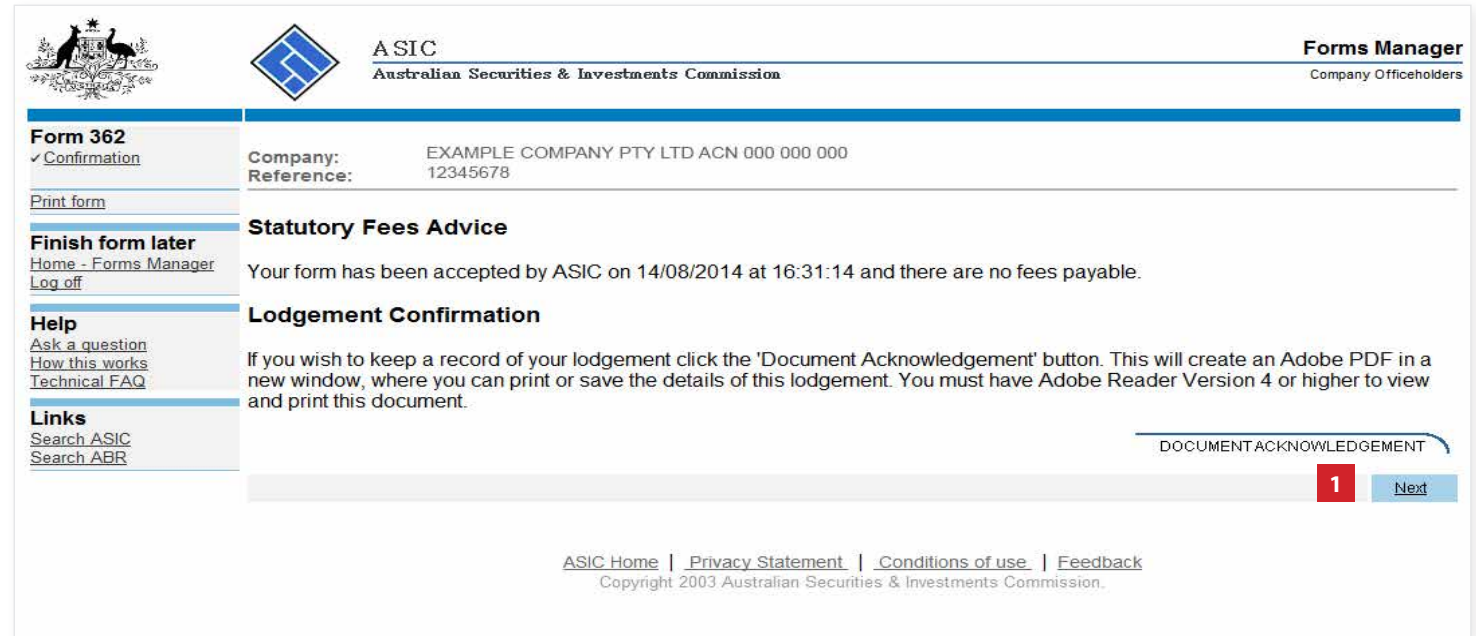
Confirmation of form submission

This screen confirms your document was **accepted** by ASIC.

1. Select **Next** to continue.

Note:

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Coat of Arms and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is divided into several sections:

- Form 362**: Includes a checked 'Confirmation' status, a 'Print form' link, and company details: 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'.
- Statutory Fees Advice**: States 'Your form has been accepted by ASIC on 14/08/2014 at 16:31:14 and there are no fees payable.'
- Lodgement Confirmation**: Provides instructions: 'If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.'
- Navigation**: A progress bar at the bottom right shows 'DOCUMENT ACKNOWLEDGEMENT' with a red box containing the number '1' and a 'Next' button.
- Footer**: Contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.'

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