



ASIC

User guide

Registered Agent Portal

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.

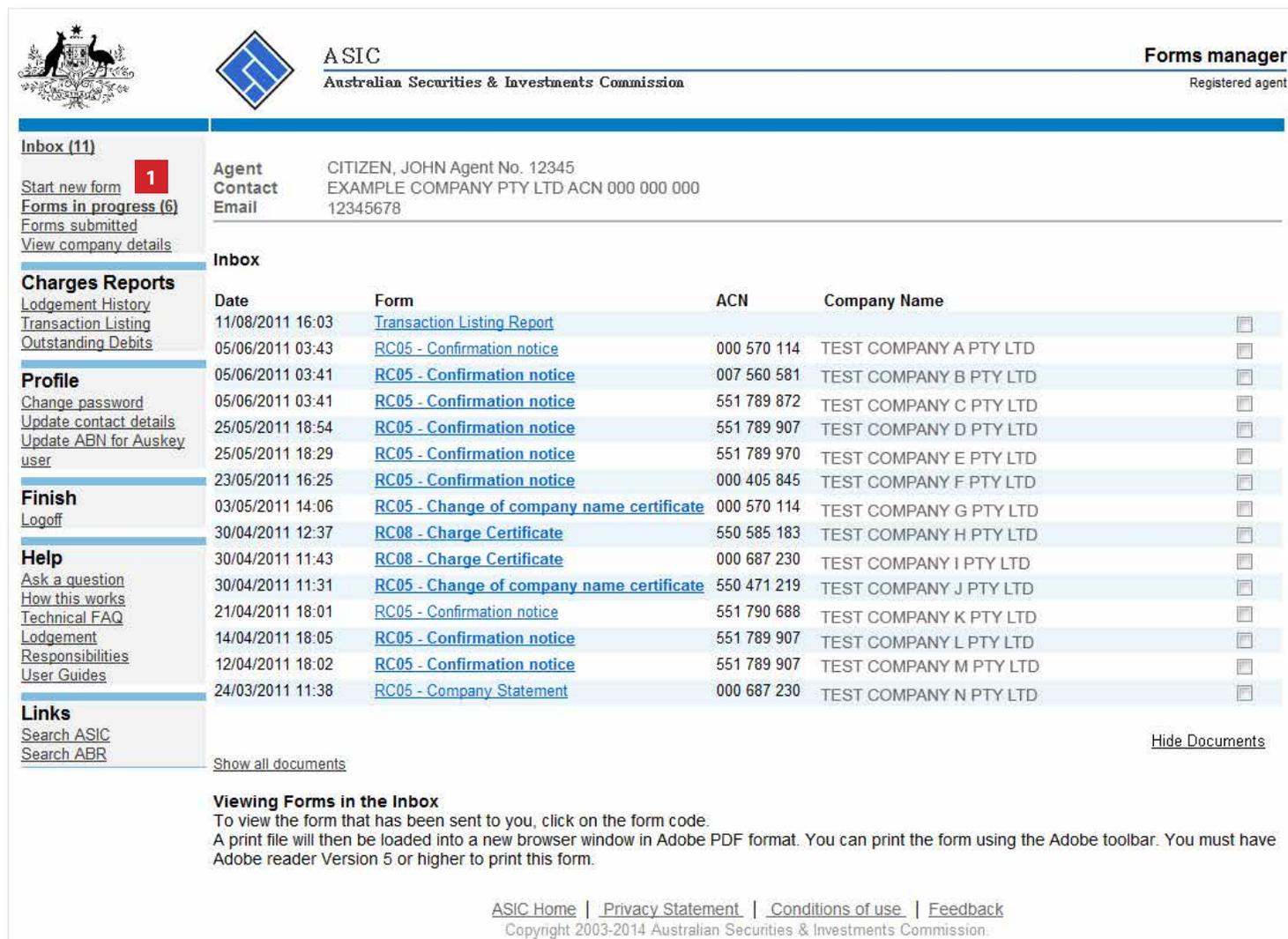
How to appoint or cease a registered agent

- 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 been appointed or ceased as the registered agent for a company.
- You must have a paper copy of the Form 362, signed by an officeholder of the company, showing your appointment or cessation as their registered agent. You must retain this paper form.

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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 Registered agent'. Below this is a navigation menu on the left with options like 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', and 'View company details'. A red '1' is next to 'Start new form'. Other menu items include 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main area displays an 'Inbox' table with columns for Date, Form, ACN, and Company Name. Below the table are links for 'Show all documents' and 'Hide Documents'. At the bottom, there is a section titled 'Viewing Forms in the Inbox' with instructions on how to view and print forms.

Date	Form	ACN	Company Name
11/08/2011 16:03	Transaction Listing Report		
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C PTY LTD
25/05/2011 18:54	RC05 - Confirmation notice	551 789 907	TEST COMPANY D PTY LTD
25/05/2011 18:29	RC05 - Confirmation notice	551 789 970	TEST COMPANY E PTY LTD
23/05/2011 16:25	RC05 - Confirmation notice	000 405 845	TEST COMPANY F PTY LTD
03/05/2011 14:06	RC05 - Change of company name certificate	000 570 114	TEST COMPANY G PTY LTD
30/04/2011 12:37	RC08 - Charge Certificate	550 585 183	TEST COMPANY H PTY LTD
30/04/2011 11:43	RC08 - Charge Certificate	000 687 230	TEST COMPANY I PTY LTD
30/04/2011 11:31	RC05 - Change of company name certificate	550 471 219	TEST COMPANY J PTY LTD
21/04/2011 18:01	RC05 - Confirmation notice	551 790 688	TEST COMPANY K PTY LTD
14/04/2011 18:05	RC05 - Confirmation notice	551 789 907	TEST COMPANY L PTY LTD
12/04/2011 18:02	RC05 - Confirmation notice	551 789 907	TEST COMPANY M PTY LTD
24/03/2011 11:38	RC05 - Company Statement	000 687 230	TEST COMPANY N PTY LTD

[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.

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

Select form type

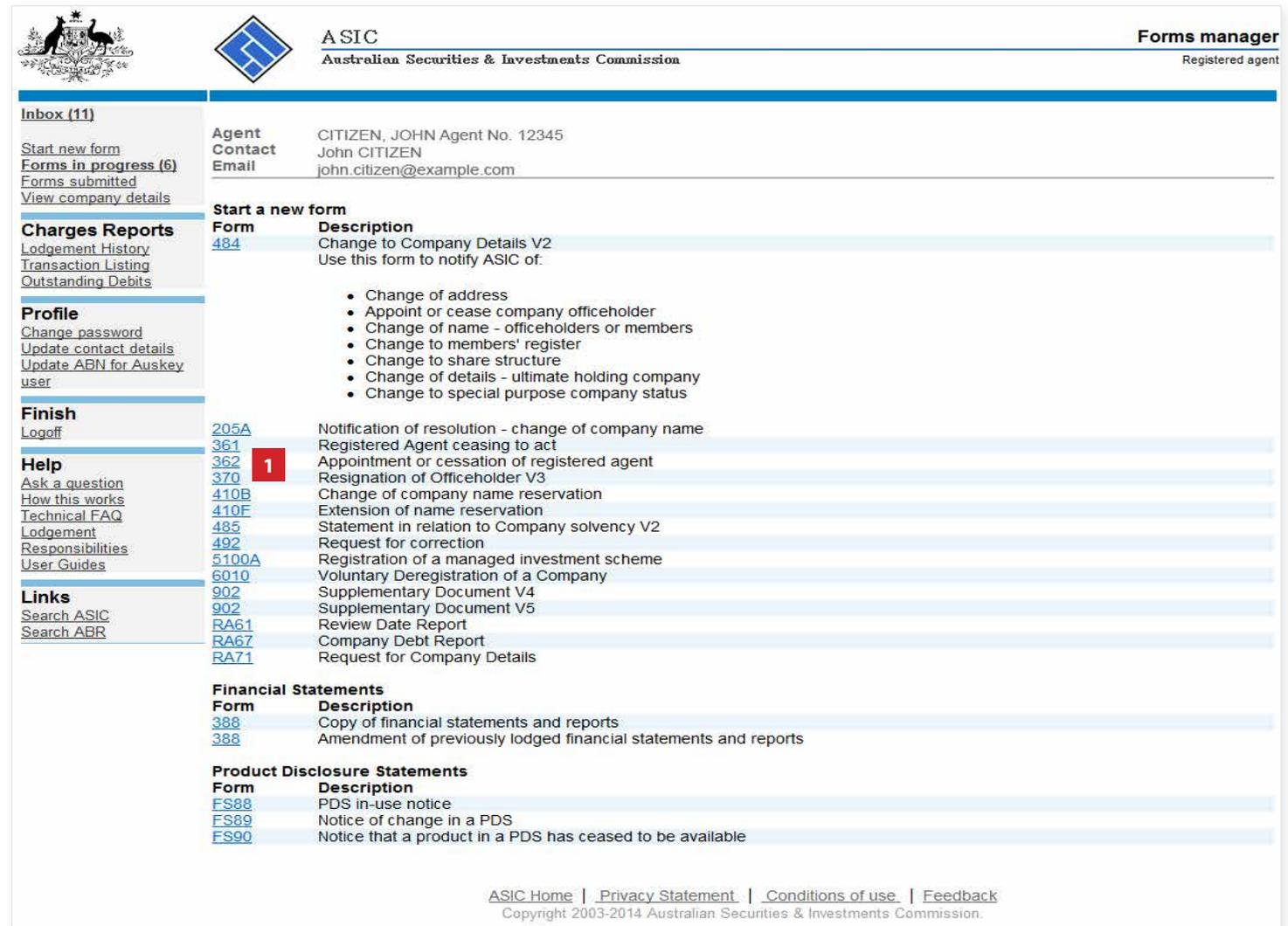
1. From the list of available forms, select **362**.

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 are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms manager Registered agent'. Below this is a navigation menu with sections: 'Inbox (11)', 'Charges Reports', '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 box and a '1' in a red square, indicating it is the selected form. Below the table are sections for 'Financial Statements' and 'Product Disclosure Statements'.

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
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
5100A	Registration of a managed investment scheme
6010	Voluntary Deregistration of a Company
902	Supplementary Document V4
902	Supplementary Document V5
RA61	Review Date Report
RA67	Company Debt Report
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

Product Disclosure Statements	
Form	Description
FS88	PDS in-use notice
FS89	Notice of change in a PDS
FS90	Notice that a product in a PDS has ceased to be available

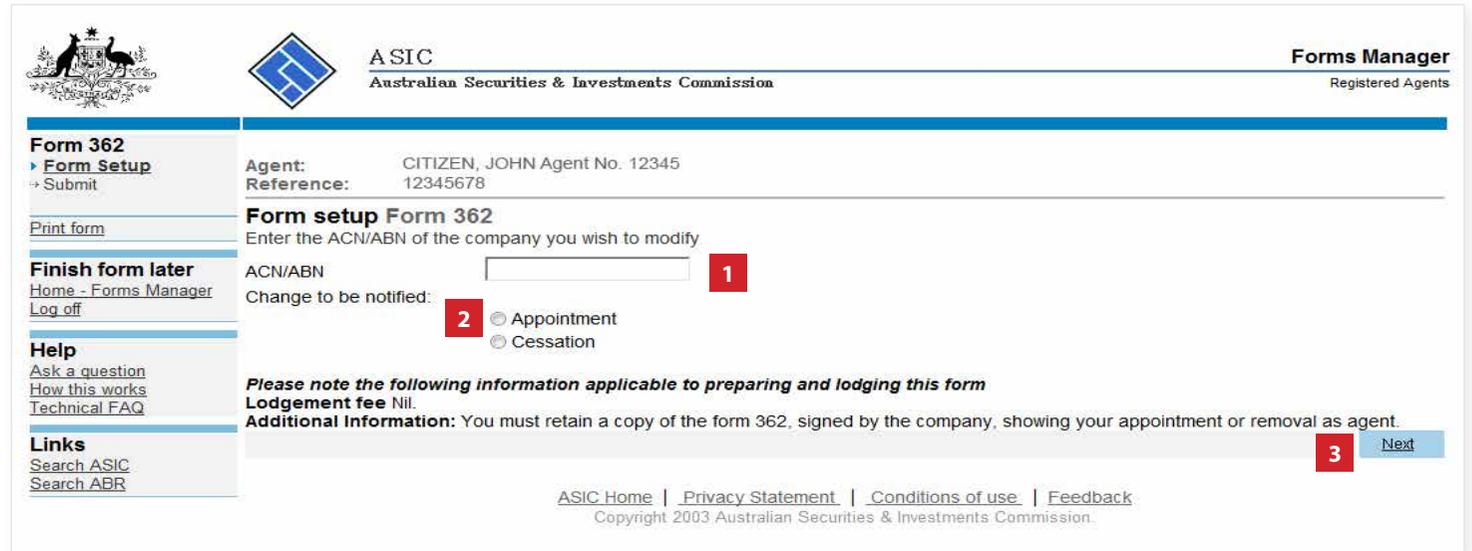
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[How to appoint or cease a registered agent](#)

How to appoint a registered agent

1. Enter the **ACN/ABN**.
2. Select the **appointment** button.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 362. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. The user is logged in as 'Forms Manager Registered Agents'. The main content area is titled 'Form 362' and 'Form Setup'. It displays the agent's name 'CITIZEN, JOHN Agent No. 12345' and reference number '12345678'. The form requires the user to enter the ACN/ABN of the company (marked with a red '1') and select the notification type: 'Appointment' (marked with a red '2') or 'Cessation'. A 'Next' button (marked with a red '3') is located at the bottom right. A note states: 'Please note the following information applicable to preparing and lodging this form. Lodgement fee Nil. Additional Information: You must retain a copy of the form 362, signed by the company, showing your appointment or removal as agent.'

Form 362
▶ **Form Setup**
→ Submit

Agent: CITIZEN, JOHN Agent No. 12345
Reference: 12345678

Form setup Form 362
Enter the ACN/ABN of the company you wish to modify

ACN/ABN **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: You must retain a copy of the form 362, signed by the company, showing your appointment or removal as agent. **3** [Next](#)

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

Confirm appointment

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

Note: proceed to page 9.



  **ASIC**
Australian Securities & Investments Commission

Forms Manager
Registered Agents

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

Agent: CITIZEN, JOHN Agent No. 12345
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Confirm appointment Form 362
You will be appointed as the agent for:
EXAMPLE COMPANY PTY LTD **1**
ACN 000 000 000

Is this correct? **2** Yes No

3 [Next](#)

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

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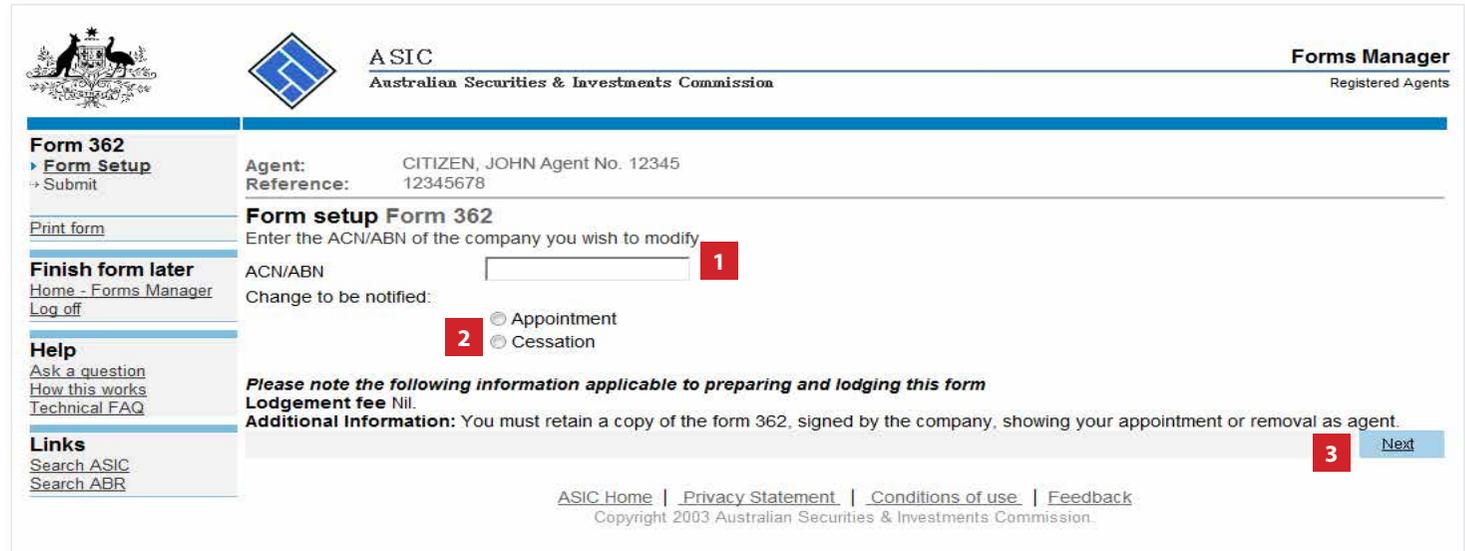
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[How to appoint or cease a registered agent](#)

How to cease a registered agent

1. Enter the **ACN/ABN**.
2. Select the **cessation** button.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 362. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

The main content area is titled "Form 362" and "Form Setup". It displays the agent information: "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678". Below this, it says "Form setup Form 362" and "Enter the ACN/ABN of the company you wish to modify". There is a text input field for the ACN/ABN, with a red "1" next to it.

Below the input field, there is a "Change to be notified:" section with two radio buttons: "Appointment" and "Cessation". The "Cessation" radio button is selected, with a red "2" next to it.

Below this, there is a note: "Please note the following information applicable to preparing and lodging this form" and "Lodgement fee Nil." followed by "Additional Information: You must retain a copy of the form 362, signed by the company, showing your appointment or removal as agent." A red "3" is next to this text.

At the bottom right, there is a "Next" button with a red "3" next to it.

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."

On the left side of the page, there is a sidebar with the following sections:

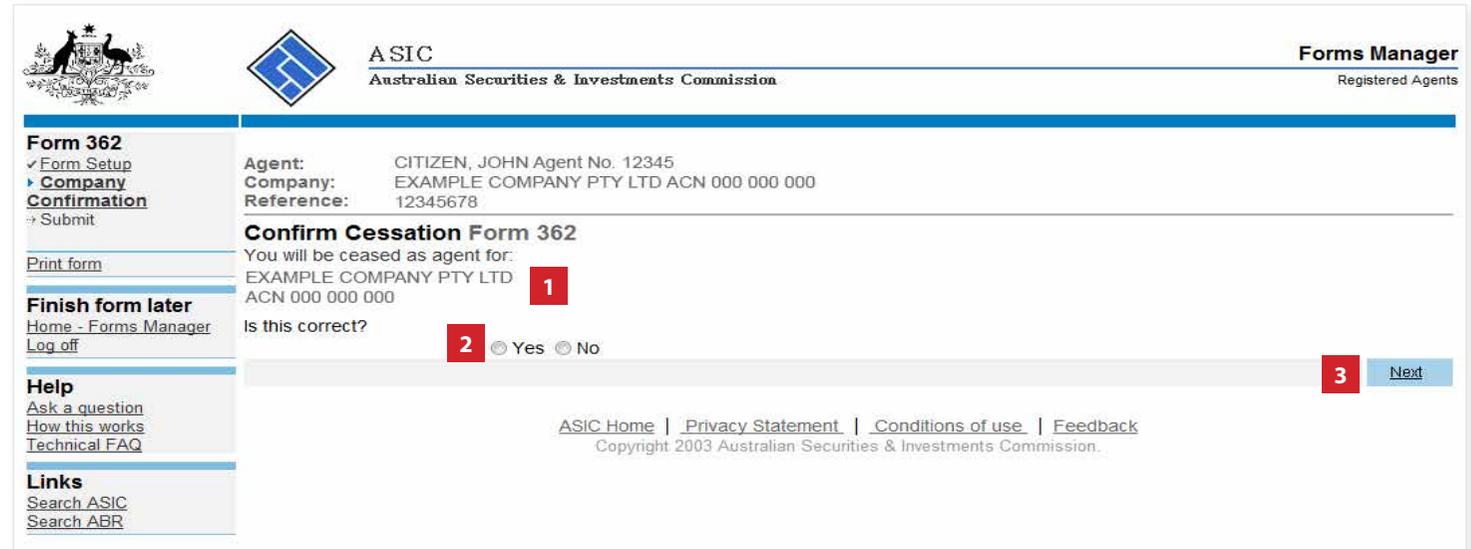
- Form 362**
 - Form Setup
 - Submit
- Print form**
- Finish form later**
 - Home - Forms Manager
 - Log off
- Help**
 - Ask a question
 - How this works
 - Technical FAQ
- Links**
 - Search ASIC
 - Search ABR

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Confirm cessation

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



 **ASIC**
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 362
✓ Form Setup
▶ **Company 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](#)

Agent: CITIZEN, JOHN Agent No. 12345
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Confirm Cessation Form 362
You will be ceased as agent for:
EXAMPLE COMPANY PTY LTD
ACN 000 000 000 **1**

Is this correct? **2** Yes No

3 [Next](#)

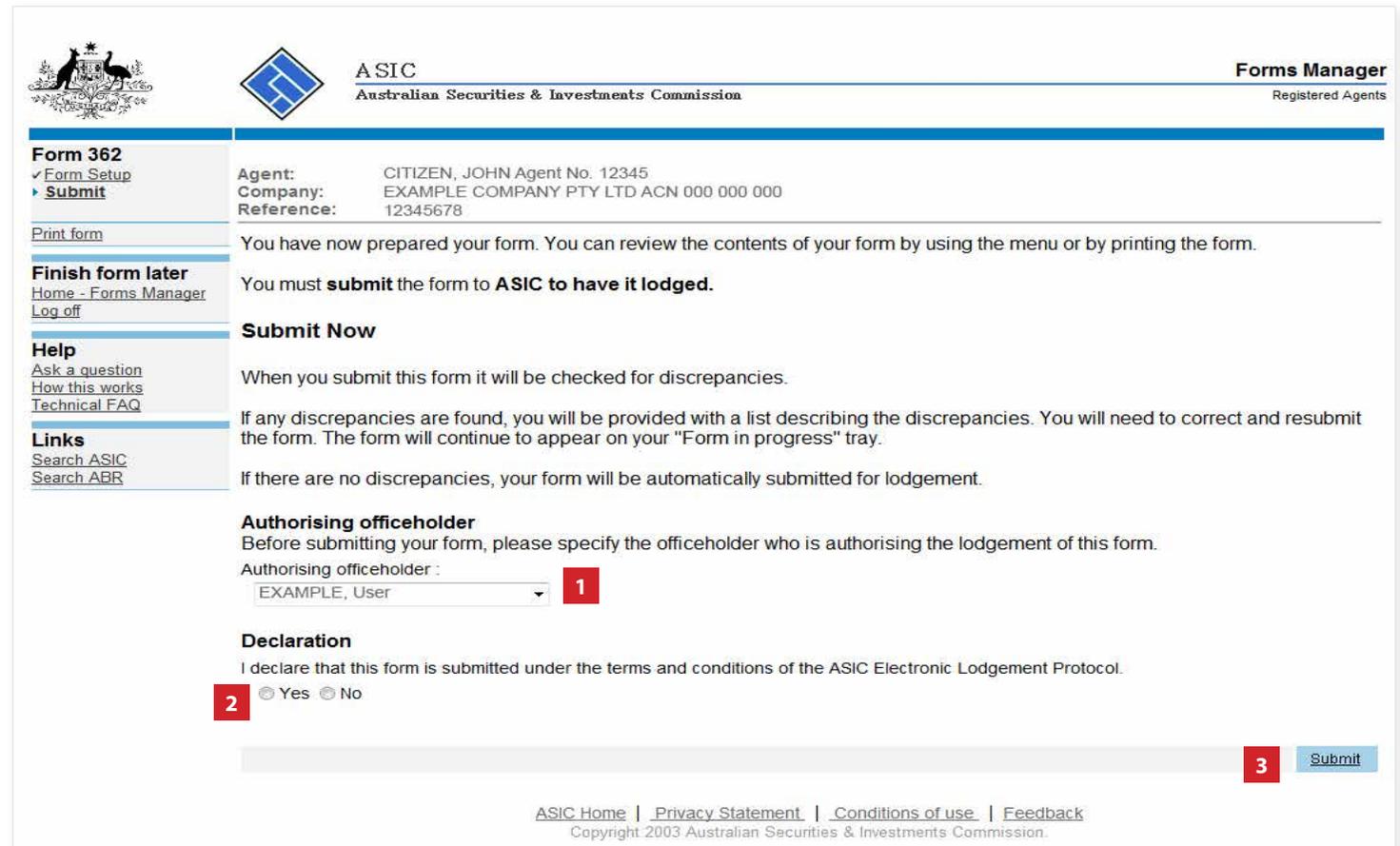
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Make the declaration

1. Select the company's **authorising officeholder** from the drop-down list.
2. Select **Yes** to complete the declaration when you are satisfied the document is being lodged within the terms and conditions of ASIC's Electronic Lodgement Protocol.
3. Select **Submit** to lodge the form with ASIC.



Form 362
[Form Setup](#)
[Submit](#)

Agent: CITIZEN, JOHN Agent No. 12345
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

[Print form](#)

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

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

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

You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.

You must **submit** the form to **ASIC to have it lodged.**

Submit Now

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.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.
 Authorising officeholder :
 EXAMPLE, User **1**

Declaration
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.
2 Yes No

3 [Submit](#)

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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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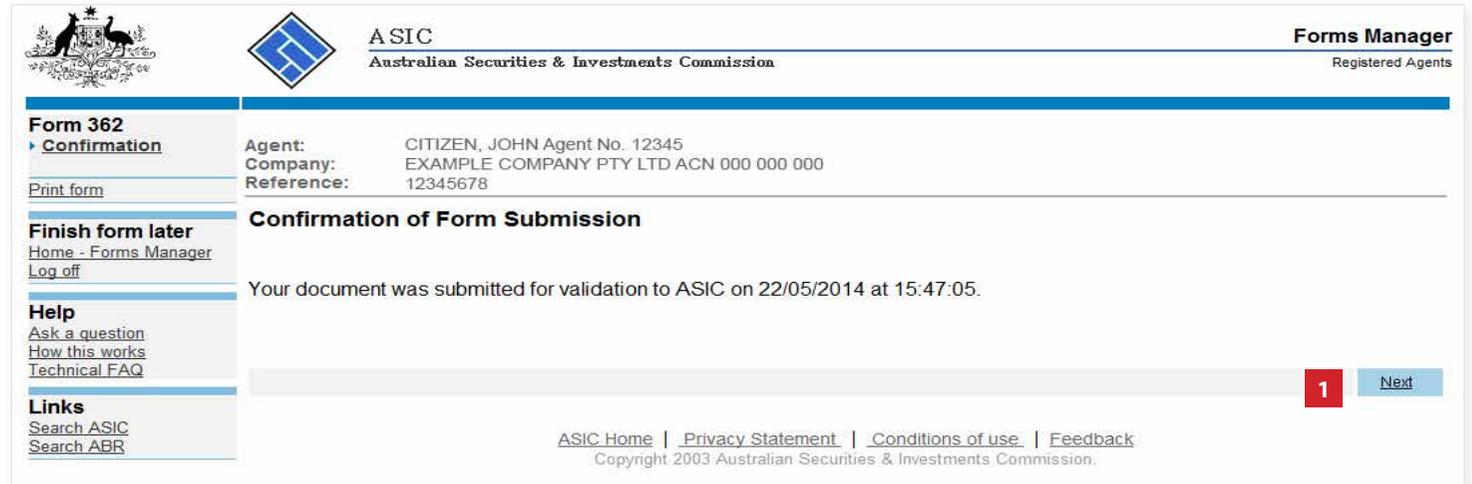
Confirmation of form submission

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 is the Australian Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and contains the message: 'Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.' Below this message is a red box with the number '1' and a 'Next' button. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.' On the left side of the screen, there is a sidebar with the following sections: 'Form 362' with a sub-link 'Confirmation', 'Print form', 'Finish form later' with sub-links 'Home - Forms Manager' and 'Log off', 'Help' with sub-links 'Ask a question', 'How this works', and 'Technical FAQ', and 'Links' with sub-links 'Search ASIC' and 'Search ABR'.

Form 362 Confirmation Print form	Agent: CITIZEN, JOHN Agent No. 12345 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678
Finish form later Home - Forms Manager Log off	Confirmation of Form Submission Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.
Help Ask a question How this works Technical FAQ	1 Next
Links Search ASIC Search ABR	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003 Australian Securities & Investments Commission.

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