



ASIC

User guide

# Registered Agent Portal

## How to apply for voluntary deregistration

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

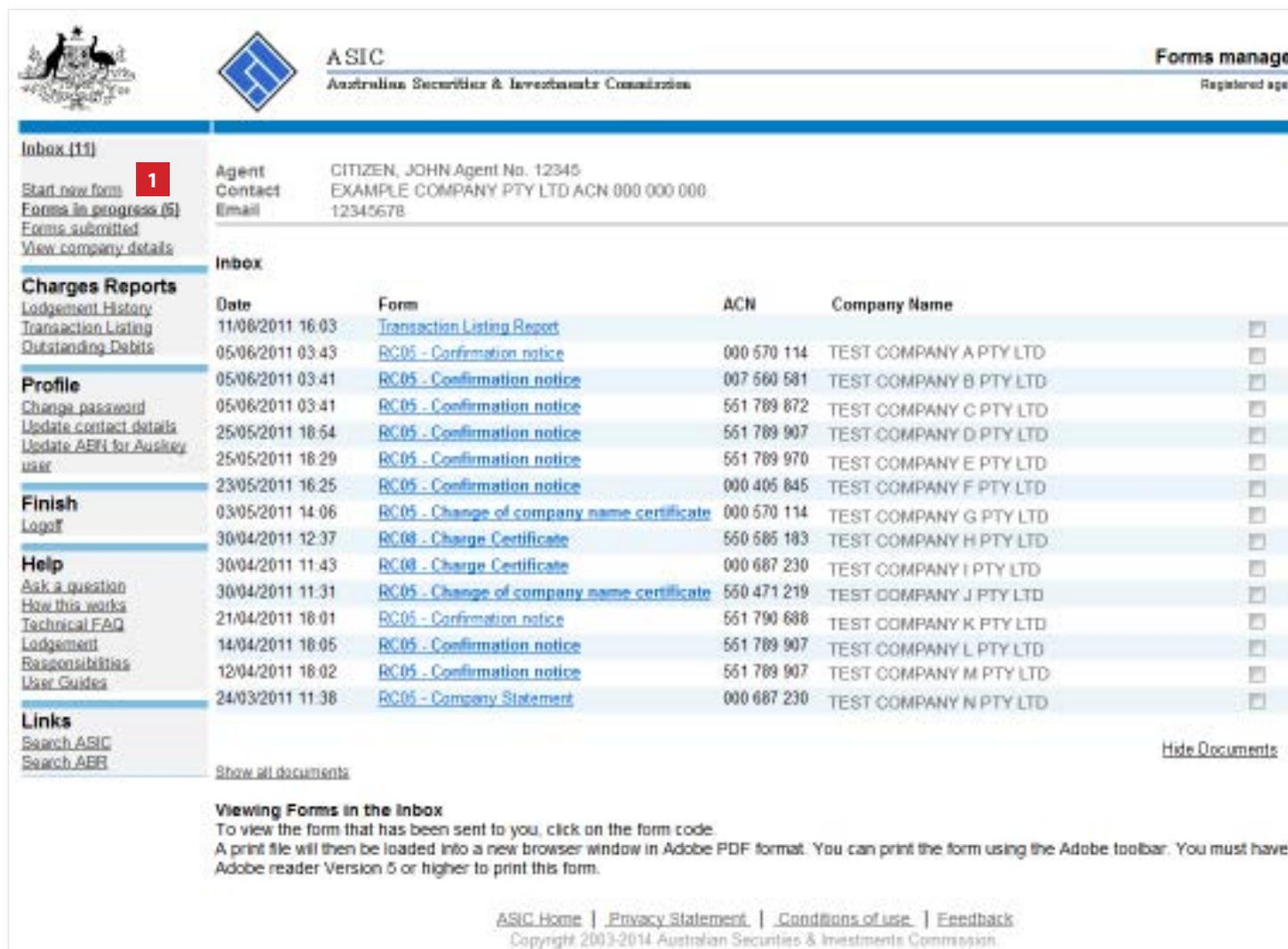
## How to apply for voluntary deregistration

- You will need to log in to your [online account](#) before you begin.
- Complete this transaction when the applicant (company or director) has elected to deregister the company.
- ASIC will only deregister a company if it meets all of these requirements:
  - All members of the company agree to deregister
  - The company is not carrying on business
  - The company's assets are worth less than \$1000
  - The company has no outstanding liabilities
  - The company is not party to any legal proceedings
  - The company has paid all fees and penalties payable under the Corporations Act 2001.

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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 are logos for the Australian Government and ASIC (Australian Securities & Investments Commission). The page title is "Forms manager" and it indicates the user is a "Registered agent".

On the left-hand menu, the "Start new form" option is highlighted with a red box and the number "1". Other menu items include "Forms in progress (5)", "Forms submitted", "View company details", "Charges Reports", "Profile", "Finish", "Help", and "Links".

The main content area displays an "Inbox" table with the following columns: Date, Form, ACN, and Company Name. Each row represents a form received, with a checkbox in the right-hand column. The forms listed are:

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

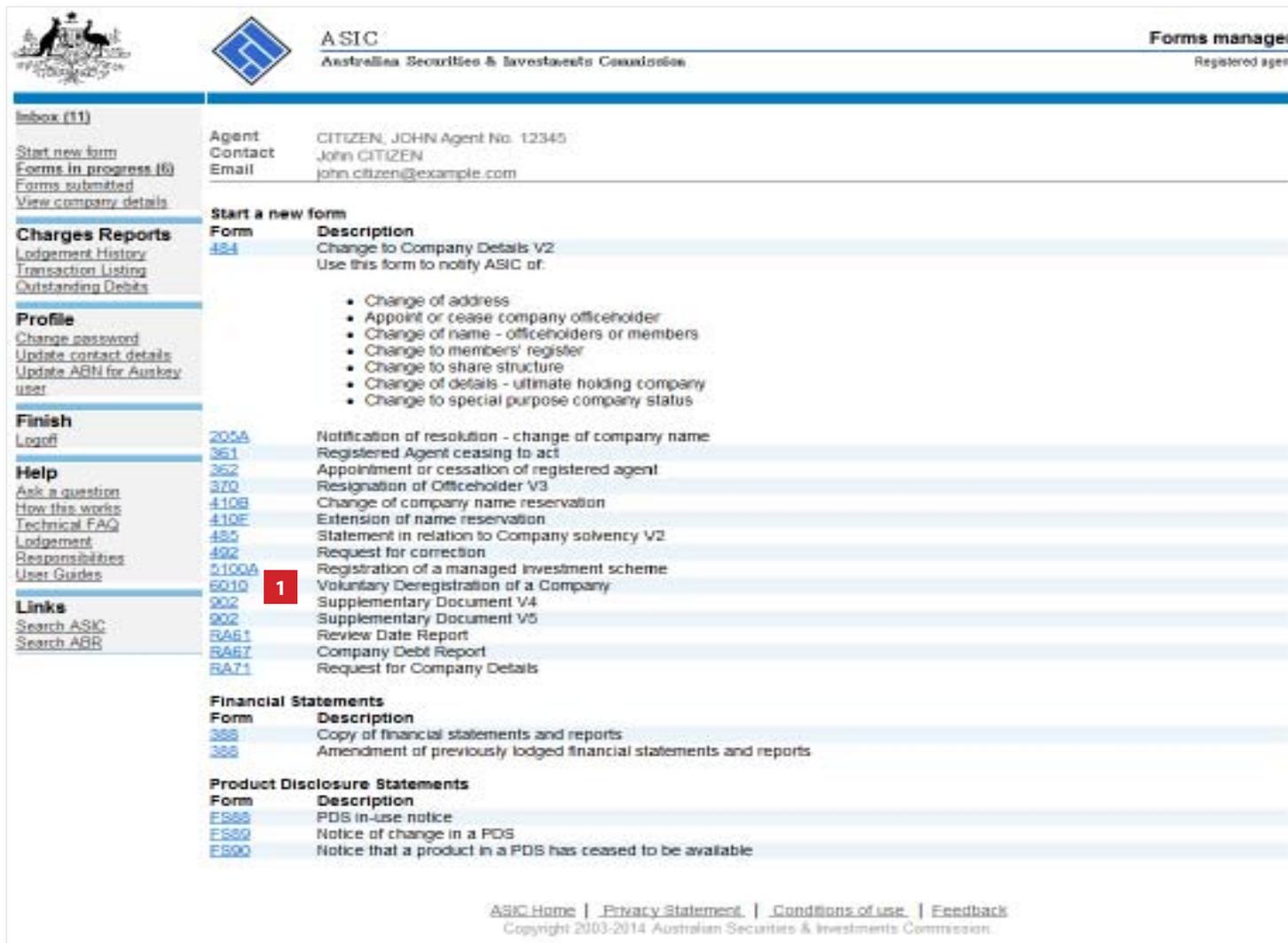
At the bottom of the page, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback". The copyright notice states "Copyright 2003-2014 Australian Securities & Investments Commission".

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## [How to apply for voluntary deregistration](#)

## Select form type

- From the list of available forms, select **6010**.



The screenshot shows the ASIC Forms manager interface. The top navigation bar includes the ASIC logo, the text 'ASIC Australia Securities & Investments Commission', and 'Forms manager Registered agent'. The main content area is divided into a left sidebar with navigation links and a main table of forms.

**Navigation Links (Left Sidebar):**

- Inbox (11)
- Start new form
- Forms in progress (6)
- Forms submitted
- View company details
- Charges Reports**
  - Lodgement History
  - Transaction Listing
  - Outstanding Debts
- Profile**
  - Change password
  - Update contact details
  - Update ARN for Auskey user
- Finish**
  - Logout
- Help**
  - Ask a question
  - How this works
  - Technical FAQ
  - Lodgement
  - Responsibilities
  - User Guides
- Links**
  - Search ASIC
  - Search ARR

**Forms List (Main Table):**

Form	Description
434	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officeholder</li> <li>Change of name - officeholders or members</li> <li>Change to members' register</li> <li>Change to share structure</li> <li>Change of details - ultimate holding company</li> <li>Change to special purpose company status</li> </ul>
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
410E	Extension of name reservation
435	Statement in relation to Company solvency V2
492	Request for correction
2100A	Registration of a managed investment scheme
6010	Voluntary Deregistration of a Company
902	Supplementary Document V4
902	Supplementary Document V5
5A61	Review Date Report
5A67	Company Debt Report
5A71	Request for Company Details
<b>Financial Statements</b>	
<b>Form Description</b>	
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports
<b>Product Disclosure Statements</b>	
<b>Form Description</b>	
ES88	PDS in-use notice
ES89	Notice of change in a PDS
ES90	Notice that a product in a PDS has ceased to be available

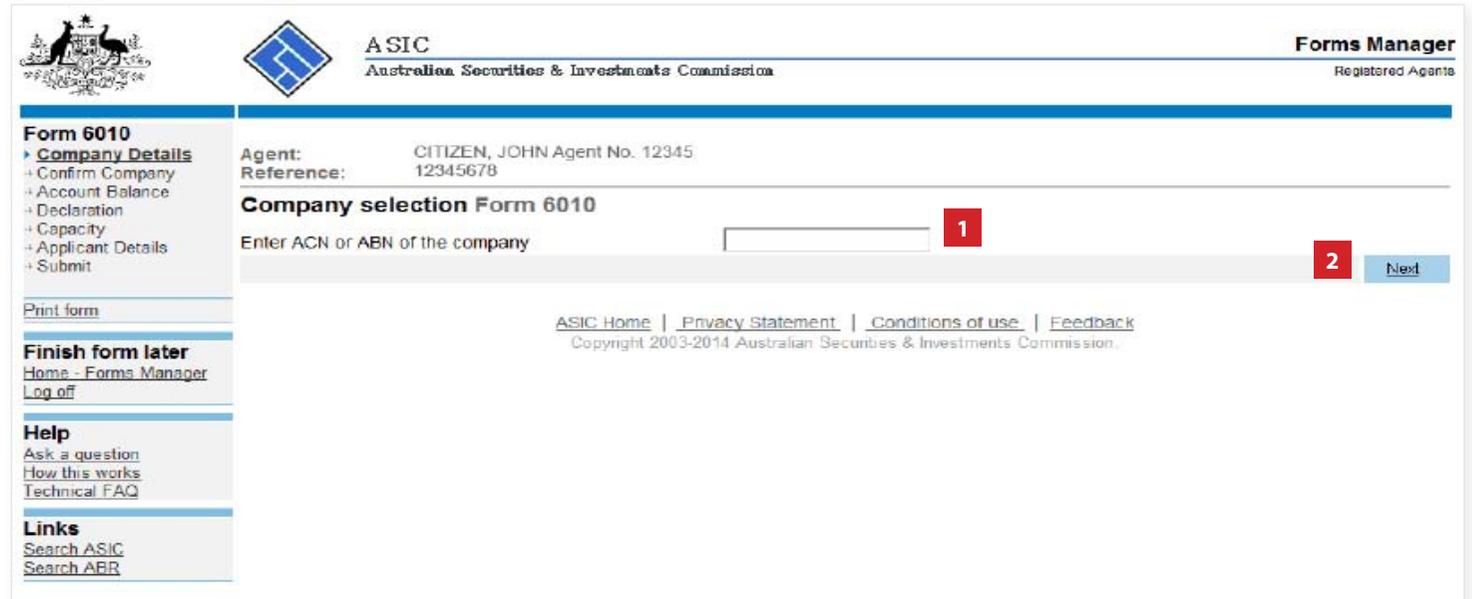
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[How to apply for voluntary deregistration](#)

## Enter ACN/ABN

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



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Australia Securities & Investments Commission

**Forms Manager**  
Registered Agents

---

**Form 6010**

- ▶ **Company Details**
- + Confirm Company
- + Account Balance
- + Declaration
- + Capacity
- + Applicant Details
- + 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  
Reference: 12345678

---

**Company selection Form 6010**

Enter ACN or ABN of the company  **1**

**2** [Next](#)

---

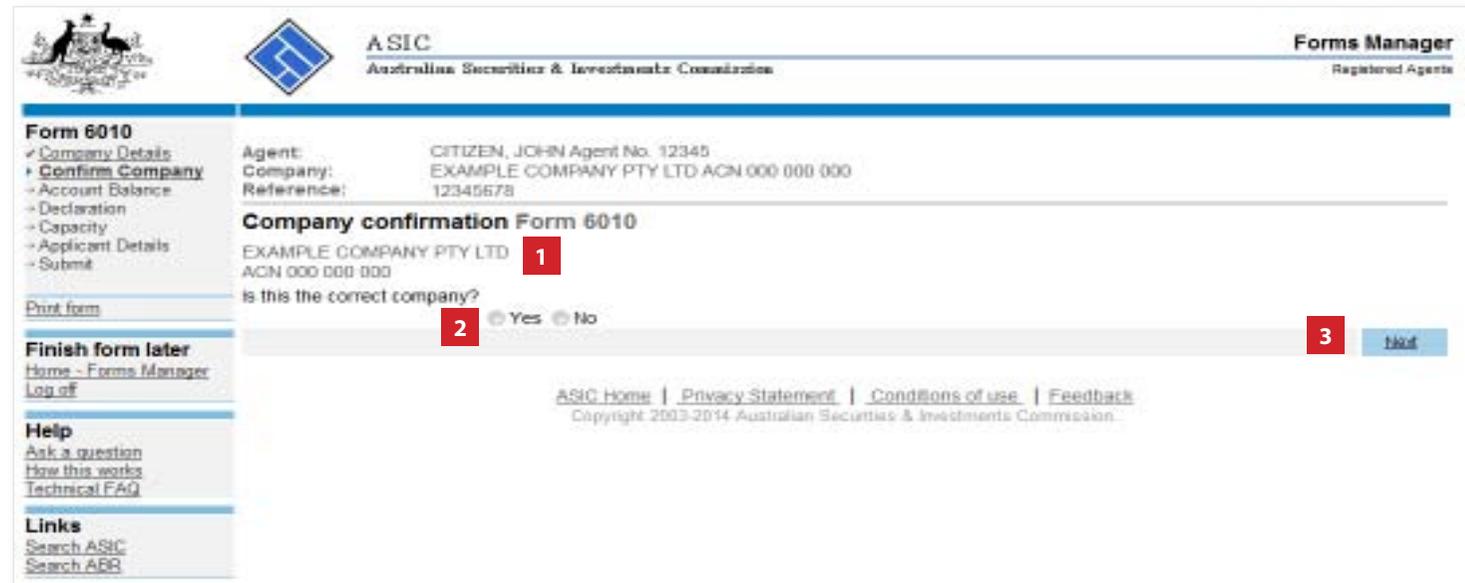
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# Confirm company details

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



**Form 6010**  
✓ Company Details  
+ **Confirm Company**  
- Account Balance  
- Declaration  
- Capacity  
- Applicant Details  
- Submit

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

**Company confirmation Form 6010**  
EXAMPLE COMPANY PTY LTD **1**  
ACN 000 000 000  
Is this the correct company?  
 Yes  No **2**

**Next** **3**

Print form

**Finish form later**  
[Home - Forms Manager](#)  
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**Links**  
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## Review account balance details

This screen provides you with the current account balance and an account summary, which has been automatically calculated by our system.

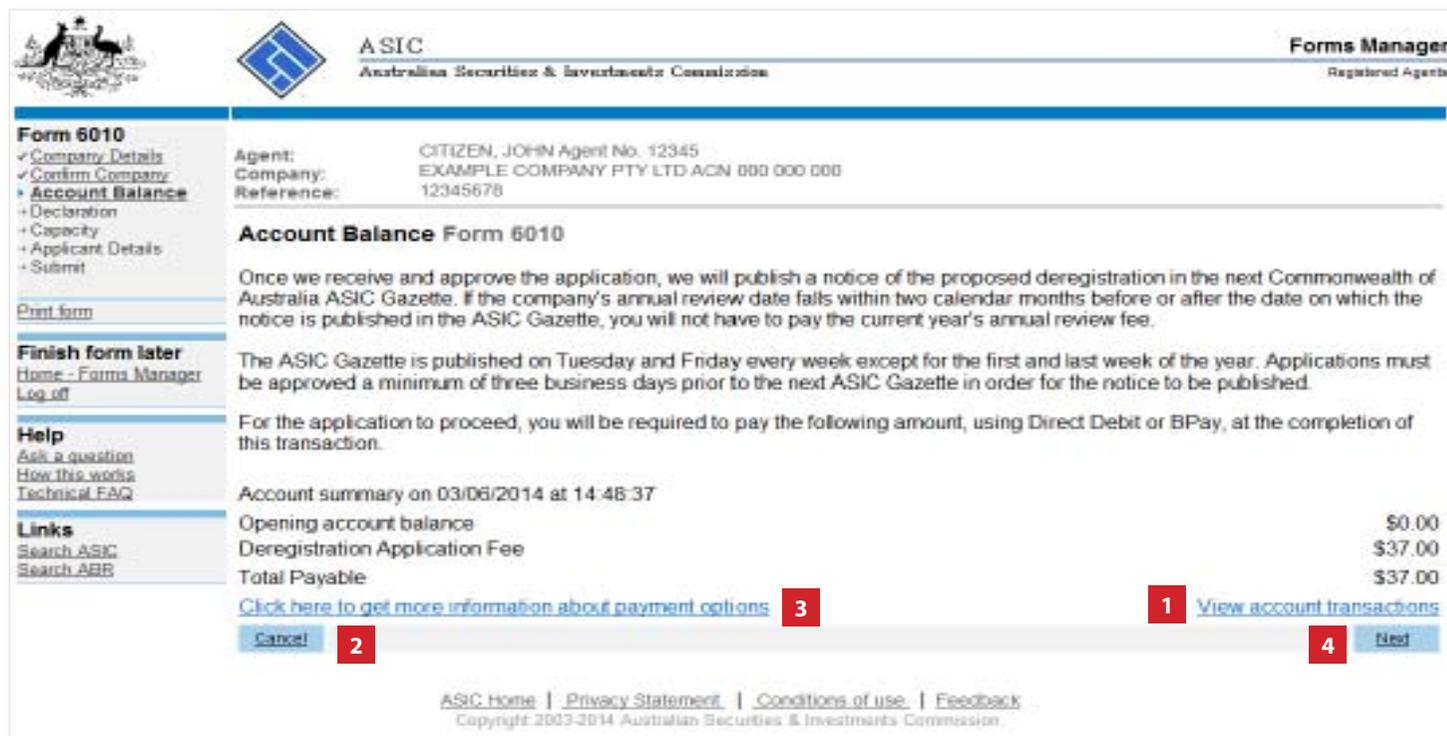
This will display summary information indicating payment required. From this screen you are presented with a number of options:

1. view account transactions. From here you can receive a report for a specified date range.
2. cancel your application.
3. If a payment is required you can select the link for more information about payment options.

### Note:

If the amount payable is greater than the prescribed application fee, the application will be unable to proceed.

4. If no further information or action regarding the company's account balance is required, select **Next** to continue.



**Form 6010**  
 ✓ Company Details  
 ✓ Confirm Company  
 ▶ Account Balance  
 + Declaration  
 + Capacity  
 + Applicant Details  
 + Submit

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

**Account Balance Form 6010**

Once we receive and approve the application, we will publish a notice of the proposed deregistration in the next Commonwealth of Australia ASIC Gazette. If the company's annual review date falls within two calendar months before or after the date on which the notice is published in the ASIC Gazette, you will not have to pay the current year's annual review fee.

The ASIC Gazette is published on Tuesday and Friday every week except for the first and last week of the year. Applications must be approved a minimum of three business days prior to the next ASIC Gazette in order for the notice to be published.

For the application to proceed, you will be required to pay the following amount, using Direct Debit or BPay, at the completion of this transaction.

Account summary on 03/06/2014 at 14:46:37

Opening account balance	\$0.00
Deregistration Application Fee	\$37.00
<b>Total Payable</b>	<b>\$37.00</b>

[Click here to get more information about payment options](#) **3**

**1** [View account transactions](#)

**2** [Cancel](#) **4** [Next](#)

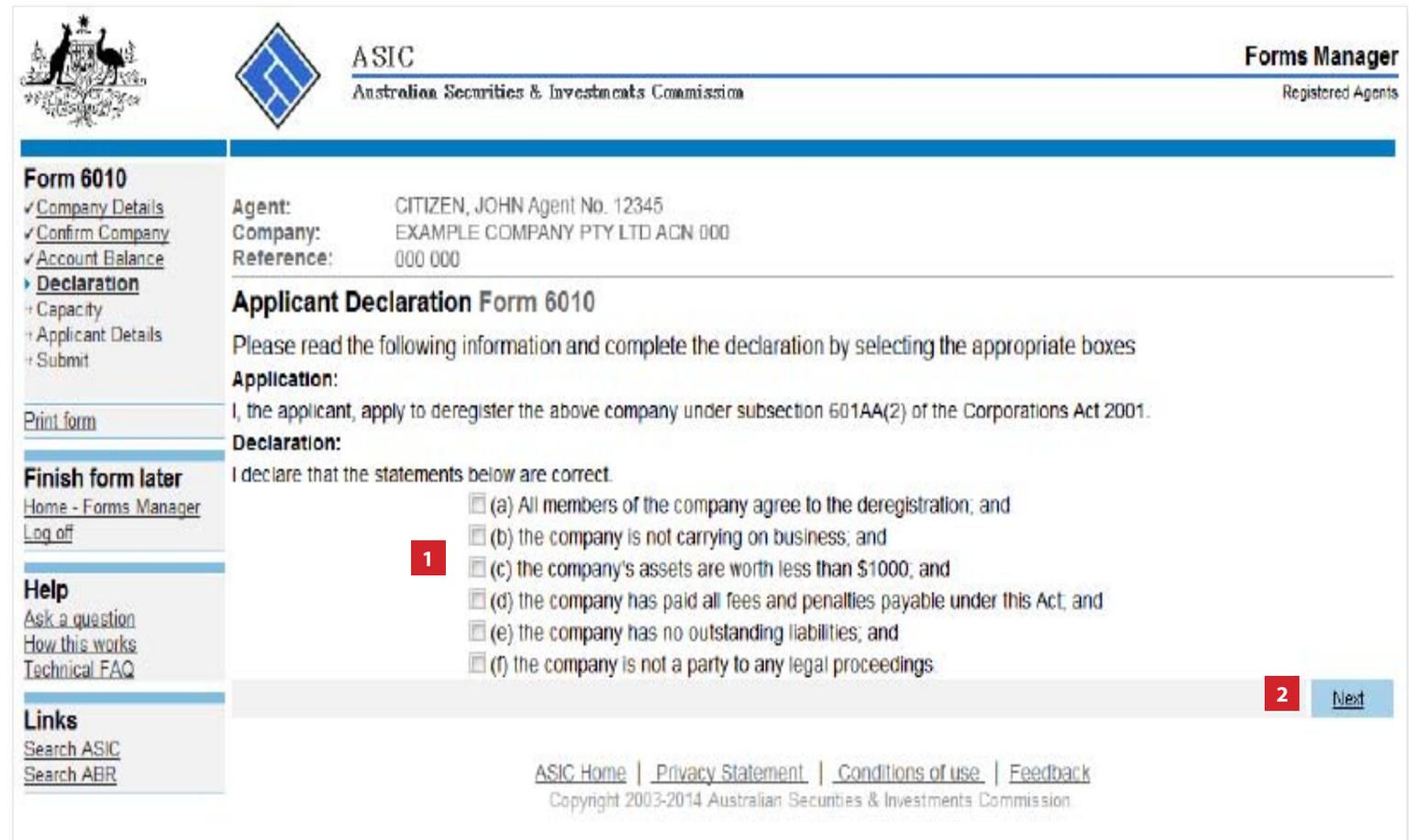
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[How to apply for voluntary deregistration](#)

# Complete the declaration

1. Select all **six boxes** in the declaration to confirm the statements are true and correct.
2. Select **Next** to continue.



**Form 6010**  
✓ [Company Details](#)  
✓ [Confirm Company](#)  
✓ [Account Balance](#)  
▶ [Declaration](#)  
▶ [Capacity](#)  
▶ [Applicant Details](#)  
▶ [Submit](#)

[Print form](#)

**Finish form later**  
[Home - Forms Manager](#)  
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**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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

### Applicant Declaration Form 6010

Please read the following information and complete the declaration by selecting the appropriate boxes

**Application:**  
I, the applicant, apply to deregister the above company under subsection 601AA(2) of the Corporations Act 2001.

**Declaration:**  
I declare that the statements below are correct.

- (a) All members of the company agree to the deregistration; and
- (b) the company is not carrying on business; and
- 1**  (c) the company's assets are worth less than \$1000; and
- (d) the company has paid all fees and penalties payable under this Act; and
- (e) the company has no outstanding liabilities; and
- (f) the company is not a party to any legal proceedings

**2** [Next](#)

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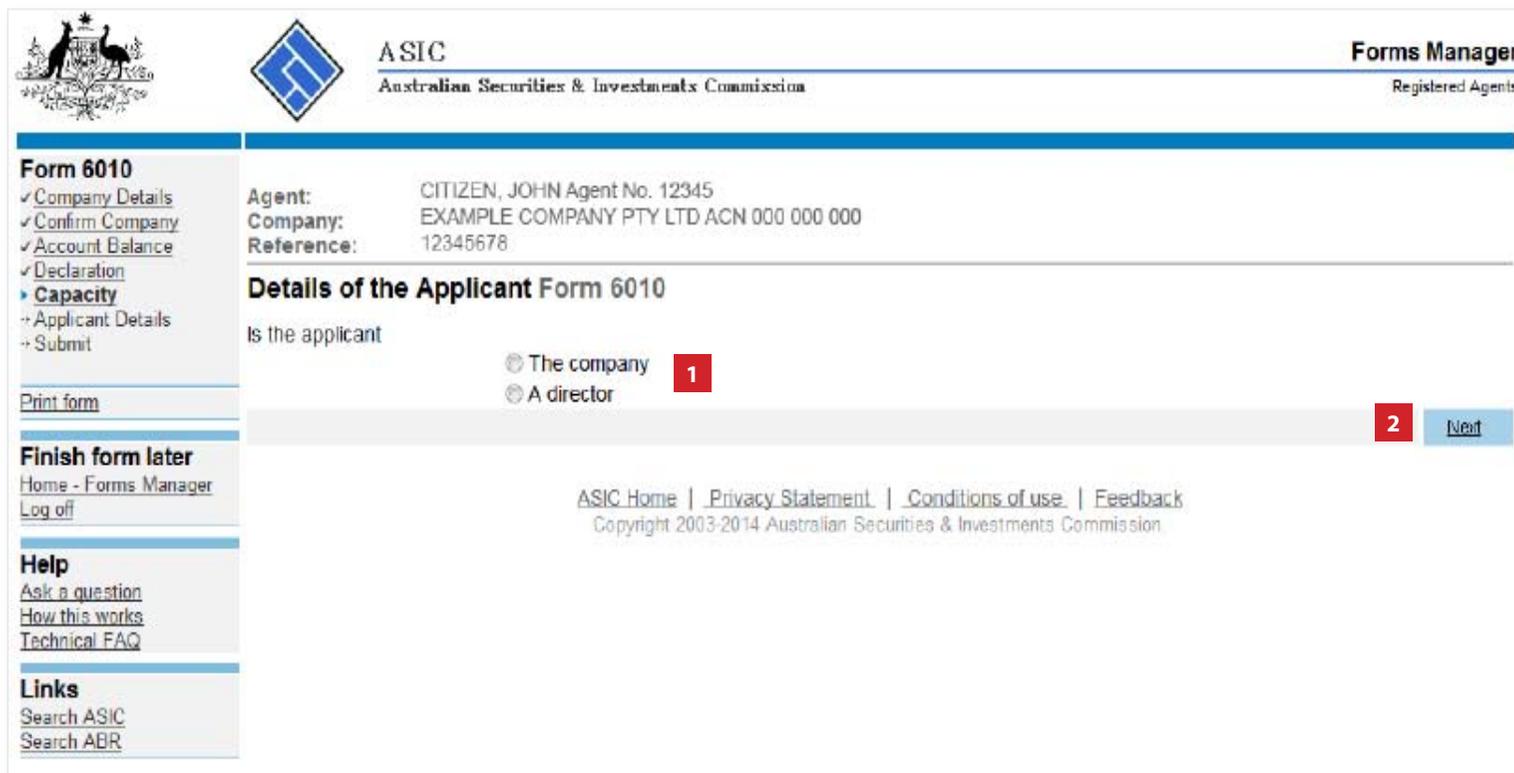
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## Enter applicant details

1. Select if the applicant is **the company** or **a director**.
2. Select **Next** to continue.

**Note:** this guide follows the example of the applicant being a director. If the company is selected as the applicant, the screens will vary slightly.



The screenshot shows the ASIC Forms Manager interface for Form 6010. The header includes the Australian Government Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

**Form 6010**

- ✓ [Company Details](#)
- ✓ [Confirm Company](#)
- ✓ [Account Balance](#)
- ✓ [Declaration](#)
- ▶ **Capacity**
- [Applicant Details](#)
- [Submit](#)

[Print form](#)

**Finish form later**

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

---

**Details of the Applicant Form 6010**

Is the applicant

The company **1**

A director

**2** [Next](#)

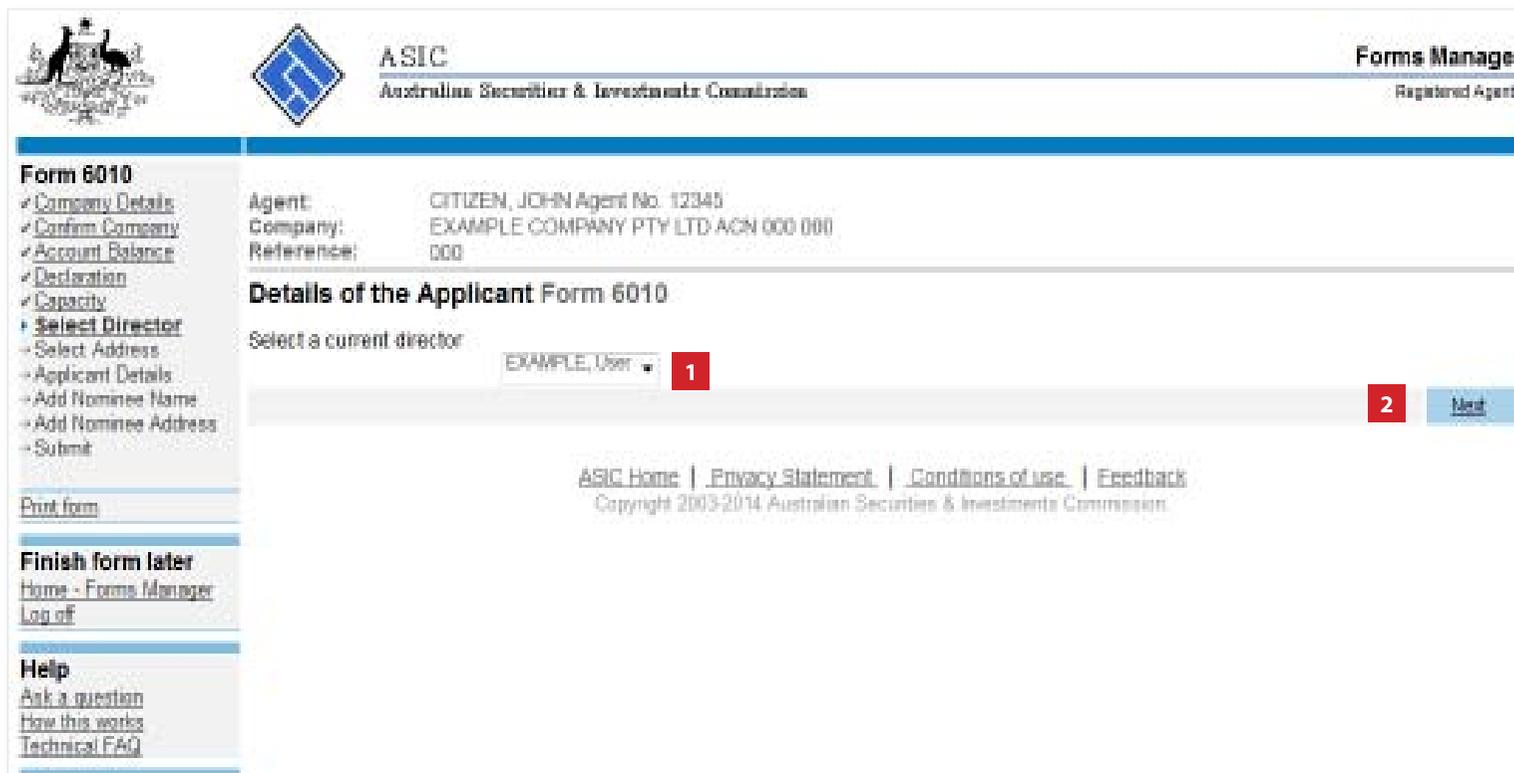
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## Select the director

1. Select the **relevant director** from the drop-down list.
2. Select **Next** to continue.



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**Forms Manager**  
Registered Agents

**Form 6010**

- ✓ Company Details
- ✓ Confirm Company
- ✓ Account Balance
- ✓ Declaration
- ✓ Capacity
- ▶ **Select Director**
- Select Address
- Applicant Details
- Add Nominee Name
- Add Nominee Address
- Submit

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

**Details of the Applicant Form 6010**

Select a current director

EXAMPLE, User **1**

**2** [Next](#)

[Print form](#)

**Finish form later**  
[Home - Forms Manager](#)  
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[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

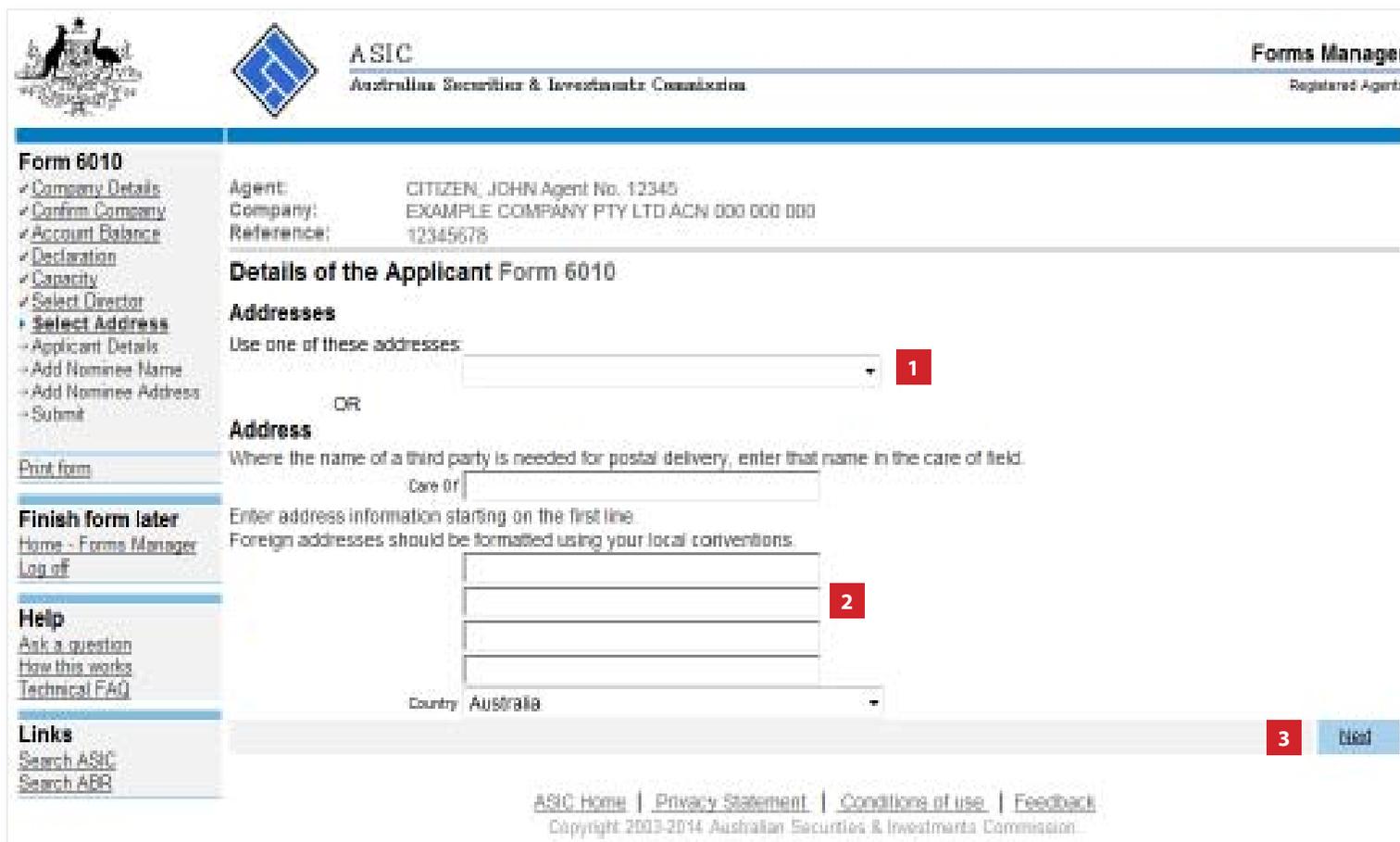
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## Provide applicant address details

1. Select an **address** from the drop down list, or
2. **Enter an address** in the field provided.
3. Select **Next** to continue.



**Form 6010**

- ✓ Company Details
- ✓ Confirm Company
- ✓ Account Balance
- ✓ Declaration
- ✓ Capacity
- ✓ Select Director
- ✓ **Select Address**
- Applicant Details
- Add Nominee Name
- Add Nominee Address
- Submit

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

### Details of the Applicant Form 6010

#### Addresses

Use one of these addresses:

**1**

OR

#### Address

Where the name of a third party is needed for postal delivery, enter that name in the care of field.

Care of

Enter address information starting on the first line.  
Foreign addresses should be formatted using your local conventions.

**2**

Country:

**3**

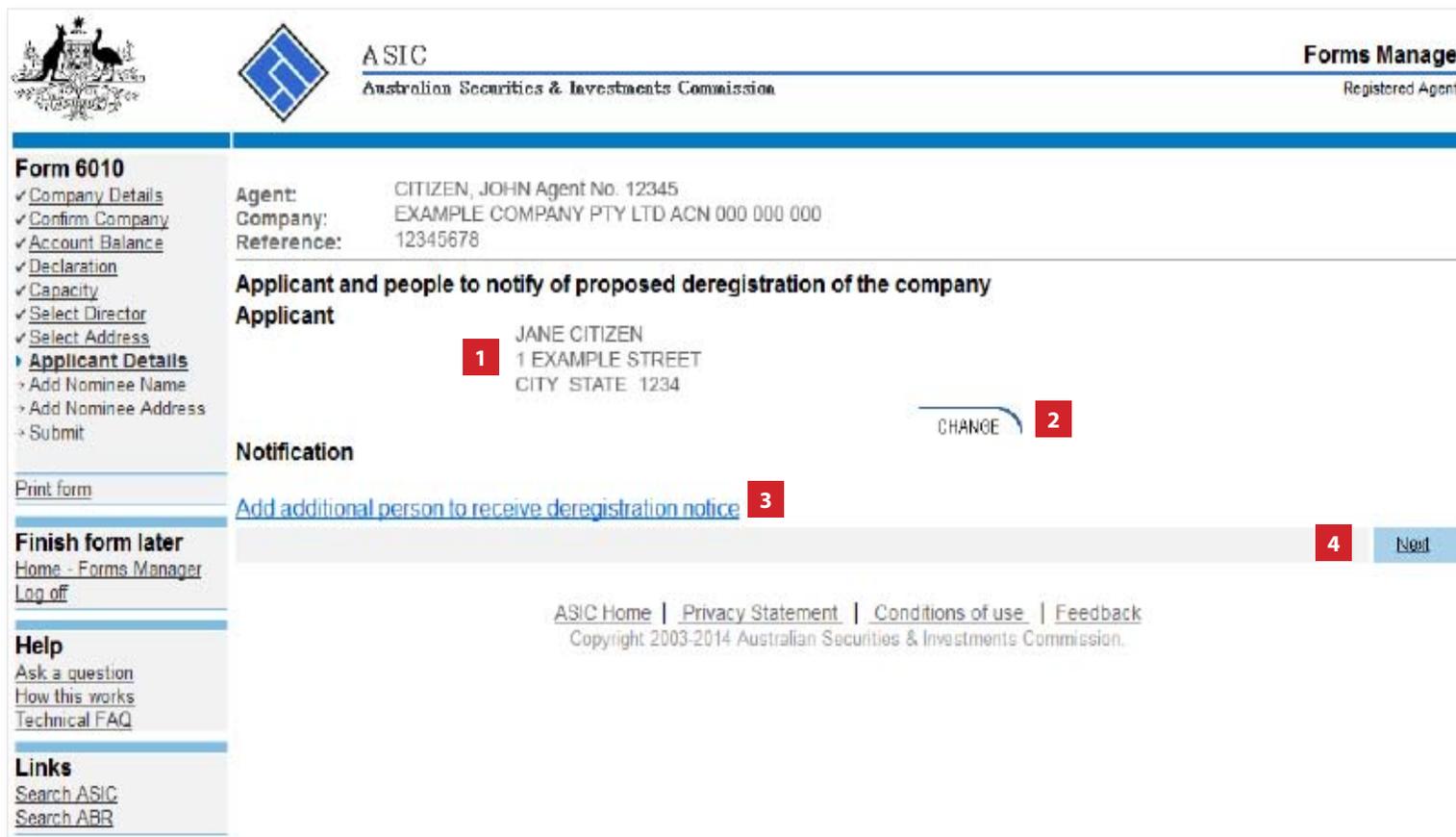
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# Review applicant details

1. **Review** applicant details.
2. Select **Change** to amend details if required.
3. Select **Add additional person to receive deregistration notice** if necessary, and go to page 13.
4. If an additional person is not required to receive the deregistration notice, select **Next** to continue, and go to page 15.



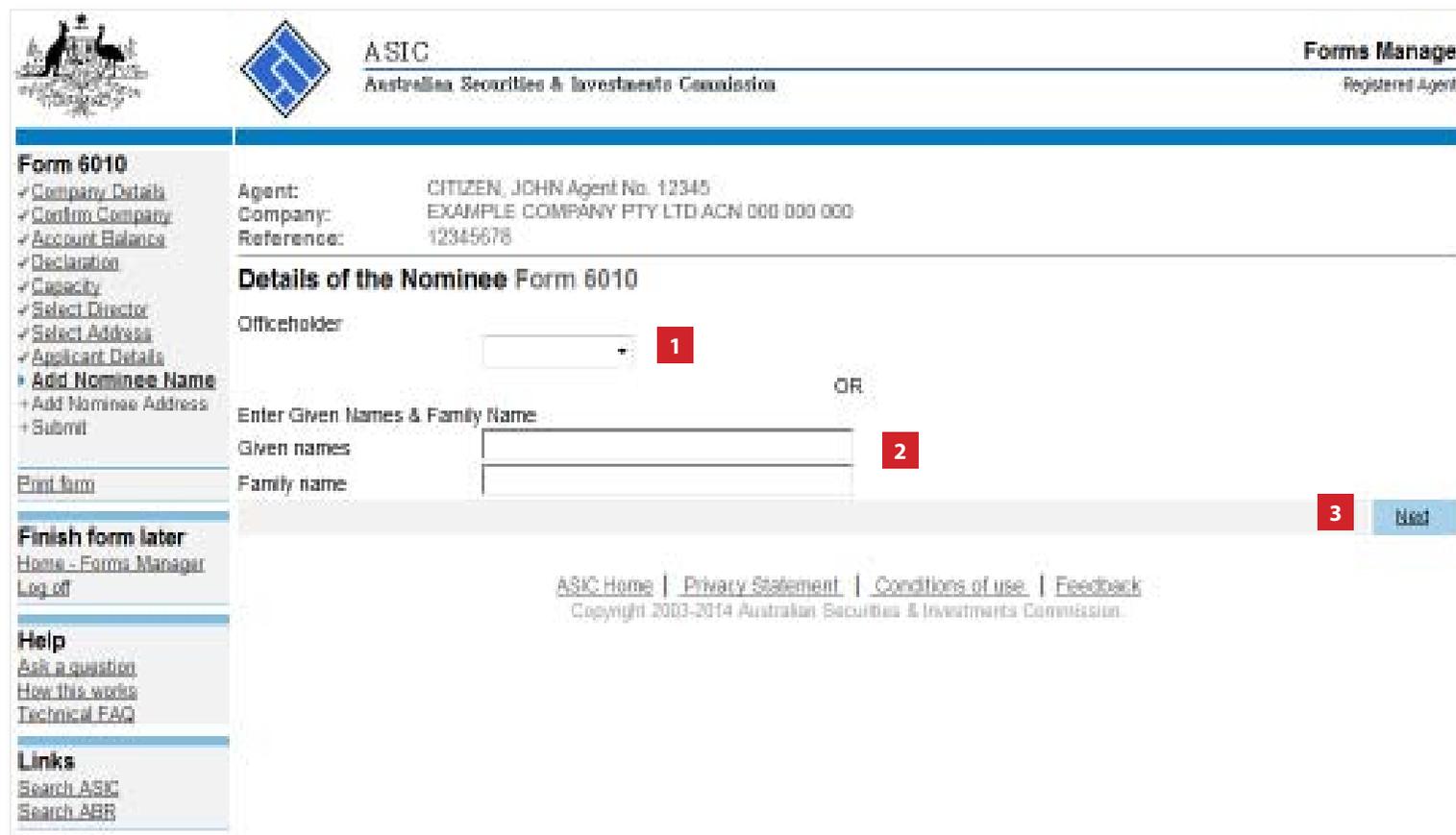
The screenshot shows the ASIC Forms Manager interface for Form 6010. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is divided into sections: 'Form 6010' with a list of steps (Company Details, Confirm Company, Account Balance, Declaration, Capacity, Select Director, Select Address, Applicant Details), 'Agent' information (CITIZEN, JOHN Agent No. 12345), 'Company' information (EXAMPLE COMPANY PTY LTD ACN 000 000 000), and 'Reference' (12345678). Below this is the 'Applicant and people to notify of proposed deregistration of the company' section, with 'Applicant' details for JANE CITIZEN at 1 EXAMPLE STREET, CITY STATE 1234. A 'CHANGE' button is next to the applicant details. The 'Notification' section has a link 'Add additional person to receive deregistration notice' with a red '3' next to it. At the bottom right, there is a 'Next' button with a red '4' next to it. The footer contains 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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## Add additional nominees

1. Select an **additional nominee** from the drop down list, or
2. Enter a **given and family name**.
3. Select **Next** to continue.



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Australia Securities & Investments Commission

Forms Manager  
Registered Agents

**Form 6010**

- Company Details
- Confirm Company
- Account Balance
- Declaration
- Capacity
- Select Director
- Select Address
- Applicant Details
- Add Nominee Name**
- Add Nominee Address
- Submit

Print form

**Finish form later**

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

**Details of the Nominee Form 6010**

Officeholder:  **1**

OR

Enter Given Names & Family Name

Given names:  **2**

Family name:

**3** [Next](#)

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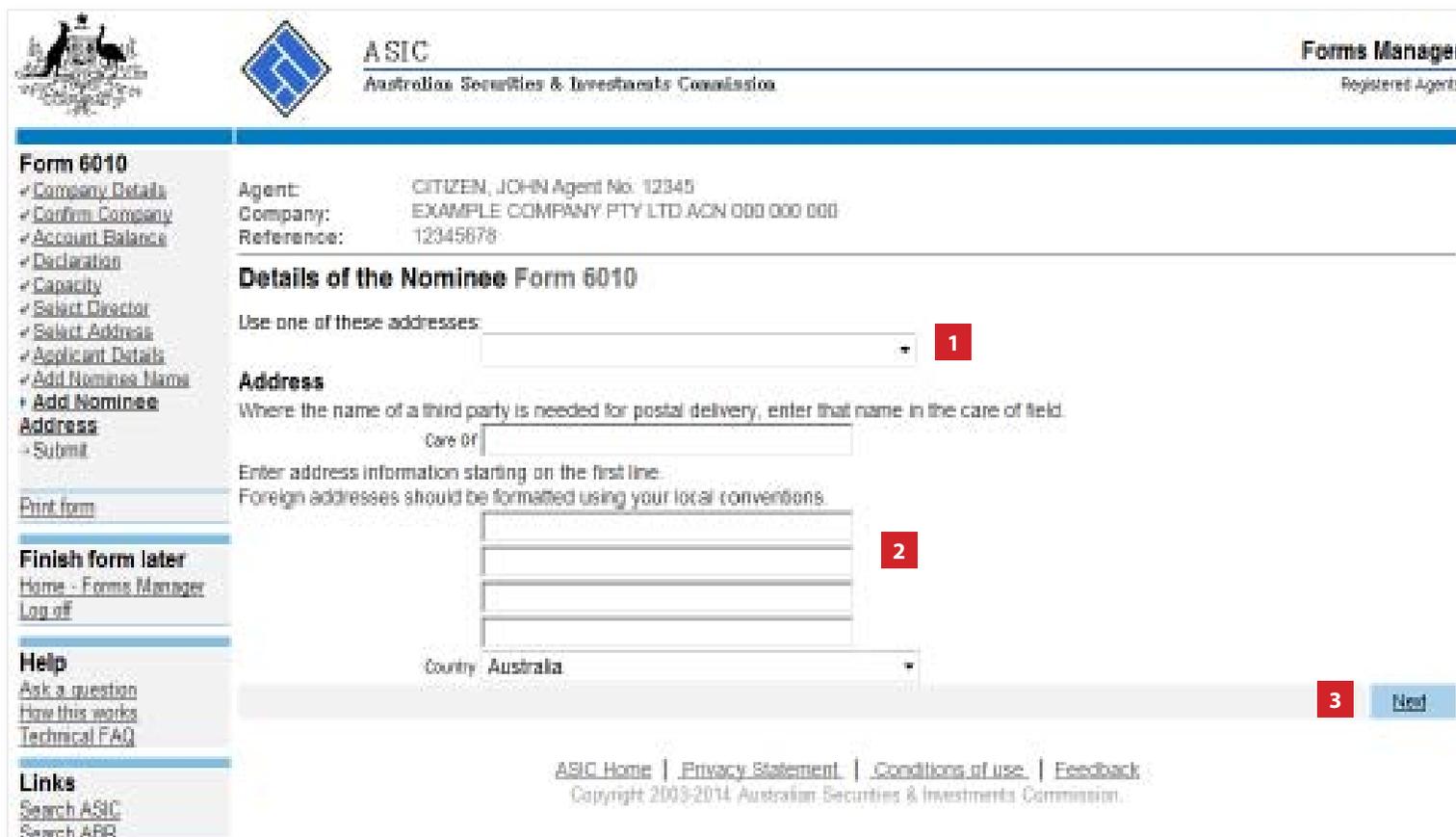
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## Enter address details for the additional nominee

1. Select an **address** from the drop-down list for the additional nominee, or
2. **Enter the address details** in the fields provided.
3. Select **Next** to continue.

**Note:** only one nominee can be specified.



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Forms Manager  
Registered Agents

**Form 6010**

- Company Details
- Confirm Company
- Account Balance
- Declaration
- Capacity
- Select Director
- Select Address
- Applicant Details
- Add Nominee Name
- Add Nominee Address
- Submit

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

**Details of the Nominee Form 6010**

Use one of these addresses:  **1**

**Address**  
Where the name of a third party is needed for postal delivery, enter that name in the care of field.

Care of

Enter address information starting on the first line.  
Foreign addresses should be formatted using your local conventions.

**2**

Country: Australia

**3**

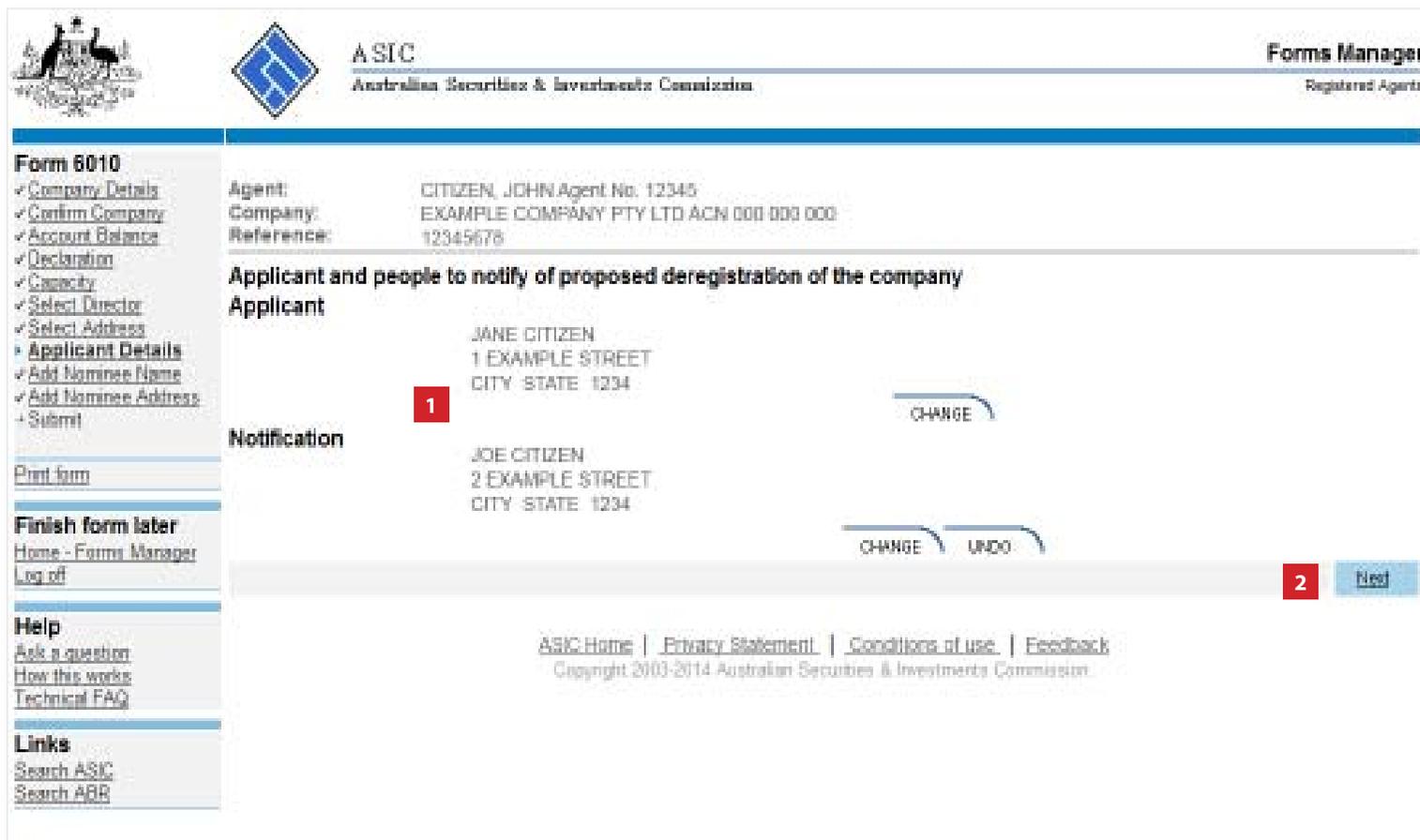
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[How to apply for voluntary deregistration](#)

## Confirm applicant and additional nominee details

1. **Review** both the applicant and additional nominee details. You can review and change this information if necessary.
2. If you are satisfied the information is correct, select **Next** to continue.



**Form 6010**

- Company Details
- Confirm Company
- Account Balance
- Declaration
- Capacity
- Select Director
- Select Address
- Applicant Details**
- Add Nominee Name
- Add Nominee Address
- Submit

Print form

**Finish form later**

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Forms Manager  
Registered Agents

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

**Applicant and people to notify of proposed deregistration of the company**

Notification	Applicant
	JANE CITIZEN 1 EXAMPLE STREET CITY STATE 1234 <a href="#">CHANGE</a>
	JOE CITIZEN 2 EXAMPLE STREET CITY STATE 1234 <a href="#">CHANGE</a> <a href="#">UNDO</a>

**2** [Next](#)

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# Complete the declaration

1. Select a **payment option** from the drop-down list.

**Note:** If you are registered for direct debit, you will be able to select this as an option.

2. Select the company's **authorising officeholder** before making the declaration. This can be either a director or secretary.
3. 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.
4. Select **Submit** to lodge this form with ASIC.

**Form 6010**

- ✓ Company Details
- ✓ Confirm Company
- ✓ Account Balance
- ✓ Declaration
- ✓ Capacity
- ✓ Select Director
- ✓ Select Address
- ✓ Applicant Details
- ✓ Add Nominee Name
- ✓ Add Nominee Address
- **Submit**

**Print form**

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

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

Once the form is submitted the application to voluntarily deregister EXAMPLE COMPANY PTY LTD will be accepted and approved. An approval notice will be sent to the applicant or the person nominated on the application.

For deregistration to proceed, all amounts payable to ASIC must be received within 28 days from the approval, or the deregistration process will be cancelled.

Payment Option: Invoice **1**

You must **submit** the form to **ASIC to have it lodged**.  
 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 **2**

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

**4**

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

# 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 displays the ASIC Forms Manager interface. At the top, the ASIC logo and name are on the left, and 'Forms Manager Registered Agents' is on the right. Below the header, there is a section for 'Form 6010' with a 'Confirmation' link. To the right of this link, the following details are listed: Agent: CITIZEN, JOHN Agent No. 12345; Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000; Reference: 12345678. A 'Print form' link is also present. Below this, there is a 'Confirmation of Form Submission' section with the message: 'Your document was submitted for validation to ASIC on 03/06/2014 at 15:31:19.' A 'Next' button is located at the bottom right of the main content area. On the left side of the page, there are several navigation links: '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'). At the bottom of the page, 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'.

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

[How to apply for voluntary deregistration](#)