



ASIC

User guide

# Registered Agent Portal

## How to submit a notification of resolution (change of company name)

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

## How to submit a notification of resolution (change of company name)

- You will need to sign in to your [online account](#) before you begin.
- Complete this transaction when members of the company have passed a special resolution to change the company name.
- You must use the current, valid ACN and name of the company.
- The company must:
  - be an Australian company
  - have a status of registered.
- You must submit this form within 14 days of the date of the meeting at which the resolution was passed.

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# Start transaction

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




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Registered agent

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**Inbox (11)**

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**Agent Contact** CITIZEN, JOHN Agent No. 12345

**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000

**Email** 12345678

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**Inbox**

| 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 | □ |

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**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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# Select form type

- From the list of available forms, select **205A**.





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|                |                               |  |
|----------------|-------------------------------|--|
| <b>Agent</b>   | CITIZEN, JOHN Agent No. 12345 |  |
| <b>Contact</b> | John CITIZEN                  |  |
| <b>Email</b>   | john.citizen@example.com      |  |

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**Start a new form**

| Form                  | Description  |   |
|-----------------------|--|---|
| <a href="#">484</a>   | Change to Company Details V2<br>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> |
| <a href="#">205A</a>  | <b>1</b> Notification of resolution - change of company name     |   |
| <a href="#">361</a>   | Registered Agent ceasing to act                                  |   |
| <a href="#">362</a>   | Appointment or cessation of registered agent                     |   |
| <a href="#">370</a>   | Resignation of Officeholder V3                                   |   |
| <a href="#">410B</a>  | Change of company name reservation                               |   |
| <a href="#">410F</a>  | Extension of name reservation                                    |   |
| <a href="#">485</a>   | Statement in relation to Company solvency V2                     |   |
| <a href="#">492</a>   | Request for correction   |   |
| <a href="#">5100A</a> | Registration of a managed investment scheme                      |   |
| <a href="#">6010</a>  | Voluntary Deregistration of a Company                            |   |
| <a href="#">902</a>   | Supplementary Document V4  |   |
| <a href="#">902</a>   | Supplementary Document V5  |   |
| <a href="#">RA61</a>  | Review Date Report   |   |
| <a href="#">RA67</a>  | Company Debt Report  |   |
| <a href="#">RA71</a>  | Request for Company Details                                      |   |

| Financial Statements |   |
|----------------------|---|
| Form                 | Description   |
| <a href="#">388</a>  | Copy of financial statements and reports                        |
| <a href="#">388</a>  | Amendment of previously lodged financial statements and reports |

| Product Disclosure Statements |   |
|-------------------------------|---|
| Form                          | Description   |
| <a href="#">FS88</a>          | PDS in-use notice   |
| <a href="#">FS89</a>          | Notice of change in a PDS                                 |
| <a href="#">FS90</a>          | Notice that a product in a PDS has ceased to be available |

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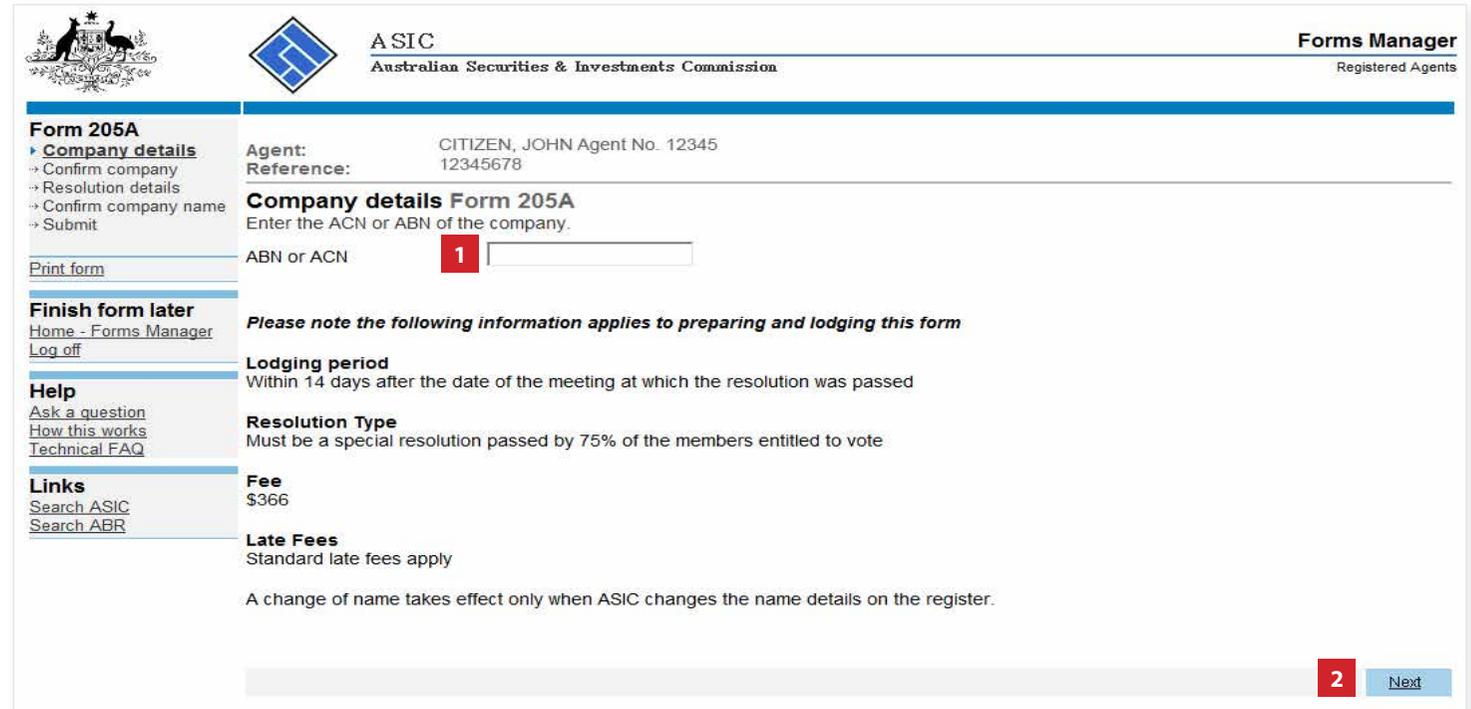
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[Notification of resolution \(change of company name\)](#)

## Enter ACN/ABN

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



The screenshot shows the ASIC Forms Manager interface for Form 205A. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The main content area is titled "Form 205A" and includes a navigation menu on the left with options like "Company details", "Resolution details", and "Submit". The main form area displays the agent information: "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678". Below this, the form title "Company details Form 205A" is followed by the instruction "Enter the ACN or ABN of the company." and a text input field labeled "ABN or ACN" with a red "1" next to it. A "Print form" link is also present. The bottom right corner features a red "2" and a "Next" button. A sidebar on the left contains sections for "Finish form later", "Help", and "Links".

**Form 205A**  
Agent: CITIZEN, JOHN Agent No. 12345  
Reference: 12345678

**Company details Form 205A**  
Enter the ACN or ABN of the company.

ABN or ACN **1**

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**Please note the following information applies to preparing and lodging this form**

**Lodging period**  
Within 14 days after the date of the meeting at which the resolution was passed

**Resolution Type**  
Must be a special resolution passed by 75% of the members entitled to vote

**Fee**  
\$366

**Late Fees**  
Standard late fees apply

A change of name takes effect only when ASIC changes the name details on the register.

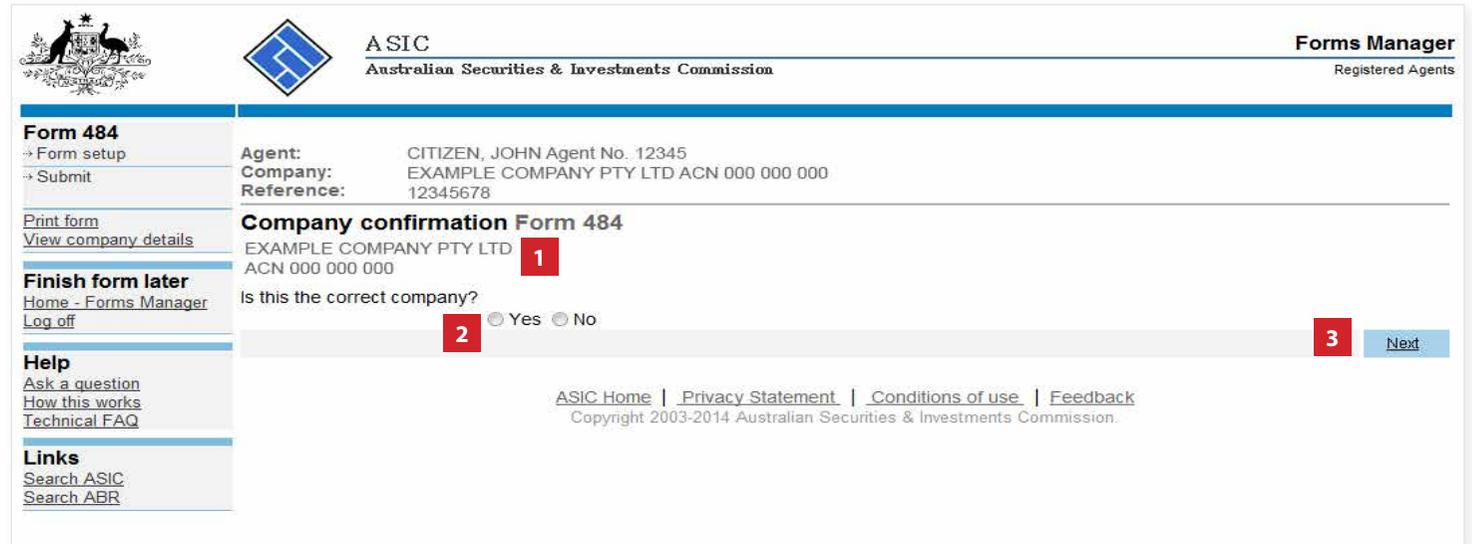
**2** [Next](#)

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[Notification of resolution \(change of company name\)](#)

## Confirm company details

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



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**Form 484**  
→ Form setup  
→ Submit

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

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[Print form](#)  
[View company details](#)

**Company confirmation Form 484**  
EXAMPLE COMPANY PTY LTD **1**  
ACN 000 000 000

Is this the correct company? **2**  Yes  No

**3** [Next](#)

---

**Finish form later**  
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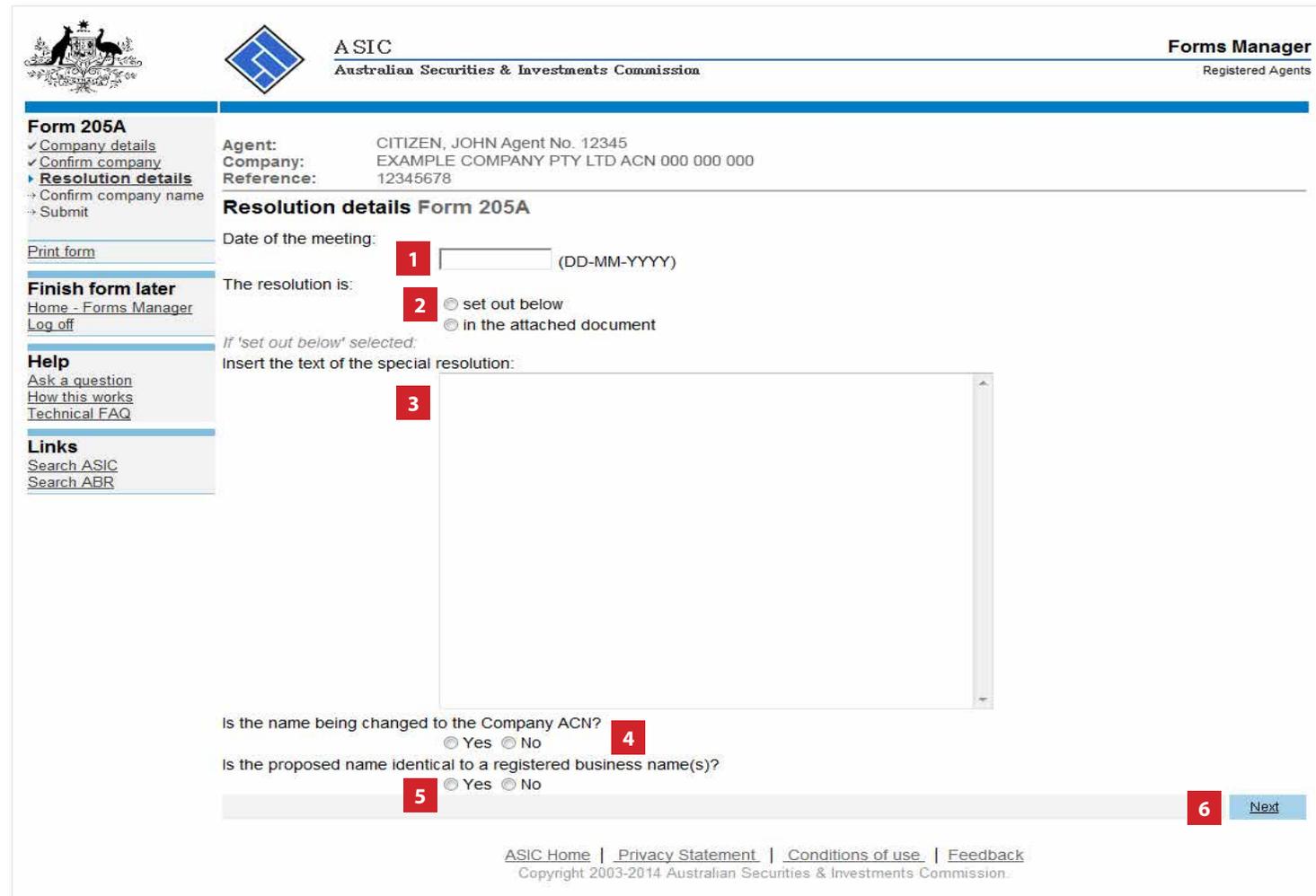
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[Notification of resolution \(change of company name\)](#)

# Resolution details

1. Enter the **date of the meeting**.
  2. Select whether the resolution is **set out below**, or **in an attachment**.
  3. If set out below is selected, **enter the details** of the resolution in the space provided.
  4. **Confirm** if the name is being changed to the company ACN.
  5. **Confirm** if the proposed name is identical to a registered business name.
- Note:** if you select Yes to this question, you will be required to enter the details of the registered business name in a later screen.
6. Select **Next** to continue.



**Form 205A**  
 ✓ Company details  
 ✓ Confirm company  
 ▶ Resolution details  
 → Confirm company name  
 → Submit

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

**Resolution details Form 205A**

Date of the meeting: **1**  (DD-MM-YYYY)

The resolution is: **2**  set out below  
 in the attached document

If 'set out below' selected:  
 Insert the text of the special resolution: **3**

Is the name being changed to the Company ACN? **4**  Yes  No

Is the proposed name identical to a registered business name(s)? **5**  Yes  No

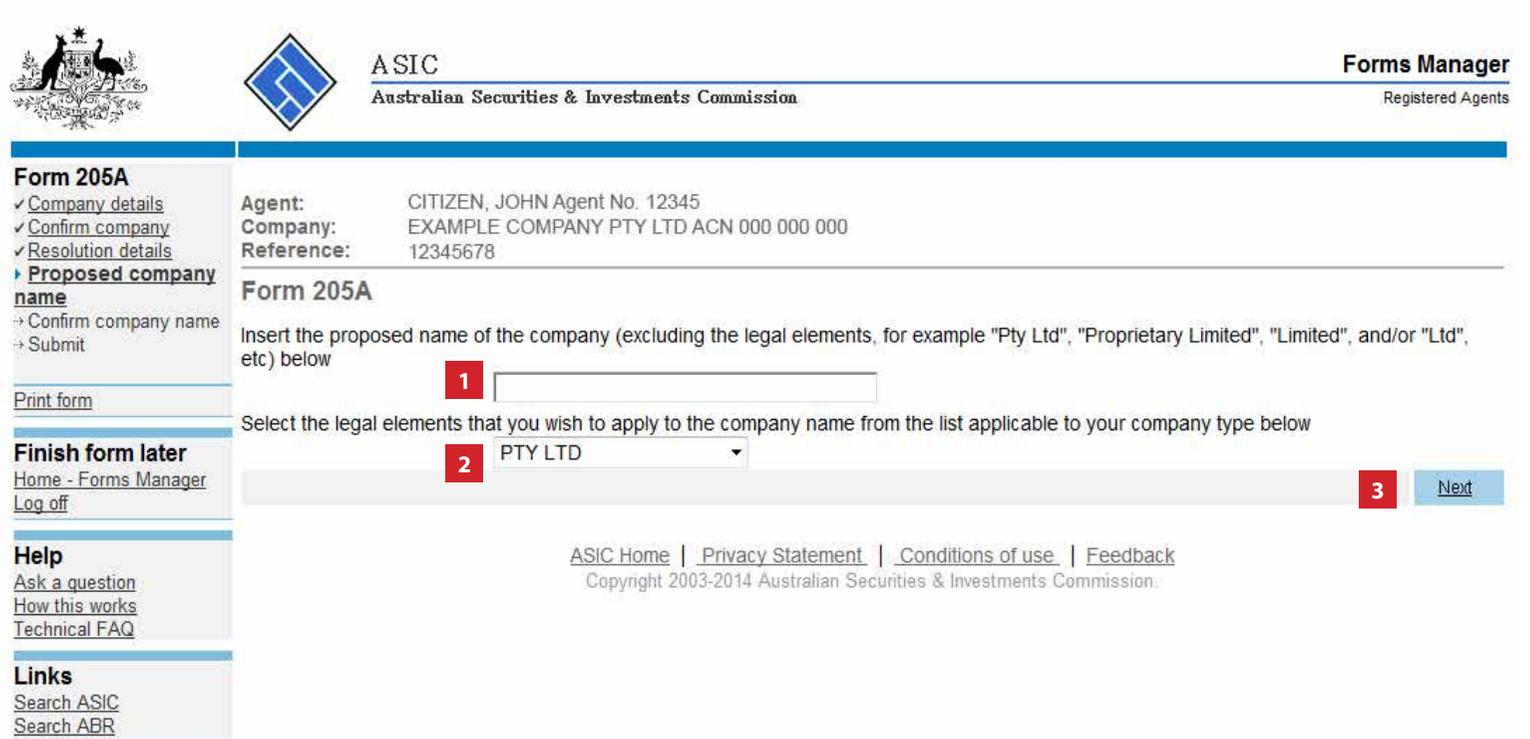
**6** [Next](#)

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## Proposed name details

1. Insert the **proposed name** of the company.
2. Select the **legal element** you wish to apply to the company name.
3. Select **Next** to continue.



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**Form 205A**  
✓ [Company details](#)  
✓ [Confirm company](#)  
✓ [Resolution details](#)  
▶ **Proposed company name**  
→ [Confirm company name](#)  
→ [Submit](#)

[Print form](#)

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

**Form 205A**  
Insert the proposed name of the company (excluding the legal elements, for example "Pty Ltd", "Proprietary Limited", "Limited", and/or "Ltd", etc) below

1

Select the legal elements that you wish to apply to the company name from the list applicable to your company type below

2 PTY LTD

3 [Next](#)

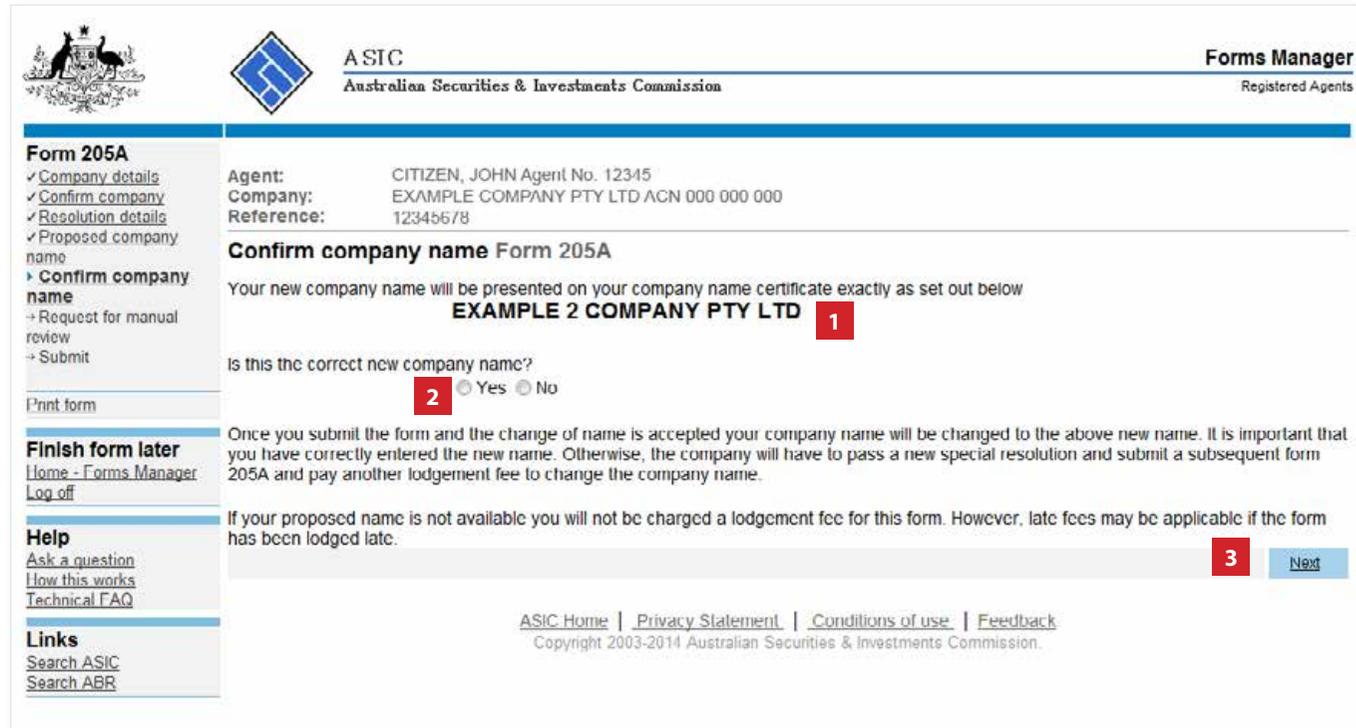
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[Notification of resolution \(change of company name\)](#)

# Confirm company name

1. **Review** the new company name.
2. Select **Yes or No** to confirm if the new company name is correct.
3. Click **Next** to continue.



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**Form 205A**  
✓ [Company details](#)  
✓ [Confirm company](#)  
✓ [Resolution details](#)  
✓ Proposed company name  
▶ **Confirm company name**  
→ [Request for manual review](#)  
→ [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

**Confirm company name Form 205A**  
Your new company name will be presented on your company name certificate exactly as set out below  
**EXAMPLE 2 COMPANY PTY LTD** **1**

Is this the correct new company name?  
**2**  Yes  No

Once you submit the form and the change of name is accepted your company name will be changed to the above new name. It is important that you have correctly entered the new name. Otherwise, the company will have to pass a new special resolution and submit a subsequent form 205A and pay another lodgement fee to change the company name.

If your proposed name is not available you will not be charged a lodgement fee for this form. However, late fees may be applicable if the form has been lodged late.

**3** [Next](#)

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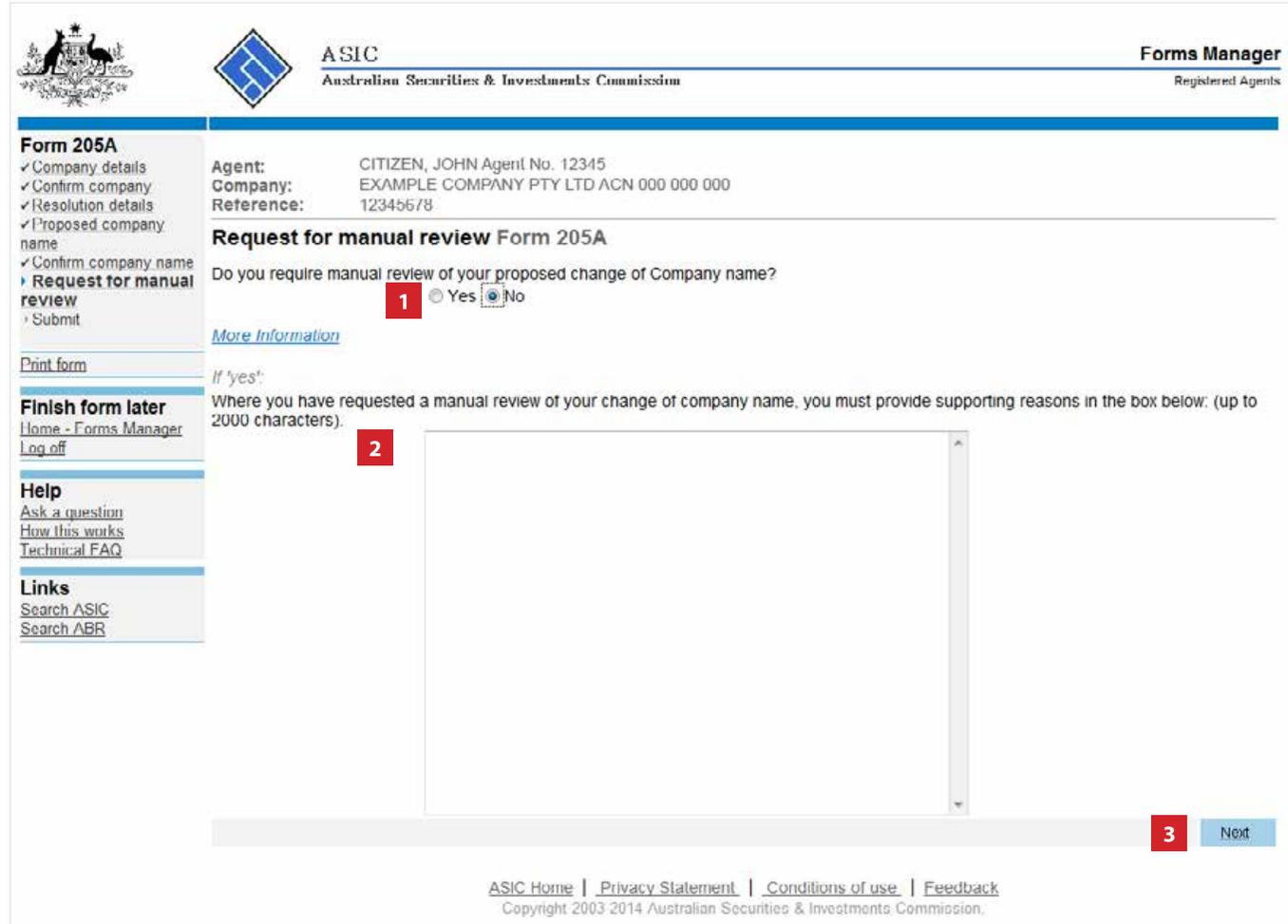
# Company name - manual review

1. Select **Yes or No** to confirm if you require manual review of your proposed company name.

**Note:** select **More Information** to help you determine your response to this question.

2. If you have requested a manual review of your company name, outline **supporting reasons** in the box provided.

3. Click **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 205A. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The left sidebar contains navigation links for "Form 205A", "Finish form later", "Help", and "Links". The main content area displays the following information:

**Form 205A**  
✓ Company details  
✓ Confirm company  
✓ Resolution details  
✓ Proposed company name  
✓ Confirm company name  
▶ **Request for manual review**  
▶ Submit

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

**Request for manual review Form 205A**  
Do you require manual review of your proposed change of Company name?  
**1**  Yes  No

[More Information](#)

[Print form](#)

**Finish form later**  
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*If 'yes':*  
Where you have requested a manual review of your change of company name, you must provide supporting reasons in the box below: (up to 2000 characters). **2**

**3** [Next](#)

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# Form submission

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

**Note:** if you do not have an existing direct debit arrangement set up with ASIC, you must select invoice .

2. Select the company's **authorising officeholder** from the drop-down list.

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 the form with ASIC.

The screenshot shows the ASIC Forms Manager interface for Form 205A. The page header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Form 205A' and contains a checklist of completion steps: 'Company details', 'Confirm company', 'Resolution details', 'Proposed company name', 'Confirm company name', and 'Request for manual review'. A 'Submit' button is visible. Below the checklist, there are links for 'Print form', 'Finish form later', 'Help', and 'Links'. The 'Payment Option' is set to 'Invoice' (marked with a red '1'). The 'Authorising officeholder' is set to 'EXAMPLE 2 COMPANY PTY LTD' (marked with a red '2'). The 'Declaration' section has 'Yes' selected (marked with a red '3'). A 'Submit' button is at the bottom right (marked with a red '4').

## 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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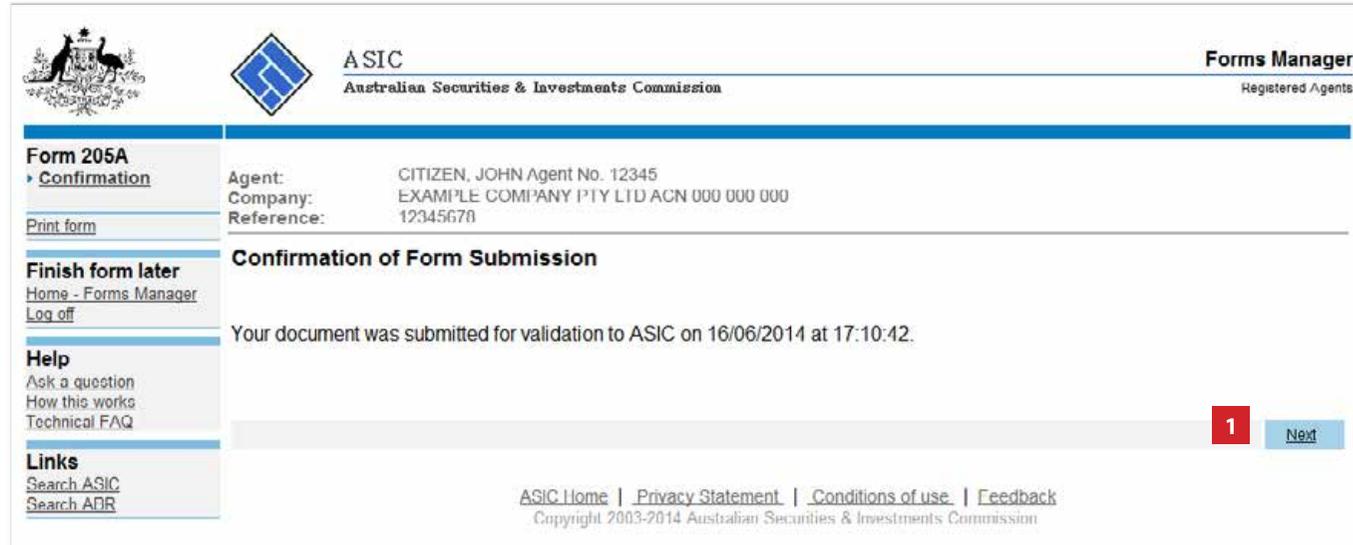
# Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

**Notes:**

- 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.
- In your registered agent inbox, you will receive correspondence to confirm the change of name (this will be a form RC05).





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**Form 205A**  
 ▸ **Confirmation**  
 Print form

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

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**Confirmation of Form Submission**

Your document was submitted for validation to ASIC on 16/06/2014 at 17:10:42.

1
Next

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**Finish form later**  
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