



**ASIC**

Australian Securities & Investments Commission

# **Check and change company details online**

## **A user guide for company officeholders**

**3 August 2011**

	<b>Purpose</b> .....	4
	<b>Application overview</b> .....	4
	Description of the application.....	4
	Users.....	4
	<b>Terminology</b> .....	4
<b>Section 1:</b>	<b>Overview</b> .....	<b>5</b>
	<b>Introduction</b> .....	5
	<b>Roles</b> .....	5
	Company Officer .....	5
	What Company Officers can do online .....	5
<b>Section 2:</b>	<b>The basics</b> .....	<b>6</b>
	<b>User responsibilities for online lodgement</b> .....	6
	1. Keep your contact details up to date .....	6
	2. Download annual statements as soon as they have been sent to you .....	6
	3. Tell us if you want to cancel your online access.....	6
	<b>How Company Officers register for online access</b> .....	7
	<b>How to log on</b> .....	12
	<b>What if you forget your password?</b> .....	14
	<b>What if you forget your user name?</b> .....	16
	<b>Navigating online</b> .....	18
	Left hand menu .....	18
	Using your browser buttons .....	20
	Go direct to your Inbox.....	21
	Case sensitivity .....	21
	Reference Number.....	21
	<b>How to submit forms</b> .....	22
	Company officer.....	22
<b>Section 3:</b>	<b>Using the application</b> .....	<b>23</b>
	<b>How to read forms sent to you</b> .....	23
	<b>Submitting multiple Form 484s</b> .....	24
	<b>How to submit Form 484 Change to Company Details (Change of address)</b> .....	25
	<b>How to submit Form 484 Change to Company Details (Appoint or cease company officeholder)</b> .....	30
	<b>How to submit Form 484 Change to Company Details (Change of name - officeholders or members)</b> .....	35

How to submit Form 484 Change to Company Details (Change to share structure).....	38
How to submit Form 484 Change to Company Details (Change to members' register) .....	45
How to submit Form 484 Change to Company Details (Change of details - ultimate holding company) .....	50
How to submit Form 484 Change to Company Details (Change to special purpose company status).....	53
How to submit Form 205A Notification of resolution—change of company name.....	55
How to submit Form 362 Appointment of Registered Agent .....	64
How to submit Form 362 Cessation of Registered Agent .....	66
How to submit Form 388 Copy of financial statements and reports .....	68
How to submit Form 410B – Application for reservation of a name .....	81
How to submit Form 410F – Extension of reservation of a name .....	87
How to submit Form 485 Statement in relation to Company solvency .....	91
How to submit Form 492 Notification of Corrections .....	95
How to submit Form 902 Supplementary Document .....	97
How to submit Form 6010 Application for voluntary deregistration .....	99
How to submit Form RA71 Request for Ad hoc Company Statement .....	106
How to view forms in progress .....	108
How to delete forms in progress.....	110
How to view the status of submitted forms .....	112
How to view your company details .....	113
How to change your password or update your contact details .....	116
How to add the ACN of another company.....	120
How to submit Form FS88 PDS in-use notice.....	123
How to enter details of the Superannuation Product.....	135
How to enter the Annual Fees Example .....	136
How to submit Form FS89 Notice of change to fees and charges in a PDS .....	137
How to submit Form FS90 Notice that a product in a PDS has ceased to be available. ....	143

## Introduction

### Purpose

The purpose of this user guide is to assist company officers to comply with the *Corporations Act 2001* by using the online application to:

- lodge forms with ASIC
- receive forms from ASIC.

They can also:

- view company details
- change their own contact details.

### Application overview

#### ***Description of the application***

This is a web based computer program for submitting forms online to, and receiving forms from ASIC reducing the need for paper forms.

#### ***Users***

It is used by:

- Company officers to communicate with ASIC electronically for one or a number of companies in which they are an officeholder
- Registered agents who represent a number of companies.

### Terminology

The following are definitions of key terminology used in this document.

Term	Definition
ABR	The Australian Business Register web site of the Australian Taxation Office.
Corporate Key	The Corporate Key is an eight-digit code, generated by ASIC, that serves as an authentication mechanism for companies when notifying ASIC of a critical change.
Non-report form	A form submitted online that does not generate a report.
Report form	A report generated from a request submitted online.
Review Date	The anniversary of the registration of a company.
the 'Act'	Corporations Act 2001.

# Section 1: Overview

---

## Introduction

Typically, around 2.5 million documents are lodged with ASIC annually. Most of these documents are lodged in order to comply with legal requirements, such as notification of change of directors or address.

ASIC developed a web based software application to facilitate common business transactions between ASIC and its clients.

## Roles

### *Company Officer*

This application allows a company officer to:

- lodge the most common documents with ASIC without the need to complete and manually lodge paper forms
- receive Annual Statement packs and other correspondence from ASIC, and
- view company details.

### *What Company Officers can do online*

Company Officers who are registered to use our online application can:

- log on using their ACN or ABN
- read forms in their **Inbox**
- create forms
- view and amend forms in progress
- delete forms in progress
- submit forms
- view the current status of submitted forms
- view company details including ASIC debt details
- request an Ad Hoc Company Statement
- appoint or cease a registered agent
- notify of changes to companies as required under the 'Act'
- change their password
- update their easylodge contact details
- add the ACN of another company of which they are an officeholder.

## Section 2: The basics

---

### User responsibilities for online lodgement

#### **1. Keep your contact details up to date**

If you have online access you need to inform us about any changes to the contact details you provided when you registered for online access, such as:

- current contact person
- email address
- telephone number

You can notify these details when you log on. Select **Profile**, then **Update contact details**.

Keeping your email address up to date ensures that you will be notified when documents including annual statements are ready for download.

#### **2. Download annual statements as soon as they have been sent to you**

On the annual review date each year (usually the anniversary of the company's registration date), the company will be issued an annual statement and an invoice statement for the company's annual review fee.

Once you have online access, the company's annual statement and invoice will be issued electronically to your inbox and will not be issued by paper. If you have not received a company's annual statement within five days of its review date you should contact ASIC.

Once the annual statement and invoice has been issued, the company or its directors must:

- pay the annual review fee in full within two months of the annual review date or the company will be charged a late payment fee
- review the annual company statement to ensure that the company details are correct. If the company details are incorrect or not up to date, you must notify us within 28 days from the issue date on the company statement or late review fees apply
- pass a solvency resolution no more than two months after the review date (unless the company has lodged with us, within the last 12 months, a financial report and directors' report required under Chapter 2M of the Corporations Act 2001). If the solvency resolution was not made, or was negative, the company must lodge a Form 485 *Statement in relation to company solvency*.

#### **3. Tell us if you want to cancel your online access**

If you don't want to use our online service any more or do not want to receive your annual statement and invoice electronically, and you are the only online

lodger for a company you must give us notice in writing that you wish to cancel your online access. This enables us to arrange for future annual statements and other correspondence to be posted to your contact address.

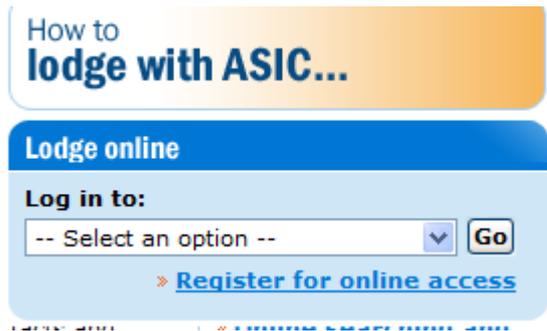
## How Company Officers register for online access

<b>Task description/overview</b>	How to register for online access.
<b>When does this task need to be performed?</b>	When you want to first set up your online account.
<b>Before you begin</b>	You must have your ACN or ABN available, and your Corporate Key.

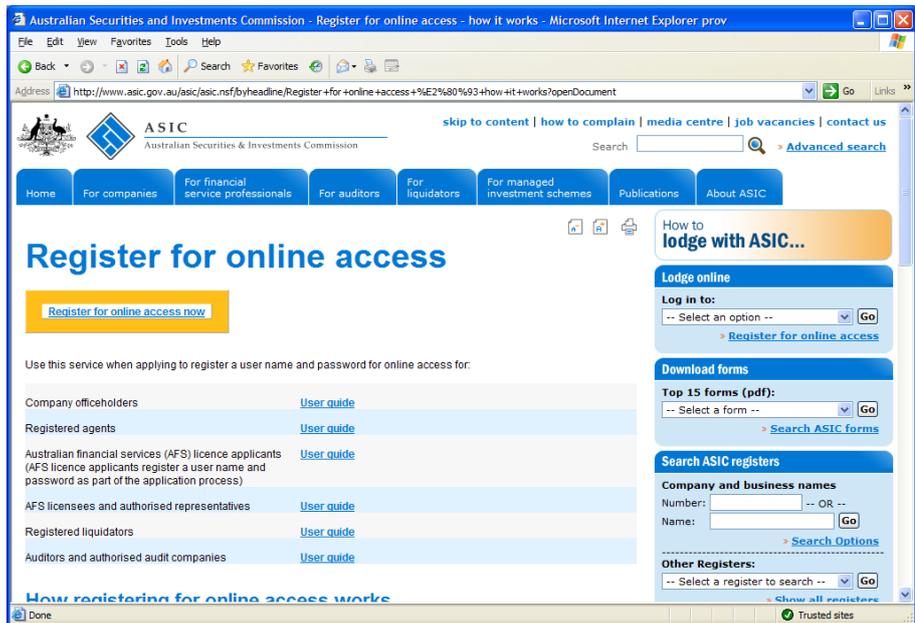
Step	Action
1	Use your internet browser to go to the ASIC website <a href="http://www.asic.gov.au">http://www.asic.gov.au</a>

**Step Action**

- 2 Click **Register for online access** on the right hand side of the screen



The **Register for online access** screen displays.



- 3 Click **Register for online access now** in the orange highlighted box.

A new browser window opens displaying the **Form Setup** screen.

I have read the ASIC Electronic Lodgement Protocol and agree to be bound by the terms and conditions.

Yes  No

On what basis are you applying?

- as a company officeholder (director or secretary)
- as an ASIC registered agent
- as an Australian Financial Services licensee
- as an Australian Financial Services corporate authorised representative
- as a registered liquidator
- as a registered company auditor or as a director or officeholder of an authorised audit company

[Next](#)

Read the *ASIC Electronic Lodgement protocol*. It describes the rules that you must follow as a company officer online.

**Step Action**

4 When you have read the terms and conditions click:

- the **Yes** button
- the **as a company officeholder** button
- **Next**.

The **Your details** screen displays.

**Your details**

Provide the following details

ACN/ABN

Corporate key (or previous eRegisters PIN)

Officeholders details as notified to ASIC on company documents:

Given names

Family name

Date of birth  (DD-MM-YYYY)

Office held

Contact details

Email address

Re-enter email address

Telephone

Number

Comments

[Next](#)

**Step Action**

- 5 Fill in all the details, including your Corporate Key, and click **Next**.

The **Annual Statement Package** screen appears.

**Annual Statement Package**

If you do not have a Registered ASIC Agent and you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received the company Annual Statement Package within 5 working days after a company's review date, it is your responsibility to contact ASIC to ensure you receive the Annual Statement Package for the company.

I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically if I do not have a Registered ASIC Agent.

Yes

[Next](#)

You must read the agreement and tick **Yes**. If you do not have a Registered ASIC Agent the Annual Statement Package will now be sent electronically.

Click **Next**.

The **Security details** screen displays.

**Security details**

**User name and password**

It is essential that you can remember your user name and password. If you only intend to use ASIC services occasionally you may prefer to use something like your email address as your user name - this may help you remember the name when you login.

Enter a user name of your choice

Is case sensitive  
Must contain a minimum of 6 characters  
May contain a maximum of 50 characters

Enter a password of your choice

Is case sensitive  
Must contain a minimum of 6 characters  
May contain a maximum of 16 characters  
Must contain at least one numeric character

Confirm your password

Must match password

**Security question and answer**

If you forget your password, we will verify your identity by asking you this question. Choose a question only you know the answer to that has nothing to do with your password.

Question

Must be at least 6 characters

Answer

Must be at least 6 characters

[Next](#)

To be able to log on to the ASIC computer system you need a user name and password.

Make up your own user name and password now. Make sure the password is easy for you, and only you, to remember. You also enter a security question and answer to help ASIC confirm your identity in the event that you forget your user name and/or password.

**Step Action**

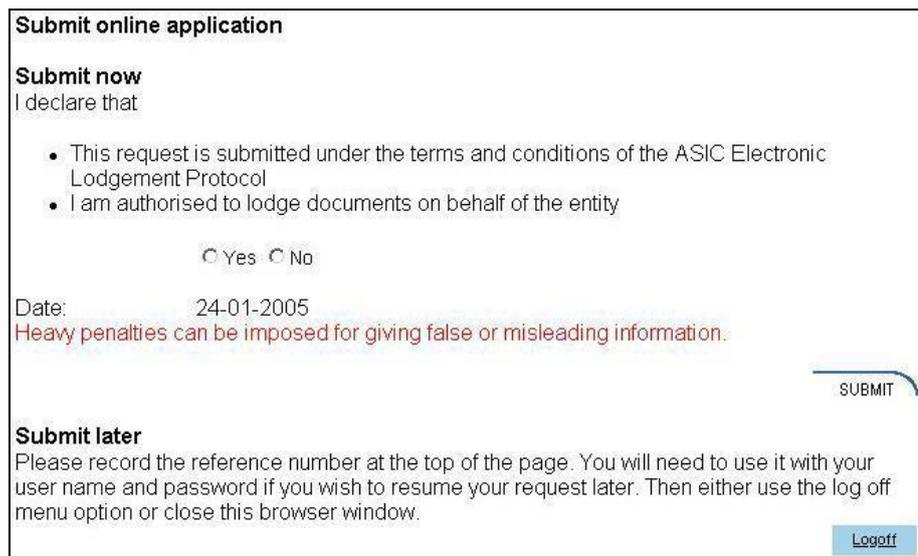
- 6 Enter your security details and click **Next**.

The **Enter Network Password** screen displays in a new window.



- 7 Enter your user name and password and click **OK**.

You are now logged on to ASIC and the **Submit online application** screen displays.



- 8 To complete your application read the terms and conditions, click **Yes** and click **SUBMIT**.

A confirmatory letter will be sent to your **Inbox**. A separate email will be sent to the email address that you included in your log on details.

Congratulations – you are now registered as an online user with ASIC!

## How to log on

### Task description/overview

How to log on to the online application.

### When does this task need to be performed?

When you want to use your online account to:

- read forms sent to your **Inbox**
- submit forms
- view your company details
- change your contact details.

### Before you begin

You must be a registered user with a username and password, and have your ACN/ABN.

Step	Action
------	--------

- 1 Use your internet browser to go to the ASIC website.

<http://www.asic.gov.au>

On the right hand side of the page under lodge online, use the down arrow to log into the company officeholders portal.



**Step Action**

- 2 Select company officeholders and click **Go**

Your log on screen displays.



- 3 Enter your *ACN/ABN* and click **Next**.

If you have already logged on today you may not be required to enter your user name and password again.

If this is the first time you have logged on today, or if you have closed your browser since the last time you logged on, the **Enter Network Password** screen displays.



- 4 If the **Enter Network Password** screen displays, enter your **User Name** and **Password** and click **OK**.

You are logged on to your account and your **Inbox** is displayed.

## What if you forget your password?

<b>Task description/overview</b>	What to do if you forget your password?
<b>When does this task need to be performed?</b>	When you want to log on to your online account.
<b>Before you begin</b>	You must have access to the internet.

Step	Action
------	--------

- 1 Use your internet browser to go to the ASIC website.

<http://www.asic.gov.au>

On the right hand side of the page under lodge online, use the down arrow to log into the company officeholders portal.



- 2 Select company officeholders and click **Go**

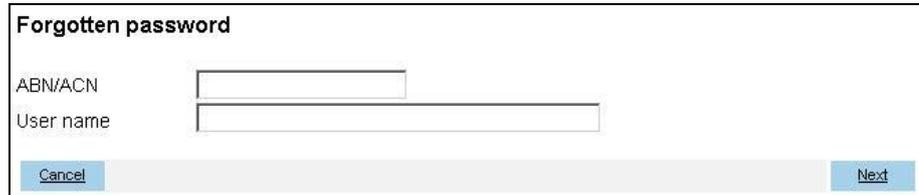
Your log on screen displays.



**Step Action**

- 3 On the left hand menu click Forgotten password.

The **Forgotten Password** screen displays.



The screenshot shows a web form titled "Forgotten password". It contains two input fields: "ABN/ACN" and "User name". Below the fields are two buttons: "Cancel" on the left and "Next" on the right.

- 4 Enter your *ACN/ABN* and *User name* and click Next.

The **Security** screen displays with your *Security question* shown.



The screenshot shows a web form titled "Security". It contains fields for "Company", "User name", "Security question", and "Your answer". A "Next" button is located at the bottom right.

- 5 Enter *Your answer* to the *Security question* and click Next.

The **Confirmation** screen displays showing your new randomly generated password from ASIC. Write down this temporary password until you have changed it.

- 6 Either click the Click here to change your password link or click Next.

The **Enter Network Password** screen displays.



The screenshot shows a dialog box titled "Enter Network Password". It contains a key icon and the text "Please type your user name and password." Below this are fields for "Site", "Realm", "User Name", and "Password". There is a checkbox labeled "Save this password in your password list" and "OK" and "Cancel" buttons at the bottom.

Enter your *User Name* and your new temporary *Password*.

You now have access to your online account.

It is recommended that you change your temporary password immediately See the *How to change your password or update your contact details* section of this guide.

## What if you forget your user name?

**Task description/overview** What if you forget your user name?

**When does this task need to be performed?** When you want to log on to your online account.

**Before you begin** You must have access to the internet.

Step	Action
------	--------

- 1 Use your internet browser to go to the ASIC website.

<http://www.asic.gov.au>

On the right hand side of the page under lodge online, use the down arrow to log into the company officeholders portal.



- 2 Select company officeholders and click **Go**

Your log on screen displays.



Step	Action
------	--------

- 3 On the left hand menu click Forgotten username.

The **Form setup** screen for forgotten user name displays.

**Form setup**

If you have forgotten your user name, we will email a list of user names to all current users of the account.

The email(s) will be sent to the email address already recorded as part of your contact details. To use this service, you must be able to correctly enter an email address which matches your contact details.

On what basis are you applying?

- as a company officeholder (director, secretary or alternate director)
- as an ASIC registered agent
- as an Australian Financial Services licensee
- as an Australian Financial Services corporate authorised representative
- as a registered liquidator
- as a registered auditor

[Cancel](#) [Next](#)

- 4 Click the **as a company officeholder** button and click Next.

The **Your details** screen displays.

**Your details**

Provide the following details

ACN/ABN

Email address

[Next](#)

- 5 Enter your *ACN/ABN* and *Email address* that you registered with ASIC and click Next.

The **Confirmation** screen displays.

**Confirmation**

Your request has been submitted to ASIC on 08/02/2005 at 10:56:36.

[Next](#)

You can now retrieve your *user name* from the email that ASIC will send to the email address that you specified, and then you can log on as usual.

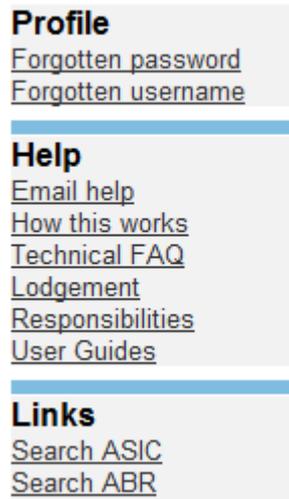
## Navigating online

### Left hand menu

The left hand menu is a feature of the application.

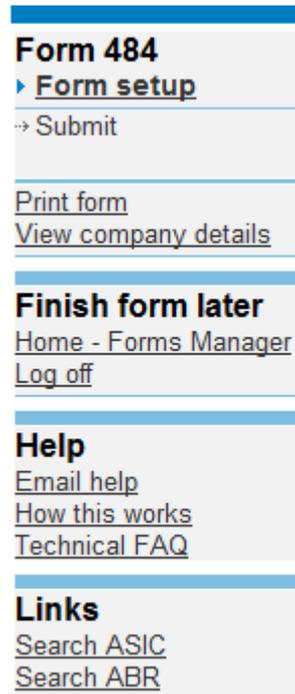
It changes dynamically as you perform various tasks within the system. For example:

before you log on:



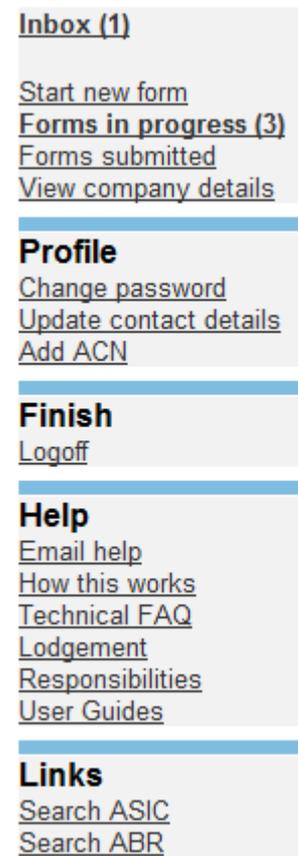
The screenshot shows a vertical menu with three main sections: **Profile**, **Help**, and **Links**. Under **Profile**, there are links for 'Forgotten password' and 'Forgotten username'. Under **Help**, there are links for 'Email help', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'. Under **Links**, there are links for 'Search ASIC' and 'Search ABR'.

or, while working on a form:



The screenshot shows a vertical menu with four main sections: **Form 484**, **Finish form later**, **Help**, and **Links**. Under **Form 484**, there is a sub-section **Form setup** with a 'Submit' button, and links for 'Print form' and 'View company details'. Under **Finish form later**, there are links for 'Home - Forms Manager' and 'Log off'. Under **Help**, there are links for 'Email help', 'How this works', and 'Technical FAQ'. Under **Links**, there are links for 'Search ASIC' and 'Search ABR'.

or, while in the inbox:



The screenshot shows a vertical menu with five main sections: **Inbox (1)**, **Profile**, **Finish**, **Help**, and **Links**. Under **Inbox (1)**, there are links for 'Start new form', 'Forms in progress (3)', 'Forms submitted', and 'View company details'. Under **Profile**, there are links for 'Change password', 'Update contact details', and 'Add ACN'. Under **Finish**, there is a 'Logoff' link. Under **Help**, there are links for 'Email help', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'. Under **Links**, there are links for 'Search ASIC' and 'Search ABR'.

Before you logon the left hand menu is divided into sections:

- **Profile** – allows you to change your password or contact details
- **Help** – Email help opens an email to ASIC for a request of help with the registered agent portal. Help also provides links to the website about how the portal works, answers to frequently asked questions (technical FAQ), lodgement responsibilities and user guides.
- **Links** – allows you to go directly to ASIC or ABR web pages.

While working on a form the left hand menu is divided into sections:

- **Form** – allows you to return to different sections of the form, and print and view company details

- **Finish Form Later**– allows you to return to the form manager page and log off
- **Help** - Email help opens an email to ASIC for a request of help with the company portal. Help also provides links to the website about how the portal works, answers to frequently asked questions (technical FAQ).
- **Links** - allows you to go directly to ASIC or ABR web pages.

While in the inbox the left hand menu is divided into sections:

- The number in brackets next to **Inbox** shows the number of new/unopened mail. Start new form allows you to begin a new form. The number in brackets next to **Forms in Progress** shows the number of forms that have been started but not completed. You can also view forms that have been submitted, company details and the attachment folder.
- **Profile** – allows you to change your password or contact details
- **Finish** – allows you to logoff
- **Help** – Email help opens an email to ASIC for a request of help with the registered agent portal. Help also provides links to the website about how the portal works, answers to frequently asked questions (technical FAQ), lodgement responsibilities and user guides.
- **Links** – allows you to go directly to ASIC or ABR web pages.

the *current activity* section, that changes as you move from screen to screen – used if you wish to retrace a step at any time rather than using your browser buttons

## ***Using your browser buttons***

As mentioned in the description of the left hand menu you use links in that menu to move around. If you use your **Back** or **Forward** browser buttons:



The application can get confused. You may get the following message:

### **Page Conflict**

An error has occurred. Using the 'BACK' button on your Internet browser and then pressing the 'NEXT' or 'SUBMIT' button has caused this.

Please use the navigation bar on the left side of the page to move forward and back within the form. The 'BACK' button should not be used when you are filling out the form.

[Click here](#) to continue entering your document.

By clicking on [Click here](#) you will be returned to a point from which you can proceed. You may need to re-enter some information at this stage.

### ***Go direct to your Inbox***

At any point during your online session you can return directly to your **Inbox**. This effectively cancels what you were doing, so is a way to ‘recover’ your situation and start over. You do this by clicking on the blue ASIC logo:



### ***Case sensitivity***

Data entry is NOT case sensitive. No matter how you enter any text, it is changed to UPPER CASE.

### ***Reference Number***

The **Reference** number is a unique number generated for every instance of a form submitted to ASIC. Should you have a problem submitting a form, please quote the **Reference** number when communicating with ASIC.

## How to submit forms

### **Company officer**

When you have logged into your online account using a particular ACN/ABN you are able to submit forms *for that company only* during this session. To submit forms for another company for which you are also an officeholder you must logoff, and log on again using the ACN/ABN of the other company.

When you click [Start new form](#) on the left hand menu the list of available forms displays.

#### **Start a new form**

<b>Form</b>	<b>Description</b>
<a href="#">484</a>	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>
<a href="#">362</a>	Appointment or cessation of registered agent
<a href="#">485</a>	Statement in relation to Company solvency V2
<a href="#">485</a>	Statement in relation to Company solvency
<a href="#">492</a>	Request for correction
<a href="#">902</a>	Supplementary Document V4
<a href="#">902</a>	Supplementary Document V5
<a href="#">RA71</a>	Request for Company Details

When you click on a particular **Form** the details of that form display.

## Section 3: Using the application

---

### How to read forms sent to you

<b>Task description/overview</b>	How to read forms sent to your <b>Inbox</b> .
<b>When does this task need to be performed?</b>	After you log on and find that there are forms in your <b>Inbox</b> .
<b>Before you begin</b>	You must have: <ul style="list-style-type: none"><li>• logged on to your online account, and</li><li>• Adobe reader Version 5 or higher installed on your computer.</li></ul>

Step	Action
------	--------

- 1 If there are any forms or correspondence in your **Inbox** these are listed in date order. Click the code (e.g. *RC05*) to open the **Form**.

**Inbox**

Date	Form	ACN	Company Name	
07/01/2008 16:15	<a href="#">RC08</a>	550 491 542	EASYLODGE FIVE PTY LTD	<a href="#">hide</a>
07/01/2008 16:15	<a href="#">RC08</a>	550 491 542	EASYLODGE FIVE PTY LTD	<a href="#">hide</a>
04/12/2007 16:09	<a href="#">RC08</a>	550 491 542	EASYLODGE FIVE PTY LTD	<a href="#">hide</a>

[Show all documents](#)

The form opens in a new Adobe Acrobat Reader window. You can read it on screen or print it.

- 2 Close the Adobe reader window when you have finished with this form.

Forms remain in your **Inbox** for 90 days after you have first read them.

**Notes:**

- When there are more than 100 forms in your **Inbox** they will be deleted, from the oldest first, whether they have been read or not. To avoid missing correspondence you must log on to your account regularly.
- RC05 relates to Correspondence
- RC06 relates to the Annual Company Statement – If you get a blank screen when you view the RC06, save the file to your hard drive and then view the document.

The 'hide' function allows you to remove a document from the inbox without deleting it. You can then click 'show all documents' to view hidden documents.

## Submitting multiple Form 484s

Form 484 allows you to comply with the legal requirement to inform ASIC of changes to company details. It is split into sub-forms for different types of notification.

The following sections of this User Guide describe how to submit each of the seven sub-forms of Form 484 that are available online.

When you click Start new form on the left hand menu, and then **484**, the list of available sub-forms displays. Each of them has a checkbox that is ticked (by clicking on it) if that sub-form is required.

Changes to be notified:
<input type="checkbox"/> Change of address
<input type="checkbox"/> Appoint or Cease officeholder
<input type="checkbox"/> Change of name for officeholders or members
<input type="checkbox"/> Change to share structure
<input type="checkbox"/> Change to members' register
<input type="checkbox"/> Change of ultimate holding company details
<input type="checkbox"/> Change to special purpose company status

This application allows you to select multiple sub-forms of a Form 484. You only need to submit those sub-forms that are appropriate to the changes that you wish to inform ASIC about.

When you finish entering the details for each sub-form that you have selected, the next selected sub-form opens.

### Note:

- When notifying multiple changes, you **Submit** the form only once, after the completion of all of the selected sub-forms. Therefore, submitting a number of sub-forms at the same time is equivalent to generating and submitting one paper form that is sent to ASIC.

## How to submit Form 484 Change to Company Details (Change of address)

<b>Task description/overview</b>	How to submit Form 484 Change to Company Details (Change of address)
<b>When does this task need to be performed?</b>	<p>You must submit this form within 28 days of the change of address for:</p> <ul style="list-style-type: none"><li>• the Registered Office</li><li>• the Principal Place of Business</li><li>• a company officeholder, or</li><li>• a member, limited to the top 20 members (for proprietary companies only).</li></ul>
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Click <u>Start new form</u> in the left hand menu. |
|---|--|

A list of the available forms displays.

- |   |                    |
|---|--------------------|
| 2 | Click <u>484</u> . |
|---|--------------------|

The Form 484 sub-form selection screen displays.

Changes to be notified:

- Change of address
- Appoint or Cease officeholder
- Change of name for officeholders or members
- Change to share structure
- Change to members' register
- Change of ultimate holding company details
- Change to special purpose company status

Step	Action
------	--------

- 3 Tick *Change of Address* and click **Next**.

The **Address change Form 484** screen displays.

**Address change Form 484**

Date of change  (DD-MM-YYYY)

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

Country

Apply the new address to:

Registered Office  
 Principal Place of Business  
 Officeholders Address  
 Members Address

- 4 Enter the details of the address change by:

- entering the *Date of change*
- entering the *New address* details, and
- ticking the box(es) for which this new address applies.

**Notes:**

- Address changes for Officeholders or Members cannot be future dated.
- Any Australian address that you enter is validated against Australia Post's standard address format. You may need to vary the way that the address is entered before it will be accepted. If it is not accepted the error message displays **in red**.

If the address is close to the standard format but will not validate, you can choose to override the validation by clicking the *Confirm address details* box. This should *only* be done when you are certain that the address is correct.

**Step Action**

5 Click **Next**.

An **Address Change** confirmation screen displays showing both the new address and the existing address.

**Note:**

If you are changing the registered office address a screen will appear before this to confirm whether the company occupies the address at the registered office.

Does the company occupy the premises at the new registered office ?  
 Yes  No

If no, provide details of the occupier. Note: the system will automatically add the occupier's name as a "C/-" to the address field whenever printed. Do not add the occupier's name again yourself to the address.  
Name of occupier:

Has the occupier of the premises consented in writing to the use of the specified address as the address of the registered office of the company and not withdrawn that consent ?  
 Yes  No

[Next](#)

You will need to select yes or no, and if no enter the name of occupier and whether they have consented to use the address.

Then click **Next**

6 Confirm the details by clicking **Next** on the confirmation screen.

If you specified that the address change applies to either Officeholders Address or Members Address, a further screen displays for you to indicate the Officeholder(s) or Member(s) that the address change applies to. For example:

**Addresses - change officeholders Form 484**

**New address**  
2 Main Rd , Blackwood , SA 5051 , Australia

Select the officeholders that the new address applies to:

COSTIGAN, FAYE MARGARET  
310 SOUTH TERRACE , ADELAIDE SA 5000

KNAPWEED, DENNIS BROGRAN  
104 SUNNYHOLT ROAD , BLACKTOWN NSW 2148

[Next](#)

Step	Action
------	--------

- 7 If the *Addresses - change officeholders* or *Addresses - change members* options display, tick those that apply and click **Next**.

Before proceeding the application displays the **Addresses - change summary Form 484** screen and requests that you check the change and inquires if you want to notify another change.



For this address change, there are  tab functions available:

-  cancels the address change shown, and
-  displays the full details so you can confirm the changes made.

This screen allows you to submit a series of address changes, for different roles, in one Form 484 lodgement.

If you need to notify ASIC of other address changes, click [Notify another address change](#) and an **Address change Form 484** screen displays. Go to **Step 4**.

- 8 When you are satisfied that all address changes have been included, click **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

- 9 If you do not wish to submit the form to ASIC at this time, click [Validate Now](#) at the bottom of the **Submit Later** section.

The application validates the form and the form appears in [Forms in progress](#).

- 10 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in [Submitted Forms](#).
- If the form does not validate, it appears in [Forms in progress](#), allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking [Forms Submitted](#).

Click on [Forms in Progress](#) to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Appoint or cease company officeholder)

**Task description/overview** How to submit Form 484 Change to Company Details (Appoint or cease company officeholder).

**When does this task need to be performed?** You must submit this form within 28 days of the:

- appointment of a new company officeholder
- cessation of a company officeholder, or
- officeholder changing their role within the company.

**Before you begin** You must have logged on to your online account.

Step	Action
1	Click <u>Start new form</u> in the left hand menu.  A list of the available forms displays.
2	Click <u>484</u> .  The Form 484 sub-form selection screen displays.

Changes to be notified:

- Change of address
- Appoint or Cease officeholder
- Change of name for officeholders or members
- Change to share structure
- Change to members' register
- Change of ultimate holding company details
- Change to special purpose company status

Step	Action
------	--------

- 3 Tick *Appoint or Cease officeholder* and click **Next**.

The **Officeholders – appoint or cease Form 484** screen displays with the current officeholders for the company shown. For example:

**Officeholders - appoint or cease Form 484**  
You can appoint or cease an officeholder or add a role

COSTIGAN, FAYE MARGARET 310 SOUTH TERRACE , ADELAIDE SA 5000	Director Secretary	<a href="#">CEASE</a>	<a href="#">ADD ROLE</a>
KNAPWEED, DENNIS BROGRAN 104 SUNNYHOLT ROAD , BLACKTOWN NSW 2148	Director	<a href="#">CEASE</a>	<a href="#">ADD ROLE</a>

[Appoint a new officeholder](#)

[Next](#)

Using this form you can:

- appoint a new officeholder (see **Step 4**)
- cease an officeholder (see **Step 7**)
- add a new Role for an officeholder (see **Step 9**), or
- add officeholders who have resigned in the last six months (see **Step 11**).

You must do at least one of these steps before you can submit this sub-form.

**Step Action**

- 4 If you want to appoint a new officeholder, click [Appoint a new officeholder](#).

The **Officeholders – new officeholder Form 484** screen displays.

**Officeholders - new officeholder Form 484**  
Complete the appointment details for the new officeholder

**Enter dates for appointment to roles**

Director Appointment Date  (DD-MM-YYYY)  
Secretary Appointment Date  (DD-MM-YYYY)  
Alternate Director Appointment Date  (DD-MM-YYYY)

**Complete officeholder details**

Given names   
Family name   
Date of Birth  (DD-MM-YYYY)  
Place of Birth  
City/town of Birth   
State (if born in Australia)   
Country  Australia

Does this person have any former names?  
 Yes  No

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

Country  Australia

**Notes:**

- At least one of the three possible appointment dates is required, and the rest of the fields are mandatory.
- *City/town of Birth* and *Residential address* are validated for Australian addresses.

- 5 Enter the details and click [Next](#).

If you clicked **Yes** for *Does this person have any former names?* the **Officeholders – add a former name Form 484** screen displays.

If you clicked **No** to this question go to **Step 7**.

**Officeholders - add a former name Form 484**  
Enter officeholder's former name(s)

**Officeholder**  
JONES, Margaret  
Born 31-10-1950 at Jandakot WA Australia  
2 Smart St , Wellington , New Zealand

**Former name**

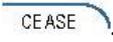
Given names   
Family name

**Note:** both *Given Names* and *Family Name* must be entered here.

Step	Action
------	--------

- 6 Enter the former name details and click **Next**.

The **Officeholders - appoint or cease Form 484** screen re-displays, including any changes you have made since commencing this sub-form.

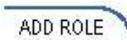
- 7 If you wish to cease an officeholder, click .

The **Officeholders - cease officeholder Form 484** screen displays.

If you do not wish to cease an officeholder, go to **Step 9**.

- 8 Enter the *Cessation Details* for this officeholder and click **Next**.

The **Officeholders - appoint or cease Form 484** screen re-displays, including any changes you have made since commencing this sub-form.

- 9 If you wish to add a new Role for an officeholder, click  next to the appropriate officeholders name.

The **Officeholders - add role to existing officeholder Form 484** screen displays.

If you do not wish to add a new Role for an officeholder, go to **Step 11**.

- 10 Enter the appointment date(s) for any new roles and click **Next**.

The **Officeholders - appoint or cease Form 484** screen re-displays, including any changes you have made since commencing this sub-form.

- 11 If you do not wish to submit the form to ASIC at this time, click **Validate Now** at the bottom of the **Submit Later** section.

The application validates the form and the form appears in **Forms in progress**.

Step	Action
------	--------

- |    |  |
|----|--|
| 12 | If you wish to submit the form to ASIC at this time, click <b>Yes</b> to the <i>ASIC Electronic Lodgement protocol Declaration</i> and then click <b><u>Submit</u></b> . |
|----|--|

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.
- The ceasing officeholder cannot cease him or herself or appoint a new officeholder. An existing officeholder or new officeholder is to complete the lodgement of the form 484.
- An Easy lodge account is an individual account, not a Company account. If you are a new officeholder that wishes to lodge via Easy lodge, please register your own account.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Change of name - officeholders or members)

**Task description/overview** How to submit Form 484 Change to Company Details (Change of name – officeholders or members)

**When does this task need to be performed?** You must submit this form within 28 days if there is change of the:

- personal name of a company officeholder or member,
- company name of a member (limited to the top 20 members).

**Before you begin** You must have logged on to your online account.

Step	Action
------	--------

1 Click Start new form in the left hand menu.

A list of the available forms displays.

2 Click 484.

The Form 484 sub-form selection screen displays.

Changes to be notified:

- Change of address
- Appoint or Cease officeholder
- Change of name for officeholders or members
- Change to share structure
- Change to members' register
- Change of ultimate holding company details
- Change to special purpose company status

3 Tick *Change of name for officeholders or members* and click Next.

The **Names - change officeholders or members name Form 484** screen displays.

**Names - change officeholders or members name Form 484**  
Enter details of the new name

Date of change:  (DD-MM-YYYY)

**New person name:**

Given names

Family name

OR

**New organisation name:**

Name of company

Apply change of name to:

Officeholders Name  
 Members Name

Step	Action
------	--------

- 4 Enter the:
  - Date of change
  - new details for the officeholder or member.
- 5 Tick the box indicating whether the change relates to an officeholder and/or member and click **Next**.

Depending on the box ticked either:

- the **Names - change officeholder name Form 484** screen (see example) displays, or
- the **Names - change member name Form 484** screen displays.

**Names - change officeholder name Form 484**

**New name**  
SMITH-COSTIGAN, Faye  
Margaret

Select the officeholder that the new name applies to:

COSTIGAN, FAYE MARGARET  
Born 31-01-1944 at ALICE SPRINGS NT  
310 SOUTH TERRACE , ADELAIDE SA 5000

KNAPWEED, DENNIS BROGRAN  
Born 16-09-1966 at FORREST WA  
104 SUNNYHOLT ROAD , BLACKTOWN NSW 2148

[Next](#)

- 6 Tick the box next to the officeholder/member whose name has changed and click **Next**.

Before proceeding the application displays the **Names – change of name summary** screen and requests that you check the change and inquires if you want to notify another change.

**Names - change of name summary Form 484**

**New name**  
SMITH-COSTIGAN, Faye Margaret

[UNDO](#) [REVIEW](#)

[Notify another name change](#)

[Next](#)

For this name change, there are [UNDO](#) [REVIEW](#) tab functions available:

- [UNDO](#) cancels the name change you made, and
- [REVIEW](#) displays the full details so you can confirm the changes made.

This screen allows you to submit a series of name changes, for different roles, in one Form 484 lodgement.

If you need to notify ASIC of other name changes, click [Notify another name change](#) and a **Names - change officeholders or members name Form 484** screen displays. Go to **Step 4**.

- 7 When you are satisfied that all name changes have been included, click **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

Step	Action
------	--------

8 If you do not wish to submit the form to ASIC at this time, click [Validate Now](#) at the bottom of the **Submit Later** section.

The application validates the form and the form appears in [Forms in progress](#).

9 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click [Submit](#).

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in [Submitted Forms](#).
- If the form does not validate, it appears in [Forms in progress](#), allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking [Forms Submitted](#).

Click on [Forms in Progress](#) to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Change to share structure)

<b>Task description/overview</b>	How to submit Form 484 Change to Company Details (Change to share structure)
<b>When does this task need to be performed?</b>	<p>This task must be performed for:</p> <ul style="list-style-type: none"><li>• any company, ASIC must be notified within 28 days of shares being issued or cancelled.</li><li>• proprietary companies, ASIC must be notified within 28 days of changes to share structure, or changes to details of members.</li><li>• public companies, ASIC must be notified within 28 days of the annual review date of change to share structure.</li></ul>

## Before you begin

You must have logged on to your online account.

You must be aware of the following information in regards to shares:

All companies must notify ASIC if they cancel or issue shares. Notifications must be received within 28 days of the change occurring.

Proprietary companies must also notify ASIC of any changes to:

- the company's share structure.
- details of their top 20 members.

**Public companies** must notify of changes to their share structure after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days of the date of issue of the company statement.

### **Special cases (for proprietary companies) and their lodging periods**

- Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.
- Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.

### **Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares**

These companies are not required to provide any details about share structure or members.

Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03.

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Click <u>Start new form</u> in the left hand menu. |
|---|--|

A list of the available forms displays.

Step	Action
------	--------

2 Click **484**.

The Form 484 sub-form selection screen displays.

Changes to be notified:

- Change of address
- Appoint or Cease officeholder
- Change of name for officeholders or members
- Change to share structure
- Change to members' register
- Change of ultimate holding company details
- Change to special purpose company status

3 Tick *Change to share structure* and click **Next**.

The **Share structure - summary Form 484** screen displays.

**Share structure - summary Form 484**

You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid	
A A CLASS SHARES	1000	500.00	0.00	CHANGE
<a href="#">Add another share class</a>				<a href="#">Next</a>

You can click:

-  to change the details for any existing share classes, or
- [Add another share class](#).

If you only wish to add another share class, go to step 8.

Step	Action
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- 4 Click  to change the details for any existing share classes.

The **Share structure - change a share class Form 484** screen displays.

**Share structure - change a share class Form 484**  
Select the reason why the share class is being changed

**Current details**  
Share class code: A  
Title: A CLASS SHARES  
Total number issued: 1000  
Total amount paid: 500.00  
Total amount unpaid: 0.00

Reason for change:

- Issue of Shares
- Cancellation of Shares
- Call on unpaid shares
- Division or conversion of a class of shares
- Conversion of shares into smaller or larger numbers

There are five options:

1. *Issue of Shares* – also requires *Change to Members' Register*.  
If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper *Form 484* must be lodged along with:
    - (for proprietary companies) a *Form 207Z* certifying that all stamp duties have been paid, or
    - (for public companies) a *Form 207Z* and either a *Form 208* or a copy of the contract.
  2. *Cancellation of Shares* – also requires *Change to Members' Register*.  
Depending on the reason for cancellation, certain other paper forms may be required to be lodged prior to lodging the *Form 484*.
  3. *Call on unpaid shares*.
  4. *Division or conversion of a class of shares* – this is not yet available online: a paper *Form 211* has to be lodged.
  5. *Conversion of shares into smaller or larger numbers* – this is not yet available online: a paper *Form 2205* has to be lodged.
- 5 Tick the applicable *Reason for change* box and click **Next**.

The appropriate screen displays.

Fill in the boxes that display according to the option selected, then click **Next**.

**Step Action**

- 6 The **Share structure - confirm share class changes Form 484** screen displays showing the *Original class details* and *Resultant class details*.

**Share structure - confirm share class changes Form 484**  
Complete the details of the resulting share class.

**Original class details**  
Share class code: A CLASS A  
Total number issued: 1  
Total amount paid: 1.00  
Total amount unpaid: 0.00

**Resultant class details**  
Total number issued: 101  
Total amount paid: 101.00  
Total amount unpaid: 0.00

This is an important confirmation as it replaces filling out the summary details that are part of the hard copy Form 484 Part C3.

- 7 When you are finished entering changes to this share class, click **Next**.

The **Share structure - summary Form 484** screen displays. If you do not wish to add a new share class, go to **Step 11**.

**Share structure - summary Form 484**  
You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid	
A CLASS A	101	101.00	0.00	<input type="button" value="UNDO"/> <input type="button" value="REVIEW"/>
B CLASS B	1	1.00	0.00	<input type="button" value="CHANGE"/>
ORD ORDINARY	1	1.00	0.00	<input type="button" value="CHANGE"/>
<a href="#">Add another share class</a>				

Step	Action
------	--------

- 8 Click Add another share class to add another share class.

The **Share structure - add a share class Form 484** screen displays.

**Share structure - add a share class Form 484**  
Complete the share class details for the new share class

**Share class details**  
Please select a share class from the list of common classes

OR

**Enter**  
Share class code:   
Title of share class:   
Effective date of class:  (DD-MM-YYYY)  
Reason for a new class:  
 Issue of Shares  
 Division or conversion of a class of shares

**Note:** If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged along with:

- (for proprietary companies) a *Form 207Z* certifying that all stamp duties have been paid, or
- (for public companies) a *Form 207Z* and either a *Form 208* or a copy of the contract.

- 9 Fill in the details and click Next.

The **Share structure - confirm share class changes Form 484** screen displays showing the *Original class details* and *Resultant class details*.

**Note:** This is an important confirmation as it replaces filling out the summary details that are part of the hard copy Form 484 Part C3.

- 10 Once you are finished with the changes to this share class, click Next.

The **Share structure – summary Form 484** screen displays.

- 11 Once you are satisfied with all share class changes and additions you have made, click Next.

If you have issued new shares the following error message displays:

You must update the member's register when the share structure is updated

- 12 Click Form setup in the left hand menu, the **Form 484 sub-form selection** screen re-displays.

Step	Action
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- 13 Tick *Change to members' register*. This allows you to bypass this error message.

Updating the members' register is described in the *How to submit form 484 Change to Company Details (Change to members' register)* section of this guide.

- 14 If you do not wish to submit the form to ASIC at this time, click Validate Now at the bottom of the **Submit Later** section.

The application validates the form and the form appears in Forms in progress.

- 15 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click Submit.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.
- If you are ceasing or changing the shares for an existing member, then adding a new member, please amend the details of the existing member first.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Change to members' register)

<b>Task description/overview</b>	How to submit Form 484 Change to Company Details (Change to members' register)
<b>When does this task need to be performed?</b>	<p>This task must be performed for:</p> <ul style="list-style-type: none"><li>• proprietary companies – ASIC must be notified within 28 days of changes to details of members</li></ul>
<b>Before you begin</b>	<p>You must have logged on to your online account.</p> <p>You must be aware of the following information in regards to shares:</p> <p>All companies must notify ASIC if they cancel or issue shares. Notifications must be received within 28 days of the change occurring.</p> <p>Proprietary companies must also notify ASIC of any changes to:</p> <ul style="list-style-type: none"><li>• the company's share structure.</li><li>• details of their top 20 members.</li></ul> <p><b>Public companies</b> must notify of changes to their share structure after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days of the date of issue of the company statement.</p> <p><b>Special cases (for proprietary companies) and their lodging periods</b></p> <ul style="list-style-type: none"><li>• Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.</li><li>• Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.</li></ul> <p><b>Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares</b></p> <p>These companies are not required to provide any details about share structure or members.</p> <p>Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03.</p>

Step	Action
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- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 484.

The Form 484 sub-form selection screen displays.

Changes to be notified: <ul style="list-style-type: none"><li><input type="checkbox"/> Change of address</li><li><input type="checkbox"/> Appoint or Cease officeholder</li><li><input type="checkbox"/> Change of name for officeholders or members</li><li><input type="checkbox"/> Change to share structure</li><li><input type="checkbox"/> Change to members' register</li><li><input type="checkbox"/> Change of ultimate holding company details</li><li><input type="checkbox"/> Change to special purpose company status</li></ul>
--

- 3 Tick *Change to members' register* and click Next.

The **Members - summary Form 484** screen displays.

<b>Members - summary Form 484</b>	
You can change a members holdings or add a new member	
<b>Current members</b>	
ACME MANAGED FUNDS (2005) INC.	CHANGE
SMITH , ANDREW BRIAN	CHANGE
JONES , MARY JANE	CHANGE
<a href="#">Add a new member to the register</a>	
<a href="#">View share holdings by class</a>	
<a href="#">Next</a>	

**Step Action**

- 4 Click View share holdings by class.

The **Members by share class Form 484** screen displays.

Share class	Name	Original No Held	New No Held		
A	ACME MANAGED FUNDS (2005) INC.	101	101	CHANGE	CEASE
B	JONES , MARY JANE	1	1	CHANGE	CEASE
ORD	SMITH , ANDREW BRIAN	1	1	CHANGE	CEASE

[View holdings by member](#)

[Next](#)

The two screens shown above are different views of the Members' Register. You can make changes from either screen to existing Members' share holdings.

To Add a new member to the register, you must display the **Members - summary Form 484** first.

- 5 Changing a member's share holdings.

From the **Members - summary Form 484** click  next to the appropriate member's name. The **Members – holdings summary Form 484** screen displays.

**Member name**  
SMITH , ANDREW BRIAN

**Holding details**

Share class	Original No Held	New No Held		
ORD	1	1	CHANGE	CEASE

[Add a new holding for this member](#)

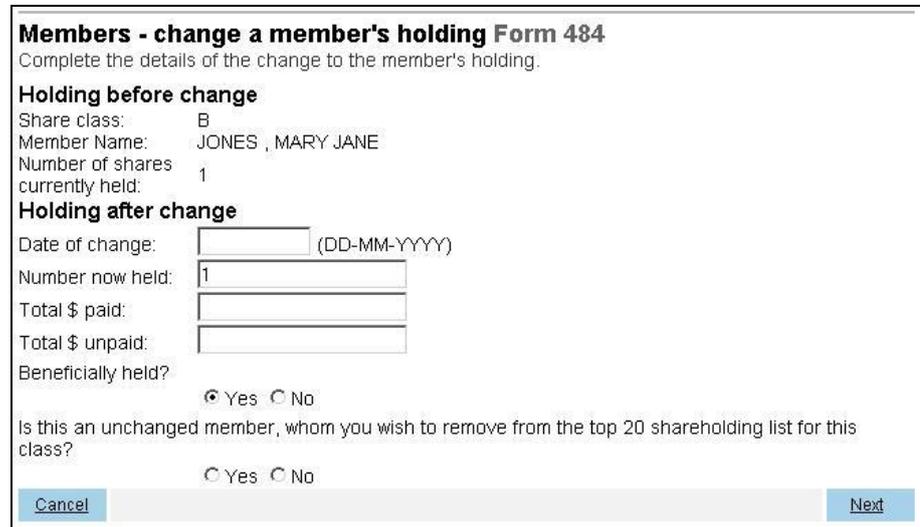
[Next](#)

**Step Action**

6 Click:

-  for the share class you wish to change for that member, or
- from the **Members by share class Form 484** click  next to the member and share class you wish to change.

The **Members - change a member's holding Form 484** screen displays.



**Members - change a member's holding Form 484**  
Complete the details of the change to the member's holding.

**Holding before change**  
Share class: B  
Member Name: JONES, MARY JANE  
Number of shares currently held: 1

**Holding after change**  
Date of change:  (DD-MM-YYYY)  
Number now held:   
Total \$ paid:   
Total \$ unpaid:   
Beneficially held?  Yes  No  
Is this an unchanged member, whom you wish to remove from the top 20 shareholding list for this class?  Yes  No

7 Enter the details of any changes required and click **Next**.

Once you have made changes to any share holding, the  button changes to two buttons:  . Any change made can be reviewed for correctness (and further modified if necessary) or undone before proceeding with the submission of this form.

8 When you are satisfied that all members' register changes have been included, click **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

9 If you do not wish to submit the form to ASIC at this time, click **Validate Now** at the bottom of the **Submit Later** section.

The application validates the form and the form appears in Forms in progress.

Step	Action
------	--------

- |    |  |
|----|--|
| 10 | If you wish to submit the form to ASIC at this time, click <b>Yes</b> to the <i>ASIC Electronic Lodgement protocol Declaration</i> and then click <b><u>Submit</u></b> . |
|----|--|

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Change of details - ultimate holding company)

<b>Task description/overview</b>	How to submit Form 484 Change of ultimate holding company details.
<b>When does this task need to be performed?</b>	This task must be performed for: <ul style="list-style-type: none"><li>• proprietary companies – ASIC must be notified within 28 days of the change to ultimate holding company</li><li>• public companies – ASIC must be notified within 28 days of the date of issue of the Company Statement, of the change to ultimate holding company.</li></ul>
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 484.

The Form 484 sub-form selection screen displays.

Changes to be notified: <ul style="list-style-type: none"><li><input type="checkbox"/> Change of address</li><li><input type="checkbox"/> Appoint or Cease officeholder</li><li><input type="checkbox"/> Change of name for officeholders or members</li><li><input type="checkbox"/> Change to share structure</li><li><input type="checkbox"/> Change to members' register</li><li><input type="checkbox"/> Change of ultimate holding company details</li><li><input type="checkbox"/> Change to special purpose company status</li></ul>
--

- 3 Tick *Change of ultimate holding company details* and click Next.

The **Ultimate holding company Form 484** screen displays.

The content of the form will depend on whether your company already has an ultimate holding company.

If your company already has an ultimate holding company the screen shown at **Step 4** displays.

If your company does not have an ultimate holding company the screen shown at **Step 6** displays. Got to **Step 6**.

**Step Action**

4 **Ultimate holding company Form 484**

**Current ultimate holding company**

WARRIOR PRODUCE PTY LTD

ACN 100 123 456

Incorporated in AUSTRALIA

Select the action you wish to take

- Change name
- Cease
- Replace

Next

Click one of:

- *Change name* – this is only used for an ultimate holding company that does not have an ACN or ARBN
- *Cease* – when your company no longer has an ultimate holding company, or
- *Replace* – when your ultimate holding company has changed.

Then click **Next**.

Depending on your selection, one of the following screens displays:

- **Change name ultimate holding company Form 484**, or
- **Cease ultimate holding company Form 484**, or
- **Replace ultimate holding company Form 484**.

5 Enter the details as required, click **Next**, and go to **Step 7**.

6 **Add ultimate holding company Form 484**

**Complete ultimate holding company details**

ABN or ACN or ARBN

Name

Country of incorporation

Date of change:  (DD-MM-YYYY)

Cancel

Next

Enter the details as required, click **Next**.

Step	Action
------	--------

- 7 The **Ultimate holding company summary Form 484** screen displays.



You now have the choice to [REVIEW](#) the changes and confirm the details are correct, or you can [UNDO](#) the changes you have made.

Click **Next** to proceed.

You have now completed the form, but it has still to be lodged with ASIC.

- 8 If you do not wish to submit the form to ASIC at this time, click **Validate Now** at the bottom of the **Submit Later** section.

The application validates the form and the form appears in **Forms in progress**.

- 9 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking **Forms Submitted**.

Click on **Forms in Progress** to see forms that require further action by you.

## How to submit Form 484 Change to Company Details (Change to special purpose company status)

<b>Task description/overview</b>	How to submit Form 484 Change to Company Details (Change to special purpose company status)
<b>When does this task need to be performed?</b>	This form needs to be lodged with ASIC within 28 days of the commencement of the company operating as a special purpose company.
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 484.

The Form 484 sub-form selection screen displays.

Changes to be notified: <ul style="list-style-type: none"><li><input type="checkbox"/> Change of address</li><li><input type="checkbox"/> Appoint or Cease officeholder</li><li><input type="checkbox"/> Change of name for officeholders or members</li><li><input type="checkbox"/> Change to share structure</li><li><input type="checkbox"/> Change to members' register</li><li><input type="checkbox"/> Change of ultimate holding company details</li><li><input type="checkbox"/> Change to special purpose company status</li></ul>
--

- 3 Tick *Change to special company status* and click Next.

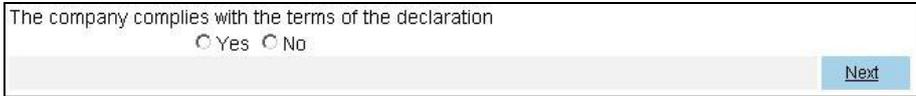
The **Commence Special Purpose Company Status Form 484** screen displays.

<b>Commence Special Purpose Company Status Form 484</b>
Date of change: <input type="text"/> (DD-MM-YYYY)
Commence status as: <ul style="list-style-type: none"><li><input type="radio"/> Home unit</li><li><input type="radio"/> Superannuation trustee</li><li><input type="radio"/> For charitable purposes only</li></ul>
<a href="#">Next</a>

Step	Action
------	--------

- 4 Fill in the *Date of change*, tick one of the boxes and click **Next**.

Depending on which box you ticked an explanatory screen displays including the section of the Act under which your special purpose applies.

5 The company complies with the terms of the declaration  
 Yes  No  
[Next](#)

Read this carefully, and confirm that this is the correct status by agreeing with the declaration at the bottom of the screen by clicking *Yes* and then **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

- 6 If you do not wish to submit the form to ASIC at this time, click **Validate Now** at the bottom of the **Submit Later** section.

The application validates the form and the form appears in **Forms in progress**.

- 7 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking **Forms Submitted**.

Click on **Forms in Progress** to see forms that require further action by you.

## How to submit Form 205A Notification of resolution—change of company name

<b>Task description/overview</b>	How to submit form 205A Notification of resolution—change of company name
<b>When does this task need to be performed?</b>	When members of the company have passed a special resolution to change the company name.
<b>Before you begin</b>	<p>You must log on to your online account.</p> <p>You must use the current, valid CAN and name of the company.</p> <p>The company must:</p> <ul style="list-style-type: none"><li>• be an Australian company</li><li>• have a status of registered.</li></ul> <p>The date of the special resolution must not be later than today's date and it must be after the company registration</p>

Step	Action
------	--------

- 1 Click **Start new form** in the left hand menu.

A list of the available forms displays.

Click **205A Notification of resolution - change of company name**

2 The **Resolution details** screen displays.

Form 205A  
**Resolution details**  
 Test Database DESIGN DRAFT 28/07/2008  
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
 Reference: 70074747

**Resolution details Form 205A**

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

The resolution is:  
 set out below  
 in the attached document

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

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

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

**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**  
 \$330

**Late Fees**  
 Standard late fees apply

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

[Next](#)

Select '**set out below**', if inserting the resolution in the area provided and enter the text of the special resolution.

Select '**as per attached document**' if providing the resolution as an attachment. See **Step 7**.

### **Is the name being changed to the Company ACN?**

If name is being changed to the Company ACN select **Yes**

If the name is being changed to a name other than the Company ACN select **No**

### **Is the proposed name identical to a registered business name(s)?**

If the proposed name is identical to a registered business name select **Yes**. If yes, the name can only be registered by the company for the owner(s) of the identical business name(s).

Select **No** if the same is not identical to a registered business name.

Click on **Next** to continue

- Where the name is being changed to the ACN, **go to step 3**.
- Where there are current name reservations for the company **go to step 4**.
- Otherwise continue **from step 5**

Please note the information that applies to preparing and lodging this form.

**Step Action**

- 3 The **Proposed company name (ACN)** screen displays.

**Proposed company name Form 205A**

Proposed name of the company is  
ACN 550 566 660

Select only one of the ACN variations you would like to preface the ACN number with to make up the full company name

A.C.N.  
 ACN  
 Australian Company Number

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

PTY LTD

[Next](#)

The ACN variation and legal elements can now be chosen.

The proposed name of the company will be automatically populated using the ACN of the company

Select the legal elements that you wish to apply to the company name from the drop down list provided

Click on **Next** to continue

- 4 The **Reserved Names** screen displays if there is a current name reservation for the company.

**Reserved Names Form 205A**

Select a previously reserved name as set out below to correspond with your special resolution.

Select the last option if you require a new name.

PDF USER GUIDE PTY LTD  
 JOSH COMPANY PTY LTD  
 NONE - ENTER NEW COMPANY NAME

[Next](#)

If you wish to use a reserved name, select it from the list and go to **Step 7**.

To enter a new proposed name, select '**None – enter new company name**'. Go to **Step 5**.

Click on **Next** to continue

**Step Action**

- 5 The **Proposed company name** screen displays.

Enter the proposed company name and select the respective legal elements from the drop down box.

**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

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

PTY LTD

[Next](#)

Click on **Next** to continue

- 6 Check the new company name is correct and confirm by selecting **Yes** or **No** in response to the confirmation screen below.

Your new company name will be presented on your company name certificate exactly as set out below

**Confirm company name Form 205A**

Your new company name will be presented on your company name certificate exactly as set out below

**HERBAL SUPPLIES N.S.W PTY LTD**

Is this the correct new company name?

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 of \$330 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.

[Next](#)

If **Yes** is selected the change of name is accepted and your company name will be changed to the above new name as soon as it is submitted.

**Important Note:** Enter the new name correctly. Otherwise, the company will have to pass a new special resolution and submit a new Form 205A and pay another lodgement fee to change the company name.

If **No** is selected then you will be returned to step 5 to continue the application.

Click on **Next** to continue

**Step Action**

- 7 If you selected '*as per attached document*' on the **Resolution Details** (step 5) the following screens will be presented and the appropriate file/s should now be attached. Multiple documents can be attached.

**Attachments Form 205A**

*You must attach documents you specified on the Documents page.*

*You can only attach documents in tif, pdf & rtf format.*

*If you require further instructions, please refer to the technical FAQ.*

*Note: The maximum size of each attachment to this page is .2 MB(s).*

Description of Document      Pathname

Click **Browse**.

The **Choose file** popup displays

Select the appropriate file and click **Open**.

The **Attachments** screen redisplay with the pathname field for the file populated.

Enter a description of the document and click **Next**.

- 8 The **Confirm attachment(s)** screen displays. Clicking **View** will open the file in a new window.
- If you wish to remove the current file select the **Remove** button
  - Select the **View** button to view the attached file.

**Confirm attachment(s) Form 205A**

*If you require further instructions, please refer to the technical FAQ.*

File name	Document	Size	File type	REMOVE	VIEW
Test attachment.pdf	205 Test	8 KB	PDF	<input type="button" value="REMOVE"/>	<input type="button" value="VIEW"/>

Click on **Next** to continue

If you selected the option of the proposed name not being identical to a registered business name on the **Resolution details** screen (step 3), go to **Step 12**.

If you selected the option that the proposed name is identical to a registered business name, continue to **Step 9**.

**Step Action**

9 The **Add a Business name** screen displays.

**Add a Business name Form 205A**

Please enter the business number corresponding to the identical name the company is being changed to including the state of registration. If the business is registered in more than one state you will need to enter this information for each state

Provide business name registration details:

State/Territory

Business Number

State/Territory of registration

[Cancel](#) [Next](#)

Enter the identical business name details.

Select **Next** to continue.

10 The **Business names** confirmation screen is displayed.

**Business names Form 205A**

Proposed name: HERBAL SUPPLIES N.S.W PTY LTD

NSW	K5294313	REMOVE	REVIEW
-----	----------	--------	--------

[Add another business name](#)

[Next](#)

- If you wish to remove the current file select the **Remove** button
- Select the **Review** button to view business details.

If you have multiple Business names to add select the **Add another business name** link

Click on **Next** to continue

11 The declaration screen displays.

**Declaration Form 205A**

I declare that I own, or am changing the company name for the owners(s) of the identical business name(s), the registration details of which were listed previously.

Yes

[Next](#)

Select 'Yes' if the declaration statement is correct. Click **Next** to continue.

If the declaration statement is not correct you will be unable to continue your application.

Step	Action
------	--------

12 The **Submit** screen will display.

If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

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 proposed name is accepted by ASIC, the name can only be changed again by the company passing another special resolution and submitting a subsequent form 205A and payment of the **\$330** lodgement fee.

The proposed name of the company including legal elements is:

**HERBAL SUPPLIES N.S.W PTY LTD**

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

**Submit Now or select cancel/menu option to go back**

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

Yes  No

[Submit](#)

The form is submitted to ASIC electronically.

**Confirmation of Form Submission**

Your document was submitted for validation to ASIC on 06/08/2008 at 13:58:59.

[Next](#)

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

Click on **Next** to continue

13 If the proposed name is NOT accepted/available a rejection notice will be issued electronically to your inbox.

Once the form has been accepted by ASIC the **Certificate of Change of Company Name** will be **delivered electronically** to your ASIC inbox as a Form **RC05**.

**Step Action**

14 You can now view the invoice by clicking .

**Statutory Fees Advice**

Your form has been accepted by ASIC on 06/08/2008 at 13:58:59

Invoice Amount: \$330.00

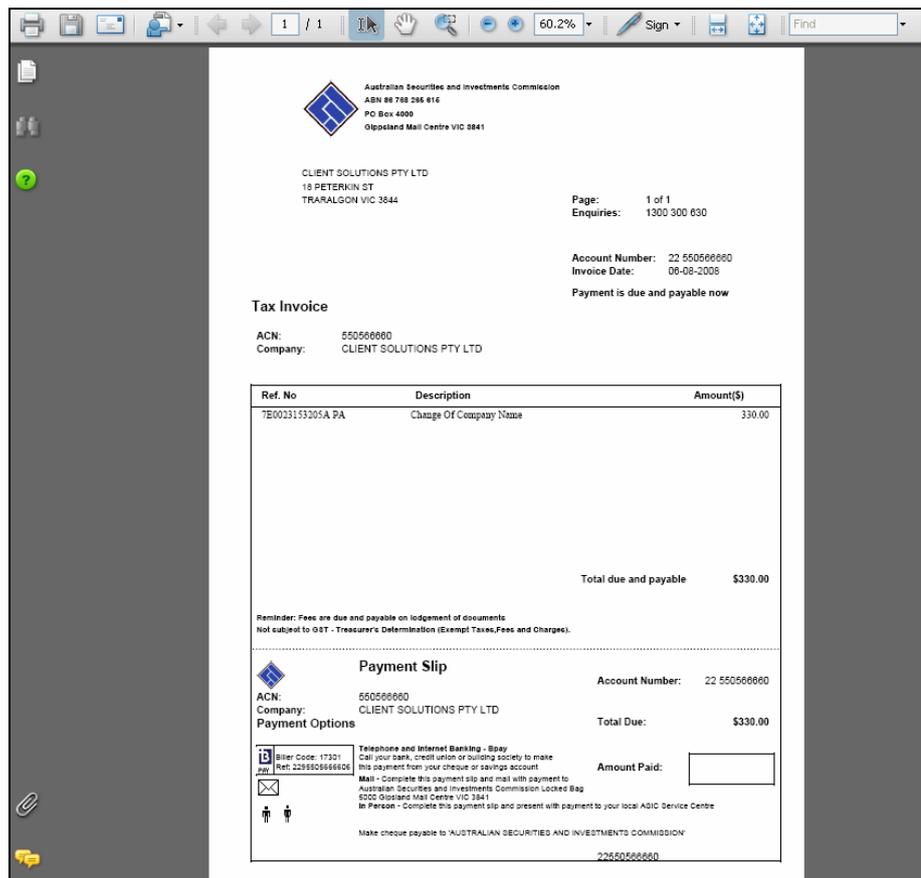
You **must** now print your Invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.


A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.



The screenshot shows a PDF document viewer displaying a tax invoice and payment slip. The document is titled "Statutory Fees Advice" and is from the Australian Securities and Investments Commission (ASIC). The invoice is for Client Solutions Pty Ltd, with an amount of \$330.00. The payment slip indicates that the total due is \$330.00. The document includes a table of items and a section for payment options.

**Australian Securities and Investments Commission**  
ABN 88 788 286 616  
PO Box 4900  
Oppoland Mail Centre VIC 3841

CLIENT SOLUTIONS PTY LTD  
18 PETERKIN ST  
TRARALGON VIC 3844

Page: 1 of 1  
Enquiries: 1300 300 630

Account Number: 22 550566660  
Invoice Date: 06-08-2008  
Payment is due and payable now

**Tax Invoice**

ACN: 550566660  
Company: CLIENT SOLUTIONS PTY LTD

Ref. No	Description	Amount(\$)
7E0023153205A PA	Change Of Company Name	330.00
Total due and payable		330.00

Reminder: Fees are due and payable on lodgement of documents  
Not subject to GST - Treasurer's Determination (Exempt Taxes, Fees and Charges).

**Payment Slip**

ACN: 550566660  
Company: CLIENT SOLUTIONS PTY LTD  
Account Number: 22 550566660  
Total Due: \$330.00

**Payment Options**

Telephone and Internet Banking - Easy  
Call your bank, credit union or building society to make this payment from your cheque or savings account.  
Amount Paid:

Mail - Complete this payment slip and mail with payment to Australian Securities and Investments Commission Locked Bag 5020, Oppoland Mail Centre VIC 3841  
In Person - Complete this payment slip and present with payment to your local ASIC Service Centre

Make cheque payable to 'AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION'  
22550566660

## How to submit Form 362 Appointment of Registered Agent

<b>Task description/overview</b>	How to submit Form 362 Appointment of Registered Agent.
<b>When does this task need to be performed?</b>	When you want to inform ASIC that you have appointed a registered agent for your company.
<b>Before you begin</b>	<p>You must have logged on to your online account.</p> <p>You must have your registered agent's registered agent number.</p> <p>You must have signed a paper copy of the Form 362 indicating the appointment, and this must be held by the registered agent.</p> <p><b>Note:</b> 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 and other correspondence.</p>

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 362.

**Form Setup Form 362** screen displays asking you to enter the number of the agent that you wish to appoint as your representative.

**Form setup Form 362**

Enter the number of the agent to be appointed or ceased

Number

Change to be notified:

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.

[Next](#)

Step	Action
------	--------

- 3 Enter the agent's number, click the **Appointment** button and click **Next**.

A **Confirm appointment Form 362** screen displays showing the details of the agent and asking you for confirmation.



- 4 Click **Yes** and **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

- 5 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 362 Cessation of Registered Agent

<b>Task description/overview</b>	How to submit Form 362 Cessation of Registered Agent.
<b>When does this task need to be performed?</b>	When you want to inform ASIC that a registered agent has ceased to represent your company.
<b>Before you begin</b>	<p>You must have logged on to your online account.</p> <p>You must have your Registered Agent's registered agent number.</p> <p>You must have signed a paper copy of the Form 362 indicating the cessation, and this must be held by the registered agent.</p>

Step	Action
------	--------

- 1 Click [Start new form](#) in the left hand menu.

A list of the available forms displays.

- 2 Click [362](#).

**Form Setup Form 362** screen displays asking you to enter the number of the agent that you wish to cease as your representative.

**Form setup Form 362**

Enter the number of the agent to be appointed or ceased

Number

Change to be notified:

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.

[Next](#)

Step	Action
------	--------

- 3 Enter the agent's number, click the **Cessation** button and click **Next**.

A **Confirm Cessation Form 362** screen displays showing the details of the agent and asking you to confirm.

Company: Global Financial Services Pty Ltd ACN 008 138 814  
Reference: 71685086

---

**Cessation of an agent Form 362**  
You will be ceasing as your agent:  
Global Financial Services Pty Ltd  
Agent No. 700  
Is this correct?  
 Yes  No

[Next](#)

- 4 Click **Yes** and **Next**.

You have now completed the form, but it has still to be lodged with ASIC.

- 5 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in [Submitted Forms](#).
- If the form does not validate, it appears in [Forms in progress](#), allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking [Forms Submitted](#).

Click on [Forms in Progress](#) to see forms that require further action by you.

## How to submit Form 388 Copy of financial statements and reports

<b>Task description/overview</b>	<p>How to submit Form 388 Copy of financial statements and reports. This will cover:</p> <ul style="list-style-type: none"><li>• completing Form 388</li><li>• appointing an auditor for your company</li><li>• attaching your financial statements and reports</li></ul>
<b>When does this task need to be performed?</b>	<p>When financial statements and reports must be lodged each year by:</p> <ul style="list-style-type: none"><li>• public companies</li><li>• large proprietary companies</li><li>• foreign-controlled small proprietary companies</li><li>• registered schemes or</li><li>• trusts</li></ul> <p>The form can also be used to notify appointment of an auditor to the company (but not a scheme) when lodging financial statements and reports.</p> <p>When amending previously lodged financial statements and reports.</p>
<b>Before you begin</b>	<ul style="list-style-type: none"><li>• You must have logged on to your online account.</li><li>• Your financial statements and reports should be in either TIF, PDF or RTF format in order to be attached to this form.</li><li>• Up to 5 attachments are allowed.</li><li>• The maximum file size for each attachment is 10MB.<ul style="list-style-type: none"><li>○ File sizes vary depending on the type of file being used; some files provide the user with the option of reducing the file size. For information on reducing the file size refer to your software.</li></ul></li><li>• For security reasons ASIC rejects PDF documents containing encrypted data, active content (e.g. JavaScript, PostScript), external references and PDF documents with attached objects or executables.</li></ul>

Step	Action
------	--------

- 1 Click **Start new form** in the left hand menu.

A list of the available forms displays.

- 2 Click **388**.

**Note:** If you are lodging an amendment to previously lodged financial statements or directors' report, you will need to confirm the company and the original document that you are amending. Then go to **Step 21**.

- 3 The **Reason for lodgement** screen displays. If you select 'A large proprietary company that is not a disclosing entity' continue to **Step 4**, otherwise select the appropriate button and go to **Step 5**.

If you think you are a large proprietary company but are unsure, the criteria and definition can be found by clicking the **What is a large proprietary company** link.

**Reason for lodgement Form 388**

*A prescribed interest undertaking that is a disclosing entity is required to lodge in paper and cannot lodge electronically*

Select one of the following types that best describes why you are lodging statements and reports

- A public company or a disclosing entity which is not a registered scheme or prescribed interest undertaking
- A large proprietary company that is not a disclosing entity
- A small proprietary company that is controlled by a foreign company for all or part of the period and where the company's profit or loss for that period is not covered by statements lodged with ASIC by a registered foreign company, registered scheme or disclosing entity
- A small proprietary company that is requested by ASIC to prepare and lodge statements and reports

[What is a large proprietary company?](#)

**Next**

- 4 Select **A large proprietary company that is not a disclosing entity** button and click **Next**.

The **Details of large proprietary company** screen displays.

Enter the information for the financial year into the text boxes.

**Details of large proprietary company Form 388**

**If the company is a large proprietary company that is not a disclosing entity, please complete the following information as at the end of the financial year for which the financial statements relate:**

What is the consolidated revenue of the large proprietary company and the entities that it controls?

What is the value of the consolidated gross assets of the large proprietary company and the entities that it controls?

How many employees are employed by the large proprietary company and the entities that it controls?

How many members does the large proprietary company have?

**Next**

**Step Action**

5 Click **Next**.

The **Financial year start and end dates** screen displays.

For companies that have lodged a Form 388 before, you can select the dates for which your lodgement applies from the dropdown box. Otherwise enter the new financial year end date into the text field.

**Financial year start and end dates Form 388**

Which financial year are the accounts for?

If the above date does not correspond with the entity end of financial year, you can change your financial year-end date under the provisions of Section 323D of the Corporations Act 2001 (the Act).

Note: Section 323D of the Corporations Act 2001 (the Act) requires the first financial year for a company, registered scheme or disclosing entity to start on the day of its registration. The first financial year may last for 12 months or the period (not longer than 18 months) determined by the directors (subsection 323D(1) or the Act).

If applicable, please enter the new financial year end date?  
 (DD-MM-YYYY)

[Next](#)

6 Click **Next**.

The **Auditor's report** screen displays.

If your financial statements were audited, select **Yes** to the first question and answer the following two questions appropriately.

- If you already have an auditor appointed continue to **Step 7**.
- If there are no auditors recorded against your company on the ASIC register click **Next** and go to **Step 15**.

If you select **No** to the financial statements being audited you will have to select **Yes** to there being a class order exemption. This means that a Form 336C *Order granting relief from accounting/auditing requirements* should be recorded by ASIC and/or a Form 382 should have been previously lodged advising of this exemption. Click **Next** and go to **Step 21**.

**Auditor's report Form 388**

Were the financial statements audited?  
 Yes  No

If yes, does the auditor's report (s308) for the financial year contain a statement of:  
Reasons for the auditor not being satisfied as to the matters referred to in s307?  
 Yes  No

Details of the deficiency, failure or shortcoming concerning any matter referred to in s307?  
 Yes  No

If no, is there a class order exemption current for auditor relief?  
 Yes  No

[Next](#)

**Step Action**

7 Click **Next**.

The **Details of current auditor(s)** screen displays. A list of current auditors recorded on the ASIC register for the company will display.

- If you need to make changes to an auditor address, go to **Step 8**.
- If you want to appoint a new auditor, go to **Step 10**.
- If you want to cease or replace an auditor click **How to cease or replace an auditor** and go to **Step 11**.
- If you do not need to make any further changes click **Next** and go to **Step 21**.

Details of current auditor(s) Form 388		
Name	Address	Date of appointment
AUDITOR NAME	14-22 GREY STREET TRARALGON VIC 3844	05-05-2007

[How to appoint a new auditor](#)  
[How to cease or replace an auditor](#)

**Next**

8 Click **Change address**.

The **Change Auditor's Address** screen displays.

Change Auditor's Address Form 388	
Name :	AUDITOR NAME
<b>Address</b>	
Enter address information starting on the first line. Foreign addresses should be formatted using your local conventions.	
	<input type="text"/>
Country	Australia <input type="button" value="v"/>
<b>Cancel</b>	<b>Next</b>

**Step Action**

- 9 Enter the new address and click **Next**.

The **Details of current auditor(s)** screen redisplay with the option to undo the changes just made.

- If you want to appoint a new auditor, go to **Step 10**.
- If you do not need to make any further changes click **Next** and go to **Step 21**.

Details of current auditor(s) Form 388			
Name	Address	Date of appointment	
AUDITOR NAME	14-22 GREY STREET TRARALGON VIC 3844	05-05-2007	<a href="#">CHANGE ADDRESS</a> <a href="#">UNDO</a>
<a href="#">How to appoint a new auditor</a>			<a href="#">Next</a>

- 10 Click the link **How to appoint new auditor**.

The **Appoint new auditor** screen displays. You can only appoint a second auditor if the date of appointment of the second auditor is the same as the existing auditor ASIC has recorded on their register.

- If you want to appoint a second auditor select **appoint a second auditor** radio button and click **Next**. Go to **Step 15**.
- If you want to replace your existing auditor, select **replace your existing auditor** radio button and click **Next**. Go to **Step 11**.

Appoint new auditor Form 388	
ASIC records show that you currently have an auditor appointed to your company. Do you want to either	
<input type="radio"/> appoint a second auditor	
<input type="radio"/> replace your existing auditor	
<a href="#">Cancel</a>	<a href="#">Next</a>

- 11 The **Auditor vacancy** screen displays. You will need to select the reason why there is an auditor vacancy.

- If the auditor resigned or was removed by the company, go to **Step 12**.
- If the auditor has otherwise ceased, go to **Step 13**.

Auditor vacancy Form 388	
<i>To appoint a new auditor there must be a vacancy for an auditor. However, ASIC records show that you currently have an auditor appointed to your company. ASIC is unable to record the details of the new auditor until the current auditor has been ceased.</i>	
If there is a vacancy for an auditor select one of the following	
<input type="radio"/> The auditor resigned or was removed by the company	
<input type="radio"/> The auditor has otherwise ceased	
<a href="#">Cancel</a>	<a href="#">Next</a>

**Step Action**

- 12 Select **The auditor resigned or was removed by the company** radio button and click **Next**.

The **Resigned/Removed auditor details** screen displays. You must read the content on the screen and then click the check box to confirm that you acknowledge that you have read the above information advising how to correctly change the auditor details.

You must then complete the details of the auditor who audited the financial statements and reports that you are lodging.

Proceed to **Step 14**.

**Resigned/Removed auditor details Form 388**

**Resignation**

The company is required to lodge a [Form 315 Notification of resignation, removal or cessation of auditor](#) within 14 days of the receipt of the notice from the auditor.

NOTE: If the company holds an Australian financial services licence, the auditor is required to obtain ASIC consent prior to resigning from office.

Refer to [Information Sheet \(INFO 65\) Resignation of an auditor under the Corporations Act 2001 and s327\(5\) of the Corporations Act 2001](#).

**Removal**

A company may remove an auditor by a resolution at a general meeting; a copy of the notice of intention to remove must be lodged.

Refer to [Information Sheet \(INFO 62\) Removal of an auditor under the Corporations Act 2001](#) and [Form 315 Notification of resignation, removal or cessation of auditor](#) and s329 Corporations Act 2001.

**Continue lodging Form 388**

You can continue to lodge Form 388. However, you are still required to correctly change your auditor details as outlined above. The information you enter on this screen about your current auditor will not be recorded on our register.

I acknowledge that I have read the information about how to correctly change the auditor details

Yes

Enter the details of the auditor of your financial statements.

ASIC Registered Auditor Number

Given names

Family name

Or

Company Name

ABN/ACN

Or

Firm Name

**Address**

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

Country

**Step Action**

- 13 Select **The auditor has otherwise ceased** radio button and click **Next**.

The **Auditor vacancy** screen displays. You must read the content on the screen and then click the check box to confirm that you acknowledge that you have read the above information advising how to correctly change the auditor details.

You must then complete the details of the auditor who audited the financial statements and reports that you are lodging.

**Details of ceasing auditor Form 388**

A company must lodge with ASIC a [Form 315 Notification of resignation, removal or cessation of auditor](#) to advise of the cessation of the auditor in the following circumstances:

- The auditor is deceased; or
- The auditor has ceased to be capable of acting as an auditor because of Division 2 of Part 2M.4 of the Corporations Act; or
- The company is being wound up (s330 of the Corporations Act); or
- The company has become a subsidiary of another company (s327H of the Corporations Act)

I acknowledge that I have read the information about how to correctly change the auditor details  
 Yes

You can still lodge your financial statements and reports. Please provide the details of the auditor of the financial statements and reports you are lodging. Note: The auditor details will not be recorded on the ASIC register and you are still required to correctly change your auditor details as advised above.

---

ASIC Registered Auditor Number

Given names

Family name

Or  
Company Name

ABN/ACN

Or  
Firm Name

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

Country

---

**Second Auditor**

ASIC Registered Auditor Number

Given names

Family name

Or  
Company Name

ABN/ACN

Or  
Firm Name

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

Country

**Step Action**

- 14 Enter the details and click **Next**.

The **Details of auditor of financial statements** screen displays. This screen provides a warning to advise that the auditor details you have entered will not be recorded on the ASIC register. You will then need to confirm that the details of the auditor are correct.

- If you wish to make any changes click the **Change** button and go to **Step 11**.
- If you are satisfied that the details are correct then click **Next** and go to **Step 21**.

**Details of auditor of financial statements Form 388**

Listed below are the details of the Auditor(s) of the financial statements that you are lodging.  
Note: The auditor(s) details will not be recorded on the ASIC register and you are still required to correctly change your auditor(s) details as advised previously.

Name	Address
AUDITOR NAME	14-22 Grey St Traralgon Vic 3844 Australia

CHANGE UNDO

Next

- 15 The **Details of auditor of financial statements** screen displays.

- If you wish to appoint an Auditor-General go to **Step 16**.
- If you wish to appoint an ASIC registered auditor go to **Step 17**.
- If you wish to appoint an ASIC registered firm of auditors go to **Step 18**.

**Details of auditor of financial statements Form 388**

Date of appointment  (DD-MM-YYYY)

Type of auditor you wish to appoint

Auditor-General

An ASIC registered auditor

A firm of auditors

Cancel Next

- 16 Enter the date of appointment, select the **Auditor-General** radio button and click **Next**.

The **Auditor-General details** screen displays.

Select an Auditor-General from the drop down list and go to **Step 19**.

**Details of auditor of financial statements Form 388**

Auditor-General

-- Select the following --

Cancel Next

**Step Action**

- 17 Enter the date of appointment, select the **An ASIC registered auditor** radio button and click **Next**.

The **ASIC registered auditor details** screen displays.

Enter the ASIC registered auditor number and go to **Step 19**.

**Details of auditor of financial statements Form 388**

ASIC registered auditor number (individual or authorised audit company)

  
[Auditor Number Inquiry](#)

- 18 Enter the date of appointment, select the **A firm of auditors** radio button and click **Next**.

The **Firm of auditors details** screen displays.

Enter the business name, registration number and state/territory of registration and go to **Step 19**.

**Details of auditor of financial statements Form 388**

Business Name

Registration number

State/Territory of registration

[Registered State/No Search](#)

- 19 Click **Next**.

The **Address of appointed auditor** screen displays.

**Address of appointed auditor Form 388**

Name : AUDITOR NAME

**Address**

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

  
  
  
  
Country

**Step Action**

20 Enter the address information and click **Next**.

The **Details of current auditor** screen displays.

If you were appointing a second auditor, both would appear in the list at this point.

- If you wish to change the details of the auditor, select the **Change** button and go to **Step 15**.
- If you wish to appoint a new auditor go to **Step 10**.
- If you are satisfied with the details of the current auditor click **Next** and go to **Step 21**.

**Details of current auditor(s) Form 388**

Name	Address	Date of appointment	CHANGE	UNDO
AUDITOR NAME	14-22 GREY STREET TRARALGON VIC 3844 Australia	05-05-2007		

[How to appoint a new auditor](#)

**Next**

21 The **Attachments** screen displays.

**Attachments Form 388**

*Set out below are the attachments you need to lodge*

*You can only attach documents in tif, pdf & rtf format.*

*If you require further instructions, please refer to the [Technical FAQ](#).*

- Financial statements for the year (as per s295(2) and accounting standards).
  - Income statement for the year.
  - Balance sheet as at the end of the year.
  - Statement of cash flows for the year.
  - Statement of change in equity or statement of recognised income and expense for the year.
- Notes to financial statements (as per s295(3)).
  - Disclosure required by the regulations.
  - Notes required by the accounting standards.
  - Any other information necessary to give a true and fair view (s297).
- The directors' declaration about the statements and notes (as per s295(4)).
- The directors' report for the year, including the auditor's independence declaration (as per s298 to s300A).
- Auditor's report required under s300 and s314.
- Concise report (if any) (s314).

*Note: The maximum size of each attachment to this page is 10.0 MB(s).*

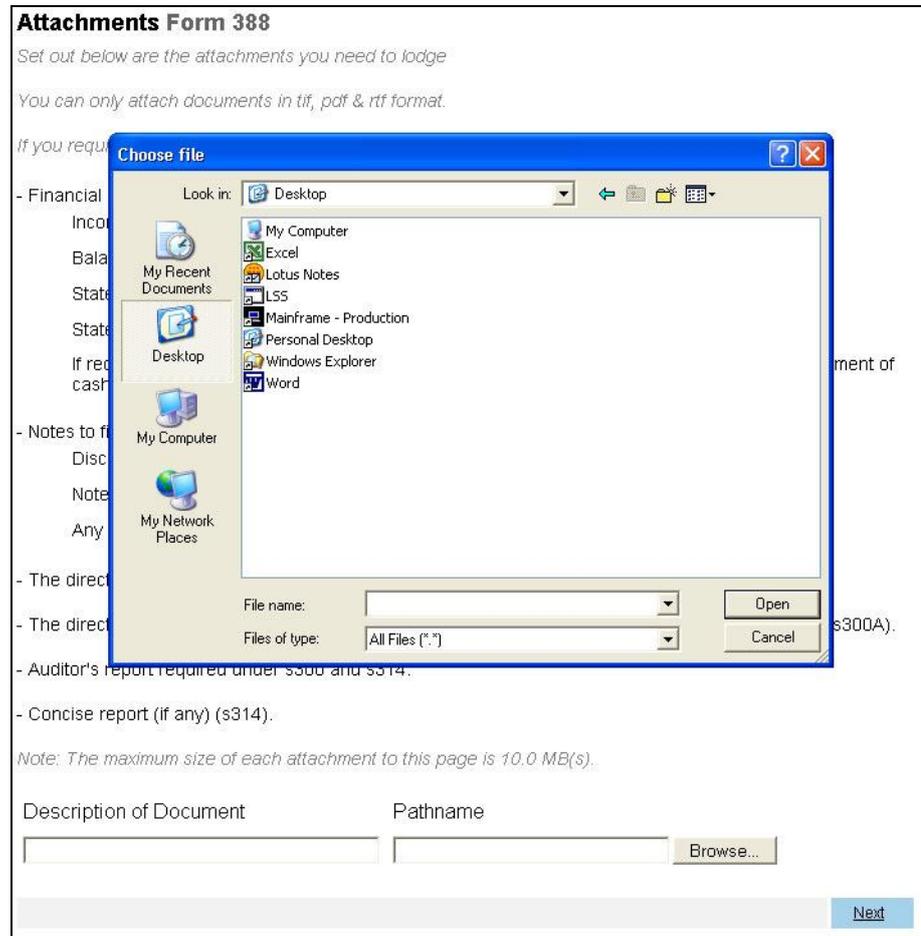
Description of Document	Pathname	Browse...
<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>

**Next**

**Step Action**

22 Click **Browse**.

The **Choose file** popup displays.



23 Select the appropriate file and click **Open**.

The **Attachments** screen redisplay with the pathname field for the file populated.

**Step Action**

24 Enter a description of the document and click **Next**.

The **Confirm attachment(s)** screen displays. Clicking **View** will open the file in a new window.

- If you wish to remove the current file select the **Remove** button and go to **Step 21**.
- Select the **View** button to view the attached file.
- If you have further attachments to add select the **Add more attachments** link and go to **Step 21**.

**Confirm attachment(s) Form 388**

*If you require further instructions, please refer to the Technical FAQ.*

File name	Document	Size	File type	
Test attachment.pdf	388 Attachment	8 KB	PDF	REMOVE VIEW

[Add more attachments](#)

Next

25 Click **Next**.

The **Certification** screen displays.

**Certification Form 388**

I certify that the attached documents are a true copy of the reports required under Section 319 of the Corporations Act 2001.

Yes

Next

26 Agree to the certification by selecting the **Yes** tick box and select **Next**.

The **Capacity** screen displays.

**Capacity Form 388**

Select the capacity in which you are lodging the form

Director  
 Secretary  
 Agent

I certify that the information in this form is true and complete and that I am lodging these reports as, or on behalf of, the company and the authority to do so.

Yes

Next

Step	Action
------	--------

- 27 Select the capacity in which you are lodging the form and certify the information is true and complete by selecting the **Yes** tick box and click **Next**.

The **Submit Now** screen displays. Click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

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.

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

Yes  No

[Submit](#)

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.

If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

- 28 Click **Next**.

As long as the form has validated a Statutory Fees Advice form displays showing you the date and time that the form was accepted by ASIC and informing you whether or not any fees are payable.

- 29 If any fee is payable you are informed of how much it is and informed that you must create the invoice.

Click .

A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.

## How to submit Form 410B – Application for reservation of a name

<b>Task description/overview</b>	How to submit Form 410B Application for reservation of a name
<b>When does this task need to be performed?</b>	When a company wishes to reserve a name prior to the actual change (optional).
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
------	--------

- 1 Click **Start new form** in the left hand menu.

A list of the available forms displays.

- 2 Click **410B – Change of company name reservation**.

The **Reservation details** screen displays.

**Reservation details Form 410B**  
Is the proposed name identical to a registered business name(s)?  
 Yes  No  
[Next](#)

**Is the proposed name identical to a registered business name(s)?**

If you select **Yes** you will have to enter this information later on in the application.

Click on **Next** to continue.

- 3 The **Proposed company name** screen is shown.

Insert the proposed name of the company.

**Proposed company name Form 410B**  
Insert the proposed name of the company (excluding the legal elements, for example "Pty Ltd", "Proprietary Limited", "Limited", and/or "Ltd", etc) below  
  
Select the legal elements that you wish to apply to the company name from the list applicable to your company type below  
PTY LTD  
[Next](#)

Select the legal elements that you wish to apply to the company name from the drop down list.

Click on **Next** to continue.

**Step Action**

- 4 The **Confirm company name** screen displays.

Check the proposed new company name is correct and confirm by selecting **Yes** or **No** in response to the confirmation screen below.

**Confirm company name Form 410B**

Proposed new company name  
HERBAL SUPPLIES N.S.W. PTY LTD

Is this the correct new company name?  
 Yes  No

[Next](#)

If **No** is selected then you will be returned to step 5 to continue the application.

If you selected **No** to the proposed name being identical to a reg business name, go to **Step 8**.

If you selected next continue to **Step 5**.

Click on **Next** to continue.

- 5 The **Add a Business name** screen displays.

Enter State/Territory Business Number.

**Add a Business name Form 410B**

Please enter the business number corresponding to the identical name the company is being changed to including the state of registration. If the business is registered in more than one state you will need to enter this information for each state.

Provide business name registration details:

State/Territory

Business Number

State/Territory of registration

[Cancel](#) [Next](#)

Select the State/Territory from the drop down list.

Click on **Next** to continue.

**Step Action**

6 The **Business names** confirmation screen displays

<b>Business names Form 410B</b>	
<b>Proposed company name</b> HERBAL SUPPLIES N.S.W PTY LTD	
State/Territory	Business Number
NSW	K5234313
<a href="#">Add another business name</a>	REMOVE REVIEW
<a href="#">Next</a>	

- If you wish to remove the current file select the **Remove** button
- Select the **Review** button to view business details

Select the **add another business name** link if more than one name is required. This would be applicable if the business name was registered in more than one state.

Select **Next** to continue.

7 The **Declaration** screen displays.

<b>Declaration Form 410B</b>
I declare that I own, or am reserving the company name for the owners(s) of the identical business name(s), the registration details of which were listed previously.
<input type="checkbox"/> Yes
<a href="#">Next</a>

Select **Yes** if the declaration statement is correct.

If the declaration statement is not correct you will be unable to continue your application.

Click on **Next** to continue.

Step	Action
------	--------

8 The **Submit** screen will display.

If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

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 proposed name is accepted by ASIC it will be reserved for a period of two months. You can extend the reservation by submitting a form 410F. Alternately you can reserve another name by submitting a separate form 410B. There is a **\$40** lodgement fee for both forms.

The reserved name of the company including legal elements is:

**HERBAL SUPPLIES N.S.W PTY LTD**

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

**Submit Now**

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

Yes  No

[Submit](#)

The form is submitted to ASIC electronically.

**Confirmation of Form Submission**

Your document was submitted for validation to ASIC on 06/08/2008 at 12:08:41.

[Next](#)

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

9 If the proposed name is NOT accepted/available a rejection notice will be issued electronically to your inbox.

**Step Action**

10 You can now view the invoice by clicking .

**Statutory Fees Advice**

Your form has been accepted by ASIC on 06/08/2008 at 12:08:41

Invoice Amount: \$40.00

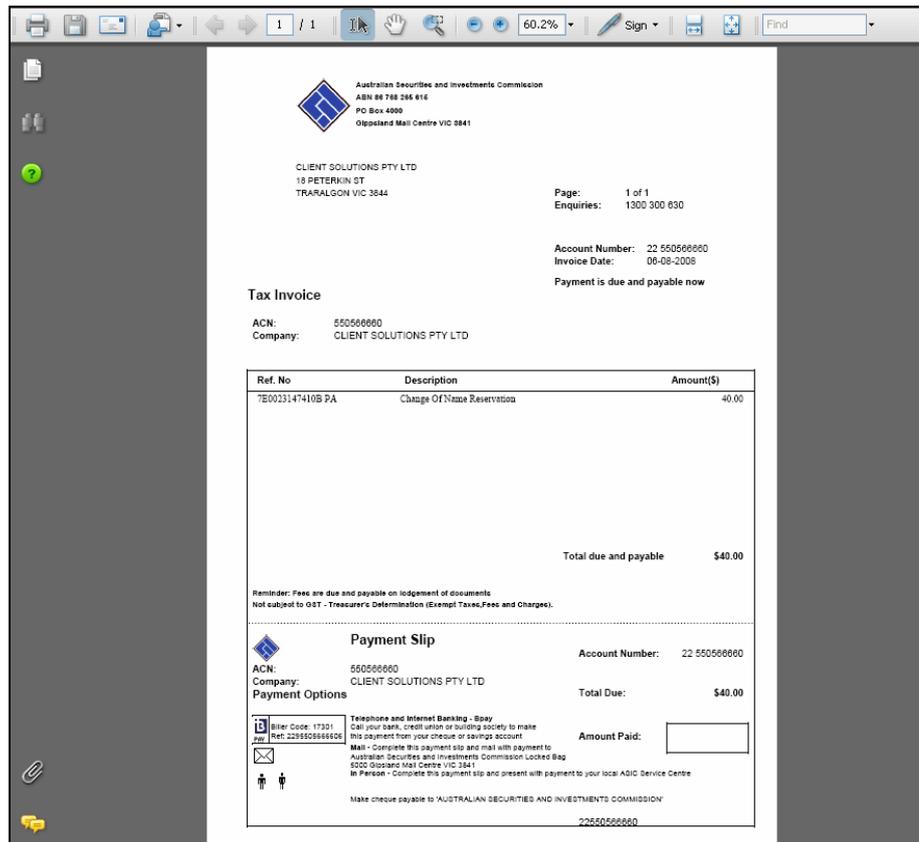
You **must** now print your Invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.


A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.



**Australian Securities and Investments Commission**  
ABN 88 788 266 616  
PO Box 4000  
Oppoland Mail Centre VIC 3841

CLIENT SOLUTIONS PTY LTD  
18 PETERKIN ST  
TRARALGON VIC 3844

Page: 1 of 1  
Enquiries: 1300 300 630

Account Number: 22 550568660  
Invoice Date: 06-08-2008  
Payment is due and payable now

**Tax Invoice**

ACN: 550568660  
Company: CLIENT SOLUTIONS PTY LTD

Ref. No	Description	Amount(\$)
7E003147410B PA	Change Of Name Reservation	40.00
Total due and payable		\$40.00

Reminder: Fees are due and payable on lodgement of documents  
Not subject to GST - Treasurer's Determination (Exempt Taxes, Fees and Charges).

**Payment Slip**

ACN: 550568660  
Company: CLIENT SOLUTIONS PTY LTD  
Account Number: 22 550568660  
Total Due: \$40.00

**Payment Options**

Telephone and Internet Banking - Bpay  
Call your bank, credit union or building society to make this payment from your cheque or savings account

Mail - Complete this payment slip and mail with payment to  
Australian Securities and Investments Commission Locked Bag  
5000 Oppoland Mail Centre VIC 3841

In Person - Complete this payment slip and present with payment to your local ASIC Service Centre

Make cheque payable to 'AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION'  
22550568660

## How to submit Form 410F – Extension of reservation of a name

<b>Task description/overview</b>	How to submit Form 410F Application for extension reservation of a name
<b>When does this task need to be performed?</b>	When a company wishes to extend the period of the reservation of a name prior to the actual change (optional).
<b>Before you begin</b>	You must have logged on to your online account.

**Step Action**

- 1 Click **Start new form** in the left hand menu.

A list of the available forms displays.

- 2 Click **410F – Extension of name reservation**

The **Reservation details** screen displays.

Reserved Name	Expiry Date
<input checked="" type="radio"/> PDF USER GUIDE PTY LTD	07-10-2008
<input type="radio"/> JOSH COMPANY PTY LTD	30-09-2008

Reason for extension

Next

Select the name reservation you wish to extend and enter the reason the extension is required in to the text box.

Click on **Next** to continue.

- 3 The **Reservation confirmation** screen displays.

Check the reservation details are correct and confirm by selecting **Yes** or **No** in response to the confirmation screen below.

reservation document number 7E0023148  
reserved name PDF USER GUIDE PTY LTD  
expiry date 07/10/2008

Is this the correct reservation ?  
 Yes  No

Next

If **No** is selected then you will be returned to **Step 2** to continue the application.

Select **Next** to continue.

Step	Action
------	--------

4 The **Submit** screen displays.

If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

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 and accepted by ASIC the proposed name will be reserved for an additional two months. You can extend the reservation by submitting a subsequent form 410F. Alternately you can reserve another name by submitting a separate form 410B. There is a **\$40** lodgement fee for both forms.

The reserved name of the company including legal elements is:

**PDF USER GUIDE PTY LTD**

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

**Submit Now**

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

Yes  No

[Submit](#)

The form is submitted to ASIC electronically.

**Confirmation of Form Submission**

Your document was submitted for validation to ASIC on 06/08/2008 at 12:18:52.

[Next](#)

Note: Second and subsequent lodgements of the Form 410F will be queued and manually processed by ASIC.

'An acceptance or rejection notice has been issued electronically to your inbox'

**Step Action**

5 You can now view the invoice by clicking  .

**Statutory Fees Advice**

Your form has been accepted by ASIC on 06/08/2008 at 12:18:52

Invoice Amount: \$40.00

You **must** now print your Invoice.

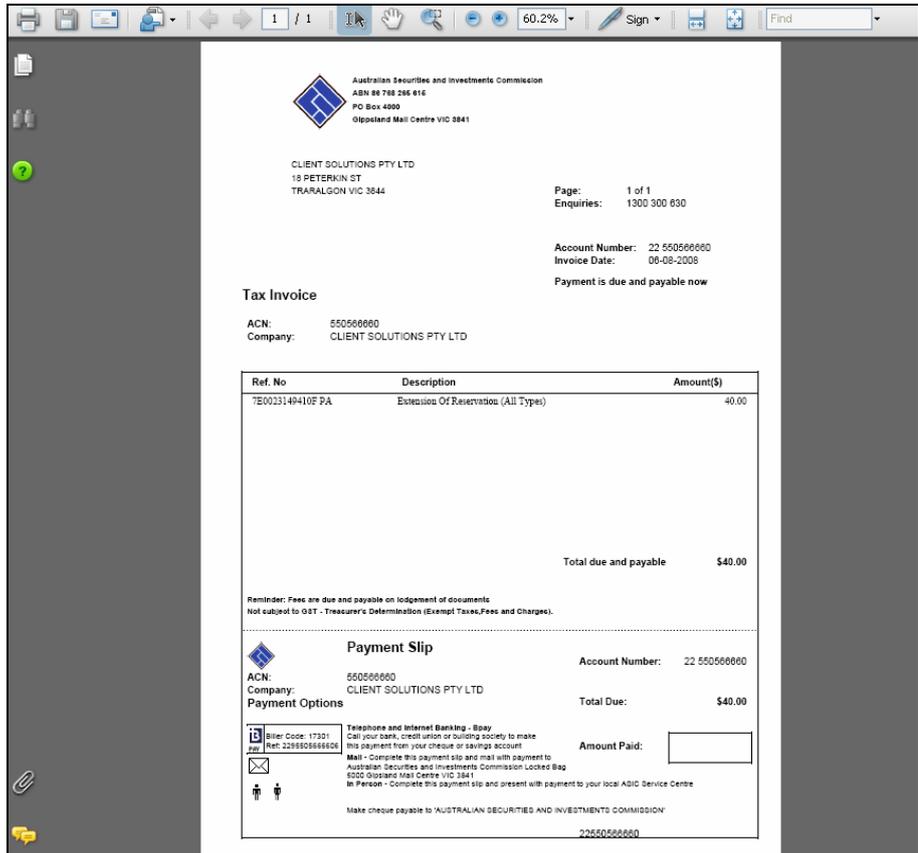
Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.



[Next](#)

A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.



**Australian Securities and Investments Commission**  
 ABN 88 718 256 616  
 PO Box 4000  
 Gippsland Mail Centre VIC 3841

CLIENT SOLUTIONS PTY LTD  
 18 PETERKIN ST  
 TRARALGON VIC 3844

Page: 1 of 1  
 Enquiries: 1300 300 630

Account Number: 22 550566660  
 Invoice Date: 06-08-2008  
 Payment is due and payable now

**Tax Invoice**

ACN: 550566660  
 Company: CLIENT SOLUTIONS PTY LTD

Ref. No	Description	Amount(\$)
7E0023149410F PA	Extension Of Reservation (All Types)	40.00
<b>Total due and payable</b>		<b>\$40.00</b>

Reminder: Fees are due and payable on lodgement of documents  
 Not subject to GST - Treasurer's Determination (Exempt Taxes, Fees and Charges).

**Payment Slip**

ACN: 550566660  
 Company: CLIENT SOLUTIONS PTY LTD

Account Number: 22 550566660  
 Total Due: \$40.00

**Payment Options**

Telephone and Internet Banking - Bpay  
 Call your bank, credit union or building society to make this payment from your cheque or savings account

Mail - Complete this payment slip and mail with payment to  
 Australian Securities and Investments Commission Locked Bag  
 6200 Gippsland Mail Centre VIC 3841

In Person - Complete this payment slip and present with payment to your local ASIC Service Centre

Make cheque payable to AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION  
 22650566660

## How to submit Form 485 Statement in relation to Company solvency

<b>Task description/overview</b>	<p>How to submit Form 485 Statement in relation to Company solvency.</p> <p><b>Notes:</b> There are two 485 forms:</p> <ul style="list-style-type: none"><li>• <i>485A</i> - Statement in relation to company solvency - negative solvency</li><li>• <i>485B</i> - Statement in relation to company solvency - solvency resolution not passed.</li></ul> <p>If the directors of the company pass a positive solvency resolution there is no need to lodge either form.</p> <p>A company that has lodged a financial report under Chapter 2M (e.g. <i>Form 388</i>) within the period of 12 months prior to the review date is not required to pass a solvency resolution.</p>
<b>What is a 'negative solvency resolution'?</b>	<p>'Under section 347A of the Corporations Act 2001 the directors of the company, in their opinion, believe there are not reasonable grounds to think that the company will be able to pay debts as and when they become due and payable'. This means that the company is insolvent.</p>
<b>When to lodge Form 485A</b>	<p>Section 347A of the Corporations Act 2001 requires that the directors of a company must pass a solvency resolution within two months after each review date for the company.</p> <p>If the directors of a company pass a negative solvency resolution, the company must notify ASIC, using <i>Form 485A</i>, within 7 days of the resolution being passed. Therefore the:</p> <ul style="list-style-type: none"><li>• resolution must be made within 2 months after the review date, and then</li><li>• <i>Form 485A</i> must be lodged within 7 days of the resolution being passed.</li></ul> <p><b>Note:</b> If a <i>Form 485A</i> is lodged at any other point of the year beyond the review date, it will be accepted and fully processed.</p>

**When to lodge Form 485B**

Section 347B(2) of the Corporations Act 2001 states that if the company fails to pass a solvency resolution - positive or negative - within two months of the review date, notification (*Form 485B*) must be lodged with ASIC within 7 days of the end of that two month period.

**Before you begin**

You must have logged on to your online account.

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 485.

The **Form setup Form 485** screen displays asking you to indicate the company solvency status.

**Form setup Form 485**  
Indicate company solvency status  
 Negative solvency resolution passed  
 Solvency resolution not passed

If you are lodging a *Form 485B* go to **Step 5**.

- 3 To lodge a *Form 485A* indicating that the company has passed a negative solvency resolution, click the **Negative solvency resolution passed** button and click Next.

A **Negative solvency Form 485** screen displays asking you to enter the date that the negative solvency resolution was passed.

**Negative solvency Form 485**  
**Negative solvency resolution passed**  
The directors of the company have passed a solvency resolution under section 347A that, in their opinion, there are reasonable grounds to believe that the company WILL NOT be able to pay its debts as and when they become due and payable.  
Date of resolution  (DD-MM-YYYY) Next

**Note:** In accordance with the Corporations Act 2001 the directors of the company have an obligation to pass a solvency resolution within two months of each review date. If it is a negative solvency resolution the company must notify ASIC within 7 days of passing the resolution, so the field is blank for the company to tell us the date the resolution was passed.

Step	Action
------	--------

- 4 Enter the date in the form DD-MM-YYYY (e.g. 28-02-2005) and click **Next**.

A screen displays telling you that you have to submit the form. But before you can do that you have to provide authorisation details and make a declaration. Go to **Step 7**.

- 5 If you wish to lodge a *Form 485B* indicating that the company has not been able to pass a solvency resolution, click the **Solvency resolution not passed** button and click **Next**.

A **Solvency resolution not passed Form 485** screen displays showing you the last recorded company review date. You are able to change this date.

**Solvency resolution not passed Form 485**

**Solvency resolution**  
The directors of the company have not passed a solvency resolution under section 347A within the statutory 2 month period after the review date.

Company review date  
 (DD-MM-YYYY)

[Next](#)

**Note:** In accordance with the Corporations Act 2001 the directors of the company have an obligation to pass a solvency resolution within two months of each review date. If the directors do not pass a solvency resolution (positive or negative) within two months after the review date, then the company is obliged to notify ASIC within 7 days after the end of the two month period following the review date.

- 6 Enter the review date in the form DD-MM-YYYY (e.g. 28-02-2005) and click **Next**.

A screen displays telling you that you have to submit the form. But before you can do that you have to provide authorisation details and make a declaration.

- 7 If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

Step	Action
------	--------

8 Click **Next**.

As long as the form has validated a Statutory Fees Advice form displays showing you the date and time that the form was accepted by ASIC and informing you whether or not any fees are payable.

9 If any fee is payable you are informed of how much it is and informed that you must create the invoice.

Click .

A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.

**Next step**

You can view the progress of any forms you have submitted by clicking **Forms Submitted**.

Click on **Forms in Progress** to see forms that require further action by you.

## How to submit Form 492 Notification of Corrections

**Task description/overview** How to submit Form 492 Notification of Corrections.

**When does this task need to be performed?** This form is submitted when you have submitted a form but wish to correct some of the information that you submitted.

**Before you begin** You must have logged on to your online account.

Step	Action
------	--------

- 1 Click [Start new form](#) in the left hand menu.

A list of the available forms displays.

- 2 Click [492](#).

The **Details of original document Form 492** screen displays asking you for details of the document that you wish to correct.

**Details of original document Form 492**  
Enter the details of the document which is to be corrected

Document number

Form number

Date of lodgement  (DD-MM-YYYY)

For a list of documents lodged by the company click [here](#)

**Note:** You can also click a link to open a new browser window that displays a list of the documents lodged by the company including the date and document number.

- 3 Enter the Document number, Form number and Date of lodgement and click [Next](#).

A **Corrections Form 492** screen opens showing the document details that you entered and allowing you to enter free text to describe the correction that you want to make.

- 4 Write a description of the correction that you want to make and click [Next](#).

A screen displays telling you that you have to submit the form.

Step	Action
------	--------

- |   |  |
|---|--|
| 5 | If you wish to submit the form to ASIC at this time, click <b>Yes</b> to the <i>ASIC Electronic Lodgement protocol Declaration</i> and then click <b><u>Submit</u></b> . |
|---|--|

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 902 Supplementary Document

<b>Task description/overview</b>	How to submit Form 902 Supplementary Document
<b>When does this task need to be performed?</b>	This form is submitted when you have lodged a form that is currently under requisition and you need to provide further information for the requisitioned form.
<b>Before you begin</b>	You must have logged on to your online account.  You must have a form awaiting processing that is currently under requisition.

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

A list of the available forms displays.

- 2 Click 902.

The **Details of original document Form 902** screen displays.

### Details of original document Form 902

Enter the details of the document which is to be corrected

Document number

*(Document must have been lodged via EasyLodge)*

Form number

Date of lodgement

(DD-MM-YYYY)

For a list of documents lodged by the company click [here](#)

**Note:** You can also click a link to open a new browser window that displays a list of the documents lodged by the company including the date and document number.

- 3 Enter the Document number, Form number and Date of lodgement and click Next.

A **Supplementary Document Form 902** screen opens showing the document details that you entered and allowing you to enter free text to describe the correction that you want to make.

- 4 Write a description of the correction that you want to make and click Next.

A screen displays telling you that you have to submit the form.

Step	Action
------	--------

- |   |  |
|---|--|
| 5 | If you wish to submit the form to ASIC at this time, click <b>Yes</b> to the <i>ASIC Electronic Lodgement protocol Declaration</i> and then click <b><u>Submit</u></b> . |
|---|--|

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.

If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking Forms Submitted.

Click on Forms in Progress to see forms that require further action by you.

## How to submit Form 6010 Application for voluntary deregistration

<b>Task description/overview</b>	How to submit Form 6010 Application for voluntary deregistration
<b>When does this task need to be performed?</b>	When the applicant (company or director) has elected to deregister the company.
<b>Before you begin</b>	<p>You must have logged on to your online account.</p> <p>We will only deregister a company if it meets all of these requirements:</p> <ul style="list-style-type: none"><li>• All members of the company agree to deregister</li><li>• The company is not carrying on business</li><li>• The company's assets are worth less than \$1000</li><li>• The company has no outstanding liabilities</li><li>• The company is not a party to any legal proceedings</li><li>• The company has paid all fees and penalties payable under the <i>Corporations Act 2001</i>.</li></ul>

Step	Action
------	--------

- 1 Click **Start new form** in the left hand menu.

A list of the available forms displays.

- 2 Click **6010**.

**Step Action**

3 The **Account Balance** screen displays.

**Form 6010**

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 19/05/2008 at 14:04:14

Opening account balance	\$0.00
Deregistration Application Fee	\$33.00
Total Payable	\$33.00

[Click here to get more information about payment options](#) [View account transactions](#)

This screen provides you with the current account balance and an account summary, which has been automatically calculated by our system. This will display information on whether payment is required. From this screen you are presented with a number of options.

- In all instances you will be able to select an option to view account transactions. From there you can receive a report for a specified date range.
- You can **Cancel** your application
- If a payment is required you can select the link to get more information about payment options.

If the amount payable is greater than \$38 you will not be able to proceed with the application. This is because you have an outstanding debt, visit [www.asic.gov.au/payments](http://www.asic.gov.au/payments) to find out more information about payment of debts.

4 Click **Next**.

The **Applicant Declaration Form 6010** screen displays.

You will need to select all of the items in the list to declare that the statements are true and correct in order to complete the declaration.

**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 and declare that the statements below are correct:

**Declaration:**

- All members of the company agree to the deregistration; and
- The company is not carrying on business; and
- The company's assets are worth less than \$1000; and
- The company has paid all fees and penalties payable under this Act; and
- The company has no outstanding liabilities; and
- The company is not a party to any legal proceedings.

**Step Action**

- 5 Once you have completed the declaration click **Next**.

The **Details of the Applicant** screen displays. Here you will select either the company or a director as the applicant. Where the applicant is the director, continue from **Step 6**. Where the applicant is the company, go to **Step 9**.

**Details of the Applicant Form 6010**

Is the applicant

The company

A director

[Next](#)

- 6 Select the button for the Director and click **Next**.

The **Details of the Applicant – Select Director** screen displays, you will have the option to select the director from a drop down list.

**Details of the Applicant Form 6010**

Select a current director

HAWKING, SIMON DONALD

[Next](#)

- 7 Select the director who will be the applicant and click **Next**.

The **Select Applicant Address** screen displays. You can select an address from the drop down list or you can enter an address in the fields provided.

**Details of the Applicant Form 6010**

**Addresses**

Use one of these addresses:

14-22 GREY STREET TRARALGON VIC 3844

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.

Country Australia

[Next](#)

**Step Action**

- 8 Once you have selected or entered the desired address click **Next**.

The **Applicant and people to notify** screen displays. From this screen you can change the details of the applicant or add another person to receive the notification. If you do not wish to add an additional person to receive the notification proceed to **Step 12**. If you require an additional person to receive the notice continue to **Step 9**.

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

**Applicant**

SIMON DONALD HAWKING  
14-22 GREY STREET  
TRARALGON VIC 3844

**Notification**

CHANGE

ADD

Next

- 9 Click the **Add** button.

If the applicant is the company a person must be nominated to receive the notice of deregistration.

The **Details of the Nominee** screen displays. You can select from a list of current officeholders or enter a given and family name.

**Details of the Nominee Form 6010**

Officeholder

FACTOR, BENNY

OR

Enter Given Names & Family Name

Given names

Family name

Next

- 10 Once you have entered the details of the nominee click **Next**.

The **Select Nominee Address** screen displays. You can select an address from the drop down list or you can enter an address in the fields provided.

**Details of the Nominee Form 6010**

Use one of these addresses:

14-22 GREY STREET TRARALGON VIC 3844

**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.

Country Australia

Next

**Step Action**

- 11 Once you have selected or entered the desired address click **Next**.

The **Confirmation of Applicant and Nominee** screen displays. This page lists the applicant and notification details for review, and allows the notification details to be removed, changed or confirmed.

Only one nominee can be specified.

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

**Applicant**

SIMON DONALD HAWKING  
14-22 GREY STREET  
TRARALGON VIC 3844

[CHANGE](#)

**Notification**

BENNY FACTOR  
14-22 GREY STREET  
TRARALGON VIC 3844

[CHANGE](#) [UNDO](#)

[Next](#)

Step	Action
------	--------

12 Click **Next**.

The **Authorising officeholder** screen displays. If you are registered for direct debit you will be able to select a payment option via the dropdown box. If payment is via invoice you will have 28 days to pay.

You must select the company's **Authorising officeholder** before making the declaration. This can be either a current Director or Secretary of the Company. If you wish to submit the form to ASIC at this time, click **Yes** to the *ASIC Electronic Lodgement protocol Declaration* and then click **Submit**.

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 EDGE CHANGE SHEET 9 TEST 7 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

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 :

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

The form is submitted to ASIC electronically.

**Notes:**

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in **Submitted Forms**.
- If the form does not validate, it appears in **Forms in progress**, allowing you to correct it. You must click the form to display the validation errors.

Step	Action
------	--------

13 Click **Next**.

As long as the form has validated a Statutory Fees Advice form displays showing you the date and time that the form was accepted by ASIC and informing you of the invoice amount.

14 You can now view the invoice by clicking  .

A new browser window opens with your invoice in PDF format. You can:

- print the invoice, and/or
- save the invoice PDF file to print later.

If you have selected direct debit as your payment the invoice will inform you that the fee will be direct debited from your nominated account.

***You can view the form by clicking the 'Print form' button on the left hand menu at any time.***

## How to submit Form RA71 Request for Ad hoc Company Statement

<b>Task description/overview</b>	How to submit Form RA71 Request for Ad hoc Company Statement.
<b>When does this task need to be performed?</b>	When the company needs to see the current company information held by ASIC.
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
1	<p>Click <u>Start new form</u> in the left hand menu.</p> <p>A list of the available forms displays.</p>
2	<p>Click <u>RA71</u>.</p> <p>The <b>Form setup Form RA71</b> screen displays.</p> <div data-bbox="491 936 1410 1169" style="border: 1px solid black; padding: 5px;"><p><b>Form setup Form RA71</b></p><p>Form RA71 allows you to request a statement showing the details of your company. If you submit a Form RA71, a request will be passed to our back office systems to prepare a company statement in PDF format and place it in your Inbox.</p><p>If you wish to view your company details online, use the "View company details" selection on your Forms Manager menu.</p><p><a href="#">Cancel</a> <span style="float: right;"><a href="#">Next</a></span></p></div>
3	<p>If you wish to receive a company statement click <u>Next</u>.</p> <p>You have now completed the form, but it has still to be lodged with ASIC.</p>
4	<p>If you wish to submit the form to ASIC at this time, click <b>Yes</b> to the <i>ASIC Electronic Lodgement protocol Declaration</i> and then click <u>Submit</u>.</p> <p>The form is submitted to ASIC electronically.</p>

### Notes:

- The process is not instantaneous – it may take some time to transmit and to go through the validation process on the ASIC computer.
- If the form validates it appears in Submitted Forms.
- If the form does not validate, it appears in Forms in progress, allowing you to correct it. You must click the form to display the validation errors.

**Next step**

You can view the progress of any forms you have submitted by clicking [Forms Submitted](#).

Click on [Forms in Progress](#) to see forms that require further action by you.

## How to view forms in progress

<b>Task description/overview</b>	How to view forms in progress.
<b>When does this task need to be performed?</b>	When you want to view or complete forms that you have started but that have not yet been submitted to or accepted by ASIC.
<b>Before you begin</b>	You must have logged on to your online account.  You must have begun a form but it has either not yet been submitted to ASIC or, if it has been submitted, it has not been accepted by ASIC.

### Step Action

- 1 Click Forms in progress in the left hand menu.

The **Forms in progress** screen displays.

Forms in progress			
Last Access	Form	Description	Reference No
10/02/2005 15:31	<a href="#">RA71</a>	Request for Adhoc Company Statement	70035593
10/02/2005 15:13	<a href="#">485</a>	Statement in relation to Company solvency	70035591
10/02/2005 14:52	<a href="#">362</a>	Appointment or cessation of registered agent	70035589
10/02/2005 14:25	<a href="#">484</a>	Change to Company Details	70035587
10/02/2005 14:23	<a href="#">484</a>	Change to Company Details	70035586
10/02/2005 14:23	<a href="#">484</a>	Change to Company Details	70035585
10/02/2005 14:03	<a href="#">484</a>	Change to Company Details	70035583
07/02/2005 15:48	<a href="#">484</a>	Change to Company Details	70035458
04/02/2005 14:01	<a href="#">484</a>	Change to Company Details	70035400
04/02/2005 13:23	<a href="#">484</a>	Change to Company Details	70035397
04/02/2005 13:11	<a href="#">484</a>	Change to Company Details	70035396
04/02/2005 12:53	<a href="#">484</a>	Change to Company Details	70035389 (rejected)

This shows **Forms in progress** including the:

- date and time that it was last accessed
- form number
- ACN and company name
- unique reference number.

The list includes forms that have been:

- started but not yet completed
- completed but not yet submitted to ASIC for validation
- submitted for validation but have not been accepted for a reason that is indicated in red on the form.

Step	Action
------	--------

- 2 Click on the form that you want to complete in the list.

The form opens allowing you to complete it. Any problems that ASIC has with the form may be **highlighted with a red error message**.

For further guidance see the section of this document that deals with the type of form that you selected.

NOTE: Forms listed in 'forms in progress' will be automatically deleted after 90 days from the date last accessed. If you wish to keep a copy of the document, save it to your own electronic filing system.

## How to delete forms in progress

### Task description/overview

How to delete forms in progress.

### When does this task need to be performed?

When you want to delete a form that you have started, has not yet been accepted by ASIC, and that you no longer wish to submit to ASIC.

### Before you begin

You must have logged on to your online account.

You must have begun a form but it has either not yet been submitted to ASIC or, if it has been submitted, it has not been accepted by ASIC.

### Step Action

- 1 Click [Forms in progress](#) in the left hand menu.

The **Forms in progress** screen displays.

#### Forms in progress

page 1 of 1

Last Access	Forms	Acn / Name	Reference No	User ID	
24/04/2008 14:44	<a href="#">484</a>		70070088	asc9twrn	<a href="#">delete</a>
24/04/2008 14:44	<a href="#">484</a>		70070087	asc9twrn	<a href="#">delete</a>
24/04/2008 14:43	<a href="#">484</a>		70070086	asc9twrn	<a href="#">delete</a>
24/04/2008 14:43	<a href="#">484</a>		70070085	asc9twrn	<a href="#">delete</a>
24/04/2008 14:40	<a href="#">484</a>		70070084	asc9twrn	<a href="#">delete</a>
24/04/2008 14:39	<a href="#">484</a>		70070083	asc9twrn	<a href="#">delete</a>
24/04/2008 14:39	<a href="#">361</a>		70070082	asc9twrn	<a href="#">delete</a>
24/04/2008 14:39	<a href="#">484</a>		70070081	asc9twrn	<a href="#">delete</a>

This shows **Forms in progress** including the:

- date and time that it was last accessed
- form number
- ACN and company name
- unique reference number.
- userID
- delete option

The list includes forms that have been:

- started but not yet completed
- completed but not yet submitted to ASIC for validation
- submitted for validation but have not been accepted for a reason that is indicated in red on the form.

Step	Action
------	--------

2 To delete a form, click the **delete** link at the right of the screen.

A confirm deletion screen will appear.

3 If this is not the document that you wish to delete click **Cancel**.

This will take you back to the forms in progress screen.

If this is the document that you wish to delete, click **Submit**

This will take you back to the forms in progress screen with a message displaying that the document has been deleted.

## How to view the status of submitted forms

<b>Task description/overview</b>	How to view the status of submitted forms.
<b>When does this task need to be performed?</b>	When you want to view the status of forms that have been submitted to and accepted by ASIC.
<b>Before you begin</b>	You must have logged on to your online account.  You must have submitted a form to ASIC and it must have been accepted by ASIC.

### Step Action

- 1 Click **Forms submitted** in the left hand menu.

The **Forms submitted to ASIC** screen displays.

Forms submitted to ASIC			
Submit Time	Form	Description	Document No
10/02/2005 14:01	<a href="#">484</a>	Change to Company Details	7E0014779
03/02/2005 10:46	<a href="#">484</a>	Change to Company Details	7E0014738
02/02/2005 09:49	<a href="#">485</a>	Statement in relation to Company solvency	7E0014722
28/01/2005 10:05	<a href="#">362</a>	Appointment or cessation of registered agent	7E0014684
28/01/2005 09:47	<a href="#">362</a>	Appointment or cessation of registered agent	7E0014683
10/01/2005 09:15	<a href="#">484</a>	Change to Company Details	7E0014530
07/01/2005 12:26	<a href="#">484</a>	Change to Company Details	7E0014529
15/11/2004 15:21	<a href="#">484</a>	Change to Company Details	7E0014163
27/06/2003 11:09	<a href="#">484</a>	Change to Company Details	waiting
23/06/2003 13:54	<a href="#">484</a>	Change to Company Details	waiting

This shows **Forms submitted to ASIC** including the:

- date and time that the forms were submitted
  - form number
  - ACN and company name
  - unique document number.
- 2 Click on the form that you want to view the status of. If it is a:
    - report form the details of the report display
    - non-report form, the time and date that the form was submitted, and when it was payable display.

NOTE: Forms listed in 'forms submitted' will be automatically deleted after 90 days from the date last accessed. If you wish to keep a copy of the document, save it to your own electronic filing system.

## How to view your company details

**Task description/overview**

How to view your company details.

**When does this task need to be performed?**

When you wish to view either:

- organisation details, or
- debtor details.

**Before you begin**

You must have logged on to your online account.

Step	Action
------	--------

- 1 Click View company details in the left hand menu.

A new browser window opens displaying the **View company details** screen and asking you to select the type of company information that you require.

### View company details

Which type of company information do you require?

- Organisation details  
 Debtors details

- 3 Click either *Organisation details*, or *Debtors details* and click Next.

Step	Action
------	--------

4 If you selected 'Organisation details', the **Company details** screen displays showing you:

- the date the company was registered
- the next company review date
- the company type
- the company status
- if this is a home unit company
- if this is a superannuation trustee company
- if this is a non profit company
- the registered office address
- the address of the principal place of business
- whether there is an ultimate holding company appointed
- details of the company officeholders
- details of the company share structure
- details of the members
- a history of documents lodged.

The **Contact address for ASIC use only** will not be displayed. A contact address for a company can be:

- the address of their registered agent or

an address nominated on Form 486 *Notification to nominate, change or cease a contact address for a company*

5 Close the browser window when you have finished viewing the company details.

Step	Action
------	--------

- 6 If you selected *Debtors details*, the **Debtor's Ledger report** screen displays.

If there are no monies owing to ASIC a message displays in red informing you that the company “has no ASIC debt recorded at the time this report was generated”.

If there are monies owing, the report shows:

- the ACN of the company
- the name of the company
- the Registered Agent number (if any)
- the date that the report was requested and prepared
- **Total amount owing** – the total of all transactions on the account
- **Now due** – the sum of all transaction that have reached the due date
- **Future due** – the debt shown on the account that has not yet reached the due date (relates to the Annual Review Fee)
- **0-30 days** – the sum of transactions that are between 0 and 30 days past the due date
- **31-60 days** – the sum of transactions that are between 31 and 60 days past the due date
- **61-90 days** – the sum of transactions that are between 61 and 90 days past the due date
- **> 90 days** – the sum of transactions that are over 90 days past the due date.

- 7 Close the browser window when you have finished viewing the debtor details.

## How to change your password or update your contact details

**Task description/overview** The same screen is used to change your password and/or update your contact details and/or change your security question.

**When does this task need to be performed?** When you want to:

- change your password, and/or
- update your contact details, and/or
- change your security question.

It is a good idea to change your password regularly.

**Before you begin** You must have logged on to your online account.

Step	Action
1	<p>If you want to change your password, click <a href="#">Change password</a> in the left hand menu.</p> <p>If you want to change your contact details, click <a href="#">Update contact details</a> in the left hand menu.</p> <p>A screen displays showing you:</p> <ul style="list-style-type: none"><li>• User details</li><li>• Contact details</li><li>• Change password</li><li>• Security question.</li></ul>
2	<p>Before you can <b>Change password</b> or <b>Contact details</b>, you must authorise the change by entering your existing password.</p> <div data-bbox="491 1473 1410 1644" style="border: 1px solid black; padding: 5px;"><p><b>User details</b></p><p><b>Please enter your current password</b></p><p>Current password <input type="text"/></p></div>

Click in the *Current password* field and enter your password.

Step	Action
------	--------

3 If you:

- wish to change your contact details, click the **Yes** button in the **Contact details** section
- do not wish to change your contact details, click the **No** button in the **Contact details** section and go to **Step 4**.

**Contact details**

Current details

Name

Email address

Telephone number

Do you wish to change your contact details?  
 Yes  No

Please enter new details for items which have changed.

Given names

Family name

Email address

Re-enter email address

Telephone Number

Comments

As needed change your:

- *Email address* (which you must enter twice as confirmation)
- *Telephone Number* (including prefix)

You can also add *Comments* that are associated with the number.

Step	Action
------	--------

4 If you:

- wish to change your password, click the **Yes** button in the **Change password** section
- do not wish to change your password, click the **No** button in the **Change password** section and go to **Step 5**.

**Change password**

Do you wish to change your current password?

Yes  No

New password

Is case sensitive  
Must contain a minimum of 6 characters  
May contain a maximum of 16 characters  
Must contain at least one numeric character

Confirm password

Must match new password

To change your password enter a new password in the *New password* field and then enter it again in the *Confirm password* field.

The password displays only as asterisks to prevent in from being seen by someone else.

Your password:

- is case sensitive
- must contain a minimum of 6 characters
- may contain a maximum of 16 characters
- must contain at least on numeric character.

**Notes:**

- It is a good idea to change your password regularly.
- It is not a good idea to write your password down or to tell your password to anyone else.

5 If you:

- wish to change your security question, click the **Yes** button in the **Security question** section
- do not wish to change your security question, click the **No** button in the **Security question** section and go to **Step 6**.

**Security question**

Do you wish to change your security question and answer?

Yes  No

Security question:

choose a question only you know the answer to that has nothing to do with your password if you forget your password, we will verify your identity by asking you this question

Security answer:

must contain a minimum of 8 characters

To change your security question in the:

- *Security question* field enter a question that only you know the answer to, and
- *Security answer* field enter the answer to the question.

The question should have nothing to do with your password so that, if you forget your password, ASIC can verify your identity by asking you this question and by you providing the answer that you enter here.

6 Click **Next**.

If you have made an error the **User details** screen displays again with prompts telling you the problem displayed in red.

If you completed the form correctly a **Confirmation** screen displays telling you that “the requested changes have been made for” and then listing the sections in which you changed information and, if they can be displayed (e.g. telephone number), displaying the details.

7 Click **Next**.

The **Forms in progress** screen displays.

You have now finished changing your contact details and/or password.

## How to add the ACN of another company

### Task description/overview

How to add the ACN of another company.

### When does this task need to be performed?

When you are an officeholder of more than one company, and wish to lodge documents for the company for which you are an officeholder using the same online user name and password.

### Before you begin

You must have logged on to your online account.

You must be registered with ASIC as an officeholder for a company that you wish to access using the application, and you will need the Corporate Key of that company.

### Step Action

- 1 When you want to add another company for which you are also an officeholder, click [Add ACN](#) in the left hand menu.

The **Form setup** confirmation screen displays explaining the requirements for adding another company.

**Form setup**

If you are an officeholder of more than one company, you can link the other companies to this user name and password. Your password and other contact details will then apply for all linked companies.

To link another company, you will need the corporate key (or pre 01/07/2003 eRegisters PIN) for that company. Your name and birth details as recorded on ASIC records must match those for both companies. If these details do not match, you need to [email ASIC](#).

Do you wish to add another company?  
 Yes  No

[Cancel](#) [Next](#)

- 2 Click **Yes** and then [Next](#).

The **Your details** screen displays.

**Your details**

Provide the following details

ACN/ABN

Corporate key (or previous eRegisters PIN)

Date of birth  (DD-MM-YYYY)

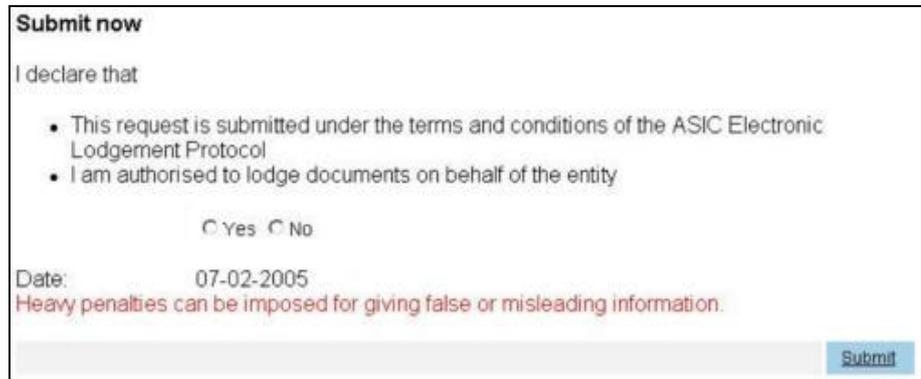
Office held

[Next](#)

Step	Action
------	--------

- 3 Fill in the details and click **Next**.

The **Submit now** screen displays.



**Submit now**

I declare that

- This request is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol
- I am authorised to lodge documents on behalf of the entity

Yes  No

Date: 07-02-2005

Heavy penalties can be imposed for giving false or misleading information.

**Submit**

- 4 To complete your application read the terms and conditions, and if satisfied click **Yes** and **Submit**.

A confirmatory letter will be sent to the **Inbox** of this new company. A separate email will be sent to your registered ASIC email address.

**Next step**

You can now log on as a company officeholder for the company you have added.

**Note:** You can only log on for one company at a time.



## How to submit Form FS88 PDS in-use notice.

### Task description/overview

How to submit Form FS88 PDS in-use notice.

### When does this task need to be performed?

When a Product Disclosure Statement (PDS) has been given to someone in a recommendation, issue or sale situation for the first time.

*Note: You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.*

### Before you begin

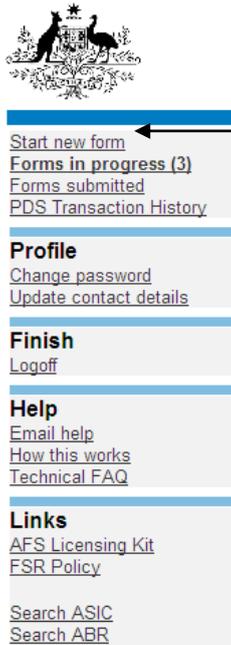
You must have logged on to your online account.

Step	Action
------	--------

1. Click [Start new form](#) in the left hand menu.

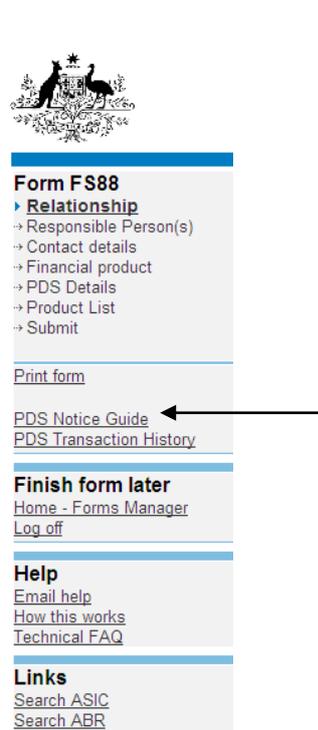
A list of the available forms displays.

Click [FS88](#).



## 2. Form Basics

*PDS Notice Guide.* Before continuing please refer to the **PDS Notice Guide**. The guide contains information for preparing and lodging this form. The guide is located in the left hand menu bar of this screen.



*Lodgement period.* As soon as practicable, and in any event within 5 business days after a copy of the PDS is first given to someone in a recommendation, issue or sale situation.

*Lodgement fee.* Refer to [Lodgement details](#) on the ASIC website.

*Late fees.* Late fees will apply if the document is lodged outside the lodgement period.

A form is not considered lodged until it is received and accepted by ASIC in compliance with s1274 (8) of the *Corporations Act 2001* (Cth).

### 3. Primary Responsible Person

A 'Responsible Person' is an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product (Refer to PDS Notice Guide for further details).

Select the reason that best describes your relationship to the financial product(s), which is the subject of the PDS?

What best describes your relationship to the financial product(s) that is the subject of the PDS?

the issuer of the financial product(s)

the person making the offer to sell the financial product(s)

The primary responsible person for the PDS will be responsible for the payment of the lodgement fees for this notice and for ongoing notifications in respect to the PDS.

Click [Next](#).

#### 4. Responsible Person – Confirmation Screen.

The user's details will automatically added as the 'Responsible Person':

- To add another 'Responsible Person; click on the hyperlink **Add another responsible person.**

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Australian Securities & Investments Commission

Form Manager  
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Responsible Person(s) Form FS88**  
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	550 566 660	CLIENT SOLUTIONS PTY LTD

[Add another responsible person](#)

Next

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The screen below will display.

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Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Add a Responsible Person Form FS88**  
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product).

ABN or ACN

- Or -

AFS licence number

Cancel Next

Enter the ABN, ACN or AFS licence number for the additional 'Responsible Person' and click **Next**.

#### 5. To delete a 'Responsible Person' from the list; click **Remove**.

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Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Responsible Person(s) Form FS88**  
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	550 566 660	CLIENT SOLUTIONS PTY LTD
228113		FAT CAT INVESTMENTS PTY LTD

[Add another responsible person](#)

REMOVE

Next

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Once the list of 'Responsible Persons' is complete; click **Next**.

## 6. Contact Details.

Enter details in the fields provided for the contact person. ASIC will direct all questions and correspondence regarding the PDS to this person.



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---

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Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

---

### Contact Details Form FS88

Provide the following details for the contact person to whom ASIC should direct all questions and correspondence regarding the PDS.

Given names

Family name

Capacity:  Issuer (including officers and staff)  
 External service provider  
 Other  
If other, please specify

Email address

Telephone number  
Number

Comments

[Next](#)

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Click **Next**.

## 7. Financial product(s).

Enter the name of the PDS and the reference number. The name of the PDS must not exceed 100 characters and the reference number must not exceed 20 characters (alpha, numeric or a combination of both). *Note: If a reference number is provided you will need to record this number for future reference.*

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Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Financial Product(s) Form FS88**

Name of PDS:

Your reference number (optional):

You must record this reference number for future reference, as it must be quoted in future notifications relating to this PDS. The reference number must not exceed 20 characters (alpha, numeric or a combination of both).

Enter date the PDS was first prepared and the date the PDS was first given in a recommendation, issue or sale situation. The dates must be in DD-MM-YYYY format and cannot be future dates.

Date of PDS:  (DD-MM-YYYY)

Date the PDS was first given in a recommendation, issue or sale situation:  (DD-MM-YYYY)

Where late fees apply the following warning message will display allowing you to check the dates entered and re-enter if necessary.

- **Warning: The date you have entered is more than 7 days ago and may attract a late fee. Please check this date and re-enter if necessary.**

Note: Under the *Corporations (Fees) Regulations 2001* the lodging period for this form is 5 business days. However as the electronic system is unable to calculate business days we have allowed 7 calendar days for the lodgement of this form.

If the PDS is replacing an existing PDS you will need to provide your reference number for the existing PDS or the ASIC document number allocated to the existing PDS (Refer to the next page on how to obtain an ASIC document number).

Does the PDS replace an existing PDS?  
 Yes  No

If yes, what was the reference number provided (or the ASIC document number) for the most recent previous PDS?

ASIC document number:

Or  
Your reference number:

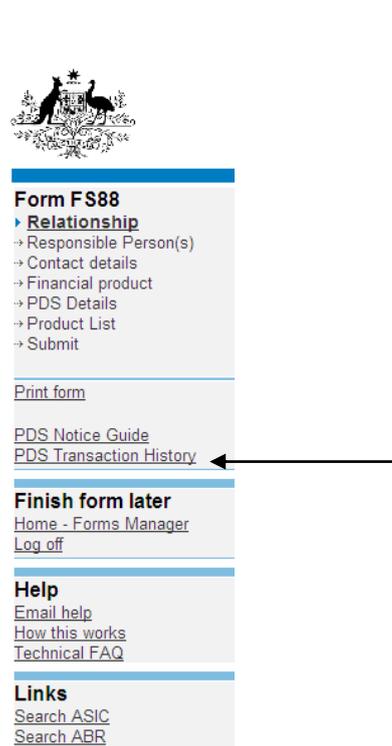
This reference number needs to be identical to the reference number provided on the PDS in-use notice for the last PDS. The ASIC document number is the identifier ASIC allocates to a document recorded on the corporate register.

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Click **Next**.

You can search for existing PDS reference numbers and document numbers by selecting the **PDS Transaction History** hyperlink on the left hand menu bar.



**PDS Transaction History.** This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately.

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Form Manager  
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080568

**PDS Transaction History Report**  
Date/time prepared 2008-10-31 16:57:47

PDS Document No.	PDS Name	Your reference	In use notice date	Last supplementary notice lodged
7E0024482	TestPDS	00000000	27-10-2008	

[Display all PDS including out of use](#)

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To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use.**

To return to your form click on the **Financial product** link on the left hand side menu bar.

## 8. PDS Details.

Answer questions in relation to your PDS by selecting the radio button that corresponds with the answer.



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Company Officeholders

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

### PDS Details Form FS88

PDS Name: Test PDS

Is the PDS a short form PDS?

Yes  No

*(Refer to s1017H of the Corporations Act 2001 contained within Part 3 of Schedule 10BA of the Corporations Regulations 2001)*

Does the PDS contain information incorporated by reference in accordance with regulation 7.9.15DA of the Corporations Regulations 2001?

Yes  No

Is the PDS for a stapled security product?

Yes  No

Are there multiple documents in the PDS?

Yes  No

*(Refer to s1013L of the Corporations Act 2001)*

Will the PDS be available to the general public on the internet?

Yes  No

If Yes:

What will be the URL?

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Click Next.

## 9. Add a product.

Enter the name of the financial product. This field is alphanumeric; a maximum of 100 characters can be entered.

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Form Manager  
Company Officer/holder

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70389523

**Add a product Form FS88**  
Provide details of a product covered by the product disclosure statement.

Name of financial product

Click on the relevant drop down box arrow and select the type of financial product from the list. Only one product type can be selected for each financial product.

Type of financial product

Deposit Products:

Payment Products:

Derivatives - exchange traded:

Derivatives - over the counter:

Foreign Exchange Contracts:

General Insurance:

Government Debentures, Stocks:

Life Products:

Managed investment scheme (registered). For an unregistered managed investments scheme, select the Miscellaneous Financial Investment Products type:

Superannuation:

Miscellaneous financial facility:

If the product a registered managed investment scheme: provide the ARSN

For superannuation products, is the product a small APRA fund and/or offering defined benefit membership?  
 Yes  No

Click **Next**

Additional notes for entering data on this screen:

- Where the product type is 'Managed investment scheme (registered)' the ARSN of the scheme must be entered.
- Where the product is an unregistered managed investment scheme select the category 'Miscellaneous financial facility' then select 'Miscellaneous Financial Investment Products'.
- Where the product type is 'Superannuation' you must complete the APRA / Defined benefit membership question.

Where the answer to this question is 'No' you must complete 'Superannuation fee data' for ASIC to publish on ASIC's FIDO website.

*Please refer to 'How to enter details of the Superannuation Product' and 'How to enter the Annual Fees Example' at the end of this section.*

## 10. Product List - Confirmation

Confirm the list of products for the PDS.

To add another product click on the **Add another product** hyperlink.

The screenshot shows the ASIC Form Manager interface for 'Product List Form FS88'. At the top left is the ASIC logo and name. At the top right is 'Form Manager Company Officersholders'. Below this is a header section with 'Test Database DESIGN DRAFT 31/10/2008', 'Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660', and 'Reference: 70080523'. The main content area is titled 'Product List Form FS88' and contains a table with one row: 'Test Product'. To the right of the table are 'REMOVE' and 'REVIEW' buttons. Below the table is a 'Next' button. At the bottom left of the table area is a blue hyperlink 'Add another product' with an arrow pointing to the left. At the bottom center is a footer with 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'. Arrows from the text below point to the 'REMOVE', 'REVIEW', and 'Next' buttons.

To delete a product from the list; click **Remove**.

To review a product from the list; click **Review**. This will take you to the previous screen where you can check the details you have entered

Click **Next**.

## 11. Submit Now.

You have now completed the form, but it still must be lodged with ASIC.

The screenshot shows the 'Submit Now' screen in the ASIC Form Manager. It features the same header as the previous screen. The main content area contains the text: '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.' Below this is a section titled 'Submit Now' with instructions: '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.' This is followed by a 'Declaration' section: 'I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.' with radio buttons for 'Yes' and 'No'. At the bottom right is a 'Submit' button. At the bottom center is the same footer as the previous screen. An arrow from the text below points to the 'Submit' button.

Complete the declaration and click **Submit**.

## 12. Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

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Australian Securities & Investments Commission

Form Manager  
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Confirmation of Form Submission**

Your document was submitted for validation to ASIC on 31/10/2008 at 16:42:02.

Next

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Click **Next**.

## 13. Statutory Fees Advice.

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of the fees payable.

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Form Manager  
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008  
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
Reference: 70080523

**Statutory Fees Advice**

Your form has been accepted by ASIC on 31/10/2008 at 16:42:02  
Invoice Amount: \$33.00  
You **must** now print your Invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.

PRINT

Next

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You are now required to print the invoice. Click **Print**.

Details on how payments to ASIC are made can be found on the invoice.

A new browser window opens with your invoice in PDF format.

You can:

- print the invoice, and/or
- Save the invoice PDF file to print later.

Click **Next**.

Form lodgement is now completed and you will be directed back to the **'Start New Form'** page.

**Next step** You can view the progress of any forms you have submitted by clicking **Forms Submitted**.

Click on **Forms in Progress** to see forms that require further action by you.

## How to enter details of the Superannuation Product

**Superannuation Product Form FS88**

Product Name: IRIS SUPER INCOME Superannuation Product name entered on previous screen will display at the top of this page.

Does the superannuation product contain employer-sponsored sub-plans?  
 Yes  No Click on the Yes or No radio button

Are you relying on Class Order (CO 04/1030) In-use notices for employer-sponsored superannuation?  
 Yes  No

If yes, how many sub plans exist for the PDS?

'Brand Name' of Superannuation Product eg. ACME Enter Brand name or acronym used to market the superannuation product.

*Please note that where the product has sub-plans, individual employer names should be omitted from the Name of Superannuation Product.*

Name of Trustee of Superannuation Product Enter the name of the corporate trustee, or, if the trustee is a group of individuals, please enter 'group of individual trustees' and the ABN of the trustee. If the trustee does not have an ABN, please leave this field blank.

Trustee's ABN Enter the RSE licence number provided by APRA to the trustee. If entered, must be in the following format: Lnnnnnnn (Capital L and seven digits).

APRA RSE Licence Number Enter the name of the APRA Regulated Superannuation Entity that holds the RSE Licence.

APRA Regulated Superannuation Entity Enter the APRA registration number in the following format; Format: Rnnnnnnn (Capital letter R and seven digits).

APRA Registration Number Enter the ABN for the APRA Regulated Superannuation Entity. If the entity does not have an ABN, leave this field blank.

Superannuation Entity ABN Enter the SPIN in the following format: AAAnnnAA (3 Capitals, 4 Digits, 2 Capitals). For products that don't have a SPIN, leave this field blank.

Superannuation Product Identification Number (SPIN), if applicable Enter the SPIN in the following format: AAAnnnAA (3 Capitals, 4 Digits, 2 Capitals). For products that don't have a SPIN, leave this field blank.

Type of Superannuation Product

- Public Offer Superannuation Fund that is not an industry fund
- Public Offer Superannuation Fund that is an industry fund
- Public Offer Superannuation Fund relying on ASIC Class Order 04/1030 In-use notices for employer-sponsored superannuation
- Industry Superannuation Fund (not Public Offer)
- Corporate Superannuation Fund
- Eligible Rollover Fund
- Other

If other, please specify

Click on the radio button to select the most appropriate category of superannuation product for the fund. Where other is selected please specify.

Cancel
Next

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Click Next. Next

## How to enter the Annual Fees Example

The worked example of annual fees and costs must be identical to the information disclosed in the PDS for the relevant superannuation product.

Specifically, this information is disclosed in the example of annual fees and costs in the current PDS, and produced to comply with Division 5 of Schedule 10 of the Corporations Regulations 2001 (as amended by Corporations Amendment Regulations 2005 (No. 1)). For further guidance please refer to the [PDS Notice Guide](#) hyperlink on the menu bar.

- [Financial product](#)
- [PDS Details](#)
- [Product List](#)
- [Add a product](#)
- [Superannuation](#)
- Product
- [Annual Fees](#)
- [Example](#)
- [Submit](#)
- [Print form](#)
- [PDS Notice Guide](#)
- [PDS Transaction History](#)
- [Finish form later](#)

**Help**

[Email help](#)

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### Annual Fees Example Form FS88

**Product Name:** IRIS SUPER INCOME

Worked example of annual fees and costs over a 12 month period (as shown in the PDS for the product)

Type of fee or cost	Fee or cost in dollars(\$)
<b>A. Contribution fees</b>	
Minimum fee on \$5,000	<input type="text" value="50"/> <span style="float: right; font-size: small;">Enter contribution fee minimum – enter 0 if NIL</span>
Maximum fee on \$5,000	<input type="text" value="100"/> <span style="float: right; font-size: small;">Enter contribution fee maximum – enter 0 if NIL</span>
<b>B. Management costs</b>	
For \$50,000 balance	<input type="text" value="400"/> <span style="float: right; font-size: small;">If your fund does not accept balances as low as \$50,000 insert the lowest permissible balance rounded to the nearest \$50,000 and insert the relevant fee in dollars below.</span>
For \$ <input type="text"/> balance \$ <input type="text"/>	
<b>C. Cost of fund (C=A+B)</b>	
Minimum cost	<input type="text" value="450"/> <span style="float: right; font-size: small;">Enter cost of fund minimum – where Nil enter 0. The value entered must equal the minimum contribution fee plus the management cost.</span>
Maximum cost	<input type="text" value="500"/> <span style="float: right; font-size: small;">Enter cost of fund maximum – where Nil enter 0. The value entered must equal the maximum contribution fee plus the management cost.</span>
<b>D. Notes to the worked example</b>	
Establishment fee	<input type="text" value="0"/> <span style="float: right; font-size: small;">Enter establishment fee (if any) – enter 0 if NIL</span>
Establishment fee footnote	<input type="text"/>
Termination fee	<input type="text" value="0"/> <span style="float: right; font-size: small;">Enter termination fee (if any) – enter 0 if NIL</span>
Termination fee footnote	<input type="text"/>
Withdrawal fee	<input type="text" value="75"/> <span style="float: right; font-size: small;">Enter withdrawal fee (if any) – enter 0 if NIL</span>
Withdrawal fee footnote	<input type="text" value="Per withdrawal"/>

[Cancel](#)
[Next](#)

Enter establishment, termination and withdrawal fee footnotes as necessary. Use full punctuation for footnote fields as they will appear on ASICs FIDO website as keyed in.

Click **Next**

The screen will then return to the **Product List – Confirmation** page

## How to submit Form FS89 Notice of change to fees and charges in a PDS

**Task description/overview** How to submit Form FS89 Notice of change to fees and charges in a PDS.

**When does this task need to be performed?** When fees and charges set out in a Product Disclosure Statement (PDS) are changed.

*Note: You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.*

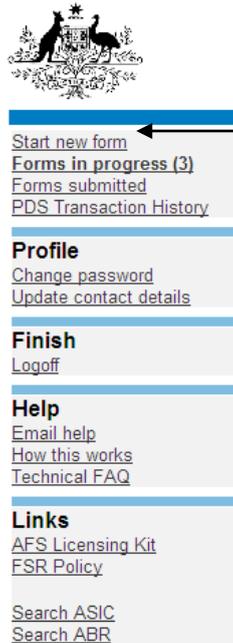
**Before you begin** You must have logged on to your online account.

Step	Action
------	--------

- 1 Click [Start new form](#) in the left hand menu.

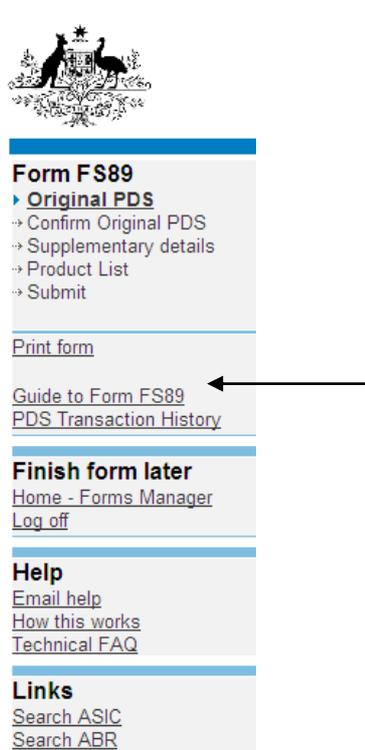
A list of the available forms displays.

Click [FS89](#).



## 2 Form Basics

**Guide to Form FS89.** Before continuing please refer to the Guide to Form FS89. The guide contains information for preparing and lodging this form. A link to the guide is located in the left hand menu bar of this screen.



**Lodgement period.** As soon as practicable, and in any event within 5 business days after a change is made to fees and charges set out in the PDS or an existing Supplementary PDS.

**Lodgement fee.** There is no lodgement fee for this form.

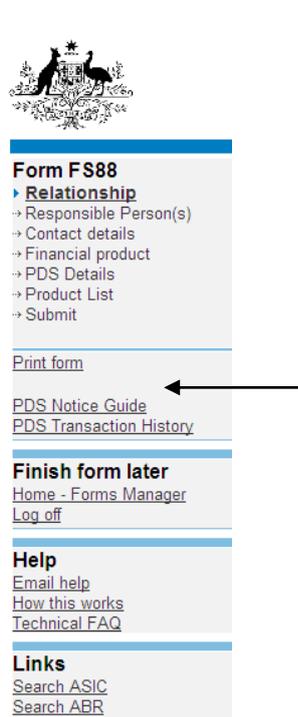
**Late fees.** Late fees will apply if the document is lodged outside the lodgement period.

Refer to [Lodgement details](#) on the ASIC website.

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* (Cth).

## PDS Transaction History

You can search for existing PDS reference and document numbers by selecting the PDS Transaction History hyperlink on the left hand menu bar.



This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately. To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use.**

To return to your form click on the link on the left hand side **Original PDS.**

Click **Next.**

### 3. Original PDS Document Details.

Enter the ASIC document number of the in-use notice for the original PDS in which a change to fees and charges has been made.

**Form FS89**  
 ✓ Original PDS  
 → Confirm Original PDS  
 → Supplementary details  
 → Product List  
 → Submit

Test Database DESIGN DRAFT 17/12/2008  
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
 Reference: 70085468

**Original PDS Form FS89**  
 ASIC document number for the original PDS in-use notice

Search historical data for this responsible person  
 Enter additional search criteria in one of the fields or leave it blank for a full list  
 PDS Client Reference

PDS Name

**Search**

*Please note the following information applies to preparing and lodging this form*  
 Refer to the PDS Notice Guide.

**Lodgement period**  
 As soon as practicable, and in any event within 5 business days after a copy of the Supplementary PDS is first given to someone in a recommendation, issue or sale situation.

**Lodgement fee**  
 Nil

**Late fee**  
 Standard late fees apply

Generally a form is not considered lodged until it is received and accepted by ASIC as being in compliance with s 1274(8) of the Corporations Act 2001.

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Alternatively you can click on the **Search** button to obtain a list of PDS In-use notices.

**Form FS89**  
 ✓ Original PDS  
 → Confirm Original PDS  
 → Supplementary details  
 → Product List  
 → Submit

Test Database DESIGN DRAFT 17/12/2008  
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
 Reference: 70085468

**Select original PDS Form FS89**

PDS number	PDS name	Client reference	Product name	PDS date
<input type="radio"/> 7E0027819	Client Solutions Motor Insurance	CSM01122008	Business Class MV Insurance	09-12-2008
<input type="radio"/> 7E0027820	CS Caravan Insurance	CSCI09122008	CS Caravan Plus	09-12-2008
<input type="radio"/> 7E0027855	Test Product	001	Test product	01-12-2008

**Next**

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Select the PDS for which you are lodging this form.

Click **Next**.

#### 4 Original PDS Confirmation Screen.

Confirm document details are correct.

The screenshot shows the ASIC Form Manager interface for 'Confirm Original PDS Form FS89'. The page title is 'Test Database DESIGN DRAFT 17/11/2008'. The company is 'CLIENT SOLUTIONS PTY LTD ACN 550 566 660' and the reference is '70081261'. The form asks 'Is this the correct PDS?' with radio buttons for 'Yes' and 'No'. A 'Next' button is located at the bottom right of the form area. The left sidebar contains navigation links for 'Form FS89', 'Finish form later', 'Help', and 'Links'. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

Click **Next**.

#### 5 Change to fees and charges details.

Insert the date that a change was made to fees and charges (must be in DD-MM-YYYY format); click **Next**.

The screenshot shows the ASIC Form Manager interface for 'Change to fees and charges details Form FS89'. The page title is 'Test Database DESIGN DRAFT 17/11/2008'. The company is 'CLIENT SOLUTIONS PTY LTD ACN 550 566 660' and the reference is '70081261'. The form asks 'Date that fees and charges set out in the PDS were changed (DD-MM-YYYY)'. A 'Next' button is located at the bottom right of the form area. The left sidebar contains navigation links for 'Form FS89', 'Finish form later', 'Help', and 'Links'. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

## 6 Product List Selection.

The products listed on this screen are currently available to be recommended or offered to new clients in a recommendation, issue or sale situation. For each superannuation product, where the fees and charges have changed, click **CHANGE** and enter the current fees and charges.

Click **Next**.

## 7 Submit Now.

You have now completed the form, but it still must be lodged with ASIC.

Complete the declaration and click **Submit**.

## 8 Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

Click **Next**.

## 9 Statutory Fees Advice.

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of any late fees payable.

Click **Next**. Form lodgement is now completed and you will be directed back to the 'Start New Form' page.

## How to submit Form FS90 Notice that a product in a PDS has ceased to be available.

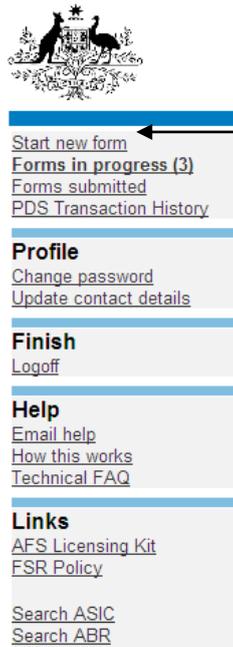
<b>Task description/overview</b>	How to submit Form FS90 – Notice that a product in a PDS has ceased to be available.
<b>When does this task need to be performed?</b>	When a financial product to which a Product Disclosure Statement (PDS) relates is no longer available to be recommended or offered to new clients in a recommendation, issue or sale situation.
<b>Before you begin</b>	You must have logged on to your online account.

Step	Action
------	--------

1. Click Start new form in the left hand menu.

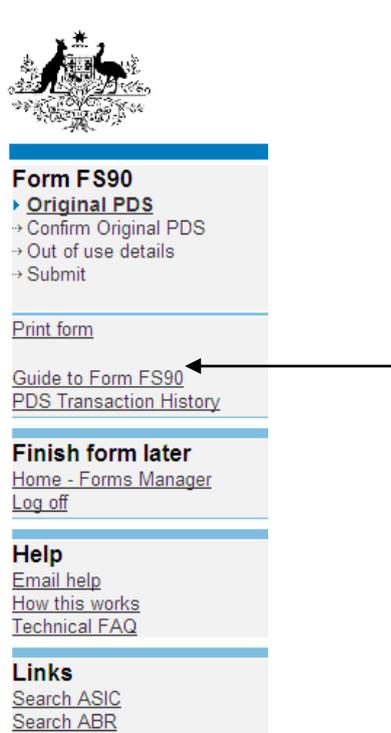
A list of the available forms displays.

Click FS90.



## 2. Form Basics

**Guide to Form FS90.** Before continuing please refer to the Guide to Form FS90. The guide contains information for preparing and lodging this form. The link to the guide is located in the left hand menu bar of this screen.



**Lodgement period.** As soon as practicable, and in any event within 5 business days after the financial product to which the statement relates ceases to be available to be recommended or offered to new clients in a recommendation, issue or sale situation.

**Lodgement fee.** There is no lodgement fee for this form.

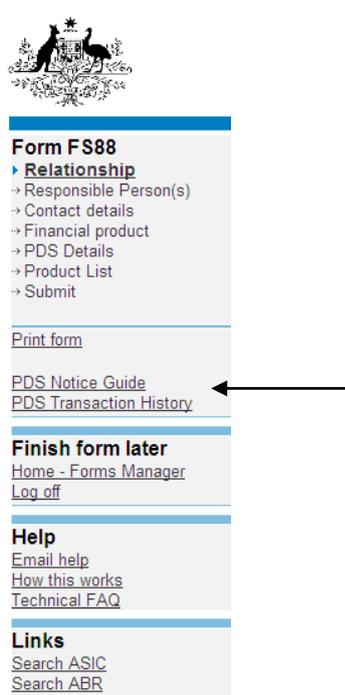
**Late fee.** Late fees will apply if the document is lodged outside the lodgement period.

Refer to [Lodgement details](#) on the ASIC website.

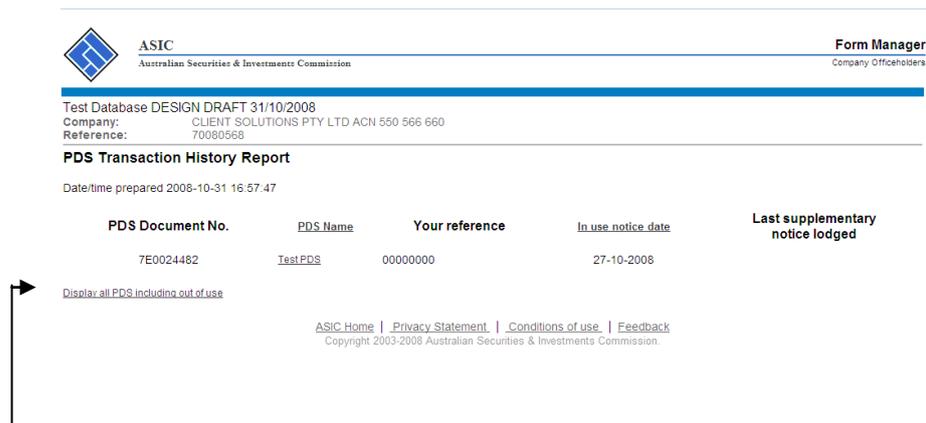
A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274 (8) of the *Corporations Act 2001* (Cth).

### 3. Transaction History.

You can search for existing PDS reference and document numbers by selecting the PDS Transaction History hyperlink on the left hand menu bar.



This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately.



To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use.**

To return to your form click on the link on the left hand side **Original PDS.**

Click **Next.**

4. **Original PDS.**

Enter the ASIC document number for the original PDS (refer to the previous step on how to search a ASIC document number).

ASIC Australian Securities & Investments Commission

Form Manager Company Officeholders

**Form FS90**  
 Test Database DESIGN DRAFT 17/12/2008  
 Company: ACN 550 500 840 PTY LTD ACN 550 500 840  
 Reference: 70085465  
**Original PDS Form FS90**  
 ASIC document number for the original PDS in-use notice

Print form  
 Guide to Form FS90  
 PDS Transaction History

**Finish form later**  
 Home - Form Manager  
 Log off

**Help**  
 Email help  
 How this works  
 Technical FAQ

**Links**  
 Search ASIC  
 Search ABR

Search historical data for this responsible person.  
 Enter additional search criteria in one of the fields or leave it blank for a full list  
 PDS Client Reference  
 PDS Name

Search

**Next**

Please note the following information applies to preparing and lodging this form  
 Refer to the PDS Notice Guide

**Lodgement period**  
 As soon as practicable, and in any event within 5 business days after the financial product to which the statement relates ceases to be available to be recommended or offered to new clients in a recommendation, issue or sale situation.

**Lodgement fee**  
 Nil

**Late fee**  
 Standard late fees apply

Generally a form is not considered lodged until it is received and accepted by ASIC as being in compliance with s 1274(8) of the Corporations Act 2001.

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Alternatively you can click on the **Search** button to obtain a list of PDS In-use notices.

ASIC Australian Securities & Investments Commission

Form Manager Company Officeholders

**Form FS90**  
 Test Database DESIGN DRAFT 17/12/2008  
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660  
 Reference: 70085467  
**Select original PDS Form FS90**

PDS number	PDS name	Client reference	Product name	PDS date
<input type="radio"/> 7E0027819	Client Solutions Motor Insurance	CSM01122008	Business Class MV Insurance	09-12-2008
<input type="radio"/> 7E0027820	CS Caravan Insurance	CSCI09122008	CS Caravan Plus	09-12-2008
<input type="radio"/> 7E0027855	Test Product	001	Test product	01-12-2008

Cancel

**Next**

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Select the PDS for which you are lodging this form.

Click **Next**.

5. **Original PDS Confirmation.**

Confirm document details are correct.

Click **Next**.

6. **Out of use details.**

Confirm whether all products contained within the PDS have ceased and, if so, provide the date the financial product(s) ceased (must be in DD-MM-YYYY format);

If all products are not ceasing, a list of current products within the PDS will be displayed. Click **Cease** against the product(s) which have ceased and provide the date on which the product(s) ceased, click **Next**.

7. **Submit Now.**

You have now completed the form, but it still must be lodged with ASIC.

Complete the declaration and click **Submit**.

8. **Confirmation of Form Submission.**

Your document has now been submitted to ASIC for validation.



Click **Next**.

9. **Statutory Fees Advice.**

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of any late fees payable.

Click **Next**. Form lodgement is now completed and you will be directed back to the 'Start New Form' page.