



ASIC

Australian Securities & Investments Commission

Check and change company details online

A user guide for registered agents

20 September 2012

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Section 1: Introduction

Purpose

The purpose of this user guide is to assist registered agents to comply with the *Corporations Act 2001* by using our online lodgement service to:

- lodge forms with ASIC
- receive forms from ASIC.

They can also:

- view company details
- update contact details.

Application overview

Description of the application

This is a free online service 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 multiple 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.
Review Date	Usually the anniversary of the registration of a company.
the 'Act'	Corporations Act 2001.

Section 2: Overview

Introduction

Typically, around 2.1 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 officeholders or address.

ASIC has developed a free online service to provide a faster and more accurate way to lodge notifiable changes with ASIC.

Roles

Registered agent

On behalf of the companies they represent, the online lodgement service allows a registered agent to:

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

What registered agents can do online

Registered agents who are registered to use our online lodgement service can:

- log on using their registered agent number
- view correspondence & notifications received from ASIC in their **Inbox**
- lodge forms for companies they represent
- 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, for companies they represent
- request an Ad Hoc Company Statement (RA71)
- change their password
- update their contact details ie. email address & telephone number
- notify ASIC of their appointment or cessation as a registered agent for a company. (Form 362)

Section 3: The basics

User responsibilities for online lodgement

1. Keep your contact details up to date

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

- email address
- telephone number

You can notify these details when you log on. Under **Profile** in the left hand menu 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), the company will be issued an annual statement and an tax invoice statement for the company's annual review fee. (RC06)

Upon registration for online access, you agree that the company's annual statement and tax 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 tax invoice has been issued, the company or its directors must:

- 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 lodgement & 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*.
- 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

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

If you wish to cancel the online lodgement service and receive the Annual Company Statement via mail, you must notify in writing. This enables us to arrange for future Annual Company Statements and other correspondence to be posted to your contact address.

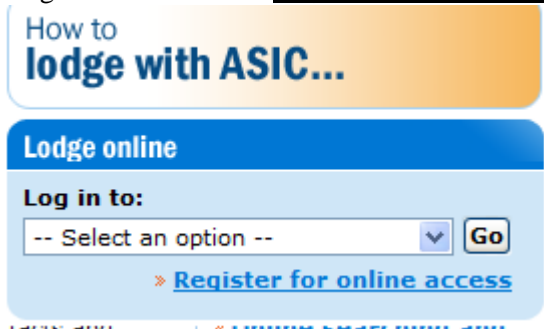
How Registered Agents register for online access

Task description/overview	How to register for online access.
When does this task need to be performed?	When you want to first set up your online account.
Before you begin	You must have your Registered Agent number

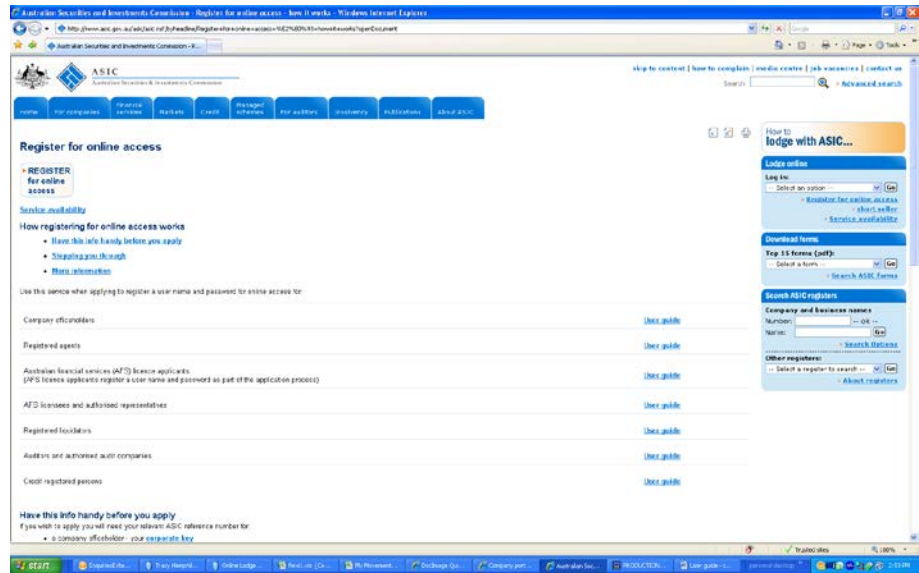
Step	Action
1	Use your internet browser to go to the ASIC website http://www.asic.gov.au

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

- On the ASIC homepage on the right hand side under the heading How to lodge with ASIC click **Register for online access**



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



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

- 3 Click **Register for online access** on the left hand side of the page.

A new browser window opens displaying the **Form RC99 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 authorised representative
- as a registered liquidator
- as a registered company auditor or as a director or officeholder of an authorised audit company
- as a credit registered person
- as a credit licensee
- as a body corporate credit representative

[Next](#)

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

- 4 When you have read the terms and conditions click:

- the **Yes** button
- select **as an ASIC registered agent**
- **Next**.

The **Your details** screen displays.

Your details

Provide the following details

Registered agent number

Contact details

Contact name

Given names

Family name

Email address

Re-enter email address

Telephone

Number

Comments

Type of document you wish to prepare and/or lodge

- Company charge documents
- Other company documents
- Both charge documents and other company documents

Select the access level required

- Authorised to enter data only
- Authorised to enter data and submit documents

Please Note: To receive ASIC email advice, it is your responsibility to ensure your contact details, including email address are current.

[Next](#)

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

- | | |
|---|--|
| 5 | Fill in all the details and click <u>Next</u> . |
|---|--|

The **Annual Statement Package** screen displays.

Annual Statement Package

Once you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received an 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 and not by paper.

Yes

[Next](#)

You must read the agreement and tick **Yes**. The Annual Company Statement will now be issued electronically to the email address supplied on the **Your details** page.

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 Online lodgement service you need to create a user name and password.

You also need to enter a security question and answer to help ASIC confirm your identity in the event that you forget your user name and/or password.

Please be aware that **Usernames**, **Passwords** and **answer's** to the Security Questions are **case sensitive**, and that Usernames are **permanent**.

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

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

The Security browser window (Connect to www.edge.asic.gov.au) displays in a new window.

- | | |
|---|--|
| 7 | Enter the user name and password you have just created and click OK . |
|---|--|

The **Print and sign agreement and submit online application** screen displays.

Agent	ABC SHELF COMPANIES Agent No. 760
Contact	DOOLITTLE, Terry
User name	tdoolit
Reference No	70035594

Print and sign agreement and submit online application

Print
 You must print and sign the Participation Agreement that is in Adobe PDF format. It will open a new browser window and can be printed 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

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: 10-02-2005
 Heavy penalties can be imposed for giving false or misleading information.

SUBMIT

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

- | | |
|---|---|
| 8 | To complete your application read the terms and conditions, print out the agreement, click Yes and click  . |
|---|---|

To complete your application you must:

- Print and sign the Participation Agreement by clicking 
- Tick **Yes** to having printed, signed and faxed a copy to ASIC, and click 
- Tick **Yes** to the declaration and click 
- You must then send the signed Participation Agreement to ASIC either via post, email or facsimile

Note: ASIC will check and process your application, and contact you via the email address nominated on the application confirming your online access has been granted.

How to log on

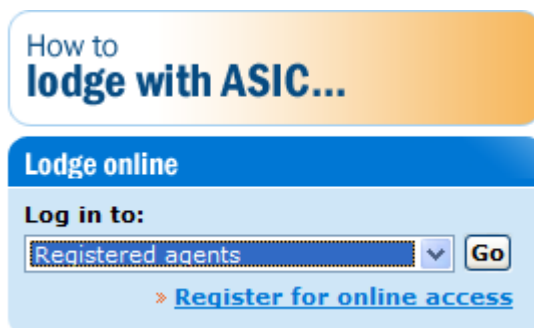
Task description/overview	How to log on to the online application
When does this task need to be performed?	<p>When you want to use your online account to:</p> <ul style="list-style-type: none"> • read forms sent to your Inbox • submit forms • view your Registered Agent details • update your contact details.
Before you begin	You must be a registered user with a username and password, and have your registered agent number available.

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 in as a Registered agent.



- 2 Select Registered agents and click **Go**

Your log on screen displays.



Step Action

- 3 Enter your *registered agent number* and click **Next**.

If you have already logged on today you may not be required to enter your user name and password, you will automatically be directed to your inbox.

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 Security browser window displays.(Connect to www.edge.asic.gov.au)



Step Action

- The Security browser window displays, enter your **User name** and **Password** and click **OK**.

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

The screenshot displays the ASIC Registered Agent portal interface. On the left is a navigation menu with categories like 'Inbox (210)', 'Forms in progress (130)', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main content area shows the user's profile information for 'Test Database DESIGN DRAFT 25/08/2010', including agent name 'FLANAGAN, KATHRYN', contact 'Tracy HEMPHILL', and email 'tracy.hemphill@asic.gov.au'. Below this is an 'Inbox' section with a message: '10 documents have been hidden, select show all documents to view these in your inbox'. A table lists 10 documents, all titled 'RC06 - ASIC Annual Statement Pack', with columns for Date, Form, ACN, and Company Name.

Date	Form	ACN	Company Name
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 462 596	JIMS WATER PUMPS PTY LTD
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 438 616	CKDFCHN 006 PTY LTD
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 438 705	PRINT OVERNIGHT PTY LTD
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 438 590	ZERO GALA PTY LTD
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 402 867	THE SCONE SHOP LTD
19/06/2010 10:58	RC06 - ASIC Annual Statement Pack	550 438 554	EASYLODGE TEST COMPAN
19/06/2010 10:57	RC06 - ASIC Annual Statement Pack	550 343 425	CERT DELIVERY TEST CO
19/06/2010 10:57	RC06 - ASIC Annual Statement Pack	550 319 447	SOLE DIRECTOR CB TEST
19/06/2010 10:57	RC06 - ASIC Annual Statement Pack	550 249 020	TEST PRINTER IN WINDOW
19/06/2010 10:56	RC06 - ASIC Annual Statement Pack	550 213 637	D INSOL PTY LTD
19/06/2010 10:56	RC06 - ASIC Annual Statement Pack	550 209 875	THE DON OF ALL TIMES PT
19/06/2010 10:56	RC06 - ASIC Annual Statement Pack	550 157 787	WHATEVER U TEST PTY LTD
19/06/2010 10:56	RC06 - ASIC Annual Statement Pack	550 201 600	AKUNA BAY INVESTMENTS
19/06/2010 10:56	RC06 - ASIC Annual Statement Pack	550 157 894	A.C.N. 550 157 894 PTY LTD
19/06/2010 10:55	RC06 - ASIC Annual Statement Pack	079 300 379	AMP LIFE LIMITED
19/06/2010 10:55	RC06 - ASIC Annual Statement Pack	083 689 641	AVIATION LAW ASSOCIATION
19/06/2010 10:55	RC06 - ASIC Annual Statement Pack	550 046 341	ATLAS SHELF COMPANIES

What if you forget your password?

Task description/overview What to do if you forget your password?

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

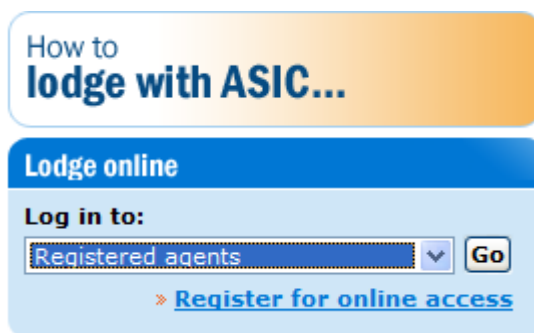
Before you begin You must have access to the internet.

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 in as a Registered agent.



- 2 Select registered agents and click **Go**

Your log on screen displays.



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

- 3 On the left hand menu click Forgotten password.

The **Forgotten Password** screen displays.

- 4 Enter your *registered agent number* and *user name* and click Next.

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

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

If you correctly answer your security question, your password will be reset.

Please be aware that **Usernames**, **Passwords** and **answer's** to the Security Questions are **case sensitive**, and that Usernames are **permanent**.

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

If you are unable to answer the security question, you will need to reapply for online access.

Step Action

- 6 Either click the [Click here to change your password](#) link or click **Next**.

The Security browser window displays.



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.

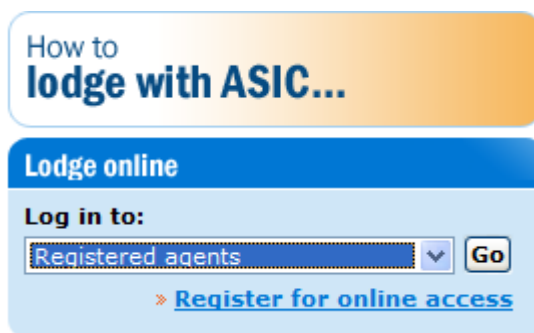
Before you begin You must have access to the internet.

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 in as a registered agent.



- 2 Select Registered agents and click **Go**

Your log on screen displays.



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

- 3 On the left hand menu click Forgotten username.

To use this service, you must be able to correctly enter an email address which matches your contact details.

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
- as a credit licensee
- as a credit registered person
- as a body corporate credit representative

[Cancel](#)

[Next](#)

- 4 Click the **as an ASIC registered agent** and click Next.

The **Your details** screen displays.

Your details

Provide the following details

Registered agent number

Email address

[Next](#)

Step Action

- 5 Enter your *registered agent number* 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](#)

Select 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.

A list of user names to all current users of the account will be emailed.

The email(s) will be sent to the email address already recorded as part of your contact details.

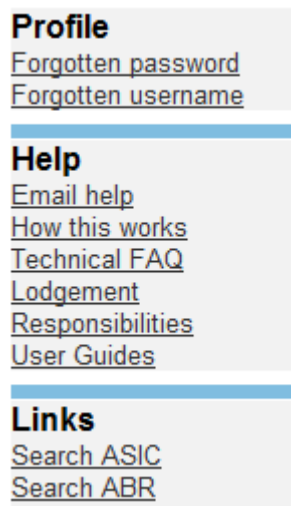
Navigating online

Left hand menu

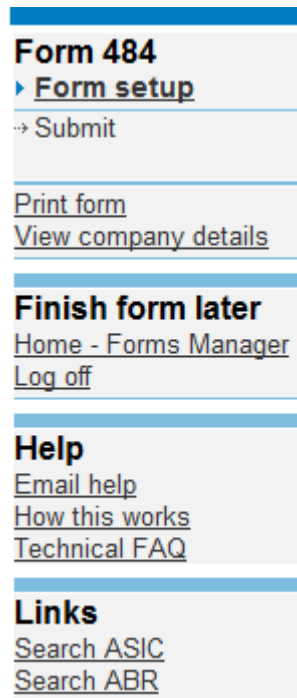
The left hand menu is a feature of the application.

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

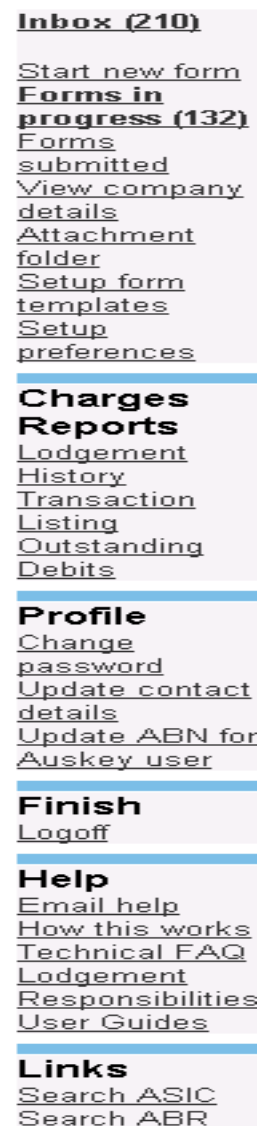
before you log on:



or, while working on a form:



or, while in the inbox



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

- **Profile** – Allows you to retrieve username details & reset your password

- **Help** – Email help opens an email to ASIC for a request of help with the Online lodgement service. Help also provides links to the website about how the online service 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 Online lodgement service. Help also provides links to the website about how the online service 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 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 & update ABN for Auskey user.
- **Finish** – allows you to logoff
- **Help** – Email help opens an email to ASIC for a request of help with the Online lodgement service. Help also provides links to the website about how the online service 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 navigation menu 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

Form 484

- ✓ [Form setup](#)
- ✓ [Addresses](#)
 - ✓ [New address](#)
 - ▶ **[Officeholders](#)**
 - ✓ [Members](#)
- ✓ [Submit](#)

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

Finish form later

[Home - Forms Manager](#)
[Log off](#)

Help

[Email help](#)
[How this works](#)
[Technical FAQ](#)

Links

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

Using your browser buttons

As mentioned in the description of the navigation 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 being commenced. Should you have a problem submitting a form, please quote the **Reference** number when communicating with ASIC.

How to submit forms


Registered agent

As a registered agent you are logged on and can submit forms on behalf of all of the companies that you represent.

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

Start a new form	
Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
485	Statement in relation to Company solvency
485	Statement in relation to Company solvency V2
492	Request for correction
902	Supplementary Document V5
902	Supplementary Document V4
RA61	Review Date Report
RA67	Company Debt Report
RA71	Request for Company Details
Charges	
Form	Description
309	Notification of details of a charge
311	Change of details of a charge
311	Assignment of a charge
312	Notification of discharge or release of property from a charge
327	Application For Extension Of Time - Stamp Duty Deficiency
350	Certification of Compliance With Stamp Duties Law
492	Request for correction of a charge document

If you click on a **Form** that is company related, the Company selection screen requesting you to enter the ACN or ABN of the particular company for which you are submitting the form displays.



ASIC
 Australian Securities & Investments Commission

Forms Manager
 Registered Agents

Agent: HALL,STEVE Agent No.20
Reference: 70034413

Company selection Form 484
 Enter the ACN or ABN of the company.

ACN/ABN

[Next](#)

Enter the *ACN/ABN* and click [Next](#) and the **Company Confirmation** screen displays.

Company confirmation Form 484

ACN [redacted].

Is this the correct company?

Yes No

[Next](#)

Click **Yes** and **Next** and the details of the selected form display.

Section 4: Using the application

How to read forms sent to you

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

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	RC08	550 491 542	EASYLODGE FIVE PTY LTD	hide
07/01/2008 16:15	RC08	550 491 542	EASYLODGE FIVE PTY LTD	hide
04/12/2007 16:09	RC08	550 491 542	EASYLODGE FIVE PTY LTD	hide

[Show all documents](#)

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

Step Action

- 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.

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

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

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

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

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

A list of the available forms displays.

Start a new form

Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
6010	Voluntary Deregistration of a Company
205A	Notification of resolution - change of company name
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
5100A	Registration of a managed investment scheme
902	Supplementary Document V4
902	Supplementary Document V5
RA61	Review Date Report
RA67	Company Debt Report
RA71	Request for Company Details

Financial Statements

Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

Product Disclosure Statements

Form	Description
FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available

Charges

Form	Description
309	Notification of details of a charge
311	Assignment of a charge
311	Change of details of a charge
312	Notification of discharge or release of property from a charge
327	Application For Extension Of Time - Stamp Duty Deficiency
350	Certification of Compliance With Stamp Duties Law
492	Request for correction of a charge document

- 2 Click [484](#).

Enter the *ACN/ABN* and click Next. The **Company confirmation Form 484** screen displays. Tick **Yes** and click Next.

The Form 484 set-up page 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

Step Action

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 a future date.
- 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**.

Some of the information is incomplete or invalid. Please check the form below.

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

Please check you have provided complete and accurate address information. Amend any errors and click box below to continue.

Confirm address details

- Address validation queried this address for the following reasons
- Supplied Address could not be verified

Apply the new address to:

- Registered Office
- Principal Place of Business
- Officeholders Address
- Members Address

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 Action5 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 **Addresses - change summary Form 484** screen displays and requests that you check the change and inquires if you want to notify another change.

Addresses - change summary Form 484

New address

300 south Tce , Adelaide , SA 5000 , Australia UNDO REVIEW

[Notify another address change](#)

Next

For this address change, there are UNDO REVIEW tab functions available:

- UNDO cancels the address change shown, and
- REVIEW 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](#).

Step Action

- 10 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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 [Start new form](#) in the left hand menu.

A list of the available forms displays.

Start a new form

Form	Description
------	-------------

484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
6010	Voluntary Deregistration of a Company
205A	Notification of resolution - change of company name
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
5100A	Registration of a managed investment scheme
902	Supplementary Document V4
902	Supplementary Document V5
RA61	Review Date Report
RA67	Company Debt Report
RA71	Request for Company Details

Financial Statements

Form	Description
------	-------------

388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

Product Disclosure Statements

Form	Description
------	-------------

FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available

Charges

Form	Description
------	-------------

309	Notification of details of a charge
311	Assignment of a charge
311	Change of details of a charge
312	Notification of discharge or release of property from a charge
327	Application For Extension Of Time - Stamp Duty Deficiency
350	Certification of Compliance With Stamp Duties Law
492	Request for correction of a charge document

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

- 2 Click **484**.

Enter the *ACN/ABN* and click **Next**. The **Company confirmation Form 484** screen displays. Tick **Yes** and click **Next**.

The Form 484 set-up screen displays.

<p>Changes to be notified:</p> <ul style="list-style-type: none"> <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

- 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	CEASE	ADD ROLE
KNAPWEED, DENNIS BROGRAN 104 SUNNYHOLT ROAD , BLACKTOWN NSW 2148	Director	CEASE	ADD ROLE

[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

You must do at least one of these steps before you can submit this 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**.


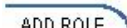
Officeholders - add a former name Form 484
Enter officeholder's former name(s)

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 <u>Next</u> .
	The Officeholders - appoint or cease Form 484 screen re-displays, including any changes you have made since commencing this 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 <i>Cessation Details</i> for this officeholder and click <u>Next</u> .
	The Officeholders - appoint or cease Form 484 screen re-displays, including any changes you have made since commencing this 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 <u>Next</u> .
	The Officeholders - appoint or cease Form 484 screen re-displays, including any changes you have made since commencing this form.
11	If you do not wish to submit the form to ASIC at this time, click <u>Validate Now</u> at the bottom of the Submit Later section.
	The application validates the form and the form appears in <u>Forms in progress</u> .

Step Action

- 12 You must select the company's Authorising officeholder before making the declaration. 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**

Authorising officeholder
Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼
 COSTIGAN, FAYE MARGARET (Director)
 COSTIGAN, FAYE MARGARET (Secretary)
 KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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.

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?	<p>You must submit this form within 28 days if there is change of the:</p> <ul style="list-style-type: none"> • 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	<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>484</u>.</p> <p>Enter the <i>ACN/ABN</i> and click <u>Next</u>. The Company confirmation Form 484 screen displays. Tick Yes and click <u>Next</u>.</p> <p>The Form 484 set-up screen displays.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Changes to be notified:</p> <ul style="list-style-type: none"> <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 </div>

- 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 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

- 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

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

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

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

For this name change, there are   tab functions available:

-  cancels the name change you made, and
-  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.

- 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.

Step Action

- 9 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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)

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

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
------	--------

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

1 Click Start new form in the left hand menu.

A list of the available forms displays.

2 Click **484**.

Enter the *ACN/ABN* and click Next. The **Company confirmation Form 484** screen displays. Tick **Yes** and click Next.

The Form 484 set-up 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
Add another share class				Next

You can click:

- **CHANGE** 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
------	--------

- | | |
|---|---|
| 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

Cancel
Next

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, 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 in *EasyLodge*: a paper *Form 211* has to be lodged.
 5. *Conversion of shares into smaller or larger numbers* – this is not yet available in *EasyLodge*: 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

- 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.

- 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	UNDO REVIEW
B CLASS B	1	1.00	0.00	CHANGE
ORD ORDINARY	1	1.00	0.00	CHANGE

[Add another share class](#)

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 set-up** screen re-displays.

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

- 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 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder

Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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)

Task description/overview	How to submit Form 484 Change to Company Details (Change to members' register)
When does this task need to be performed?	This task must be performed for: <ul style="list-style-type: none">• proprietary companies – ASIC must be notified within 28 days of changes to details of members

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**.

Enter the *ACN/ABN* and click **Next**. The **Company confirmation Form 484** screen displays. Tick **Yes** and click **Next**.

The Form 484 set-up screen displays.

<p>Changes to be notified:</p> <ul style="list-style-type: none"> <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

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

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

<p>Members - summary Form 484</p> <p>You can change a members holdings or add a new member</p> <p>Current members</p> <table> <tr> <td>ACME MANAGED FUNDS (2005) INC.</td> <td>CHANGE</td> </tr> <tr> <td>SMITH , ANDREW BRIAN</td> <td>CHANGE</td> </tr> <tr> <td>JONES , MARY JANE</td> <td>CHANGE</td> </tr> </table> <p>Add a new member to the register</p> <p>View share holdings by class</p> <p style="text-align: right;">Next</p>	ACME MANAGED FUNDS (2005) INC.	CHANGE	SMITH , ANDREW BRIAN	CHANGE	JONES , MARY JANE	CHANGE
ACME MANAGED FUNDS (2005) INC.	CHANGE					
SMITH , ANDREW BRIAN	CHANGE					
JONES , MARY JANE	CHANGE					

Step Action

- 4 Click [View share holdings by class](#).

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

Members by share class Form 484
You can change or cease share holdings

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 [CHANGE](#) next to the appropriate member's name. The **Members – holdings summary Form 484** screen displays.

Members - holdings summary Form 484
Add, change or cease share holding details for a member

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 becomes two buttons:  . Any change made can be reviewed (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 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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)

Task description/overview How to submit Form 484 Change of ultimate holding company details.

When does this task need to be performed? This task must be performed for:

- proprietary companies – ASIC must be notified within 28 days of the change to ultimate holding company
- 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.

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.

Enter the *ACN/ABN* and click Next. The **Company confirmation Form 484** screen displays. Tick **Yes** and click Next.

The Form 484 set-up 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 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**.

4

Ultimate holding company Form 484

Current ultimate holding company
 WARRIOR PRODUCTIONS PTY LTD
 ACN 123 456 789
 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 You must select the company's Authorising officeholder before making the declaration. 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 **Forms Submitted**.
- 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)

Task description/overview	How to submit form 484 Change to Company Details (Change to special purpose company status)
When does this task need to be performed?	This form needs to be lodged with ASIC within 28 days of the commencement of the company operating as a special purpose company.
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.

Enter the *ACN/ABN* and click Next. The **Company confirmation Form 484** screen displays. Tick **Yes** and click Next.

The Form 484 set-up 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 special company status* and click Next.

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

Commence Special Purpose Company Status Form 484

Date of change: (DD-MM-YYYY)

Commence status as:

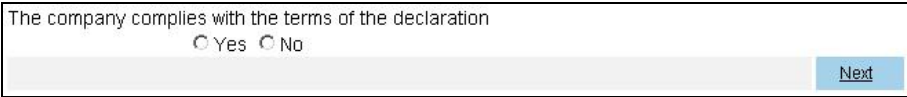
- Home unit
- Superannuation trustee
- For charitable purposes only

[Next](#)

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](#)

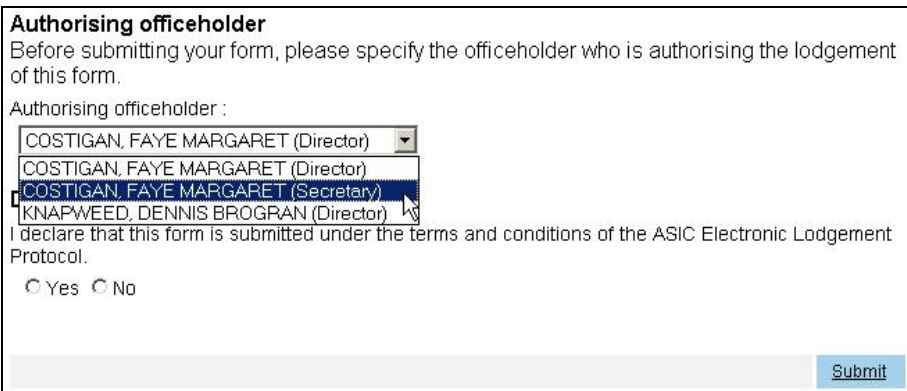
Read this carefully, and confirm that this is the correct status by agreeing with the declaration at the bottom of the screen by clicking *Yes* and then **Next**.

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 You must select the company's Authorising officeholder before making the declaration. 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**.



Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.
 Authorising officeholder :
 COSTIGAN, FAYE MARGARET (Director) [dropdown]
 COSTIGAN, FAYE MARGARET (Director)
 COSTIGAN, FAYE MARGARET (Secretary) [highlighted]
 KNAPWEED, DENNIS BROGRAN (Director)
 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 **Forms Submitted**.
- 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

Task description/overview	How to submit Form 205A Notification of resolution—change of company name
When does this task need to be performed?	When members of the company have passed a special resolution to change the company name.
Before you begin	<p>You must log on to your online account.</p> <p>You must use the current, valid ACN and name of the company.</p> <p>The company must:</p> <ul style="list-style-type: none"> • be an Australian company • have a status of registered. <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.

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

Company Selection screen displays asking you to enter the ACN or ABN of the company that wishes to change its name.

Enter your ACN or ABN and click on **Next** to continue

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

- Lodging Period - within 14 days of the date of the meeting at which the resolution was passed.
- Lodgement Fees See [Lodgement details](#) on the ASIC website
- Late Fees – standard late fees apply
- A change of name takes effect only when ASIC changes the name details on the register.

- 3 The **Confirm company** screen displays.

Select **Yes** to verify the information is correct or **No** to return to the company selection screen

Click on **Next** to continue

The screenshot shows the ASIC Forms Manager interface. The top navigation bar includes the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and 'Forms Manager Registered Agents'. The main content area is titled 'Form 205A' and displays the following information:

- Test Database DESIGN DRAFT 15/07/2008
- Agent: PEETERS,TANYA Agent No 22276
- Company: TANYA'S NAME TEST 01 PTY LTD ACN 550 698 265
- Reference: 70073750

The 'Confirm company Form 205A' section shows:

- TANYA'S NAME TEST 01 PTY LTD
- ACN 550 698 265
- Is this the correct company name? Yes No

At the bottom right of the form area is a 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 2008 Australian Securities & Investments Commission'.

Step Action

4 The **Resolution details** screen displays.

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 9**.

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 5**.
- Where there are current name reservations for the company **go to step 6**.
- Otherwise continue **from step 7**

Step Action

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

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

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

If you wish to use a reserved name, select it from the list and go to **Step 8**.

To enter a new proposed name, select 'None – enter new company name'. Go to **Step 7**.

Click on **Next** to continue

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

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

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

Click on **Next** to continue

- 8 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

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 4** to continue the application.

Click on **Next** to continue

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

- | | |
|---|--|
| 9 | If you selected ' as per attached document ' on the Resolution Details (step 4) the following screens will be presented and the appropriate file/s should now be attached. Multiple documents can be attached. |
|---|--|

ASIC
Australian Securities & Investments Commission

Forms Manager
Registered agents

Test Database DESIGN DRAFT 15/07/2008

Agent: PEETERS,TANYA Agent No 22276
Company: TANYA'S COMPANY PTY LTD ACH 550 698 265
Reference: 70073831

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
Resolution	I:\MyDocuments\4108 Invoice.pdf <input type="button" value="Browse..."/>

ASIC Home | Privacy Statement | Conditions of use | Feedback
Copyright 2003-2008 Australian Securities & Investments Commission.

Click **Browse**.

The **Choose file** popup displays

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

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

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

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

10 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.

The screenshot shows the ASIC Forms Manager interface for 'Confirm attachment(s) Form 205A'. The page title is 'Test Database DESIGN DRAFT 15/07/2008'. The agent is 'PEETERS, TAINYA Agent No 22275' and the company is 'TAINYA'S COMPANY PTY LTD ACN 550 699 265'. The reference number is '70073831'. A table lists the attached file: '410B Invoice.pdf' with document type 'Resolution', size '4 KB', and file type 'PDF'. There are 'REMOVE' and 'VIEW' buttons for this file. A 'Next' button is located at the bottom right of the table area. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

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 4), go to **Step 14**.

If you selected the option that the proposed name is identical to a registered business name, continue to **Step 11**.

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

The screenshot shows the ASIC Forms Manager interface for 'Add a Business name Form 205A'. The page title is 'Test Database DESIGN DRAFT 15/07/2008'. The agent is 'HUGHES, KYLIE Agent No 22226' and the company is 'A.C.N. 550 500 920 PTY LTD ACN 550 500 920'. The reference number is '70073833'. The form asks for business name registration details, including 'State/Territory Business Number' and 'State/Territory of registration'. There are 'Cancel' and 'Next' buttons at the bottom. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

Enter the identical business name details.

Select **Next** to continue.

Step Action

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

- 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

13 The declaration screen displays.

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

14 You will be presented with a **Manual Review** screen prior to lodgement.

Where manual determination is requested (box is ticked) supporting text needs to be provided in the box below.

Where manual name determination is not required supporting text must not be provided.

Select **Next** to continue

Information on whether a manual name determination is required can be found by clicking on the link **More Information**.

Step Action

- 15 The **Submit** screen will display.

If you are registered for direct debit you will be able to select a payment option via the dropdown box.

Select the authorising officeholder from the drop down list.

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.

Form 205A	
Confirmation	Test Database DESIGN DRAFT 15/07/2008
Print form	Agent: PEETERS, TANYA Agent No 22276
Finish form later	Company: TANYA'S NAME TEST 01 PTY LTD ACN 550 698 265
Home - Forms Manager	Reference: 70073750
Log off	
Help	
Email help	
How this works	
Technical FAQ	
Links	
Search ASIC	
Search ABR	

Confirmation of Form Submission

Your document was submitted for validation to ASIC on 15/07/2008 at 12.24.49.

ASIC Home | Privacy Statement | Conditions of use | Feedback
Copyright 2003-2008 Australian Securities & Investments Commission

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 **Forms Submitted**.
- 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

- 16 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

17 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.

See [Lodgement details](#) on the ASIC website

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.

How to submit Form 361 Registered Agent ceasing to act

Task description/overview	How to submit Form 361 Registered Agent ceasing to act.
When does this task need to be performed?	When a Registered Agent wishes to inform ASIC that they are ceasing to act as the representing registered agent for a company.
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 361 . The Form 361 Form Setup screen displays asking you to enter the ACN or ABN of the company:
<div data-bbox="488 1005 1409 1236" data-label="Form"> </div>	
3	Enter the <i>ACN/ABN</i> of the company that you wish to cease to represent as a Registered Agent and click Next . A Confirm Cessation Form 361 screen displays showing the name and ACN of the company and asking you to click the Yes or No button to confirm whether or not this is the correct company.
<div data-bbox="488 1516 1409 1744" data-label="Form"> </div>	
4	Click Yes and Next . You have now completed the form, but it has still to be lodged with ASIC.

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

A list of the available forms displays.

- 2 Click [361](#).

The **Form 361 Form Setup** screen displays asking you to enter the ACN or ABN of the company:

- 3 Enter the *ACN/ABN* of the company that you wish to cease to represent as a Registered Agent and click [Next](#).

A **Confirm Cessation Form 361** screen displays showing the name and ACN of the company and asking you to click the **Yes** or **No** button to confirm whether or not this is the correct company.

- 4 Click **Yes** and [Next](#).

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

Step Action

- 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 Forms Submitted.
- 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 Appointment of Registered Agent

Task description/overview	How to submit Form 362 Appointment of Registered Agent.
When does this task need to be performed?	When you want to inform ASIC that you have been appointed as the registered agent for a company.
Before you begin	<p>You must have logged on to your online account.</p> <p>You must have a paper copy of the <i>Form 362</i>, signed by an officeholder in the company, showing your appointment as their registered agent.</p>

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>362</u>.</p> <p>Form Setup Form 362 screen displays asking you to enter the ACN or ABN of the company for which you wish to be appointed as representative.</p> <div data-bbox="488 1133 1407 1476" data-label="Form"> </div>
3	<p>Enter the <i>ACN/ABN</i> of the company that you are to be appointed to represent. Click the Appointment button and click <u>Next</u>.</p> <p>A Confirm appointment Form 362 screen displays showing the details of the company and asking you to confirm.</p>
4	<p>Click Yes and <u>Next</u>.</p> <p>You have now completed the form, but it has still to be lodged with ASIC.</p>

Step Action

- 5 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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

Task description/overview How to submit Form 362 Cessation of Registered Agent.

When does this task need to be performed? When you want to inform ASIC that you have ceased to be the Registered Agent for a company.

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

You must have a paper copy of the Form 362, signed by an officeholder in the company, showing your removal as their registered agent.

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

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

A list of the available forms displays.

- 2 Click 362.

A **Form Setup Form 362** screen displays asking you to enter the ACN or ABN of the company for which you wish to be ceased as representative.

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

ACN/ABN

Change to be notified:

Appointment

Cessation

Please note the following information applicable to preparing and lodging this form
Lodgement fee Nil.

Additional Information: You must retain a copy of the form 362, signed by the company, showing your appointment or removal as agent.

[Next](#)

- 3 Enter the *ACN/ABN* of the company that you are ceasing to represent and click the **Cessation** button and click Next.

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

- 4 Click **Yes** and Next.

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

Step Action

- 5 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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. Please wait for the processing of the form 362 before you request a data download.
- If the form validates it appears in Forms Submitted.
- 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 370 Resignation of Officeholder

Task description/overview How to submit Form 370 Resignation of Officeholder

When does this task need to be performed? This form needs to be lodged when a company officeholder wishes to directly notify ASIC of their resignation.

Note: The company is still required to notify ASIC of the cessation of an officeholder by lodging a *Form 484*.

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

You must have a copy of the resignation letter of the officeholder.

Step	Action
1	Click Start new form in the left hand menu. A list of the available forms displays.
2	Click 370 .

Form Setup Form 370 screen displays asking you to enter the ACN or ABN of the company from which the officeholder has resigned.

Form setup Form 370
Enter the ACN or ABN of the company.

ACN/ABN

Please note the following information applicable to preparing and lodging this form

Lodging period Nil.

Lodging fee Nil.

Additional Information:

Lodgement of the Form 370 is not compulsory. It is an option available to resigning officers allowing them the ability to directly notify ASIC of their resignation. It is important to note that regardless of whether or not a Form 370 is lodged by the resigning officer there is still a compulsory obligation on the company to lodge a Form 484 to advise the cessation of that person.

[Next](#)

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

- 3 Enter the *ACN/ABN* and click **Next**. This displays the **Confirmation of Company Form 370**. Click *Yes* and **Next**.

The **Officeholders Form 370** screen displays.

Officeholders Form 370
Select the officeholder who is resigning:

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](#)

- 4 Select the officeholder who has resigned and click **Next**.

The **Cease Officeholder Form 370** screen displays.

Cease officeholder Form 370
Enter cessation dates for roles which are ceasing.

Officeholder

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

Does this person have any former names?
 Yes No

Cessation Details :

Director
Appointment Date 10-01-2005
Cessation Date (DD-MM-YYYY)

Secretary
Appointment Date 10-01-2005
Cessation Date (DD-MM-YYYY)

[Next](#)

Step Action

- 5 Enter the details required and click **Next**.

The **Resignation letter Form 370** screen displays.

Resignation letter Form 370
Complete the details of the resignation letter

Date on which resignation letter was sent to the company
 (DD-MM-YYYY)

Text of the resignation letter

[Next](#)

- 6 Type in the *Date the letter was sent to the company* and the text of the letter in the large text box available. Click **Next**.

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

- 7 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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

Task description/overview	<p>How to submit Form 388 Copy of financial statements and reports. This will cover:</p> <ul style="list-style-type: none"> • completing Form 388 • appointing an auditor for your company • attaching your financial statements and reports
When does this task need to be performed?	<p>When financial statements and reports must be lodged each year by:</p> <ul style="list-style-type: none"> • Public companies • A Tier 2 public company limited by guarantee • A registered schemes • Large proprietary companies • Foreign-controlled small proprietary companies • Small proprietary or small company limited by guarantee that is requested by ASIC or trusts <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>

Before you begin

- You must have logged on to your online account.
- Your financial statements and reports should be in either TIF, PDF or RTF format in order to be attached to this form.
- Up to 5 attachments are allowed.
- The maximum file size for each attachment is 10MB.
 - 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.
- 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.

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**.

Company Selection screen asks you to enter the ACN or ABN of the company for which you are submitting a copy of financial statements and reports.

Company selection Form 388	
ACN/ABN	<input type="text"/>
Next	

- 3 Enter the *ACN or ABN* and click **Next**. This displays the **Confirmation of Company** screen. Select *Yes* and click **Next**.

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.

Insert new screen shot

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

- | | |
|---|---|
| 4 | Select A large proprietary company that is not a disclosing entity 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](#)

- | | |
|---|---------------------|
| 5 | Click Next . |
|---|---------------------|

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

For companies that have lodged a Form 388 for previous years, 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.

Remove Note: section 323D.... Put New screen shot here!

Step Action

6 Click **Next**.

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

Were the financial statements audited or reviewed?

Audited

- Reviewd
- No

Insert (New screen shot)

If your financial statements were audited, select audited. Go to step 6c.

If your financial statements were reviewd, select Reviewd. Go to step 6b.

If you select No to the financial statements being audited/reviewed. Go to step 6d. .

STEP 6b

Click **Next**.

The **Reviewer details form 388** screen displays.

Insert - New screen Shoot

If you select YES step 6c.

If you selet NO an error message will display see above.

STEP 6c

Click **Next**.

The **Auditor Report form 388** screen displays.

Insert - New screen Shoot

Click Next go to step 7.

Step 6d

Click Next.

The **Auditor Report form 388** screen displays.

If you selected **No** to the financial statements being audited or reviewed 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 8**.

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
		CHANGE ADDRESS
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
Address	
Enter address information starting on the first line. Foreign addresses should be formatted using your local conventions.	
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Country	Australia <input type="button" value="v"/>
Cancel	Next

- 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	CHANGE ADDRESS UNDO
How to appoint a new auditor			Next

- 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** and click **Next**. Go to **Step 15**.
- If you want to replace your existing auditor, select **replace your existing auditor** 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	
Cancel	Next

- 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	
Cancel	Next

- 12 Select **The auditor resigned or was removed by the company** 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

13 Select **The auditor has otherwise ceased** 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

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 **Change** 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

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

16 Enter the date of appointment, select **Auditor-General** 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 --

- 17 Enter the date of appointment, select **An ASIC registered auditor** 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 **A firm of auditors** 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

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 **Change** 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](#)

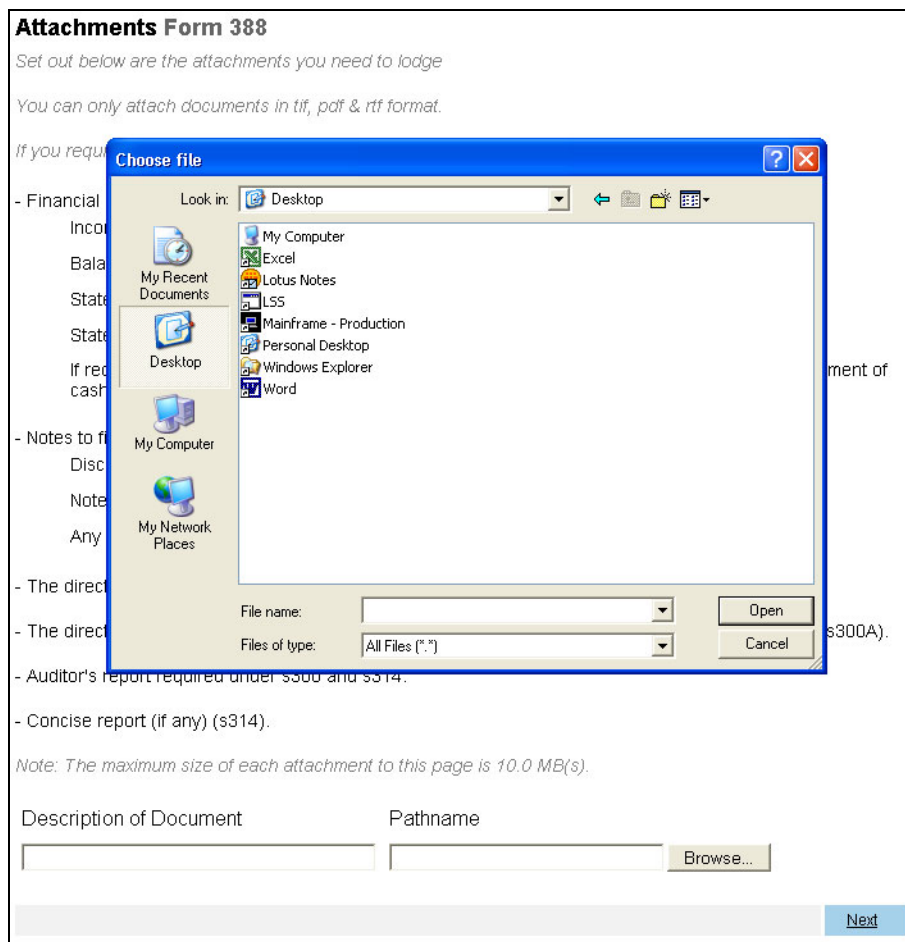
Next

21 The **Attachments** screen displays.

Add new screens shot here.

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.

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 **Remove** and go to **Step 21**.
- Select **View** 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](#)

- 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

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 Forms Submitted.

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.
- See [Lodgement details](#) on the ASIC website

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

Task description/overview	How to submit Form 410B Application for reservation of a name
When does this task need to be performed?	When a company wishes to reserve a name prior to the actual change (optional).
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 **410B – Change of company name reservation**

Company details screen displays asking you to enter the ACN or ABN of the company that wishes to change its name.

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



- A name is reserved for a period of 2 months from the date of approval
- Lodgement Fees - See [Lodgement details](#) on the ASIC website
- Late Fees – not applicable
- If the name reservation is rejected the fee will still be charged.

Click on **Next** to continue.

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

Select **Yes** to verify the information is correct; or

Select **No** to return to the company selection screen

	 ASIC <small>Australian Securities & Investments Commission</small>
Form 410B Company details Confirm company Reservation details Proposed company name Confirm company name Request for manual review Submit <hr/> Print form <hr/> Finish form later Home - Forms Manager Log off <hr/> Help Email help How this works Technical FAQ <hr/> Links Search ASIC Search ABR	Test Database DESIGN DRAFT 16/07/2008 Agent: HUGHES,KYLIE Agent No.22226 Company: A.C.N. 550 500 920 PTY LTD ACN 550 500 920 Reference: 70073853 <hr/> Company confirmation Form 410B A.C.N. 550 500 920 PTY LTD ACN 550 500 920 Is this the correct company? <input type="radio"/> Yes <input type="radio"/> No
ASIC Home Privacy Statement Conditions of use Feedback <small>Copyright 2003-2008 Australian Securities & Investments Commission.</small>	

Click on **Next** to continue.

Step Action

- 4 The **Reservation details** screen displays.

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.

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

Insert the proposed name of the company.

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
------	--------

- 6 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.

The screenshot shows the ASIC Forms Manager interface for Form 410B. The main content area displays the following information:

- Test Database DESIGN DRAFT 16/07/2008
- Agent: HUGHES KYLIE Agent No 22226
- Company: A.C.N. 550 500 920 PTY LTD ACN 550 500 920
- Reference: 70073853

The form title is **Confirm company name Form 410B**. The proposed new company name is **HERBAL SUPPLIES PTY LTD**. The question is: **Is this the correct new company name?** There are two radio buttons: Yes and No. A **Next** button is located at the bottom right of the form area.

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 registered business name, go to **Step 10**.

If you selected **Next** continue to **Step 7**.

Click on **Next** to continue.

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

Enter State/Territory Business Number.

The screenshot shows the ASIC Forms Manager interface for Form 410B. The main content area displays the following information:

- Test Database DESIGN DRAFT 16/07/2008
- Agent: HUGHES KYLIE Agent No 22226
- Company: A.C.N. 550 500 920 PTY LTD ACN 550 500 920
- Reference: 70073853

The form title is **Add a Business name Form 410B**. The instructions are: **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.**

The form asks to **Provide business name registration details:**

- State/Territory Business Number: [input field]
- State/Territory of registration: [dropdown menu]

A **Next** button is visible at the bottom right of the form area.

Select the State/Territory from the drop down list.

Click on **Next** to continue.

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

8	The Business names confirmation screen displays
---	--

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

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

Select **Next** to continue.

9	The Declaration screen displays.
---	---

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
------	--------

10 You will be presented with a **Manual Review** screen prior to lodgement.

Where manual determination is requested (box is ticked) supporting text needs to be provided in the box below. A notice will be issued electronically to you advising if the application has been accepted or rejected.

Information on whether a manual name determination is required can be found by clicking on the link **More Information**.

Select **Next** to continue.

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


- | | |
|----|---|
| 11 | The Submit screen will display. If you are registered for direct debit you will be able to select a payment option via the dropdown box. |
|----|---|

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.

The screenshot displays the ASIC Forms Manager interface. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area shows a confirmation message: 'Confirmation of Form Submission' and 'Your document was submitted for validation to ASIC on 16/07/2008 at 11:25:43.' The left sidebar contains navigation links for 'Form 410B', 'Confirmation', 'Print form', 'Finish form later', 'Help', and 'Links'. The right sidebar contains a 'Next' button. The footer includes links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback'.

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 **Forms Submitted**.
 - 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.
- | | |
|----|--|
| 12 | If the proposed name is NOT accepted/available a rejection notice will be issued electronically to your inbox. |
| 13 | You can now view the invoice by clicking  . A new browser window opens with your invoice in PDF format. You can: <ul style="list-style-type: none"> • 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.

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

Task description/overview	How to submit Form 410F Application for extension reservation of a name
When does this task need to be performed?	When a company wishes to extend the period of the reservation of a name prior to the actual change (optional).
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 **410F – Extension of name reservation**

Company details screen displays asking you to enter the ACN or ABN of the company that wishes to change its name.

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

- A name is reserved for an extended period of 2 months from the date of approval
- Lodgement Fees - See [Lodgement details](#) on the ASIC website
-
- Late Fees – not applicable
- If the name reservation is rejected the fee will still be charged.

Click on **Next** to continue.

- 3 The **Company confirmation** screen displays. Select **Yes** to verify the information is correct; or select **No** to return to the company selection screen

Click on **Next** to continue

Step Action

- 4 The **Reservation details** screen displays.

The screenshot shows the ASIC Forms Manager interface for 'Reservation details Form 410F'. The header includes the ASIC logo and 'Australian Securities & Investments Commission'. The page title is 'Forms Manager Registered agents'. The main content area displays the following information:

- Form 410F
- Test Database DESIGN DRAFT 16/07/2008
- Agent: HUGHES KYLIE Agent No 22226
- Company: ILR 6 LTD ACN 500 593 943
- Reference: 70073883

The 'Reservation details Form 410F' section includes a prompt: 'Select a previously reserved name as set out below'. A table shows the reserved name and expiry date:

Reserved Name	Expiry Date
KYLIES GREATEST HITS LTD	16-09-2008

Below the table is a text box labeled 'Reason for extension' with the text 'daube' entered. A 'Next' button is located at the bottom right of the form area.

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.

- 5 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.

The screenshot shows the ASIC Forms Manager interface for 'Reservation confirmation Form 410F'. The header includes the ASIC logo and 'Australian Securities & Investments Commission'. The page title is 'Forms Manager Registered agents'. The main content area displays the following information:

- Form 410F
- Test Database DESIGN DRAFT 16/07/2008
- Agent: HUGHES KYLIE Agent No 22226
- Company: ILR 6 LTD ACN 500 593 943
- Reference: 70073883

The 'Reservation confirmation Form 410F' section displays the following details:

- reservation document number: 7E0022570
- reserved name: KYLIES GREATEST HITS LTD
- expiry date: 16/09/2008

Below the details is a confirmation question: 'Is this the correct reservation?' with radio buttons for 'Yes' and 'No'. A 'Next' button is located at the bottom right of the form area.

If **No** is selected then you will be returned to **Step 4** to continue the application.

Select **Next** to continue.

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

- | | |
|---|---|
| 6 | The Submit screen displays. If you are registered for direct debit you will be able to select a payment option via the dropdown box. |
|---|---|


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.

The screenshot shows the ASIC Forms Manager interface. The header includes the ASIC logo and 'Forms Manager Registered Agents'. The main content area displays 'Form 410F' with a 'Confirmation' section. It shows the test database 'DESIGN DRAFT 16/07/2008' and agent details for 'HUGHES KYLIE Agent No 22226'. A 'Confirmation of Form Submission' message states: 'Your document was submitted for validation to ASIC on 16/07/2008 at 12:14:30.' The interface includes navigation links like 'Home - Forms Manager', 'Log off', 'Help', and 'Links'.

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'

- | | |
|---|--|
| 7 | You can now view the invoice by clicking  . A new browser window opens with your invoice in PDF format. You can: <ul style="list-style-type: none"> • 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.

See [Lodgement details](#) on the ASIC website

How to submit Form 485 Statement in relation to Company solvency

Task description/overview

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

Notes: There are two 485 forms:

- *485A* - Statement in relation to company solvency - negative solvency
- *485B* - Statement in relation to company solvency - solvency resolution not passed.

If the directors of the company pass a positive solvency resolution there is no need to lodge either form.

A company that has lodged a financial report under Chapter 2M (e.g. *Form 388*) within the period of 12 months prior to the review date is not required to pass a solvency resolution.

What is a 'negative solvency resolution'?

'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.

When to lodge Form 485A

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.

If the directors of a company pass a negative solvency resolution, the company must notify ASIC, using *Form 485A*, within 7 days of the resolution being passed. Therefore the:

- resolution must be made within 2 months after the review date, and then
- *Form 485A* must be lodged within 7 days of the resolution being passed.

Note: If a *Form 485A* is lodged at any other point of the year beyond the review date, it will be accepted and fully processed.

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.

Enter the *ACN/ABN* and click Next. The company details display and you are asked to confirm. Click **Yes** and Next.

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**.

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

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

- 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 **Solvency resolution not passed** 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.

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

- 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 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder

Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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.

- 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	<p>Click Start new form in the left hand menu.</p> <p>A list of the available forms displays.</p>
2	<p>Click 492.</p> <p>Enter the ACN and click Next. The company details display and you are asked to confirm. Click Yes and Next.</p> <p>The Details of original document Form 492 screen displays asking you for details of the document that you wish to correct.</p> <div data-bbox="491 1104 1410 1350" data-label="Form"> </div>
3	<p>Enter the Document number, Form number and Date of lodgement and click Next.</p> <p>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.</p>
4	<p>Write a description of the correction that you want to make and click Next.</p> <p>A screen displays telling you that you have to submit the form.</p>

Step Action

- 5 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.
- 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

Task description/overview	How to submit Form 902 Supplementary Document
When does this task need to be performed?	This form is submitted when you have submitted a form that is currently under requisition that you wish to correct some of the information that has been submitted.
Before you begin	<p>You must have logged on to your online account.</p> <p>You must have a form awaiting processing that is currently under requisition.</p>

Step	Action
1	<p>Click Start new form in the left hand menu.</p> <p>A list of the available forms displays.</p>
2	<p>Click 902.</p> <p>The Details of original document Form 902 screen displays.</p> <p>Details of original document Form 902 Enter the details of the document which is to be corrected</p> <p>Document number <input type="text"/> <i>(Document must have been lodged via EasyLodge)</i></p> <p>Form number <input type="text"/></p> <p>Date of lodgement <input type="text"/> (DD-MM-YYYY)</p> <p>For a list of documents lodged by the company click here</p> <p>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.</p>
3	<p>Enter the Document number, Form number and Date of lodgement and click <u>Next</u>.</p> <p>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.</p>
4	<p>Write a description of the correction that you want to make and click <u>Next</u>.</p> <p>A screen displays telling you that you have to submit the form.</p>

Step Action

- 5 You must select the company's Authorising officeholder before making the declaration. 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**.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

COSTIGAN, FAYE MARGARET (Director) ▼

COSTIGAN, FAYE MARGARET (Director)

COSTIGAN, FAYE MARGARET (Secretary)

KNAPWEED, DENNIS BROGRAN (Director)

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 Forms Submitted.

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

Task description/overview	How to submit Form 6010 Application for voluntary deregistration
When does this task need to be performed?	When the applicant (Company or Director) has elected to deregister the company.
Before you begin	<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"> • All members of the company agree to deregister • The company is not carrying on business • The company's assets are worth less than \$1000 • The company has no outstanding liabilities • The company is not a party to any legal proceedings • The company has paid all fees and penalties payable under the <i>Corporations Act 2001</i>.

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

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

A list of the available forms displays.

- 2 Click **6010**.

Company Selection screen displays asking you to enter the ACN or ABN of the company you wish to deregister.

Company selection Form 6010	
Enter ACN or ABN of the company	<input type="text"/>
Next	
ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2008 Australian Securities & Investments Commission.	

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

- 3 Enter the *ACN or ABN* and click **Next**. This displays the **Confirmation of Company Form 6010**. Select *Yes* and click **Next**. The **Account Balance** screen displays.

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 indicating payment 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 insert new fee you will not be able to proceed with the application.

- 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.

[Next](#)

- 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](#)

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

- 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

[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:

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

[Next](#)

- 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

[CHANGE](#)

Notification

[ADD](#)

[Next](#)

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

- 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 OR

Enter Given Names & Family Name

Given names

Family name

[Next](#)

- 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:

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

[Next](#)

- 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 Action12 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 by direct debit you will have 28 days to pay.

You must select the company's **Authorising officeholder** before making the declaration, this can be either a director or a secretary. 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 **Forms Submitted**.
- 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.

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.

Step Action

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.

See [Lodgement details](#) on the ASIC website

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 RA61 Review Date Report

Task description/overview	How to submit Form RA61 Review Date Report and save the report.
When does this task need to be performed?	When you want to view a report showing the review dates for your client companies, within a specified date range.
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>RA61</u> . The Form setup Form RA61 screen displays asking you to input the date range (day and month) that you want the report for.
3	Enter the Start period (e.g. 0101 for 1 January). Enter the End period (e.g. 3112 for 31 December). Click <u>Next</u> . A screen displays telling you that you have to submit the form. But before you can do that you have to make a declaration.
4	Under Declaration click Yes to declare that this form is submitted under the terms and conditions of the <i>ASIC Electronic Lodgement Protocol</i> .
5	Click <u>Submit</u> . A Confirmation of Form Submission screen displays showing you the date and time that the form was submitted to ASIC for validation.

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

A list of the available forms displays.

- 2 Click RA61.

The **Form setup Form RA61** screen displays asking you to input the date range (day and month) that you want the report for.

Form setup Form RA61
Enter the period you wish to run the report for

Start period (ddmm)

End period (ddmm)

Please note the following information applicable to preparing and lodging this form
Lodgement fee Nil.

[Next](#)

- 3 Enter the **Start period** (e.g. 0101 for 1 January). Enter the **End period** (e.g. 3112 for 31 December). Click Next.

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

- 4 Under **Declaration** click **Yes** to declare that this form is submitted under the terms and conditions of the *ASIC Electronic Lodgement Protocol*.

- 5 Click Submit.

A **Confirmation of Form Submission** screen displays showing you the date and time that the form was submitted to ASIC for validation.

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

- 6 Click **Next**.

As long as the form has validated a **Review date report form RA61** screen displays showing you the *ACN*, company *Name* and *Next review date* of all of the companies for whom you are the representative, where their review date meets the criteria that you entered.

Review date report Form RA61		
Report criteria		
Agent number	20	
Period	01/02 to 29/02	
Number of companies	2	
ACN	Name	Next review date
050 348 617	[REDACTED]	10-02-2005
[REDACTED]	[REDACTED]	16-02-2005

- 7 If you wish you can click **Save report** in the left hand menu to display a File download dialog that asks you to specify whether you want to save the file to disk (the default selection) or open the file.

Click **OK** to save the file to disc.

A **Save As** dialog opens allowing you to select where to save the report.

- 8 Select the destination for the report and click **Save**.

A .txt file containing the details of the report is saved to your computer and a **Download complete** dialog displays.

- 9 Click **Close**.

How to submit Form RA67 Company Debt Report

Task description/overview	How to submit form RA67 Company Debt Report.
When does this task need to be performed?	When you want to request a Debtor's Ledger Report for all companies for which you are the nominated registered agent.
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>RA67</u> . The Debtor's Ledger Report Request Form RA67 screen displays asking you to confirm that you wish to request a Debtor's Ledger Report.
	
3	Click Yes and click <u>Next</u> . A screen displays telling you that you have to submit the form. But before you can do that you have to make a declaration.
4	Under Declaration click Yes to declare that this form is submitted under the terms and conditions of the <i>ASIC Electronic Lodgement protocol</i> .
5	Click <u>Submit</u> . A Confirmation of Form Submission screen displays showing you the date and time that the form was submitted to ASIC for validation.

Debtor's Ledger Report Request Form RA67
Do you wish to request for a Debtor's Ledger Report ? <input type="radio"/> Yes <input type="radio"/> No
<i>Please note the following information applicable to preparing and lodging this form</i> Lodgement fee Nil.
<div style="display: flex; justify-content: space-between;"> Cancel Next </div>

Step Action

- 6 Click **Next**.

As long as the form has validated a **Company debt report Form RA67** screen displays showing you the *ACN*, company *Name* and amounts owing by companies for whom you are the representative.

Australian Securities and Investments Commission								
ABN 86 768 265 615								
Not Subject to GST - Treasurer's Determination 2000								
(Exempt Taxes, Fees and charges)								
Disclaimer								
Please note: Payments received during the current business day may not have been allocated to the relevant aged debt item(s) at the time of extraction of data for this report. In these cases the payment will be shown as a credit in the 0-30 column until allocated.								
A maximum of two 'all company' RA67 requests may be submitted per day.								
ACN	Name	Total amount owing	Now due	Future due	0-30 days	31-60 days	61-90 days	> 90 days
	ABC COMPANY LTD	535.00	535.00	0.00	0.00	0.00	0.00	535.00
	XYZ COMPANY LTD	2540.00	2540.00	0.00	0.00	0.00	0.00	2540.00
	DEF COMPANY LTD	535.00	535.00	0.00	65.00	0.00	0.00	470.00
	GHI COMPANY LTD	805.00	805.00	0.00	335.00	0.00	0.00	470.00

- 7 If you wish you can click **Save report** in the left hand menu to display a File download dialog that asks you to specify whether you want to save the file to disk (the default selection) or open the file.

Click **OK** to save the file to disc.

A **Save As** dialog opens allowing you to select where to save the report.

- 8 Select the destination for the report and click **Save**.

A text file containing the details of the report is saved to your computer and a **Download complete** dialog displays.

- 9 Click **Close**.

How to submit Form RA71 Request for Ad hoc Company Statement

Task description/overview	How to submit form RA71 Request for Ad hoc Company Statement.
When does this task need to be performed?	When a registered agent needs to see the current company information held by ASIC.
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>RA71</u> . If you are a Registered Agent you are prompted to enter the ACN or ABN of the company. Enter the ACN and click <u>Next</u> . You are asked to confirm the company that you have selected. Tick Yes and click <u>Next</u> . The Form setup Form RA71 screen displays.
3	If you wish to receive a company statement click <u>Next</u> . You have now completed the form, but it has still to be lodged with ASIC.

Form setup Form RA71

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.

If you wish to view your company details online, use the "view company details" selection on your Forms Manager menu.

[Cancel](#)

[Next](#)

This informs you that you can also view your company details on screen. You can still receive a company statement from ASIC which will be sent to your **Inbox**.

Step Action

- 4 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 Forms Submitted.
- 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

Task description/overview	How to view forms in progress.
When does this task need to be performed?	When you want to view or complete forms that you have started but that have not yet been submitted to or accepted by ASIC.
Before you begin	<p>You must have logged on to your online account.</p> <p>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.</p>

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

- 1 Click Forms in progress in the left hand menu.

The **Forms in progress** screen displays.

insert new screen shot

This shows **Forms in progress** including the:

- date and time that it was last accessed
- form number
- ACN and company name
- unique reference number.
- User ID

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.

- 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	<p>You must have logged on to your online account.</p> <p>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.</p>

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	484		70070088	asc9twrn	delete
24/04/2008 14:44	484		70070087	asc9twrn	delete
24/04/2008 14:43	484		70070086	asc9twrn	delete
24/04/2008 14:43	484		70070085	asc9twrn	delete
24/04/2008 14:40	484		70070084	asc9twrn	delete
24/04/2008 14:39	484		70070083	asc9twrn	delete
24/04/2008 14:39	361		70070082	asc9twrn	delete
24/04/2008 14:39	484		70070081	asc9twrn	delete

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

Task description/overview	How to view the status of submitted forms.
When does this task need to be performed?	When you want to view the status of forms that have been submitted to and accepted by ASIC.
Before you begin	<p>You must have logged on to your online account.</p> <p>You must have submitted a form to ASIC and it must have been accepted by ASIC.</p>

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

- 1 Click **Forms submitted** in the left hand menu.

The **Forms submitted to ASIC** screen displays.

insert new screen shot

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.
- userID
- delete option

- 2 Click on the form that you want to view the status of. If it is a:

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 company details

Task description/overview	How to view company details.
When does this task need to be performed?	When you wish to view either: <ul style="list-style-type: none"> • 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

Enter ACN/ABN

Which type of company information do you require?

Organisation details
 Debtors details

[Next](#)

- 2 Enter the *ACN/ABN*.
- 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 362/486 *Notification by a company to nominate or cease a registered agent or contact address.*
- 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
- 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.

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

Step	Action
1	<p>If you want to change your password, click Change password in the left hand menu.</p> <p>If you want to change your contact details, click Update contact details in the left hand menu.</p> <p>A screen displays showing you:</p> <ul style="list-style-type: none"> • User details • Contact details • Change password • Security question.
2	<p>Before you can Change password or Contact details, you must authorise the change by entering your existing password.</p>

User details

Please enter your current password

Current password

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	<input type="text"/>
Email address	<input type="text"/>
Telephone	number <input type="text"/>
Do you wish to change your contact details?	
<input type="radio"/> Yes <input type="radio"/> No	
Please enter new details for items which have changed.	
Given names	<input type="text"/>
Family name	<input type="text"/>
Email address	<input type="text"/>
Re-enter email address	<input type="text"/>
Telephone	Number <input type="text"/>
Comments	<input type="text"/>

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.

Registered agents can also change the *Given names* and *Family name* details of the nominated contact for this online account.

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 dots 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.

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

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?	
<input type="radio"/> Yes <input type="radio"/> No	
Security question	<input type="text"/>
<small>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</small>	
Security answer	<input type="text"/>
<small>must contain a minimum of 8 characters</small>	

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 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](#)**.



[Start new form](#)
[Forms in progress \(3\)](#)
[Forms submitted](#)
[PDS Transaction History](#)

Profile
[Change password](#)
[Update contact details](#)

Finish
[Logoff](#)

Help
[Email help](#)
[How this works](#)
[Technical FAQ](#)

Links
[AFS Licensing Kit](#)
[FSR Policy](#)

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

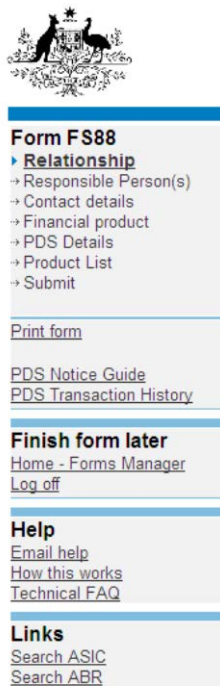
2. Enter the company ACN/ABN details for the Responsible Person.

The screenshot shows the ASIC Form Manager interface. At the top left is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. At the top right is 'Form Manager Registered Agents'. The main header area contains 'Test Database DESIGN DRAFT 16/12/2008' and 'Agent: HUGHES KYLIE Agent No 22226'. Below this, it lists 'Company: ACN 550 500 840 PTY LTD ACN 550 500 840' and 'Reference: 70385415'. The main content area is titled 'Company details Form FS88' and features a text input field for 'ACN/ABN' with a 'Next' button to its right. A sidebar on the left contains navigation links: 'Form FS88', 'Company details', 'Confirm company', 'Relationship', 'Responsible Person(s)', 'Contact details', 'Financial product', 'PDS Details', 'Product List', 'Submit', 'Print form', 'PDS Notice Guide', 'PDS Transaction History', 'Finish form later', 'Home - Form Manager', 'Log off', 'Help', 'Email help', 'How this works', 'Technical FAQ', and 'Links', 'Search ASIC', 'Search ABR'. At the bottom of the main content area, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2009 Australian Securities & Investments Commission.'

Click **Next**. This then displays the **Confirmation of Company Details** screen. If company details are correct select 'Yes' and click next.

3. 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. See [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).

4. 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](#).

5. **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.**

The screen below will display.


Enter the ABN, ACN or AFS licence number for the additional 'Responsible Person' and click **Next.**

6. To delete a 'Responsible Person' from the list; click **Remove.**

Once the list of 'Responsible Persons' is complete; click **Next.**

7. 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.



ASIC
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

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

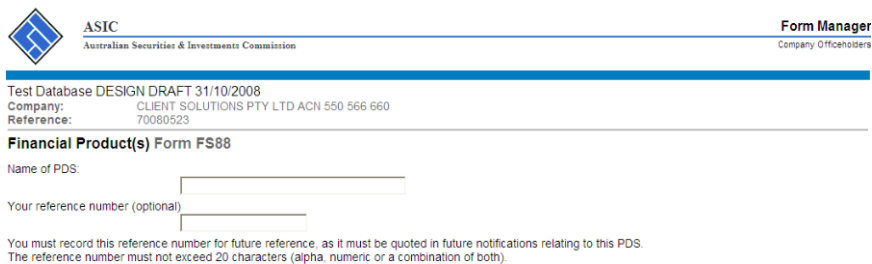
Comments

[Next](#)

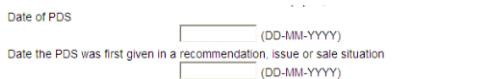
Click **Next**.

8. **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.*



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.

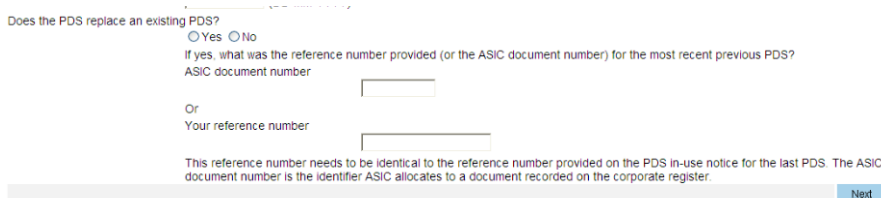


Where late fees apply the following warning message will display allowing you to check the dates entered and re-enter if necessary.

- *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.*

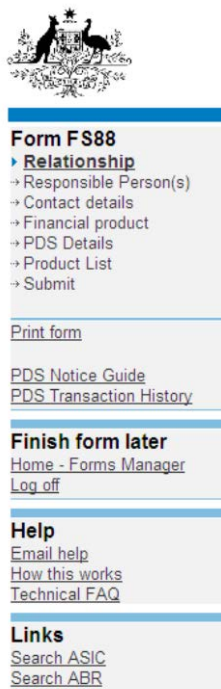
Note: Under the *Corporations (Fees) Regulations 2001* the lodging period for this form is 5 business days. However as the electronic system is unable to calculate business days we have allowed 7 calendar days for the lodgement of this form.

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 and ASIC document number).

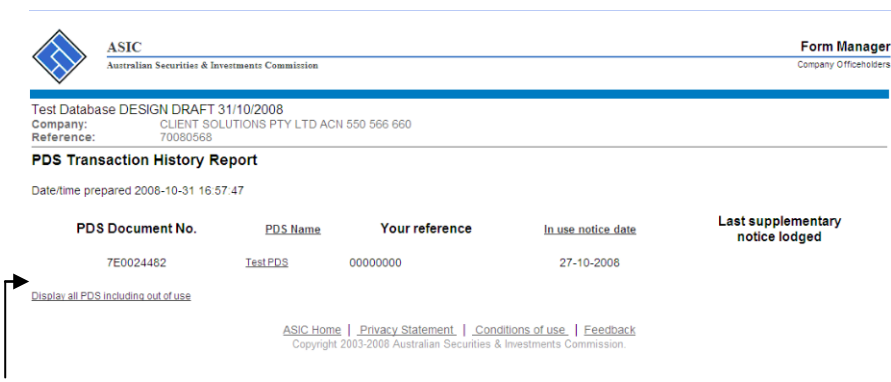


Click **Next**.

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.




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.

9. PDS Details.

Answer questions in relation to your PDS by selecting the radio button that corresponds with the answer.



ASIC
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

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?

[Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Click **Next**.

10. Add a product.

Enter the name of the financial product. This field is alphanumeric; a maximum of 100 characters can be entered.

The screenshot shows the ASIC Form Manage interface. At the top left is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. At the top right is 'Form Manage Company Officeholder'. Below this is a header bar with 'Test Database DESIGN DRAFT 31/10/2008'. The main content area shows 'Company: CLIENT SOLUTIONS PTY LTD ACN 550 556 660' and 'Reference: 70080523'. The title is 'Add a product Form FS88' with the instruction 'Provide details of a product covered by the product disclosure statement.' Below this is a text input field for 'Name of financial product'.

Click on the relevant drop down box arrow and select the type of financial product the list. Only one product type can be selected for each financial product.

The screenshot shows the 'Type of financial product' dropdown menu. The menu is open, showing a list of options: 'Contracts for difference', 'Foreign exchange', 'Forwards', 'Futures', 'Options', 'Spread betting', 'Swaps', 'Warrants', and 'Other'. The 'Foreign Exchange Contracts' dropdown is currently selected, and its menu is also open, showing the same list of options. Below the dropdowns are several other input fields: 'Managed investment scheme (registered). For a unregistered managed investments scheme, select the Miscellaneous Financial Investment Products type:', 'Superannuation:', 'Miscellaneous financial facility:', and 'If the product a registered managed investment scheme, provide the ARSN'. At the bottom, there are radio buttons for 'Yes' and 'No' for the question 'For superannuation products, is the product a small APRA fund and/or offering defined benefit membership?'. At the very bottom are 'Cancel' and 'Next' buttons.

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.

11. Product List - Confirmation

Confirm the list of products for the PDS.

To add another product click on the **Add another product** hyperlink.

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 details you have entered

Click **Next**.

12. Submit Now.

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

Complete the declaration and click **Submit**.

13. Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

Click **Next**.

14. 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.

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.

See [Lodgement details](#) on the ASIC website

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 ←

APRA RSE Licence Number ← 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 Regulated Superannuation Entity ← Enter the name of the APRA Regulated Superannuation Entity that holds the RSE Licence.

APRA Registration Number ← Enter the APRA registration number in the following format; Format: Rnnnnnnn (Capital letter R and seven digits).

Superannuation Entity ABN ← Enter the ABN for the APRA Regulated Superannuation Entity. If the entity does not have an ABN, leave this field blank.

Superannuation Product Identification Number (SPIN), if applicable ← Enter the SPIN in the following format: AAAnnnnAA (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. ←

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](#)
- [How this works](#)
- [Technical FAQ](#)

- [Links](#)
- [Search ASIC](#)
- [Search ADR](#)

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(\$)
A. Contribution fees	
Minimum fee on \$5,000	50
Maximum fee on \$5,000	100
B. Management costs	
For \$50,000 balance	400
For \$ <input type="text"/> balance \$ <input type="text"/>	
C. Cost of fund (C=A+B)	
Minimum cost	450
Maximum cost	500
D. Notes to the worked example	
Establishment fee	0
Establishment fee footnote	<input type="text"/>
Termination fee	0
Termination fee footnote	<input type="text"/>
Withdrawal fee	75
Withdrawal fee footnote	Per withdrawal

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

Click **Next**

The screen will then return to the **Product List – Confirmation** page

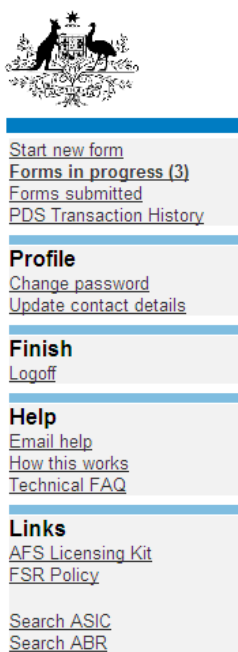
How to submit Form FS89 Notice of change to fees and charges in a PDS

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.

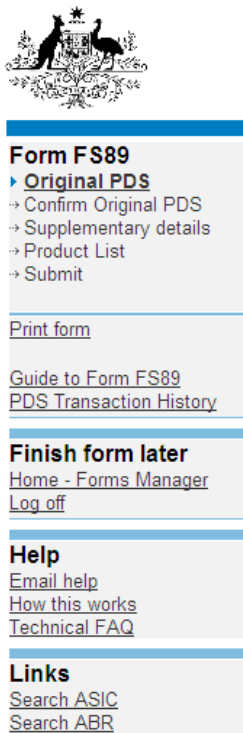
Note: You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.

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

Step	Action
1	<p>Click Start new form in the left hand menu.</p> <p>A list of the available forms displays.</p> <p>Click FS89.</p> 

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.

See [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.



- Form FS88**
- ▶ **Relationship**
- Responsible Person(s)
- Contact details
- Financial product
- PDS Details
- Product List
- Submit
-
- [Print form](#)
-
- [PDS Notice Guide](#)
- [PDS Transaction History](#)
-
- Finish form later**
- [Home - Forms Manager](#)
- [Log off](#)
-
- Help**
- [Email help](#)
- [How this works](#)
- [Technical FAQ](#)
-
- Links**
- [Search ASIC](#)
- [Search ABR](#)

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.**



ASIC
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: 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
7E0024462	TestPDS	00000000	27-10-2008	

[Display all PDS including out of use](#)

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To return to your form click on the link on the left hand side **Original PDS.**

Click **Next.**

3. Enter the company ACN/ABN details for the Responsible Person.

The screenshot shows the ASIC Form Manager interface. On the left is a sidebar with the following sections:

- Form FS88**
 - Company details (selected)
 - Confirm company
 - Relationship
 - Responsible Person(s)
 - Contact details
 - Financial product
 - PDS Details
 - Product List
 - Submit
- Print form
- PDS Notice Guide
- PDS Transaction History
- Finish form later
 - Home - Form Manager
 - Log off
- Help
 - Email help
 - How this works
 - Technical FAQ
- Links
 - Search ASIC
 - Search ABR

The main content area displays:

Test Database DESIGN DRAFT 16/12/2008
 Agent: HUGHES KYLIE Agent No 22226
 Company: ACN 550 500 840 PTY LTD ACN 550 500 840
 Reference: 70385415

Company details Form FS88

ACN/ABN

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Click **Next**. This then displays the **Confirmation of Company Details** screen. If company details are correct select 'Yes' and click next.

4. 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

Print form
 Guide to Form FS89
 PDS Transaction History

Finish form later
 Home - Forms Manager
 Log off

Help
 Email help
 How this works
 Technical FAQ

Links
 Search ASIC
 Search ABR

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

Print form
 Guide to Form FS89
 PDS Transaction History

Finish form later
 Home - Forms Manager
 Log off

Help
 Email help
 How this works
 Technical FAQ

Links
 Search ASIC
 Search ABR

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	CSMI01122008	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 Screen.**

Confirm document details are correct.

The screenshot shows the ASIC Form Manager interface. The header includes the ASIC logo and 'Australian Securities & Investments Commission'. The page title is 'Form Manager Company Officeholders'. The main content area is titled 'Confirm Original PDS Form FS89'. It displays the following information:

- Form FS89: Test Database DESIGN DRAFT 17/11/2008
- Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
- Reference: 70081261
- PDS Document Number: 7E0024482
- PDS name: Test PDS
- Your PDS reference: 00000000
- Product name: Test Product

Below this information, there is a question: 'Is this the correct PDS?' with radio buttons for 'Yes' and 'No'. A 'Next' button is located to the right of the form area. At the bottom of the page, there is a footer with links: 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission.'

Click Next.

6. **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 the 'Change to fees and charges details Form FS89' screen. The header and company information are the same as in the previous screenshot. The main content area is titled 'Change to fees and charges details Form FS89'. It displays the following information:

- Form FS89: Test Database DESIGN DRAFT 17/11/2008
- Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
- Reference: 70081261

Below this information, there is a question: 'Date that fees and charges set out in the PDS were changed (DD-MM-YYYY)'. A text input field is provided for the user to enter the date. A 'Next' button is located to the right of the form area. At the bottom of the page, there is a footer with links: 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission.'

7. **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**.

8. **Submit Now.**

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

Complete the declaration and click **Submit**.

9. **Confirmation of Form Submission.**

Your document has now been submitted to ASIC for validation.

Click **Next**.

10. **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.

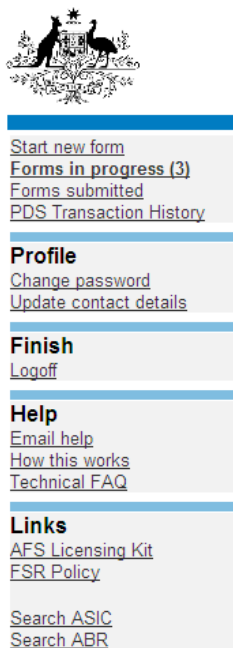
Task description/overview	How to submit Form FS90 <i>Notice that a product in a PDS has ceased to be available.</i>
When does this task need to be performed?	When a financial product to which a Product Disclosure Statement (PDS) relates is no longer available to be recommended or offered to new clients in a recommendation, issue or sale situation.
Before you begin	You must have logged on to your online account.

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

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

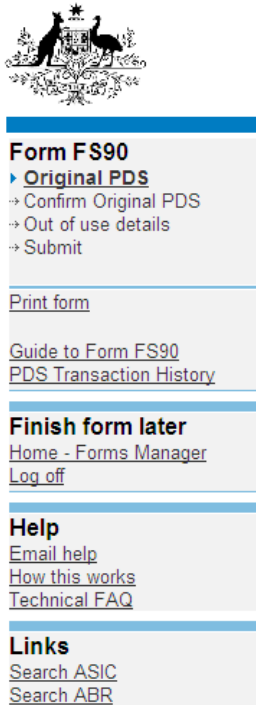
A list of the available forms displays.

Click **[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.

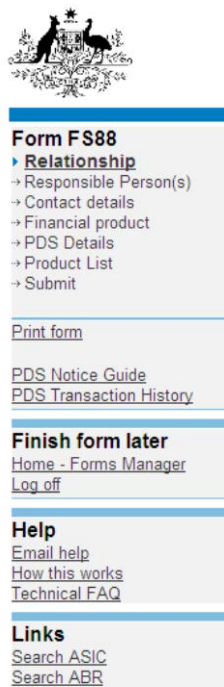
Late fee. Late fees will apply if the document is lodged outside the lodgement period:

See [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



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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: 70080568

PDS Transaction History Report

Date/time prepared 2006-10-31 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 link on the left hand side **Original PDS.**

Click **Next.**

4. Enter the company ACN/ABN details for the Responsible Person.

The screenshot displays the ASIC Form Manager interface for Form FS88. The header includes the ASIC logo and name, and the text 'Form Manager Registered Agents'. The main content area is titled 'Company details Form FS88' and features a text input field for 'ACN/ABN'. A sidebar on the left contains navigation links for 'Form FS88', 'Company details', 'Print form', 'PDS Notice Guide', 'PDS Transaction History', 'Finish form later', 'Help', and 'Links'. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2009.

Click **Next**. This then displays the **Confirmation of Company Details** screen. If company details are correct select 'Yes' and click next.

5. Original PDS.

Enter the ASIC document number for the original PDS (refer to the previous step on how to search a ASIC document number).

Form FS90
 ✓ Original PDS
 → Confirm Original PDS
 → Out of use details
 → Submit

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 - Forms 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

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.

Form FS90
 ✓ Original PDS
 → Confirm Original PDS
 → Out of use details
 → Submit

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**.

6. Original PDS Confirmation.

Confirm document details are correct.

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Form Manager
Company Officers/Agents

Form FS90
[Original PDS](#)
[Confirm Original PDS](#)
[Out of use details](#)
[Submit](#)

Test Database DESIGN DRAFT 17/11/2008
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
 Reference: 70081286

Confirm Original PDS Form FS90

PDS Document Number: 7E0024482
 PDS name: Test PDS
 Your PDS reference: 00000000
 Product name: Test Product

Is this the correct PDS ?
 Yes No

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Click **Next**.

7. 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);

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Form Manager
Company Officers/Agents

Form FS90
[Original PDS](#)
[Confirm Original PDS](#)
[Out of use details](#)
[Submit](#)

Test Database DESIGN DRAFT 17/11/2008
 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
 Reference: 70081286

Out of use details Form FS90

Have all financial products in the PDS ceased to be available to be recommended or offered to new clients in a recommendation, issue or sale situation?
 Yes No

If Yes:
 Date the financial product(s) ceased to be available:
 (DD-MM-YYYY)

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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**.

8. Submit Now.

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

Complete the declaration and click **Submit**.

9. Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

ASIC Australian Securities & Investments Commission		Form Manager Company Officers
Form FS90 Confirmation Print form Guide to Form FS90 FDS Transaction History Finish form later Home - Form Manager Log off Help Email help How this works Technical FAQ Links Search ASIC Search ABIC	Test Database DESIGN DRAFT 17/11/2008 Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660 Reference: 702813185 Confirmation of Form Submission Your document was submitted for validation to ASIC on 17/11/2008 at 16:55:11.	Next
ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2008 Australian Securities & Investments Commission		

Click **Next**.

10. 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 5100A Application for registration of a managed investment scheme

Task description/overview	How to submit Form 5100A Application for registration of a managed investment scheme
When does this task need to be performed?	When an applicant (an individual or the proposed responsible entity or another corporation) wishes to register a managed investment scheme.
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 **5100A Registration of a managed investment scheme**

The **Proposed responsible entity** screen displays asking you to enter the AFS licence No. (including pending licensee No.).

Proposed responsible entity Form 5100A

AFS licence No.
 (including pending licensee No.)

[If uncertain as to your AFS Licence Number search here](#)

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

Lodgement period
 Nil, to be lodged when required

Lodgement fees
 \$2010 lodging fee

[Next](#)

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

- Lodgement Fees - See [Lodgement details](#) on the ASIC website
- Late Fees – not applicable

Click on **Next** to continue.

Step Action

3 You will now be asked to **Confirm responsible entity**.

Select 'yes' to verify the information is correct; or

Select 'no' to return to the proposed responsible entity selection screen

Confirm responsible entity Form 5100A

AFS licence No.	226803
AFS Name	AKUNA BAY INVESTMENTS LTD
ACN	550 201 600
Address	123 BEDROCK AVENUE AKUNA BAY NSW 2084

Is this the correct responsible entity?

Yes No

[Next](#)

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Click on **Next** to continue.

Step Action

4 Scheme details

Enter the name of the scheme.

Enter the proposed scheme details.

Scheme details Form 5100A

Name of scheme

Proposed scheme details

Indicate the kind of scheme by ticking the relevant box; you can tick up to 3 (three) kinds.

Scheme kind(s):
 Select no more than 3 (three) Scheme kinds

- Financial Assets
- Derivatives
- Mortgages
- IDPS-Like
- Direct Real Property
- Stable Property Trusts or Syndicates
- Listed Property Trusts
- Services Strata Schemes
- Film Schemes
- Time Share Schemes
- Primary Production - Forestry
- Primary Production - Horticulture
- Primary Production - Tea trees
- Primary Production - Viticulture
- Primary Production - Aquaculture
- Primary Production - Ratites (Ost/Emu)
- Primary Production - Cattle breeding
- Primary Production - Horse breeding
- Primary Production - Livestock grown for fleece
- Other Primary Production

If 'Other Primary Productions' is selected, please specify

Next

Click on **Next** to continue.

Step Action

- Now you must supply details about the **Compliance plan auditor**.

Enter the ASIC registered auditor number or the firm of auditors' details for the consenting compliance plan auditor.

Compliance plan auditor Form 5100A

Please enter the consenting compliance auditor detail:
 Enter either an ASIC registered auditor number or the firm of auditors' details.

If an ASIC registered auditor number is entered, select "Next" and the name and address will be pre-populated.

ASIC Registered Auditor Number

Firm of auditors' details:
 Name of firm

Principal business 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.

 Country

[Next](#)

Click on **Next** to continue.

- If an ASIC registered auditor number is entered, when you select "Next", the name and address will be pre-populated.

Compliance plan auditor Form 5100A

Please enter the consenting compliance auditor detail:
 Enter either an ASIC registered auditor number or the firm of auditors' details.

If an ASIC registered auditor number is entered, select "Next" and the name and address will be pre-populated.

ASIC Registered Auditor Number

Auditor Name: A. BOLGER (FONTENOY) PTY LTD
 Principal business address: 35 GORDON STREET
 TRARALGON VIC 3844
 AUSTRALIA

Firm of auditors' details:
 Name of firm

Principal business 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.

 Country

[Next](#)

If the name of a firm of auditors is entered, then their principal business address details must be entered. Where the name of a third party is needed for postal delivery, enter that name in the 'Care of' field.

Click on **Next** to continue.

Step Action

7 The **Attach the scheme's constitution** screen displays.

You must attach a copy of the scheme's constitution and the table that cross-references its contents to the requirements of s601GA and GB.

Each document must be in .tif, .pdf or .rtf format and no bigger than 10.0 MB. A maximum resolution of 200dpi is recommended.

Attach the scheme's constitution Form 5100A

Attach a copy of the scheme's constitution (as defined by s601GA and signed in accordance with s127 and s351) and the table that cross references the contents of the constitution required by 601GA and GB of the Act to the equivalent provisions in the constitution. These documents must be attached as separate documents. Refer to ASIC Regulatory Guide 134 Managed Investments: Constitutions.

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 10.0 MB(s).

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

Click on **Next** to continue.

8 You can remove or view the attached copy of the **Scheme's constitution**.

You have to attach a minimum of 2 documents.

Scheme's constitution Form 5100A

File name	Document	Size	File type	REMOVE	VIEW
Scheme's constitution and table.rtf	sheme's constitution and table	2 KB	RTF	<input type="button" value="REMOVE"/>	<input type="button" value="VIEW"/>

[Add more attachments](#)

I confirm that the scheme's constitution has been executed by the proposed responsible entity and includes a table that cross references the contents of the Constitution required by section 601GA and GB of the Act to the equivalent provisions in the Constitution.

Select **Next** to continue.

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

- 9 You must confirm that the scheme's constitution has been executed by the proposed entity and includes a table that cross references the contents of the constitution by clicking the relevant box.

Scheme's constitution Form 5100A

File name	Document	Size	File type		
Scheme's constitution.rtf	constitution	2 KB	RTF	REMOVE	VIEW
Scheme's table.rtf	cross reference table	2 KB	RTF	REMOVE	VIEW

I confirm that the scheme's constitution has been executed by the proposed responsible entity and includes a table that cross references the contents of the Constitution required by section 601GA and GB of the Act to the equivalent provisions in the Constitution.

[Next](#)

Click on **Next** to continue.

- 10 Now you must **Attach the scheme's compliance plan** and the agent's authorities (if necessary). The file format must be .rtf, .tif or .pdf (version 1.5 or lower) and the maximum size of each attachment to this page is 10.0 MB(s).

Attach the scheme's compliance plan Form 5100A

Attach a copy of the scheme's compliance plan (as defined by s601HA and signed in accordance with s601HC) and the agent's authorities (if necessary). Refer to ASIC Regulatory Guide 132 Managed Investments: Compliance Plans and Regulatory Guide 133 Managed Investments: Scheme Property Arrangements.

If the scheme's compliance plan is signed by an agent of a director or directors of the proposed responsible entity, a copy of the agent's authority that has been signed or verified in accordance with reg 5C.4.01 must also be attached.

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 10.0 MB(s).

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

[Next](#)

Click on **Next** to continue.

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

11 You can remove or view the attached document. You have the option of attaching another document.

You must confirm that:

- the Compliance Plan has been signed by all of the directors of the proposed responsible entity or their agent/s, and
- where agents have signed the Compliance Plan, that the agents' authorities to sign the Compliance Plan are also attached.

Scheme's compliance plan Form 5100A

File name	Document	Size	File type	
compliance plan.rtf	compliance plan	2 KB	RTF	REMOVE VIEW

[Add more attachments](#)

I confirm that the Compliance Plan has been signed by all of the directors of the proposed responsible entity or their agent/s, and that where agents have signed the Compliance Plan the agents' authorities to sign the Compliance Plan are also attached.

[Next](#)

Click on **Next** to continue.

12 You must **Attach the Directors' statement**. Download a Form 5103 and scan and attach the completed form.

The file format must be .rtf, .tif or .pdf (version 1.5 or lower). The maximum size of each attachment to this page is 10.0 MB(s).

Attach the Directors' statement Form 5100A

Attach a copy of a statement signed by the directors of the proposed responsible entity - [ASIC form 5103](#) - that:

- the scheme's constitution complies with s601GA and s601GB, and
- the scheme's compliance plan complies with s601HA.

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 3.0 MB(s).

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

[Next](#)

Click on **Next** to continue.

Step Action

- 13 The **Directors' statement** can be removed or viewed.

You must now confirm that all directors of the proposed responsible entity have signed the Directors' statement.

Directors' statement Form 5100A

You can only attach 1 document

File name	Document	Size	File type	
5103.pdf	copy of statement signed by the directors	23 KB	PDF	REMOVE VIEW

I confirm that the Directors' statement has been signed by all directors of the proposed responsible entity.

[Next](#)

Click on **Next** to continue.

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

- 14 You must now certify that each of the attached documents is a true copy of the original signed document.

Certification Form 5100A

I certify that each of the attached documents is a true copy of the original signed document required to be lodged under the Corporations Act 2001.

Yes No

[Next](#)

Click on **Next** to continue.

- 15 You can review the contents of your form and **Submit Now**.

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

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

Submit Now

When you submit this form it will be checked for discrepancies.

If any discrepancies are found, you will be provided with a list describing the discrepancies. You will need to correct and resubmit the form. The form will continue to appear on your "Form in progress" tray.

If there are no discrepancies, your form will be automatically submitted for lodgement.

Authorising officeholder
Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

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

Yes No

[Submit](#)

Click on **Submit**.

- 16 The **Confirmation of Form Submission** screen displays.

Confirmation of Form Submission

Your document was submitted for validation to ASIC on 06/03/2009 at 11:51:18.

[Next](#)

Click on **Next** to continue.

- 17 The **Statutory Fees Advice** displays. You can now print the invoice, and/or save the invoice in .pdf format to print later.

See [Lodgement details](#) on the ASIC website