



ASIC

User guide

Company Officeholder

How to register for online access

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

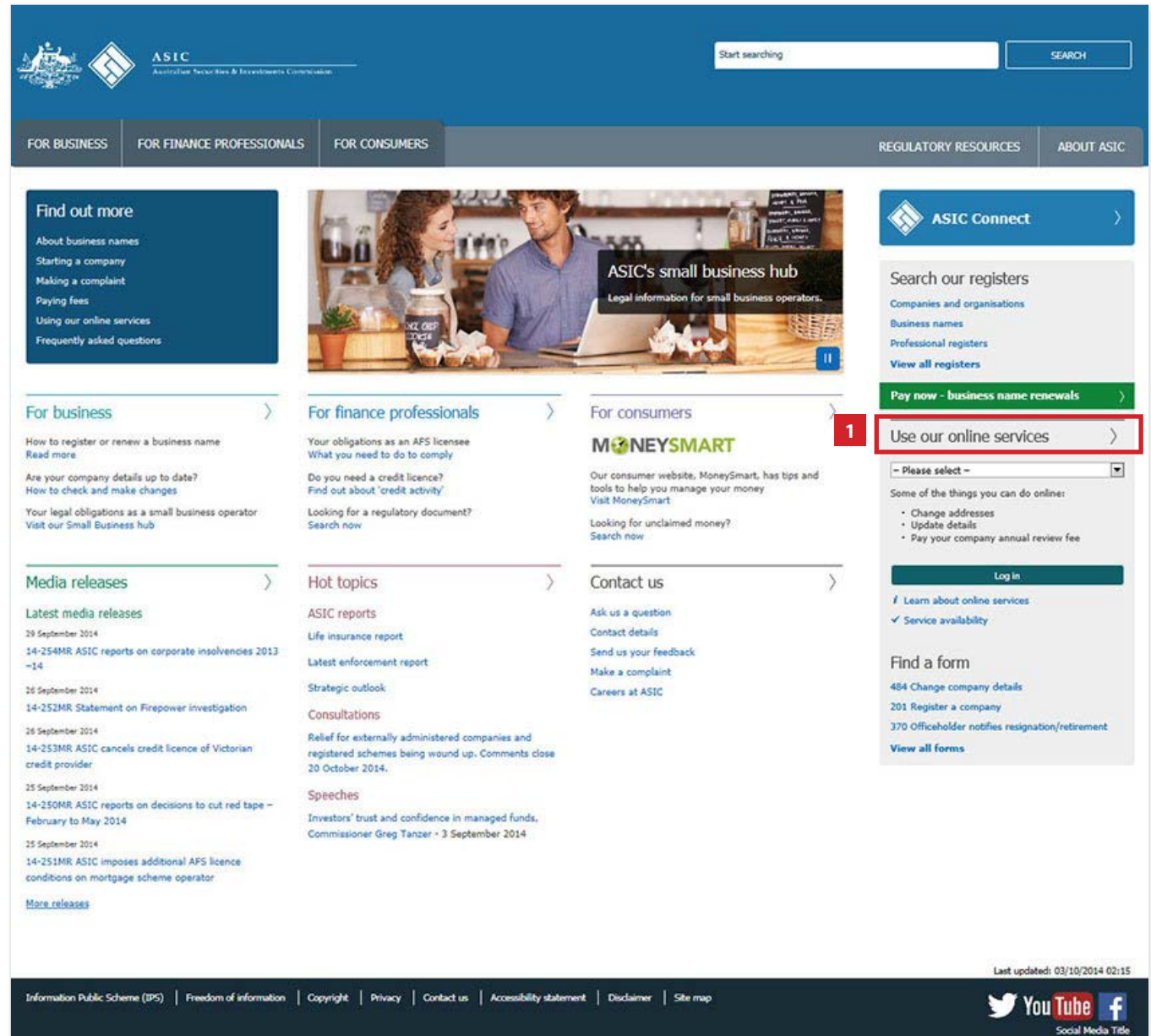
Getting started

To check and change company details online, you will need to register for online access. You must have the following information:

- your ACN or ABN
- your Corporate Key

Visit the ASIC website at www.asic.gov.au.

1. Select **Use our online services** on the right-hand side of the screen.



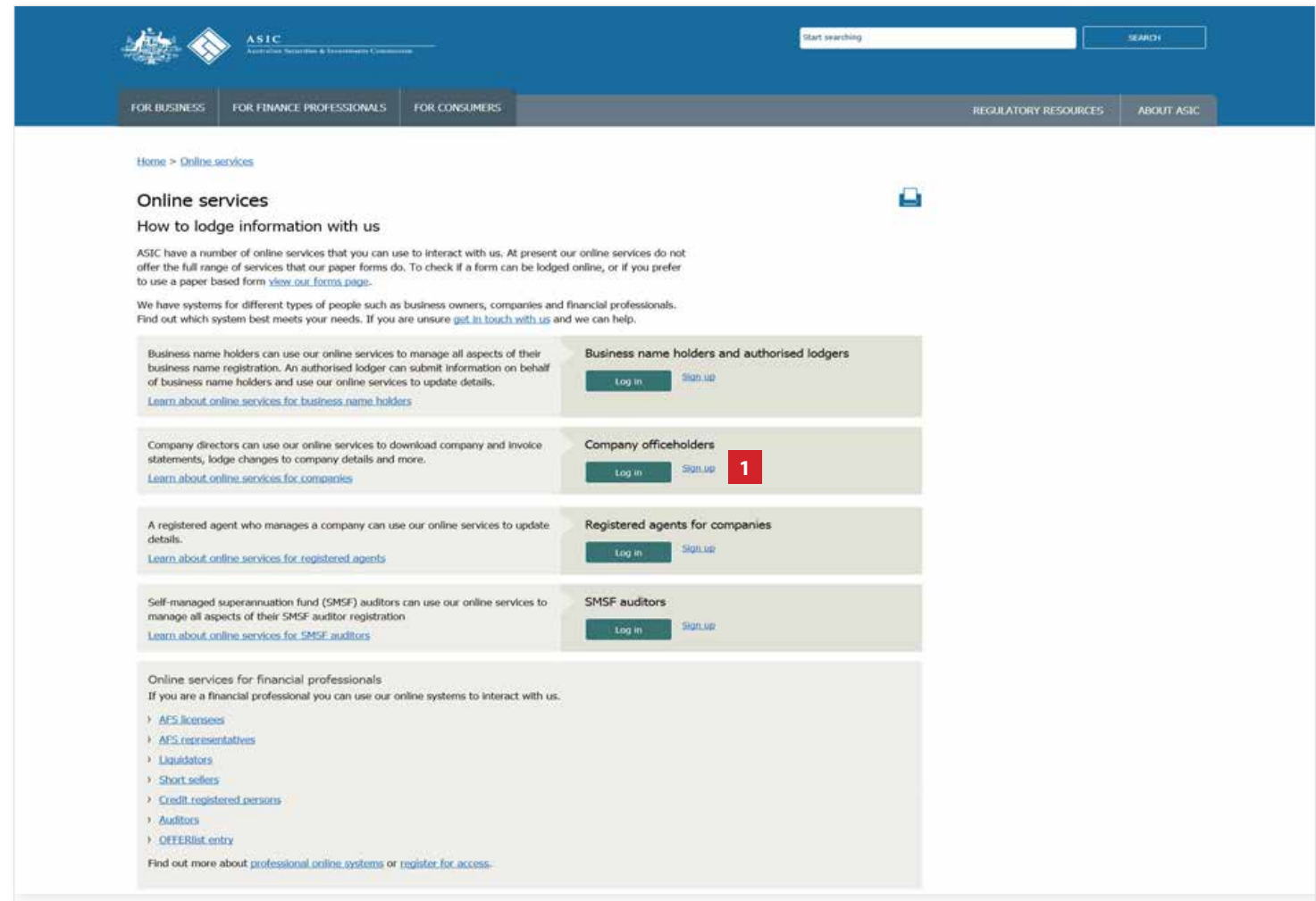
The screenshot shows the ASIC website homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A central banner features a photo of a man and a woman at a cafe counter with the text 'ASIC's small business hub'. On the right side, there is a vertical navigation menu with a red box around the 'Use our online services' link, which is marked with a red '1'. Other links in the menu include 'Search our registers', 'Pay now - business name renewals', and 'Log in'. The main content area is divided into three columns: 'For business', 'For finance professionals', and 'For consumers'. The 'For business' column includes links for registering or renewing a business name, checking company details, and legal obligations. The 'For finance professionals' column includes links for AFS license obligations, credit licenses, and regulatory documents. The 'For consumers' column features the MoneySmart logo and links for managing money and finding unclaimed money. At the bottom, there are links for 'Media releases', 'Hot topics', and 'Contact us'. The footer contains information about the Public Scheme, Freedom of Information, and social media links for YouTube and Facebook.

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[How to register for online access](#)

Getting started

1. Select **Sign up** in the Company officeholders box.



Home > [Online services](#)

Online services

How to lodge information with us

ASIC have a number of online services that you can use to interact with us. At present our online services do not offer the full range of services that our paper forms do. To check if a form can be lodged online, or if you prefer to use a paper based form [view our forms page](#).

We have systems for different types of people such as business owners, companies and financial professionals. Find out which system best meets your needs. If you are unsure [get in touch with us](#) and we can help.

Business name holders can use our online services to manage all aspects of their business name registration. An authorised lodger can submit information on behalf of business name holders and use our online services to update details.
[Learn about online services for business name holders](#)

Business name holders and authorised lodgers

[Log in](#) [Sign up](#)

Company directors can use our online services to download company and invoice statements, lodge changes to company details and more.
[Learn about online services for companies](#)

Company officeholders

[Log in](#) [Sign up](#) 1

A registered agent who manages a company can use our online services to update details.
[Learn about online services for registered agents](#)

Registered agents for companies

[Log in](#) [Sign up](#)

Self-managed superannuation fund (SMSF) auditors can use our online services to manage all aspects of their SMSF auditor registration.
[Learn about online services for SMSF auditors](#)

SMSF auditors

[Log in](#) [Sign up](#)

Online services for financial professionals
If you are a financial professional you can use our online systems to interact with us.

- > [AFS licensees](#)
- > [AFS representatives](#)
- > [Liquidators](#)
- > [Short sellers](#)
- > [Credit registered persons](#)
- > [Auditors](#)
- > [OFFERlist entry](#)

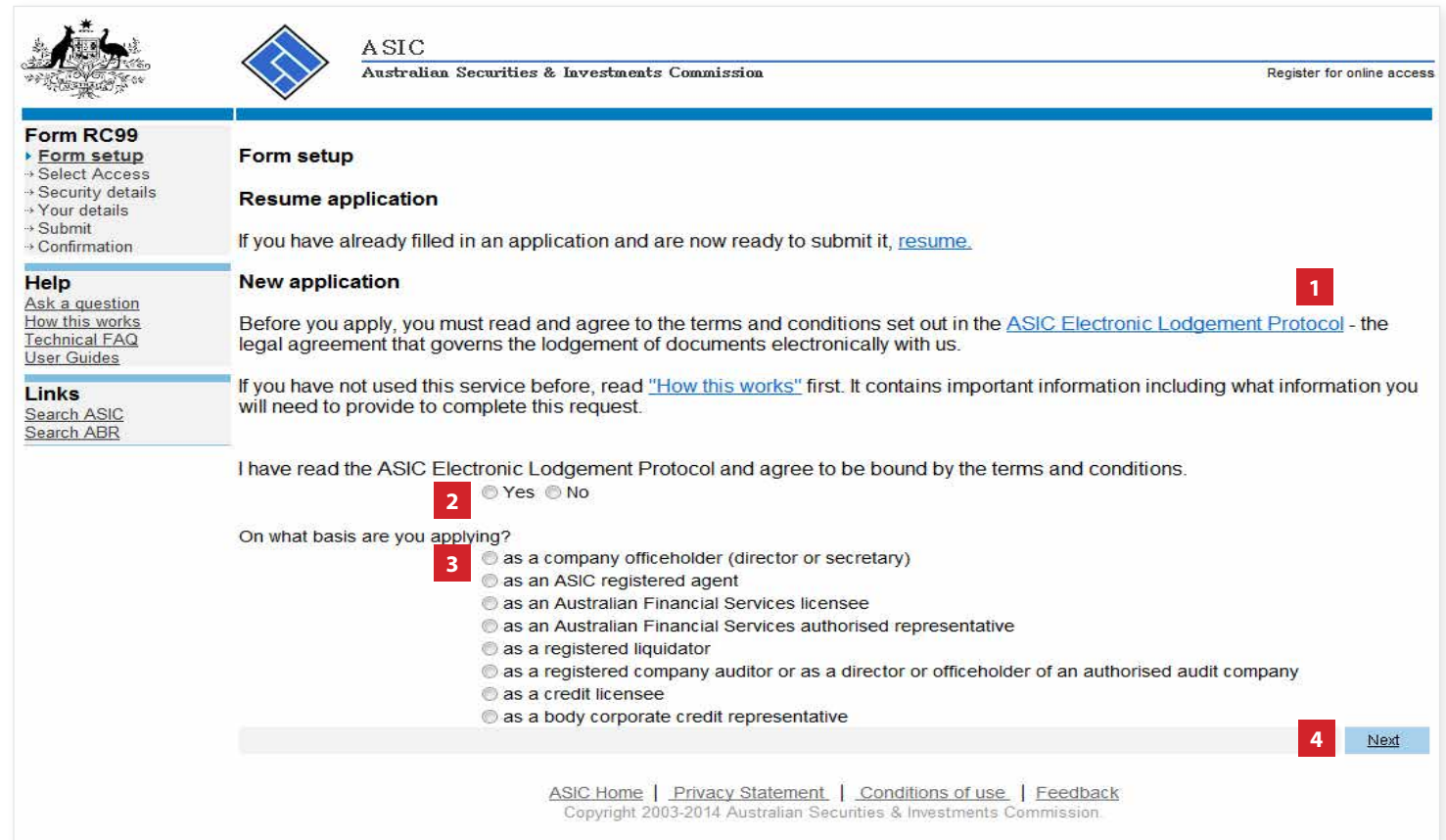
Find out more about [professional online systems](#) or [register for access](#).



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[How to register for online access](#)

Form setup

1. Read the ASIC **Electronic Lodgement protocol**. It outlines the rules and obligations with which you must comply.
2. Select **Yes** to confirm you agree to be bound by the terms and conditions of the **ASIC Electronic Lodgement Protocol**.
3. Select **as a company officeholder (director or secretary)**, as the basis on which you are applying.
4. Select **Next** to continue.





ASIC
 Australian Securities & Investments Commission

Register for online access

Form RC99

- ▶ **Form setup**
- Select Access
- Security details
- Your details
- Submit
- Confirmation

Help

- [Ask a question](#)
- [How this works](#)
- [Technical FAQ](#)
- [User Guides](#)

Links

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- [Search ABR](#)

Form setup

Resume application

If you have already filled in an application and are now ready to submit it, [resume](#).

New application

Before you apply, you must read and agree to the terms and conditions set out in the [ASIC Electronic Lodgement Protocol](#) - the legal agreement that governs the lodgement of documents electronically with us.

If you have not used this service before, read "[How this works](#)" first. It contains important information including what information you will need to provide to complete this request.

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

2 Yes No

On what basis are you applying?

3 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 licensee
- as a body corporate credit representative

4 [Next](#)

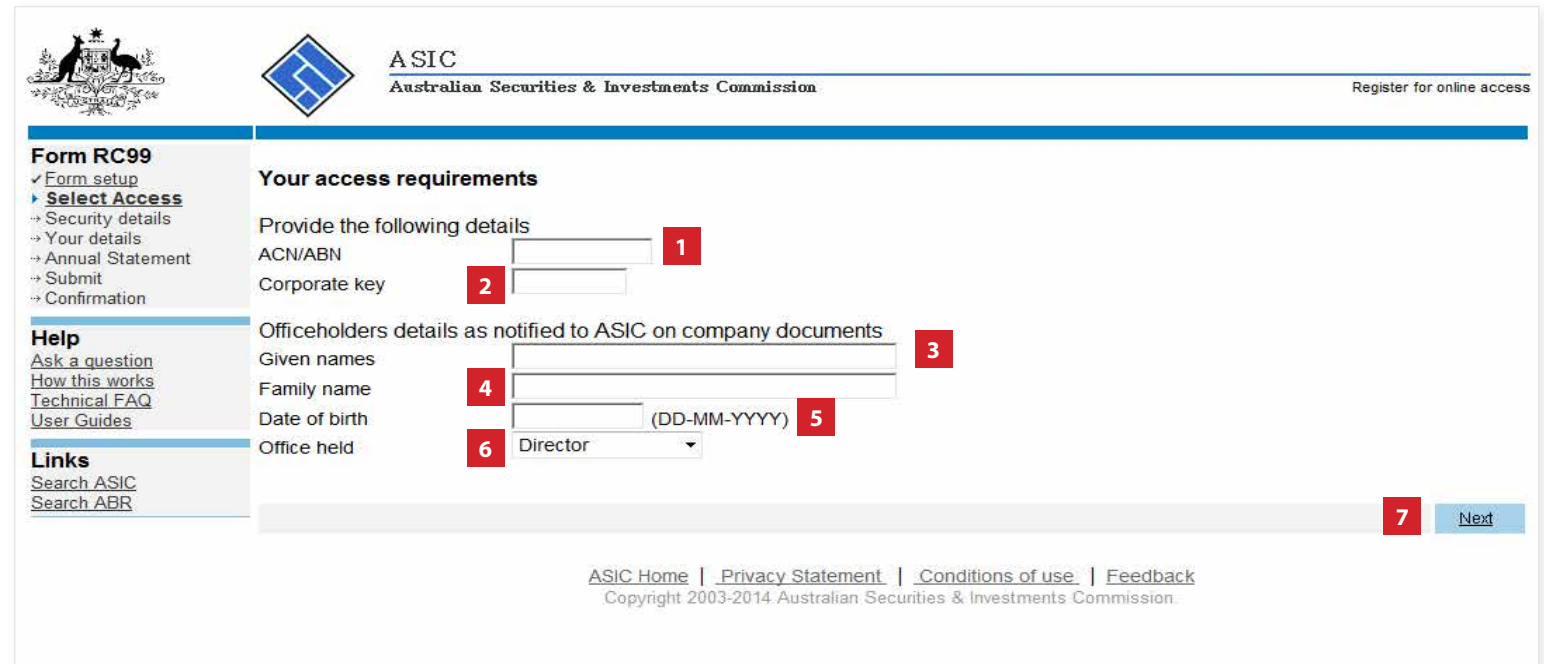
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[How to register for online access](#)

Enter your access requirements

1. Enter your **ACN/ABN**.
2. Enter your **Corporate Key**.
3. Enter your **Given name/s**.
4. Enter your **Family name**.
5. Enter your **Date of birth**.
6. Select the **Office held** from the drop down list.
7. Select **Next** to continue.



Form RC99
✓ Form setup
▶ **Select Access**
→ Security details
→ Your details
→ Annual Statement
→ Submit
→ Confirmation

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Your access requirements

Provide the following details

ACN/ABN **1**

Corporate key **2**

Officeholders details as notified to ASIC on company documents **3**

Given names **4**

Family name **4**

Date of birth (DD-MM-YYYY) **5**

Office held **6**

7

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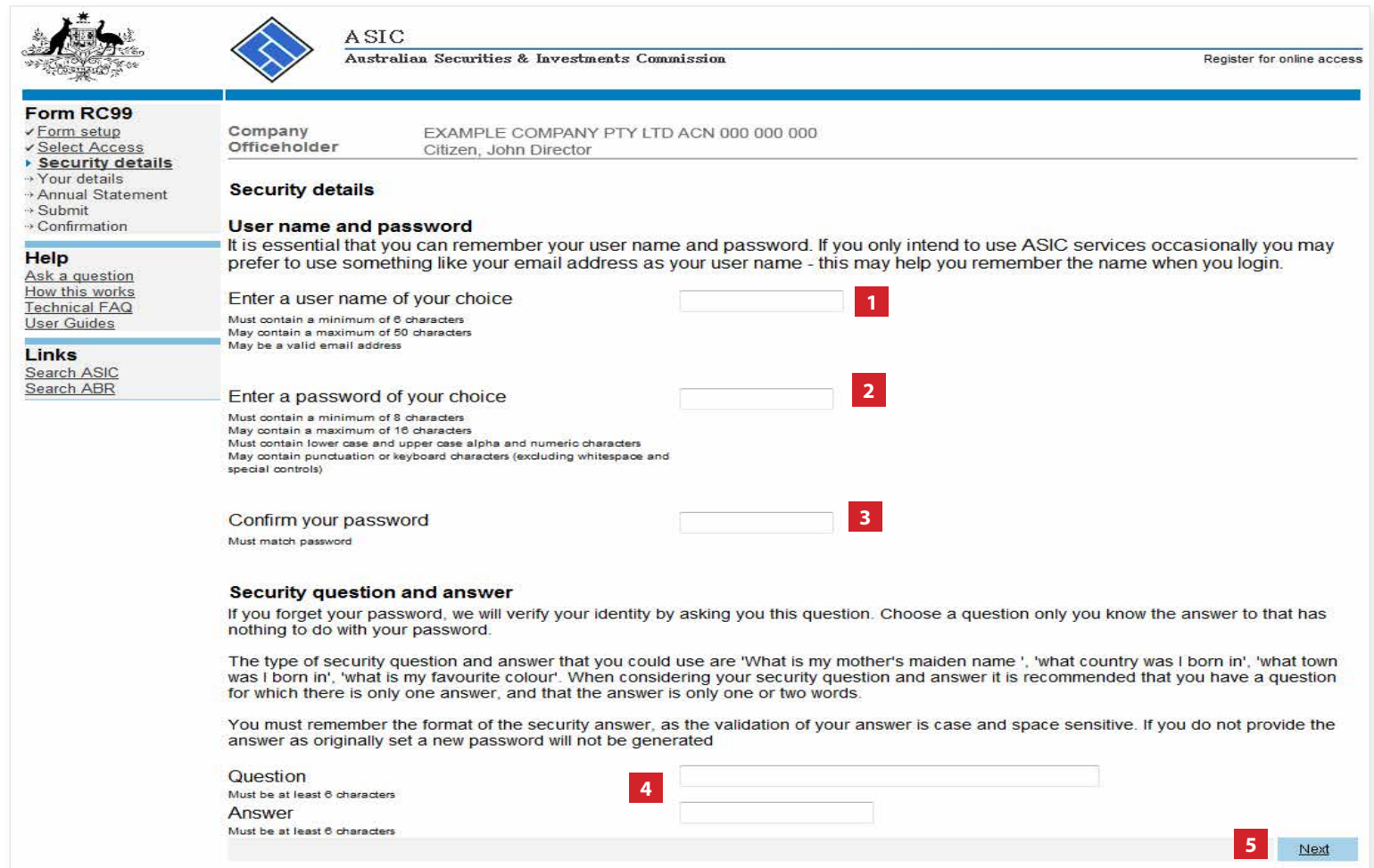
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[How to register for online access](#)

Set up a user name and password

You will need to create a user name and password.

1. Enter a **user name** of your choice that meets the criteria listed.
2. Enter a **password** of your choice that meets the criteria listed.
3. Confirm your **password**.
4. Enter a **security question and answer** to help us confirm your identity if you forget your user name or password.
5. Select **Next** to continue.



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Australian Securities & Investments Commission

Register for online access

Form RC99

- ✓ Form setup
- ✓ Select Access
- ▶ **Security details**
 - Your details
 - Annual Statement
 - Submit
 - Confirmation

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Company EXAMPLE COMPANY PTY LTD ACN 000 000 000

Officeholder Citizen, John Director

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 **1**

Must contain a minimum of 6 characters
May contain a maximum of 50 characters
May be a valid email address

Enter a password of your choice **2**

Must contain a minimum of 8 characters
May contain a maximum of 16 characters
Must contain lower case and upper case alpha and numeric characters
May contain punctuation or keyboard characters (excluding whitespace and special controls)

Confirm your password **3**

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.

The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words.

You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated

Question **4**

Must be at least 6 characters

Answer

Must be at least 6 characters

5 [Next](#)

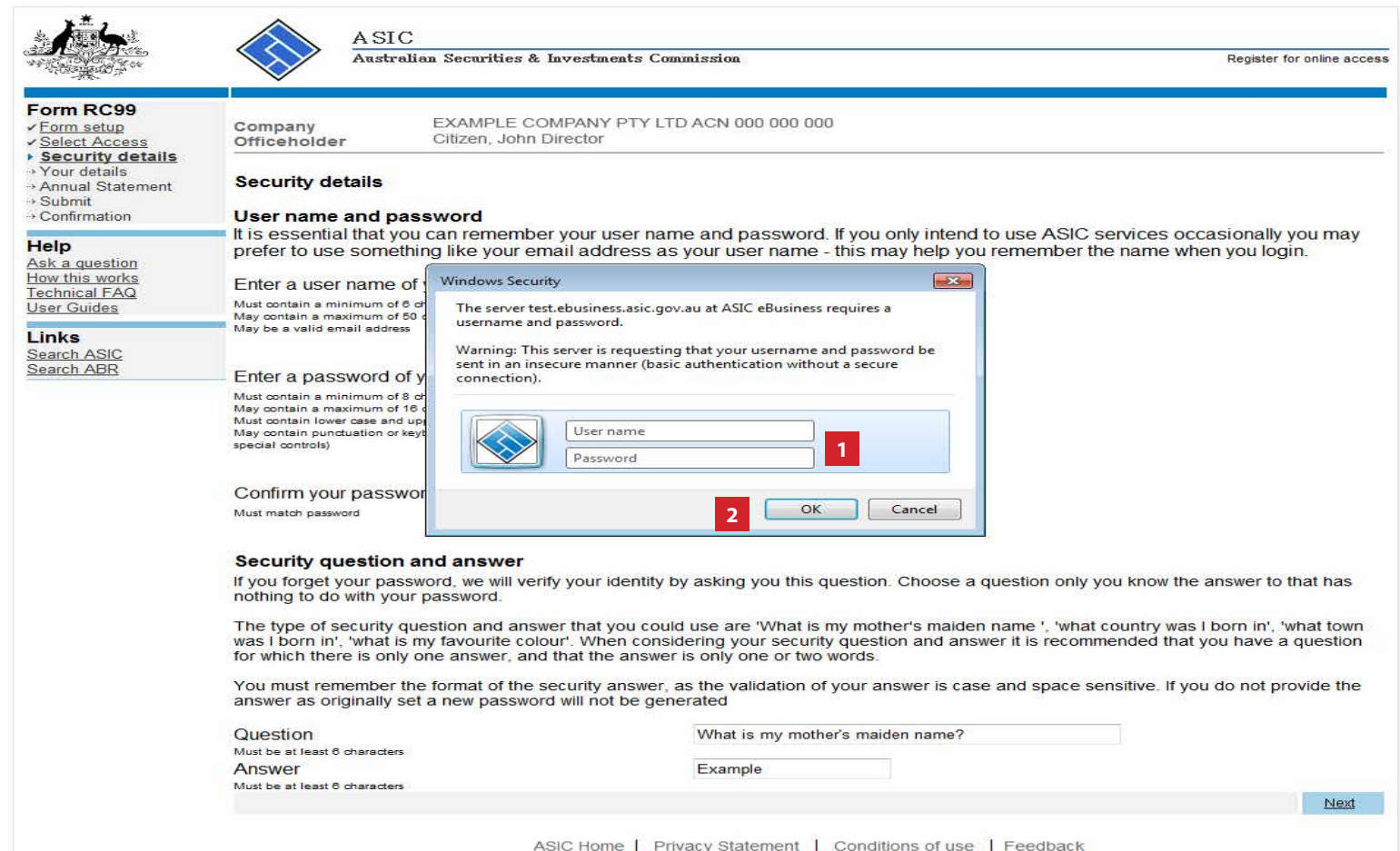
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Verify your new user name and password

You will be prompted to enter your new user name and password.

1. Enter your **user name** and **password**.
2. Select **OK** to continue.



Form RC99
 ✓ Form setup
 ✓ Select Access
 ▶ **Security details**
 → Your details
 → Annual Statement
 → Submit
 → Confirmation

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Company EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder Citizen, John Director

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 [field]
Must contain a minimum of 6 characters
 May contain a maximum of 50 characters
 May be a valid email address

Enter a password of [field]
Must contain a minimum of 8 characters
 May contain a maximum of 16 characters
 Must contain lower case and upper case letters
 May contain punctuation or key symbols (no special controls)

Confirm your password [field]
Must match password

Windows Security
 The server test.ebusiness.asic.gov.au at ASIC eBusiness requires a username and password.
 Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

User name [field]
 Password [field] **1**

2 OK Cancel

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.

The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words.

You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated

Question [field] What is my mother's maiden name?
Must be at least 6 characters

Answer [field] Example
Must be at least 6 characters

[Next](#)

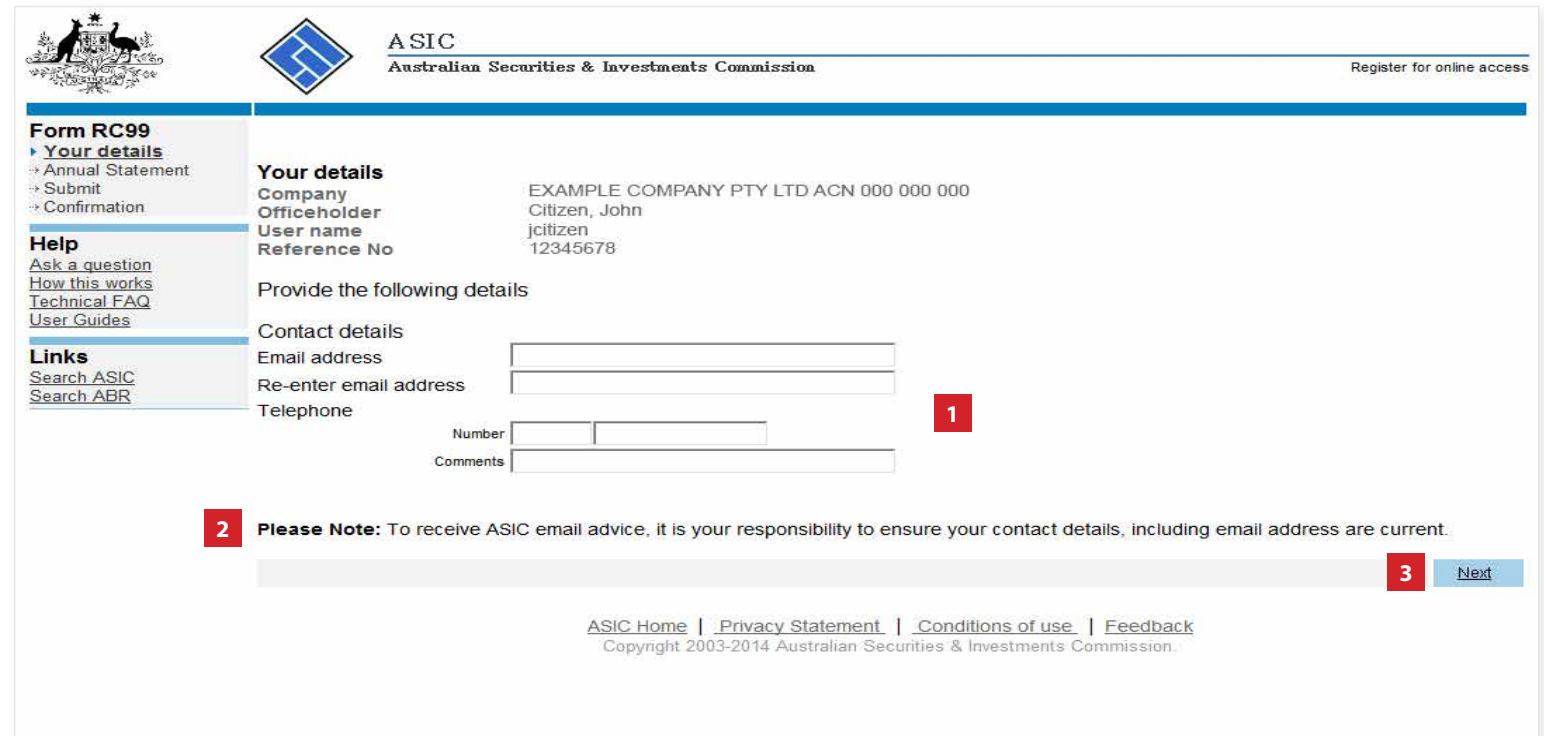
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Enter your personal details

1. Enter your **personal details** in the fields provided.
2. Ensure you read the **Note** at the bottom of the screen.
3. Select **Next** to continue.



Form RC99
▶ **Your details**
→ Annual Statement
→ Submit
→ Confirmation

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ASIC
Australian Securities & Investments Commission

Register for online access

Your details
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder: Citizen, John
User name: jcitizen
Reference No: 12345678

Provide the following details

Contact details

Email address:

Re-enter email address:

Telephone: Number: Comments:

1

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

3 [Next](#)

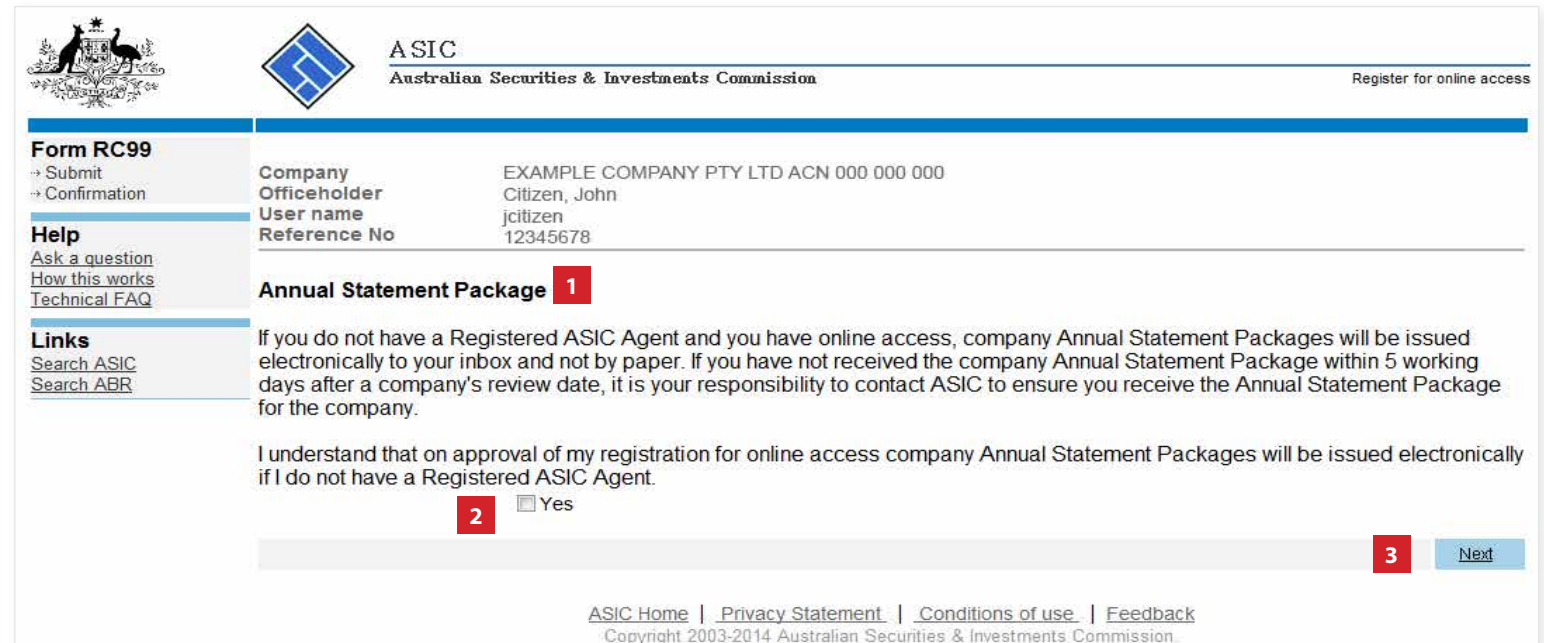
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Annual Statement Package declaration

1. The information regarding **issuing of annual statement packages** is important. Please read this information carefully.
2. Select **Yes** to acknowledge your understanding.
3. Select **Next** to continue.



The screenshot shows the ASIC website interface for the Annual Statement Package declaration. At the top, there are the Australian Coat of Arms and the ASIC logo. The page title is "ASIC Australian Securities & Investments Commission" with a "Register for online access" link on the right.

On the left side, there are navigation links for "Form RC99" (with sub-links for "Submit" and "Confirmation"), "Help" (with sub-links for "Ask a question", "How this works", and "Technical FAQ"), and "Links" (with sub-links for "Search ASIC" and "Search ABR").

The main content area displays the following information:

Company	EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder	Citizen, John
User name	jcitizen
Reference No	12345678

Annual Statement Package 1

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

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

2 Yes

3 [Next](#)

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

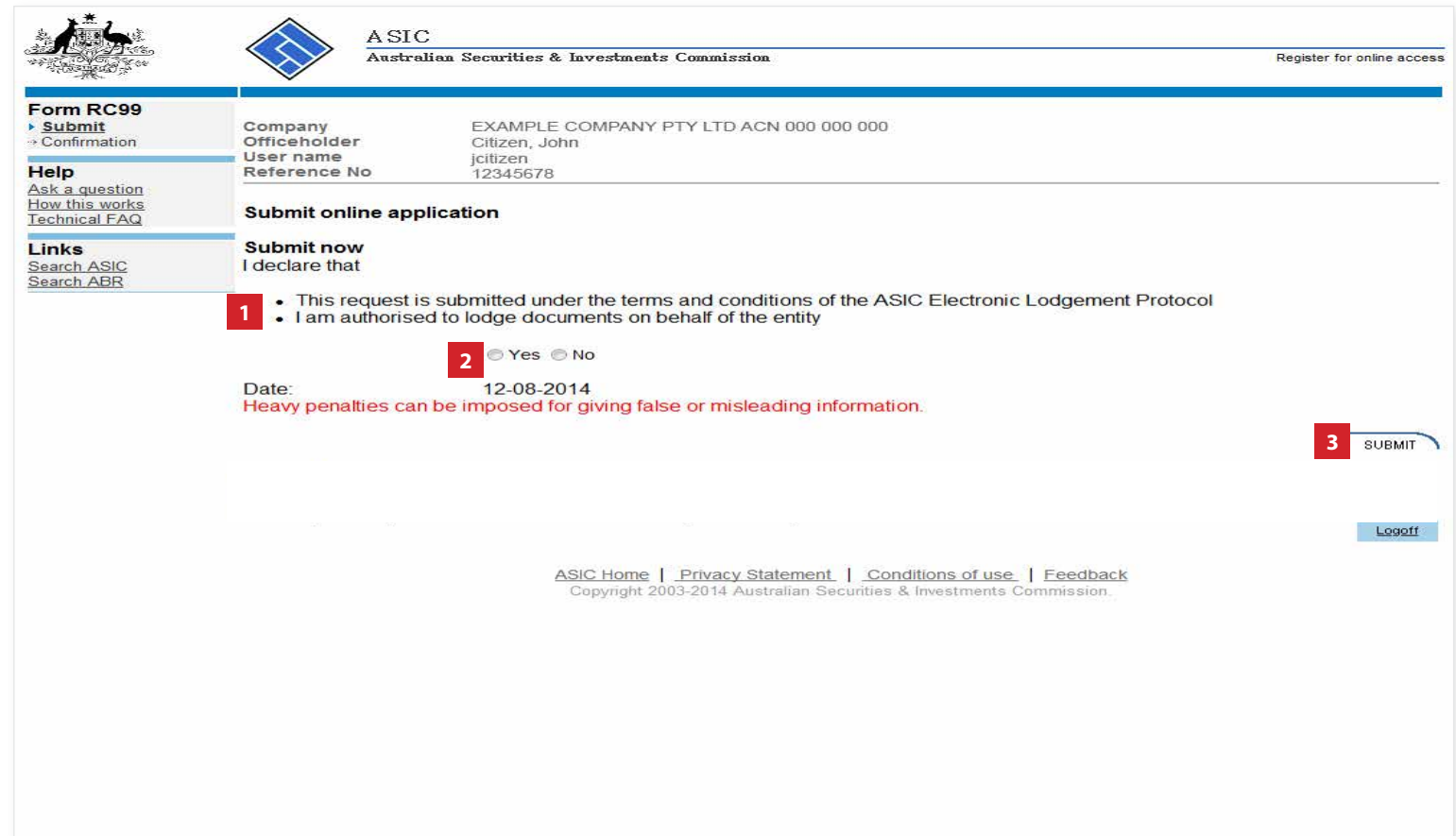
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Submit application

To complete your application for online access you must:

1. Read the **declaration**.
2. Select **Yes** to confirm you agree to the declaration.
3. Select **Submit** to lodge your application.



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Register for online access

Form RC99
▶ **Submit**
→ Confirmation

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Company	EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder	Citizen, John
User name	jcitizen
Reference No	12345678

Submit online application

Submit now
I declare that

1

- 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

2 Yes No

Date: 12-08-2014
Heavy penalties can be imposed for giving false or misleading information.

3 SUBMIT

Logout

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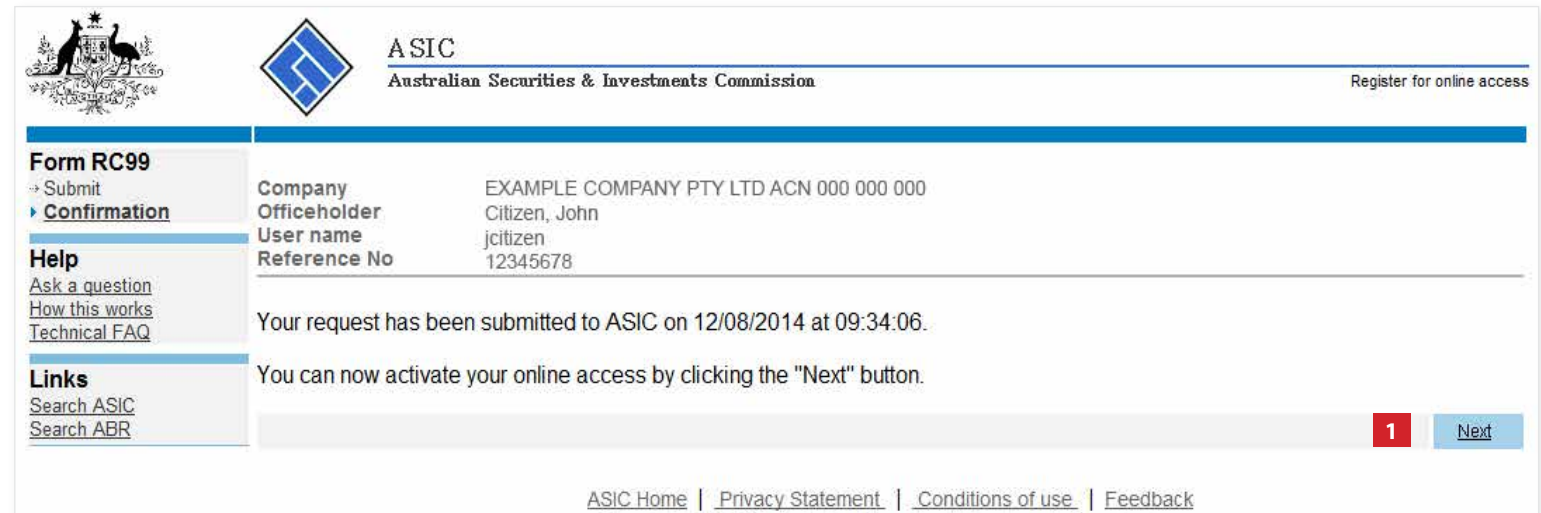
Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to activate your online access.

Note:

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



The screenshot shows the ASIC website interface for Form RC99. At the top, there are the Australian Coat of Arms and the ASIC logo, followed by the text 'ASIC Australian Securities & Investments Commission' and a link to 'Register for online access'. The main content area is divided into sections: 'Form RC99' with a 'Submit' button and a 'Confirmation' link; 'Help' with links for 'Ask a question', 'How this works', and 'Technical FAQ'; and 'Links' with links for 'Search ASIC' and 'Search ABR'. A table displays submission details: Company (EXAMPLE COMPANY PTY LTD ACN 000 000 000), Officeholder (Citizen, John), User name (jcitizen), and Reference No (12345678). Below the table, a message states: 'Your request has been submitted to ASIC on 12/08/2014 at 09:34:06.' and another message says: 'You can now activate your online access by clicking the "Next" button.' At the bottom right, there is a red box with the number '1' and a blue 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback'.

Form RC99	
→ Submit	
▶ Confirmation	
Help	
Ask a question	
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Company	EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder	Citizen, John
User name	jcitizen
Reference No	12345678

Your request has been submitted to ASIC on 12/08/2014 at 09:34:06.

You can now activate your online access by clicking the "Next" button.

1 [Next](#)

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