



ASIC

User guide

# Registered Agent Portal

## How to register for online access

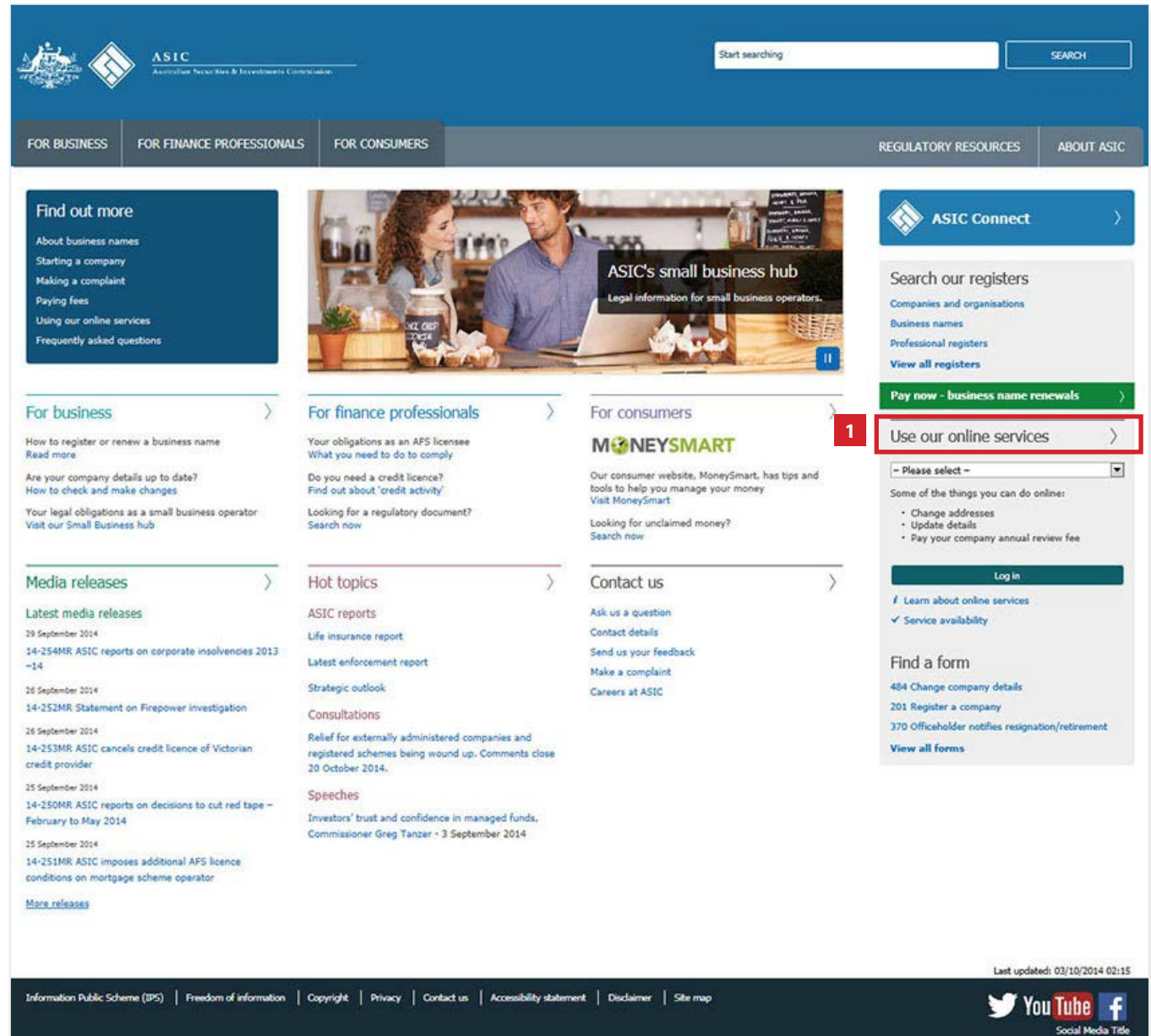
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# Getting started

To check and change company details online, you will need to register for online access via ASIC's registered agent portal.

Visit the ASIC website at [www.asic.gov.au](http://www.asic.gov.au).

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



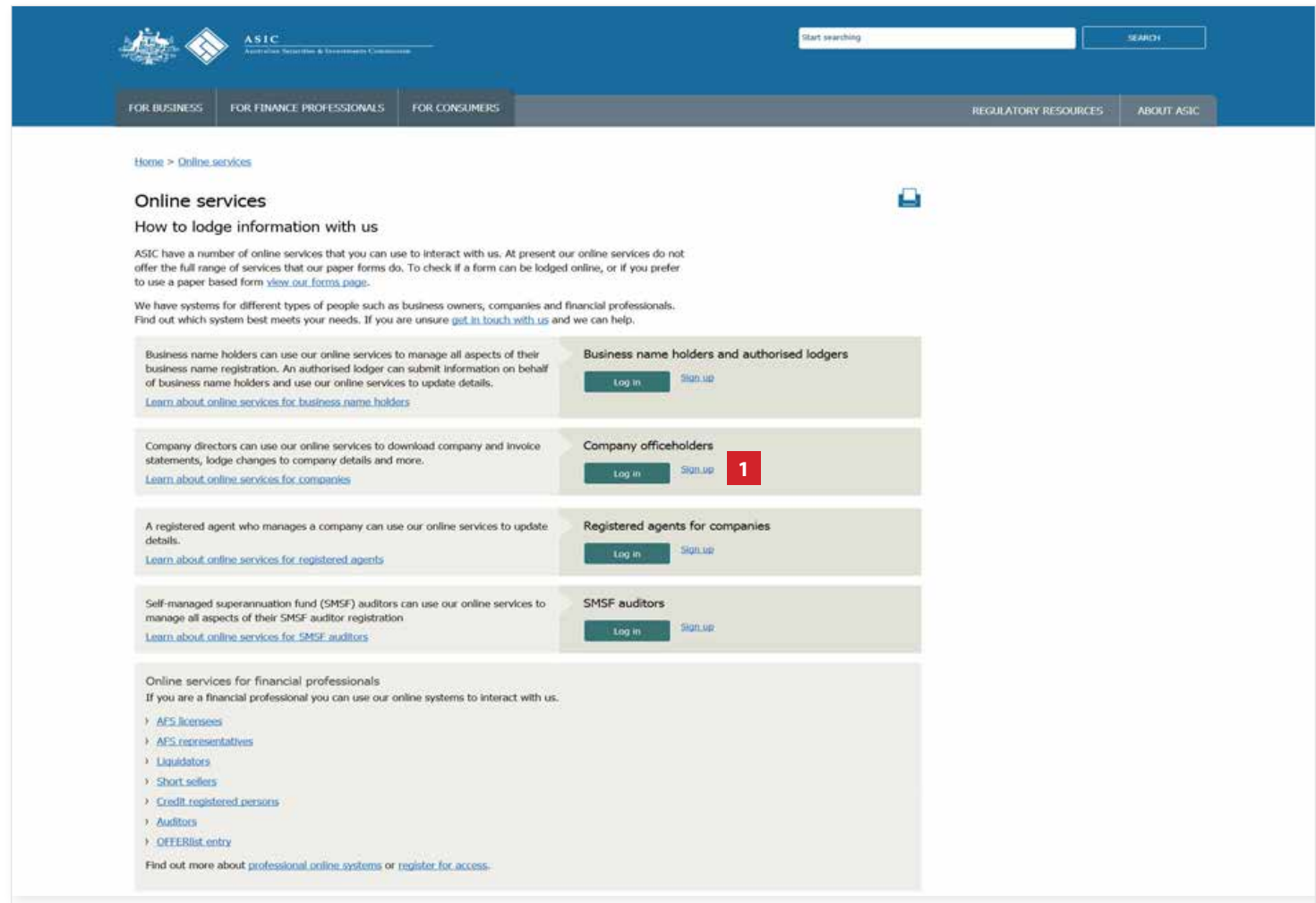
The screenshot shows the ASIC website homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A central banner features 'ASIC's small business hub' with a video player. On the right side, there is a navigation menu with a red box around the 'Use our online services' link, which is also marked with a red '1'. Below this menu are sections for 'Pay now - business name renewals', 'Log in', and 'Find a form'. The footer contains information about the Information Public Scheme (IPS), 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 Registered Agents 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.

<p>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.</p> <p><a href="#">Learn about online services for business name holders</a></p>	<p><b>Business name holders and authorised lodgers</b></p> <p><a href="#">Log in</a> <a href="#">Sign up</a></p>
<p>Company directors can use our online services to download company and invoice statements, lodge changes to company details and more.</p> <p><a href="#">Learn about online services for companies</a></p>	<p><b>Company officeholders</b></p> <p><a href="#">Log in</a> <a href="#">Sign up</a> <b>1</b></p>
<p>A registered agent who manages a company can use our online services to update details.</p> <p><a href="#">Learn about online services for registered agents</a></p>	<p><b>Registered agents for companies</b></p> <p><a href="#">Log in</a> <a href="#">Sign up</a></p>
<p>Self-managed superannuation fund (SMSF) auditors can use our online services to manage all aspects of their SMSF auditor registration.</p> <p><a href="#">Learn about online services for SMSF auditors</a></p>	<p><b>SMSF auditors</b></p> <p><a href="#">Log in</a> <a href="#">Sign up</a></p>

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](#)

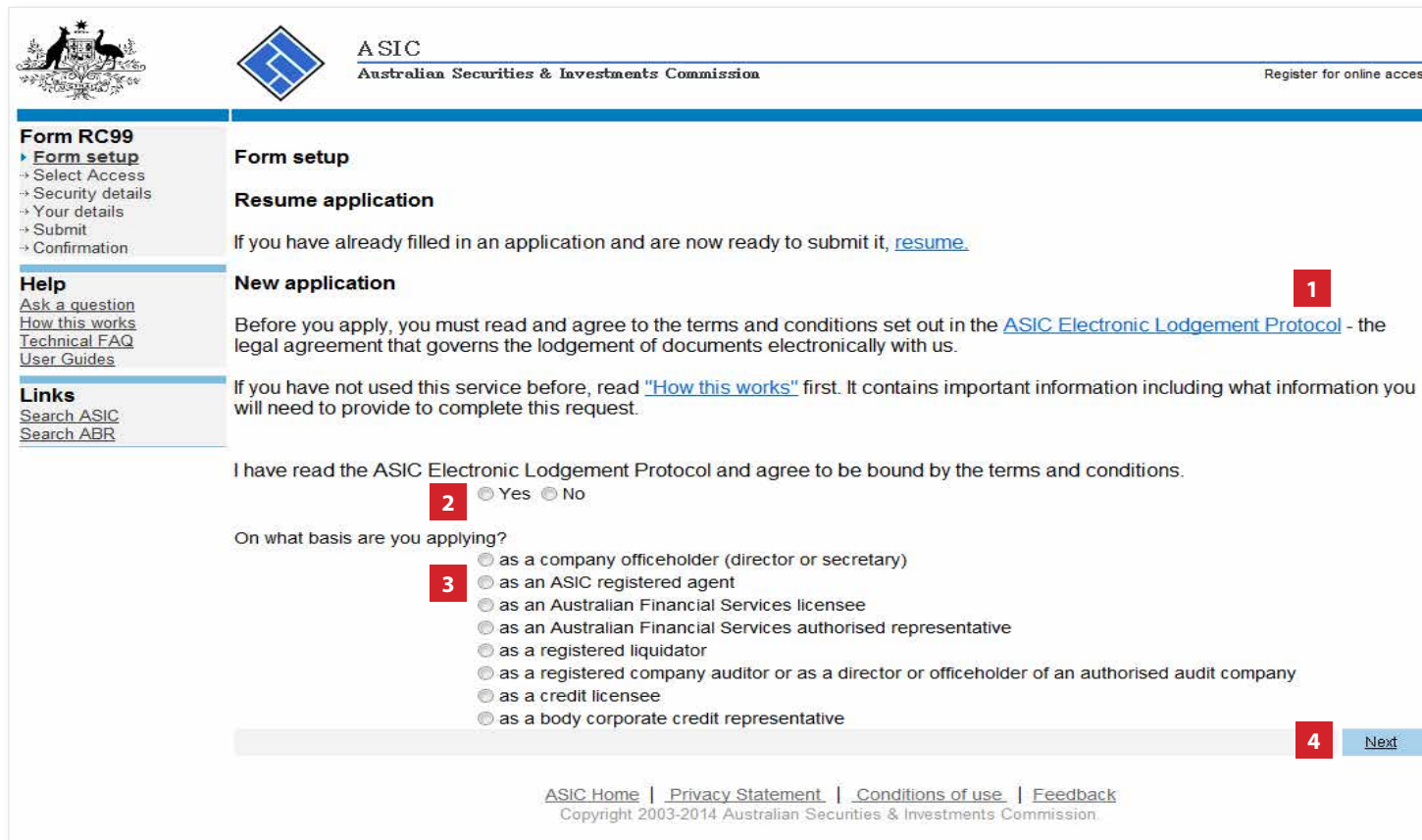
Find out more about [professional online systems](#) or [register for access](#).



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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 an ASIC registered agent**, as the basis on which you are applying.
4. Select **Next** to continue.





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 Australian Securities & Investments Commission

Register for online access

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**Form RC99**

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

**Help**

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

**Links**

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

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**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.

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 licensee
- as a body corporate credit representative

**Next**

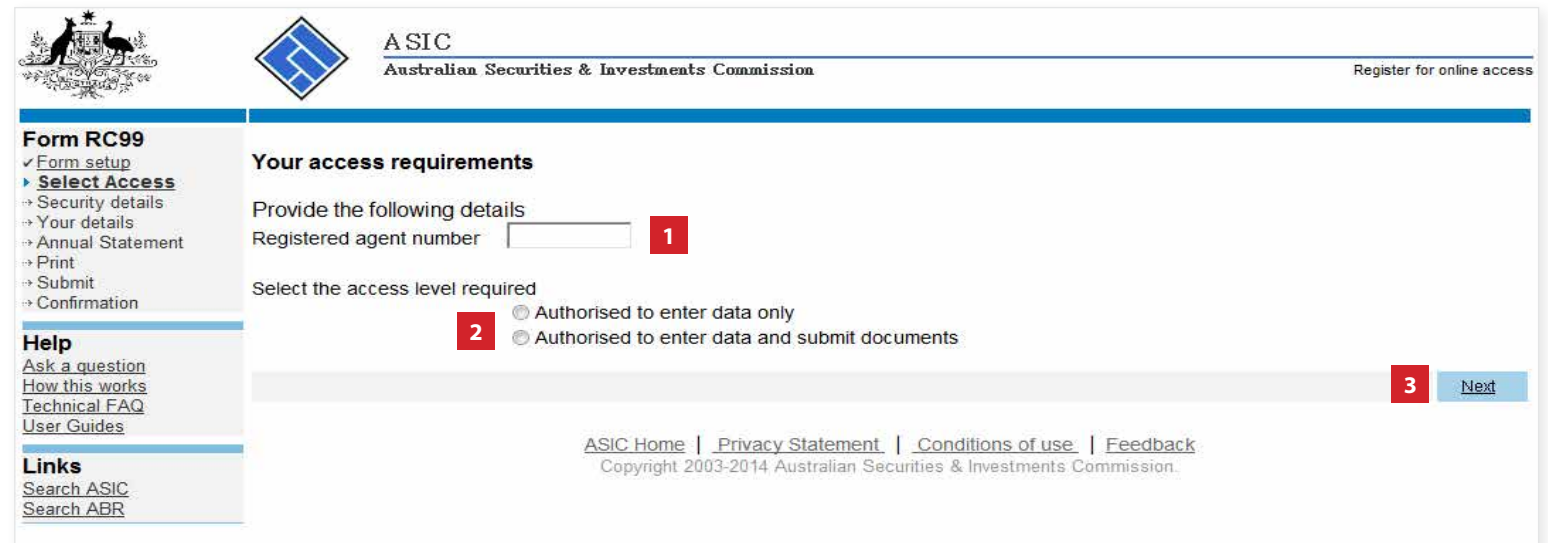
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# Enter your agent details

1. Enter your **registered agent number**.
2. Select whether you are **authorised** to;
  - enter data only, or
  - enter data and submit documents.
3. Select **Next** to continue.



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

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

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

**Your access requirements**

Provide the following details

Registered agent number  **1**

Select the access level required

**2**  Authorised to enter data only  
 Authorised to enter data and submit documents

**3** [Next](#)

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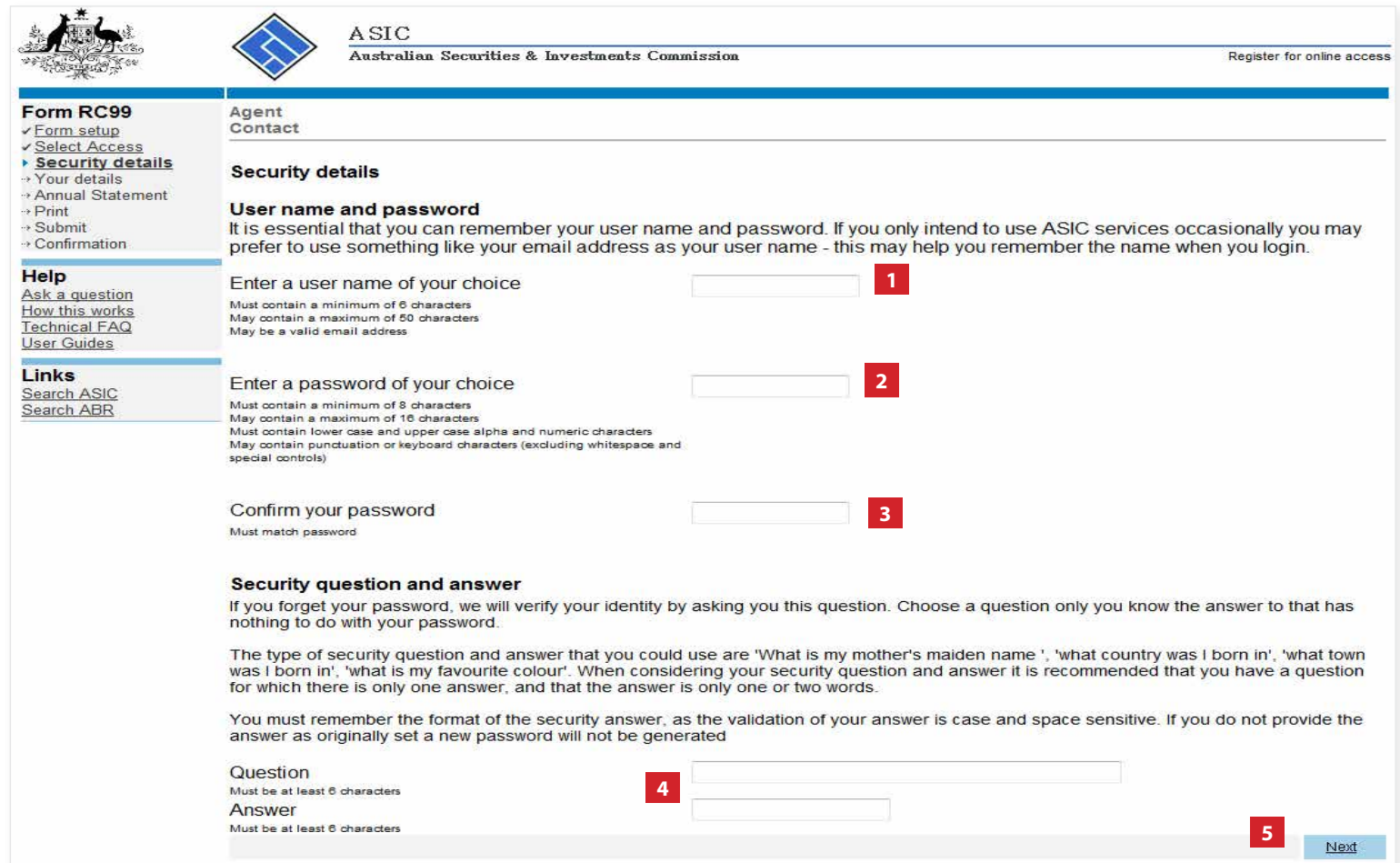
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# Set up a user name and password

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.



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

**Agent Contact**

**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**

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[How to register for online access](#)



# 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
- Print
- Submit
- Confirmation

**Help**

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

**Links**

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

Agent No. 12345  
CITIZEN, JOHN Agent No. 12345

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**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

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

Must contain a minimum of 8 characters  
Must contain a maximum of 16 characters  
Must contain lower case and upper case letters  
May contain punctuation or key symbols  
Special controls

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.

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

Must be at least 6 characters

Answer

Must be at least 6 characters

[Next](#)

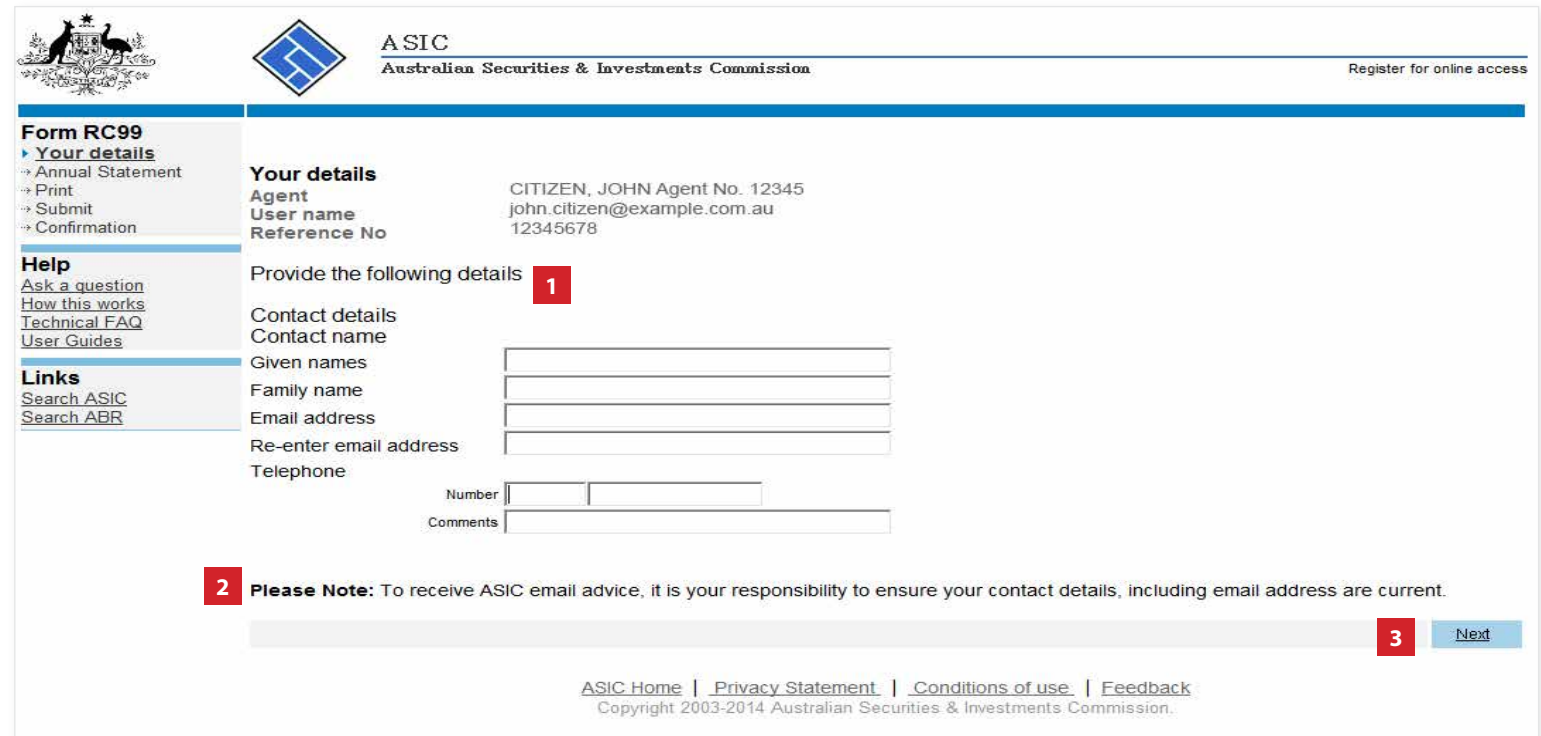
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# Enter your personal details

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.



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

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

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

**Your details**  
Agent CITIZEN, JOHN Agent No. 12345  
User name john.citizen@example.com.au  
Reference No 12345678

Provide the following details **1**

Contact details  
Contact name  
Given names   
Family name   
Email address   
Re-enter email address   
Telephone  
Number    
Comments

**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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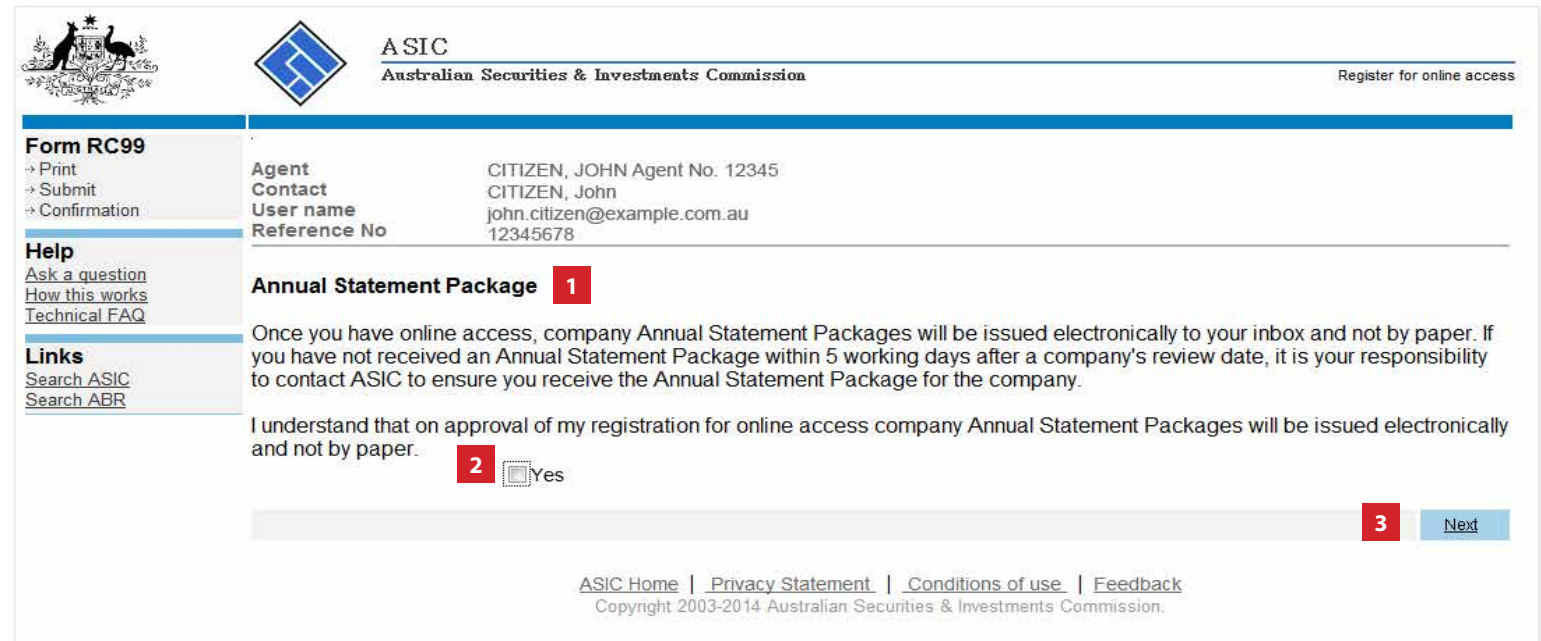
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# Annual Statement Package declaration

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 Form RC99. It includes a navigation menu on the left with options for Print, Submit, Confirmation, Help, and Links. The main content area displays the user's details and a declaration step. A red box labeled '1' highlights the 'Annual Statement Package' section, which explains that packages will be issued electronically. A second red box labeled '2' highlights a checkbox for 'Yes' to the declaration. A third red box labeled '3' highlights the 'Next' button at the bottom right of the form.

**Form RC99**  
→ Print  
→ Submit  
→ Confirmation

**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

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

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Register for online access

**Agent Contact**  
CITIZEN, JOHN Agent No. 12345  
**User name**  
CITIZEN, John  
**User name**  
john.citizen@example.com.au  
**Reference No**  
12345678

**Annual Statement Package 1**

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.

**2**  Yes

**3** [Next](#)

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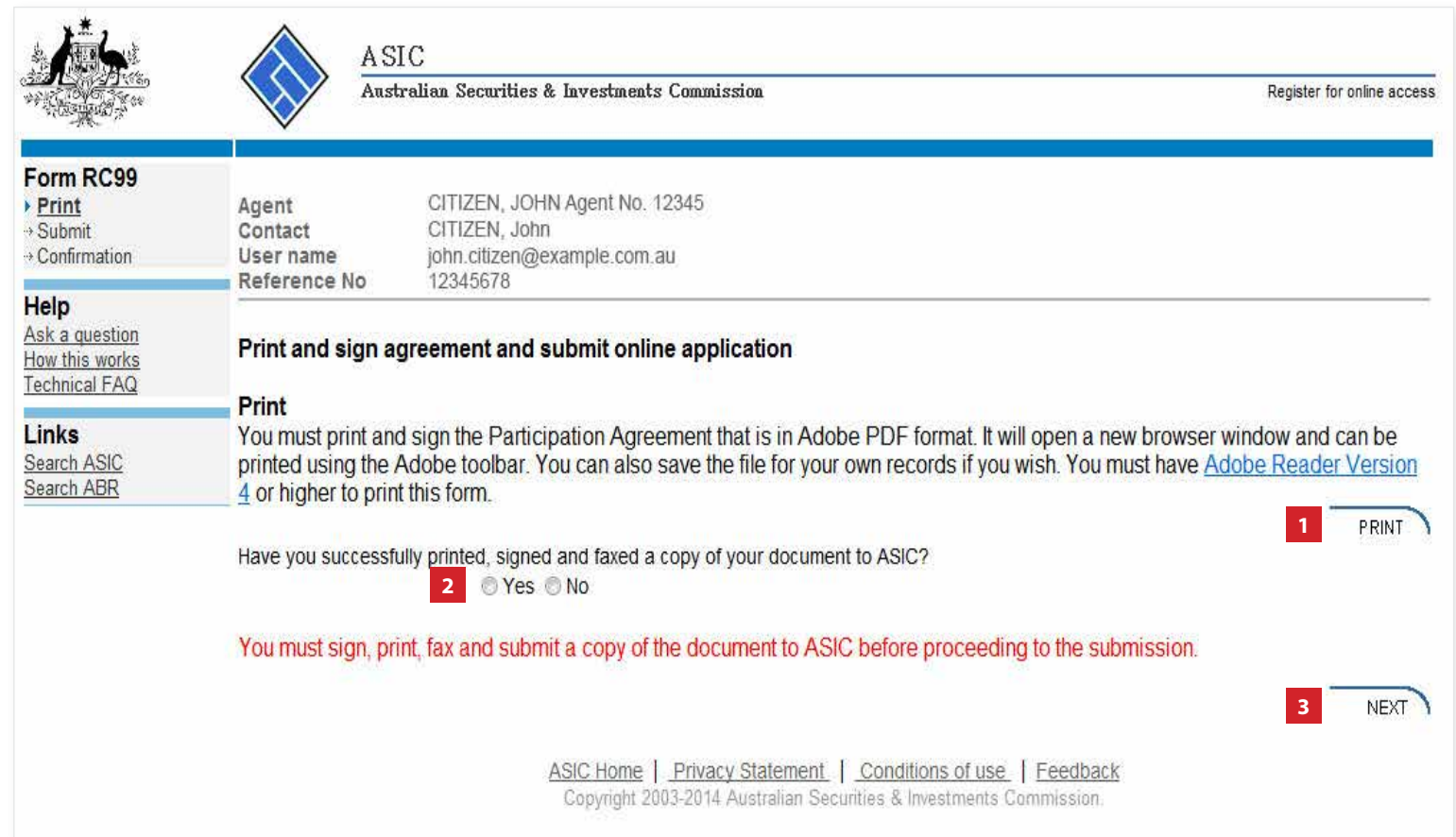
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to register for online access](#)

# Participation agreement

To complete your application for online access you must:

1. **Print and sign** the Participation Agreement.
2. Select **Yes** to confirm you have acknowledged a copy of this document will be sent/faxed to ASIC.
3. Select **Next** to continue.



The screenshot shows the ASIC Form RC99 online application page. 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 page is divided into a left sidebar and a main content area. The sidebar contains sections for 'Form RC99' (with links for Print, Submit, and Confirmation), 'Help' (with links for Ask a question, How this works, and Technical FAQ), and 'Links' (with links for Search ASIC and Search ABR). The main content area displays user information: Agent (CITIZEN, JOHN Agent No. 12345), Contact (CITIZEN, John), User name (john.citizen@example.com.au), and Reference No (12345678). Below this is a heading 'Print and sign agreement and submit online application' and a 'Print' section with instructions: '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.' A red box with the number '1' is next to a 'PRINT' button. Below this is a question: 'Have you successfully printed, signed and faxed a copy of your document to ASIC?' with a red box containing the number '2' and radio buttons for 'Yes' and 'No'. A red instruction follows: 'You must sign, print, fax and submit a copy of the document to ASIC before proceeding to the submission.' At the bottom right, a red box with the number '3' is next to a 'NEXT' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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[How to register for online access](#)



# Submit the application

1. Select **Yes** to declare you agree/ comply with the terms outlined.
2. Select **Submit** to lodge the document with ASIC.

### Notes:

- you must then send the signed Participation Agreement to ASIC via email.

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

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**Form RC99**

[Print](#)

**Submit**

[Confirmation](#)

---

**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

---

**Links**

[Search ASIC](#)

[Search ABR](#)

<b>Agent</b>	CITIZEN, JOHN Agent No. 12345
<b>Contact</b>	CITIZEN, John
<b>User name</b>	john.citizen@example.com.au
<b>Reference No</b>	12345678

---

**Submit online application**

**Submit now**

I declare that

- I have printed the RC99 and faxed a copy of the RC99 to ASIC
- 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

1
 Yes
  No

Date: 05-06-2014

Heavy penalties can be imposed for giving false or misleading information.

2 **SUBMIT**

[Logout](#)

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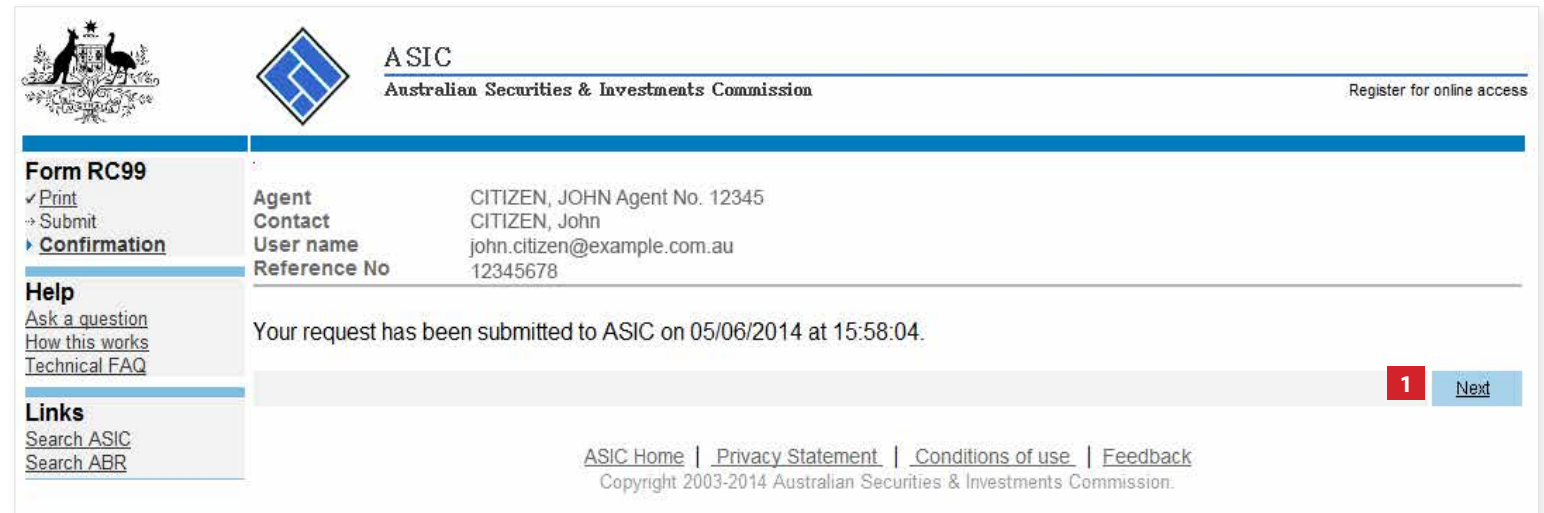
## Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

**Note:**

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



The screenshot shows the ASIC website interface for Form RC99. It includes the Australian Coat of Arms and ASIC logo at the top left. The main content area displays the form details and a confirmation message. A sidebar on the left contains navigation links for printing, submitting, and confirming the form, as well as help and search options. A 'Next' button is visible in the bottom right corner of the main content area.

ASIC Australian Securities & Investments Commission		Register for online access
<b>Form RC99</b>		
<a href="#">Print</a>	<b>Agent</b>	CITIZEN, JOHN Agent No. 12345
<a href="#">Submit</a>	<b>Contact</b>	CITIZEN, John
<b>Confirmation</b>	<b>User name</b>	john.citizen@example.com.au
	<b>Reference No</b>	12345678
<b>Help</b>	Your request has been submitted to ASIC on 05/06/2014 at 15:58:04.	
<a href="#">Ask a question</a>		
<a href="#">How this works</a>		
<a href="#">Technical FAQ</a>		
<b>Links</b>		
<a href="#">Search ASIC</a>		
<a href="#">Search ABR</a>		

1 [Next](#)

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