



ASIC

User guide

Registered Agent Portal

How to notify ASIC that you are ceasing to act as the registered agent for a company

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

How to notify ASIC that you are ceasing to act as the registered agent for a company

- Complete this transaction when you want to inform ASIC that you are ceasing to act as the registered agent for a company.
- You will need to log in to your [online account](#) before you begin.


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Start transaction

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





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Forms manager
Registered agent

Inbox (11)

[Start new form](#) 1

[Forms in progress \(6\)](#)

[Forms submitted](#)

[View company details](#)

Charges Reports

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debits](#)

Profile

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

Finish

[Logoff](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent Contact CITIZEN, JOHN Agent No. 12345

Contact EXAMPLE COMPANY PTY LTD ACN 000 000 000

Email 12345678

Inbox

Date	Form	ACN	Company Name	☐
11/08/2011 16:03	Transaction Listing Report			☐
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD	☐
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD	☐
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C PTY LTD	☐
25/05/2011 18:54	RC05 - Confirmation notice	551 789 907	TEST COMPANY D PTY LTD	☐
25/05/2011 18:29	RC05 - Confirmation notice	551 789 970	TEST COMPANY E PTY LTD	☐
23/05/2011 16:25	RC05 - Confirmation notice	000 405 845	TEST COMPANY F PTY LTD	☐
03/05/2011 14:06	RC05 - Change of company name certificate	000 570 114	TEST COMPANY G PTY LTD	☐
30/04/2011 12:37	RC08 - Charge Certificate	550 585 183	TEST COMPANY H PTY LTD	☐
30/04/2011 11:43	RC08 - Charge Certificate	000 687 230	TEST COMPANY I PTY LTD	☐
30/04/2011 11:31	RC05 - Change of company name certificate	550 471 219	TEST COMPANY J PTY LTD	☐
21/04/2011 18:01	RC05 - Confirmation notice	551 790 688	TEST COMPANY K PTY LTD	☐
14/04/2011 18:05	RC05 - Confirmation notice	551 789 907	TEST COMPANY L PTY LTD	☐
12/04/2011 18:02	RC05 - Confirmation notice	551 789 907	TEST COMPANY M PTY LTD	☐
24/03/2011 11:38	RC05 - Company Statement	000 687 230	TEST COMPANY N PTY LTD	☐

[Hide Documents](#)

[Show all documents](#)

Viewing Forms in the Inbox
To view the form that has been sent to you, click on the form code.
A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.


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[How to notify ASIC that you are ceasing to act as the registered agent for a company](#)

Select form type

- From the list of available forms, select **361**.





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Forms manager
Registered agent

Inbox (11)

[Start new form](#)
[Forms in progress \(6\)](#)
[Forms submitted](#)
[View company details](#)

Charges Reports
[Lodgement History](#)
[Transaction Listing](#)
[Outstanding Debts](#)

Profile
[Change password](#)
[Update contact details](#)
[Update ABN for Auskey user](#)

Finish
[Logoff](#)

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

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

Agent Contact CITIZEN, JOHN Agent No. 12345
Contact John CITIZEN
Email john.citizen@example.com

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
205A	Notification of resolution - change of company name
361 1	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
6010	Voluntary Deregistration of a Company
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 in a PDS
FS90	Notice that a product in a PDS has ceased to be available

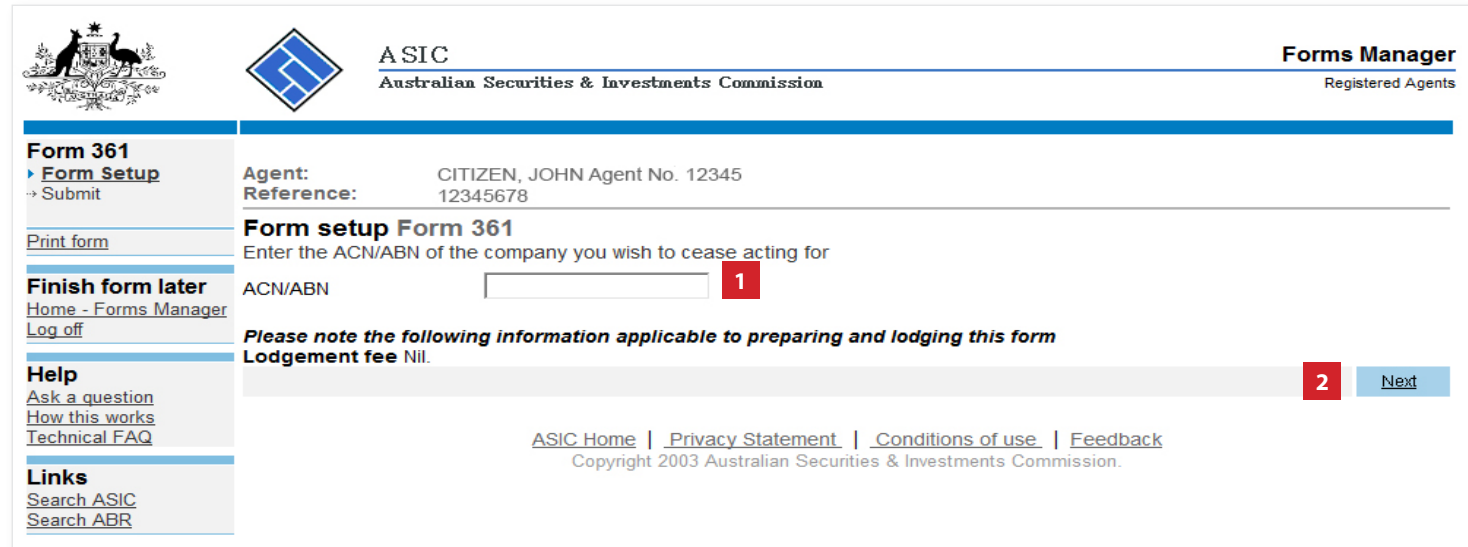
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Enter the company ACN/ABN

1. Enter the **ACN/ABN** of the company you will no longer represent.
2. Select **Next** to continue.



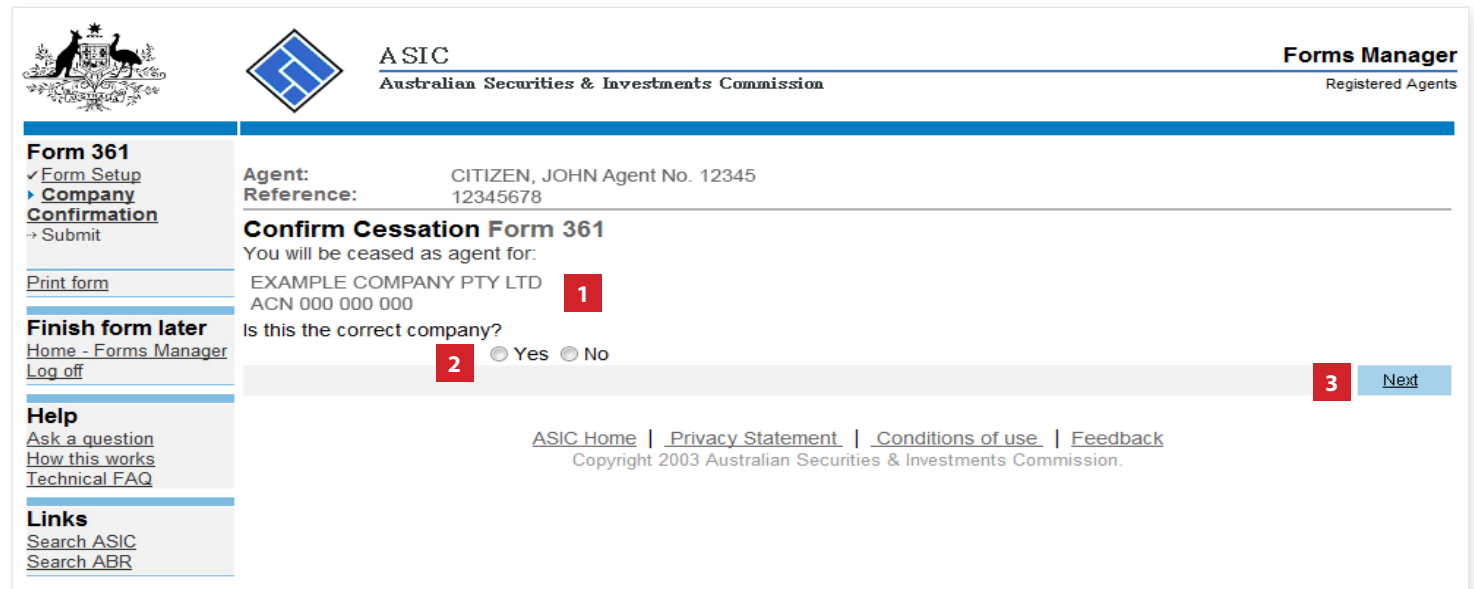
The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Form 361' and includes a 'Form Setup' section with a 'Submit' button. Below this, there is a 'Print form' link. The 'Form setup Form 361' section prompts the user to 'Enter the ACN/ABN of the company you wish to cease acting for' and features a text input field with a red '1' next to it. A note below the input field states: 'Please note the following information applicable to preparing and lodging this form Lodgement fee Nil.' At the bottom right of the form, there is a red '2' next to a 'Next' button. A footer at the bottom of the page contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.'



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[How to notify ASIC that you are ceasing to act as the registered agent for a company](#)

Confirm cessation

1. **Review** the company details.
2. Select **Yes** to confirm you wish to cease as the ASIC registered agent for this company.
3. Select **Next** to continue.



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Forms Manager
Registered Agents

Form 361
✓ Form Setup
▶ **Company Confirmation**
→ Submit

[Print form](#)

Finish form later
[Home - Forms Manager](#)
[Log off](#)

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

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

Agent: CITIZEN, JOHN Agent No. 12345
Reference: 12345678

Confirm Cessation Form 361
You will be ceased as agent for:
EXAMPLE COMPANY PTY LTD **1**
ACN 000 000 000

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

3 [Next](#)

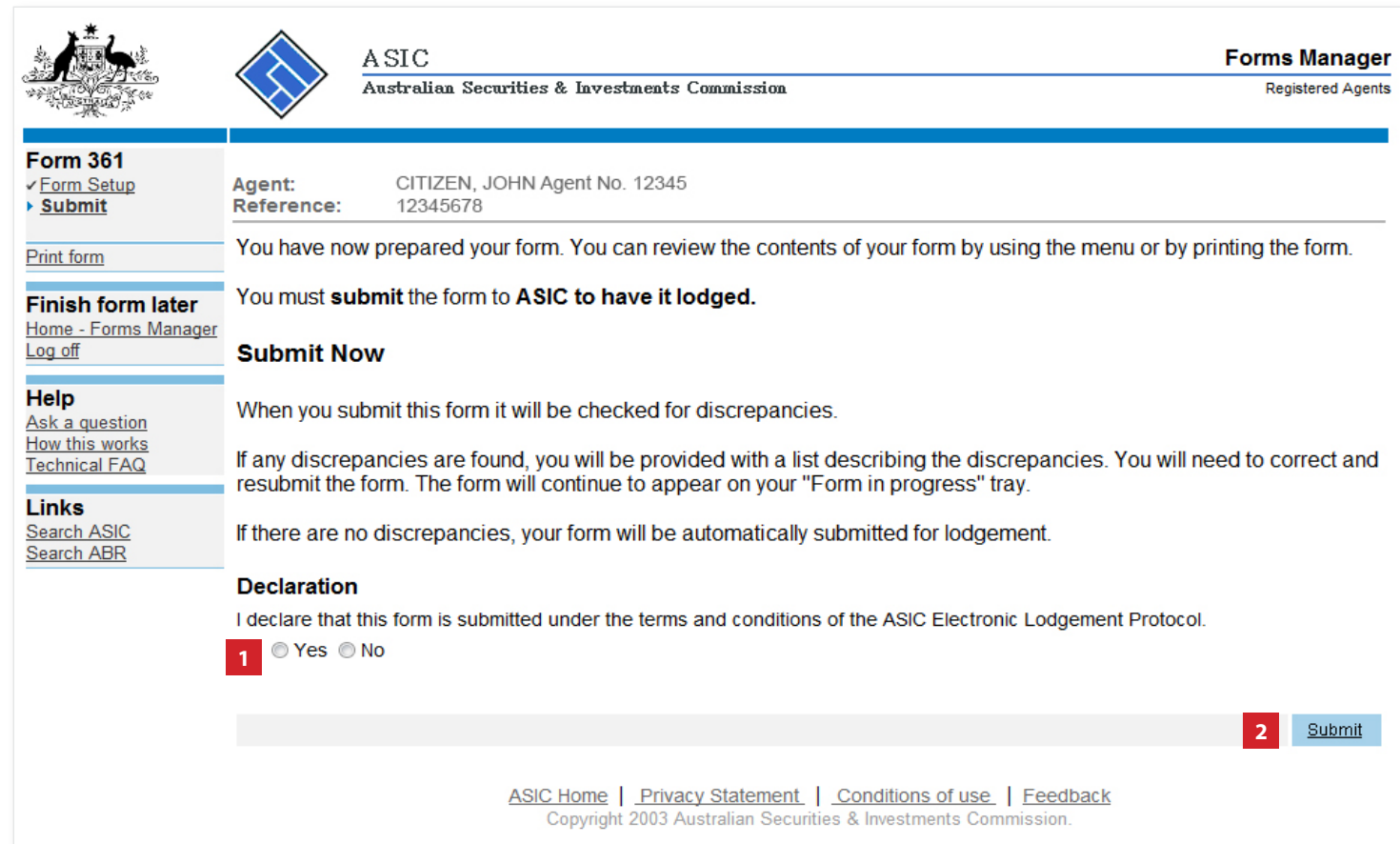
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[How to notify ASIC that you are ceasing to act as the registered agent for a company](#)

Make the declaration

1. Select **Yes** to complete the declaration when you are satisfied the document is being lodged within the terms and conditions of ASIC's Electronic Lodgement Protocol.
2. Select **Submit** to lodge the form with ASIC.



Form 361
[Form Setup](#)
[Submit](#)

Agent: CITIZEN, JOHN Agent No. 12345
 Reference: 12345678

[Print form](#)

Finish form later
[Home - Forms Manager](#)
[Log off](#)

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

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

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.

1 Yes No

2 [Submit](#)

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Notes:

- The lodgement process is not instantaneous – it may take some time to process.
- If the form is accepted by ASIC, it will appear in 'forms submitted'.
- If the form is not accepted, it will appear in 'forms in progress'. You will need to select it and correct the errors, before resubmitting the form.

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[How to notify ASIC that you are ceasing to act as the registered agent for a company](#)

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 Forms Manager interface. At the top left is the Australian Coat of Arms, followed by the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the top right, it says 'Forms Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and contains the message: 'Your document was submitted for validation to ASIC on 06/11/2014 at 10:25:57.' Below this message is a progress indicator with a red square containing the number '1' and a 'Next' button. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission'.

 	ASIC Australian Securities & Investments Commission	Forms Manager Registered Agents
Form 361 Confirmation Print form	Agent: CITIZEN, JOHN Agent No. 12345 Reference: 12345678	
Finish form later Home - Forms Manager Log off	Confirmation of Form Submission Your document was submitted for validation to ASIC on 06/11/2014 at 10:25:57.	
Help Ask a question How this works Technical FAQ		1 Next
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