



ASIC

User guide

# Registered Agent Portal

## How to notify ASIC of supplementary information

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 of supplementary information

- Use this form to provide supplementary information that ASIC has requested.
- To submit this transaction you must have a form currently under requisition.
- 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.




**ASIC**  
 Australian Securities & Investments Commission

**Forms manager**  
Registered agent

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**Inbox (11)**

[Start new form](#) 1

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

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[View company details](#)

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**Charges Reports**

[Lodgement History](#)

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**Profile**

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

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**Finish**

[Logoff](#)

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**Links**

[Search ASIC](#)

[Search ABR](#)

**Agent Contact** CITIZEN, JOHN Agent No. 12345

**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000

**Email** 12345678

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**Inbox**

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

[Hide Documents](#)

[Show all documents](#)

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**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.

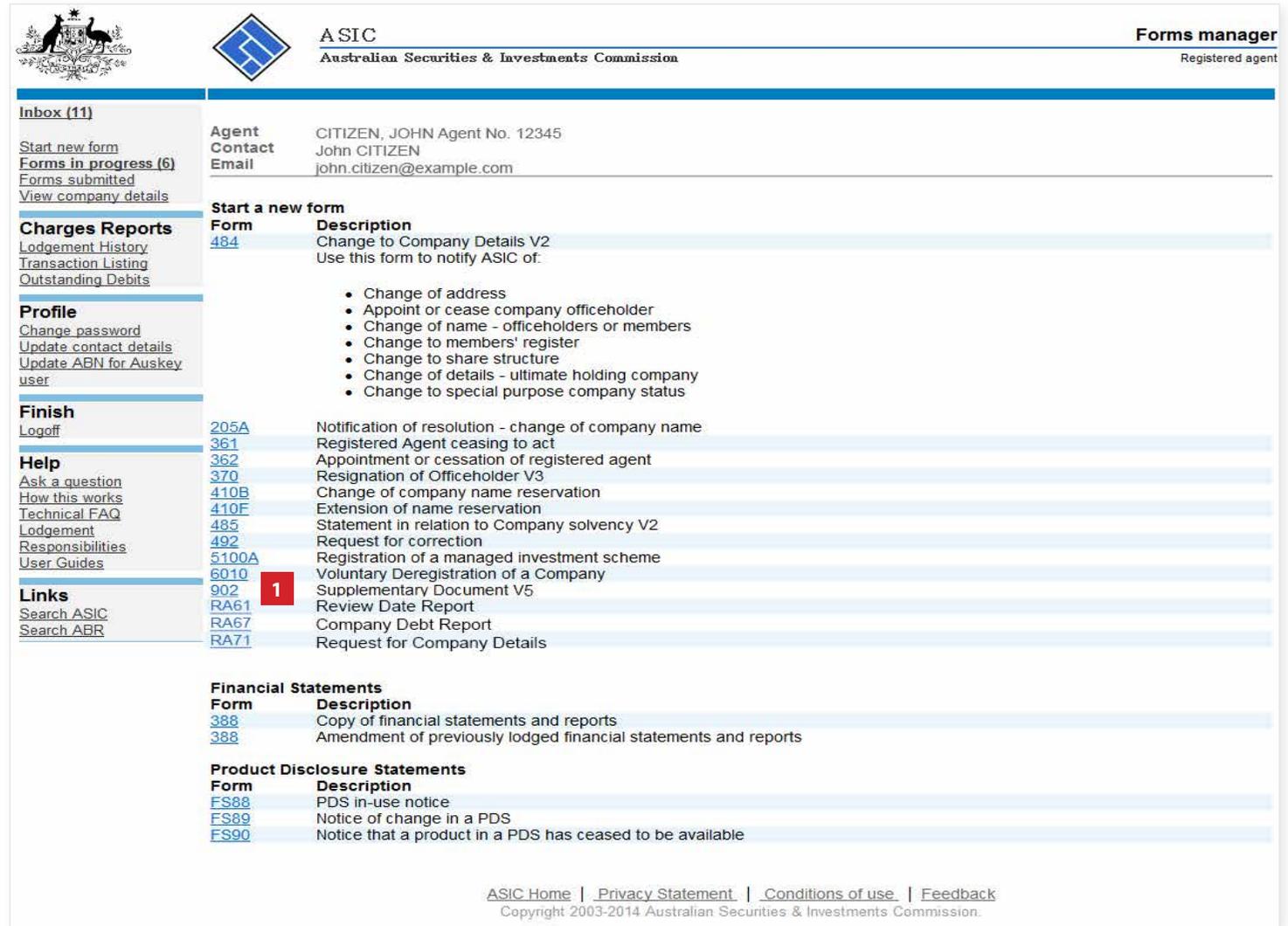
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[How to notify ASIC of supplementary information](#)

# Select form type

- From the list of available forms, select **902**.



The screenshot shows the ASIC Forms manager interface. At the top, there is a navigation bar with the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and 'Forms manager Registered agent'. Below this is a sidebar with various menu items: 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', 'View company details', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main content area is titled 'Start a new form' and contains a table of forms. The form '902' is highlighted with a red box and a red '1' next to it. Below the table, there are sections for 'Financial Statements' and 'Product Disclosure Statements'.

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

Financial Statements	
Form	Description
<a href="#">388</a>	Copy of financial statements and reports
<a href="#">388</a>	Amendment of previously lodged financial statements and reports

Product Disclosure Statements	
Form	Description
<a href="#">FS88</a>	PDS in-use notice
<a href="#">FS89</a>	Notice of change in a PDS
<a href="#">FS90</a>	Notice that a product in a PDS has ceased to be available

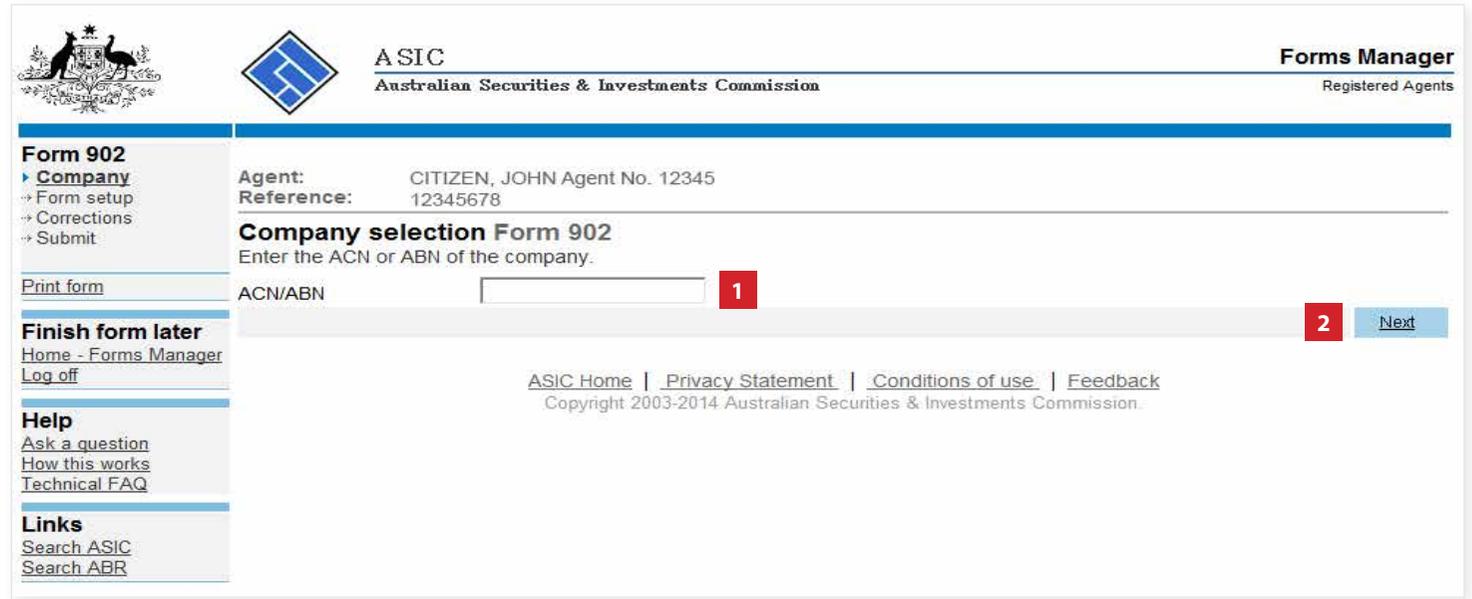
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## Enter the company ACN/ ABN

1. Enter the relevant **ACN/ABN**.
2. Select **Next** to continue.



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**Forms Manager**  
Registered Agents

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**Form 902**  
▶ **Company**  
→ Form setup  
→ Corrections  
→ 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

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**Company selection Form 902**  
Enter the ACN or ABN of the company.

ACN/ABN  **1**

**2** [Next](#)

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# Company confirmation

1. Review the company details.
2. Select **Yes** to confirm the information is correct.
3. Select **Next** to continue.



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Registered Agents

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**Form 902**  
✓ Company  
▶ **Company Confirmation**  
→ Form setup  
→ Corrections  
→ Submit

[Print form](#)

---

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

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

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

Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

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**Company confirmation Form 902**  
EXAMPLE COMPANY PTY LTD  
ACN 000 000 000 **1**

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

**3** [Next](#)

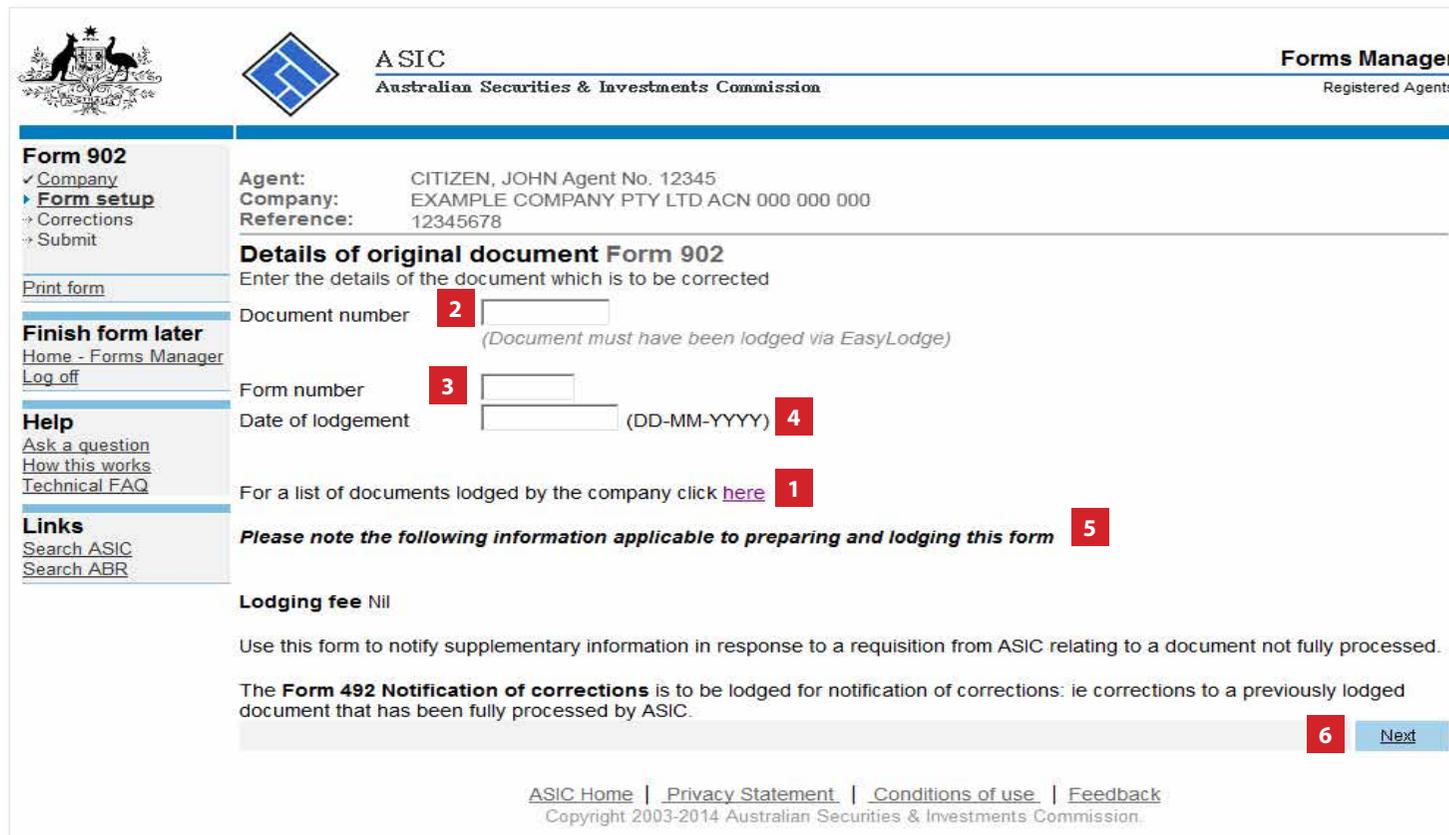
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[How to notify ASIC of supplementary information](#)

## Enter original document details

1. If you do not already have the document details, **select the link** for a list of documents lodged by the company.
2. Enter the **document number**.
3. Enter the **form number**.
4. Enter the **date of lodgement**.
5. Read the **information** relating to preparing and lodging this form.
6. Select **Next** to continue.



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**Forms Manager**  
Registered Agents

**Form 902**  
✓ Company  
▶ **Form setup**  
→ Corrections  
→ Submit

[Print form](#)

**Finish form later**  
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**Links**  
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Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

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**Details of original document Form 902**  
Enter the details of the document which is to be corrected

Document number: **2**   
*(Document must have been lodged via EasyLodge)*

Form number: **3**

Date of lodgement:  (DD-MM-YYYY) **4**

For a list of documents lodged by the company click [here](#) **1**

**Please note the following information applicable to preparing and lodging this form** **5**

**Lodging fee Nil**

Use this form to notify supplementary information in response to a requisition from ASIC relating to a document not fully processed.

The **Form 492 Notification of corrections** is to be lodged for notification of corrections: ie corrections to a previously lodged document that has been fully processed by ASIC.

**6** [Next](#)

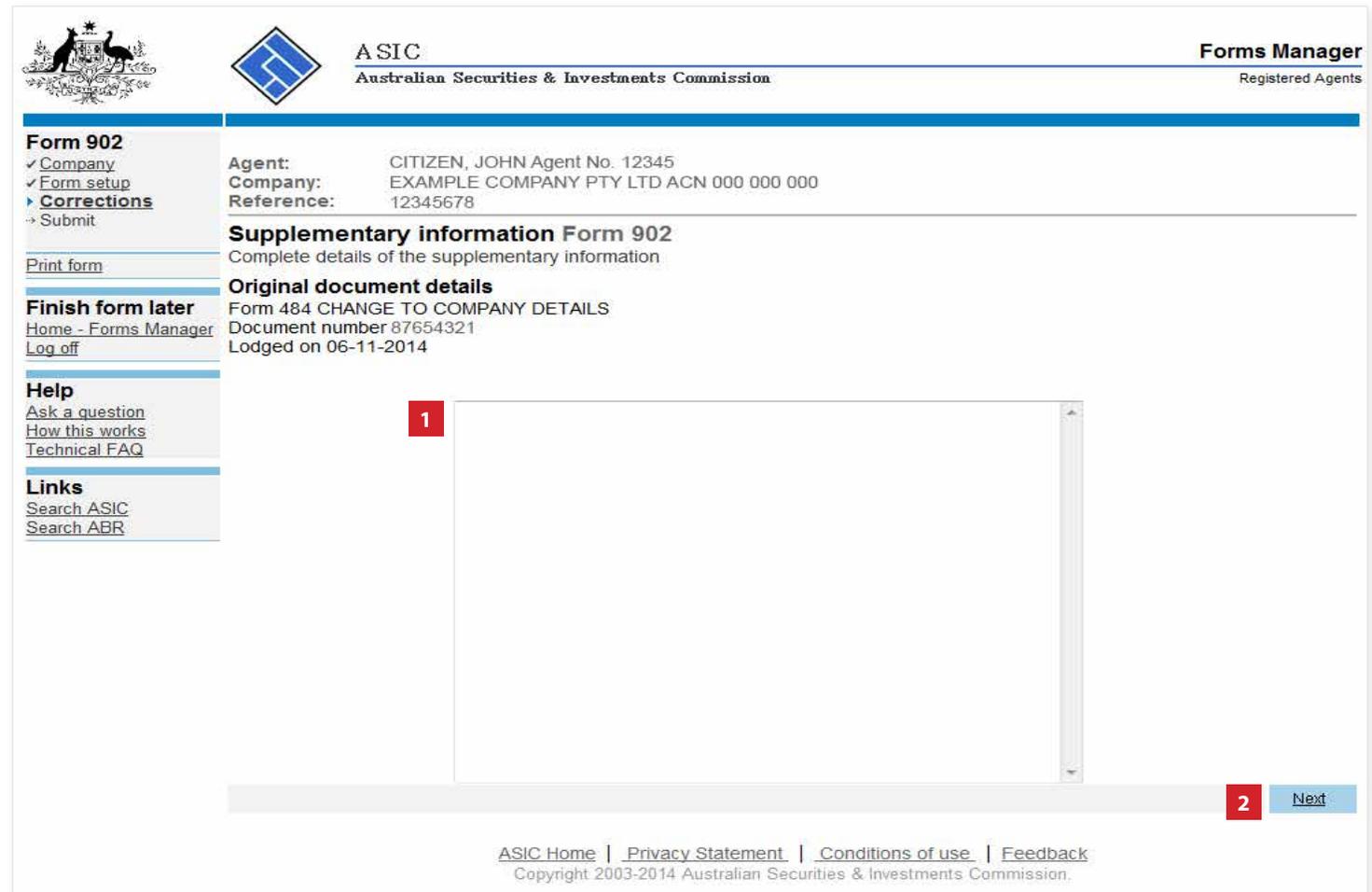
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[How to notify ASIC of supplementary information](#)

## Enter supplementary information

1. Enter the **supplementary information** in the box provided.
2. Select **Next** to continue.



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Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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**Form 902**  
✓ Company  
✓ Form setup  
▶ **Corrections**  
→ Submit

[Print form](#)

**Finish form later**  
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**Links**  
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**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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**Supplementary information Form 902**  
Complete details of the supplementary information

**Original document details**  
Form 484 CHANGE TO COMPANY DETAILS  
Document number 87654321  
Lodged on 06-11-2014

1

2 [Next](#)

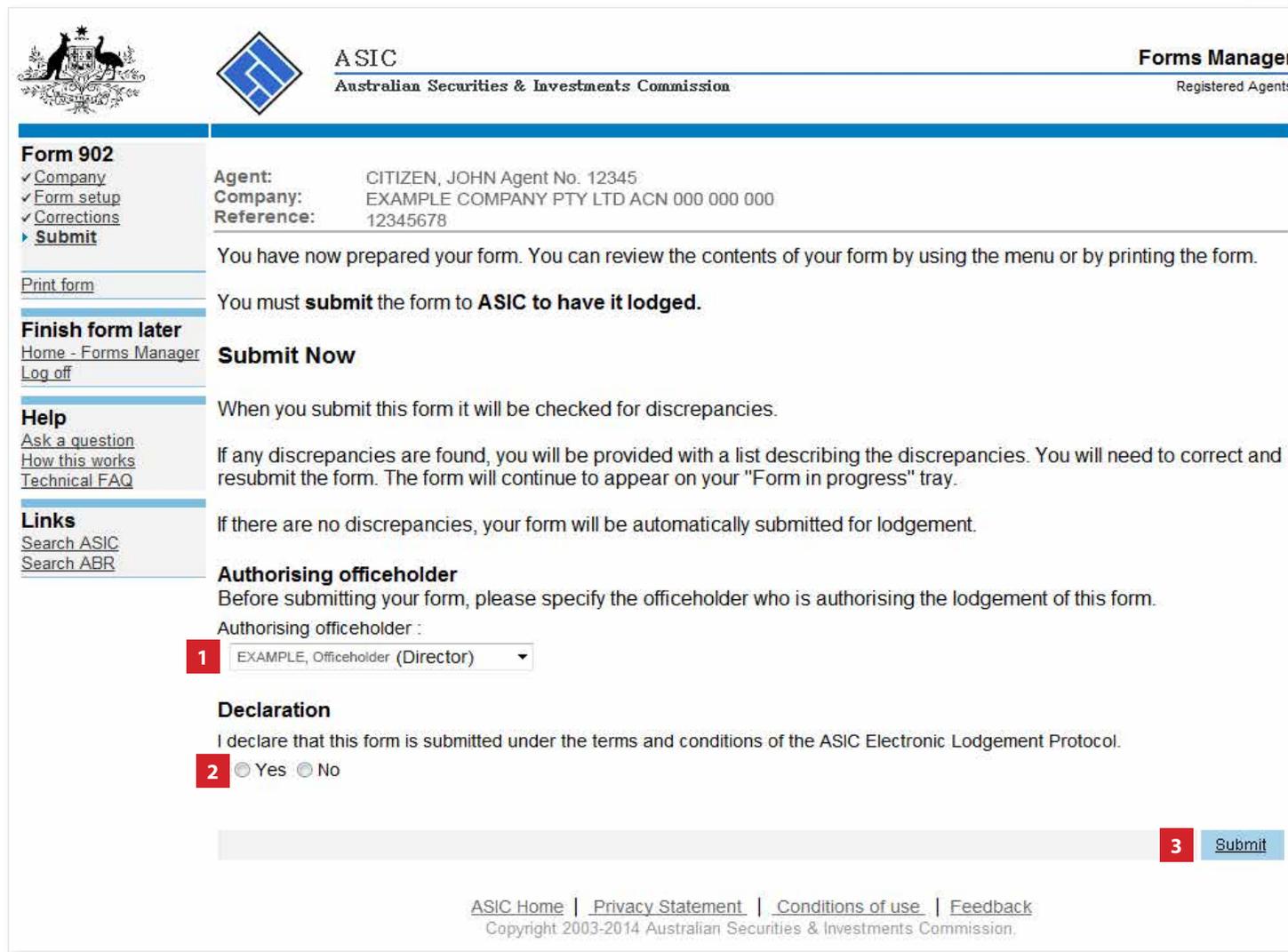
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## Make the declaration

1. Select the **authorising officeholder** from the drop-down list.
2. 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.
3. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Forms Manager interface for Form 902. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

**Form 902**

- ✓ [Company](#)
- ✓ [Form setup](#)
- ✓ [Corrections](#)
- ▶ [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  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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 :

**1**

**Declaration**

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

**2**  Yes  No

**3** [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 of supplementary information](#)

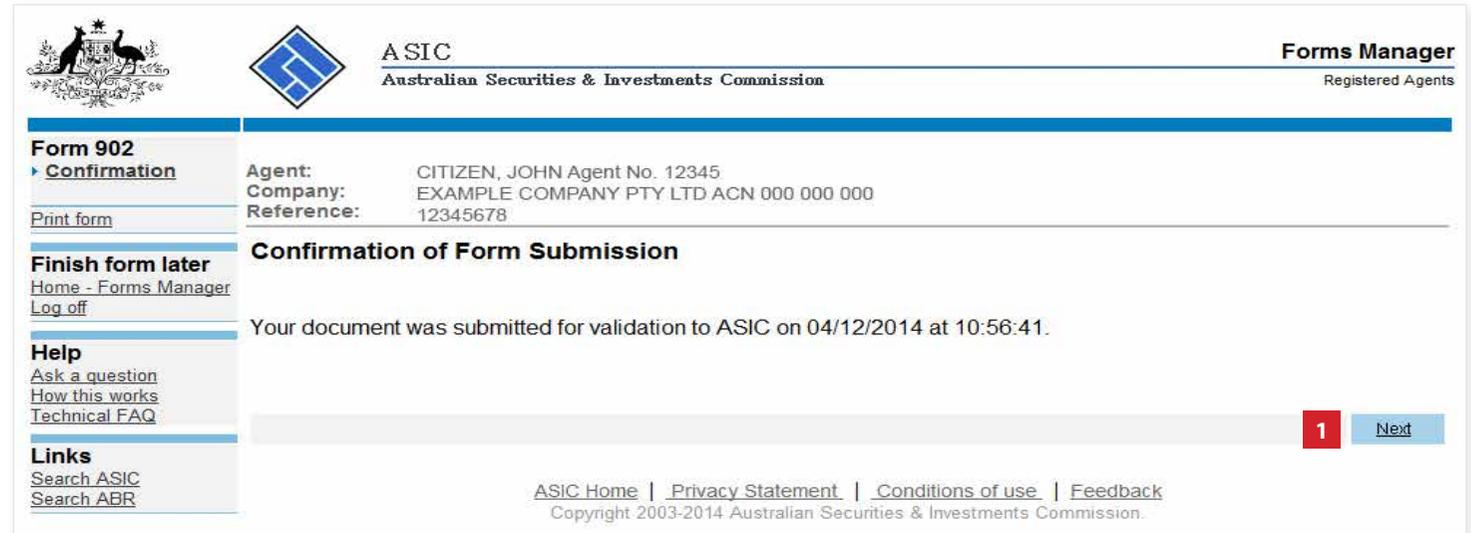
## Confirmation of form submission

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, there are logos for the Australian Coat of Arms and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and displays the following information:

- Form 902**
- Confirmation** (with a right-pointing arrow)
- [Print form](#)
- Agent:** CITIZEN, JOHN Agent No. 12345
- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference:** 12345678

Below this information, there are sections for 'Finish form later' (with links for Home - Forms Manager and Log off), '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 confirmation message states: 'Your document was submitted for validation to ASIC on 04/12/2014 at 10:56:41.' 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, along with the copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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