



ASIC

User guide

Registered Agent Portal

How to notify ASIC that a company officeholder has resigned or retired

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 a company officeholder has resigned or retired

- Complete this transaction when you want to directly inform ASIC that a company officeholder has resigned or retired.
- Please note the company is still required to notify ASIC of the cessation of an officeholder by lodging a [Form 484 - change to company details](#).
- You will need to log in to your [online account](#) before you begin.
- You must have a copy of the resignation letter of the officeholder.

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Start transaction

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




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 Australian Securities & Investments Commission

Forms manager
Registered agent

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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	□

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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 that a company officeholder has resigned or retired](#)

Select form type

- From the list of available forms, select **370**.





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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	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370 1	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

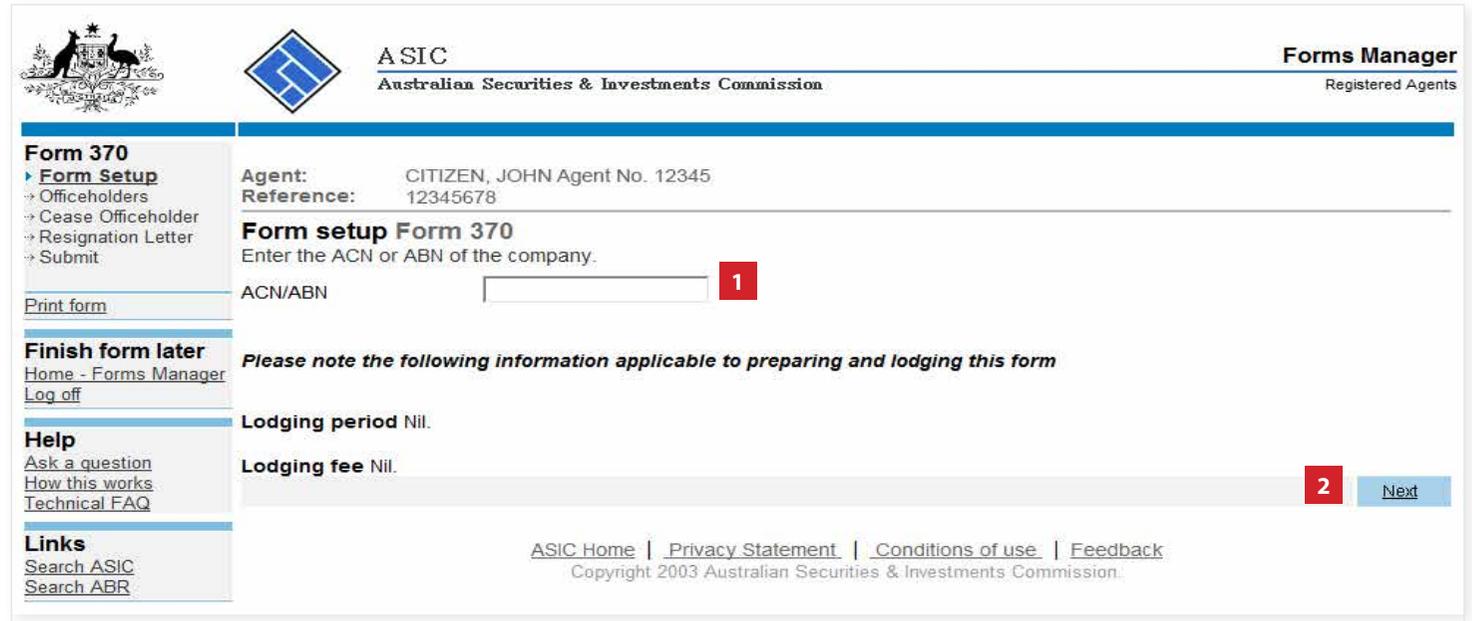
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[How to notify ASIC that a company officeholder has resigned or retired](#)

Enter the company ACN/ABN

1. Enter the **ACN/ABN** of the company from which the officeholder has resigned.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 370. The header includes the Australian Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission". On the right, it says "Forms Manager Registered Agents".

The main content area is titled "Form 370" and includes a "Form Setup" section with links for "Officeholders", "Cease Officeholder", "Resignation Letter", and "Submit". Below this, there is a "Print form" link.

The "Form setup Form 370" section prompts the user to "Enter the ACN or ABN of the company." and features a text input field labeled "ACN/ABN" with a red box containing the number "1" next to it.

Below the input field, there is a note: "Please note the following information applicable to preparing and lodging this form". This is followed by "Lodging period Nil." and "Lodging fee Nil.".

At the bottom right of the form area, there is a red box containing the number "2" and a "Next" button.

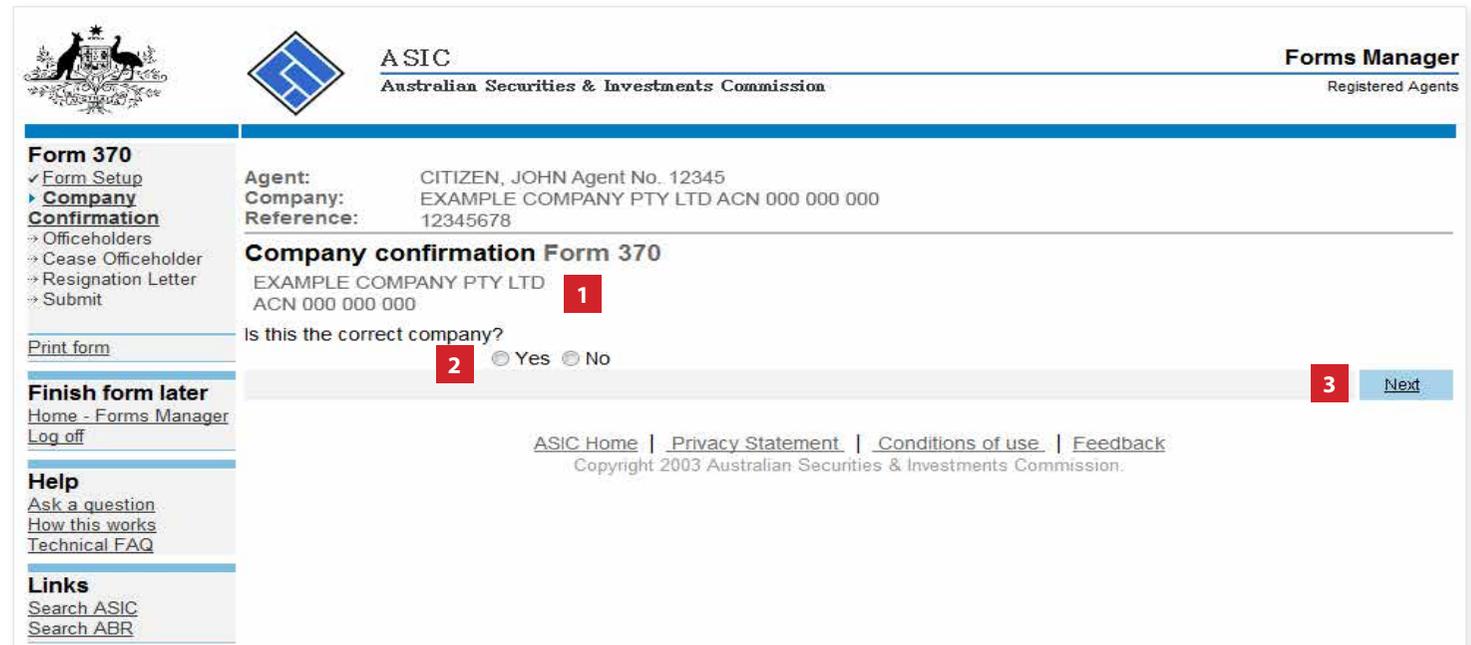
The footer contains links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003 Australian Securities & Investments Commission."

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Confirm company details

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



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Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 370
✓ Form Setup
▶ **Company Confirmation**
→ Officeholders
→ Cease Officeholder
→ Resignation Letter
→ Submit

Print form

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

Company confirmation Form 370
EXAMPLE COMPANY PTY LTD ACN 000 000 000 **1**

Is this the correct company?
2 Yes No

3 [Next](#)

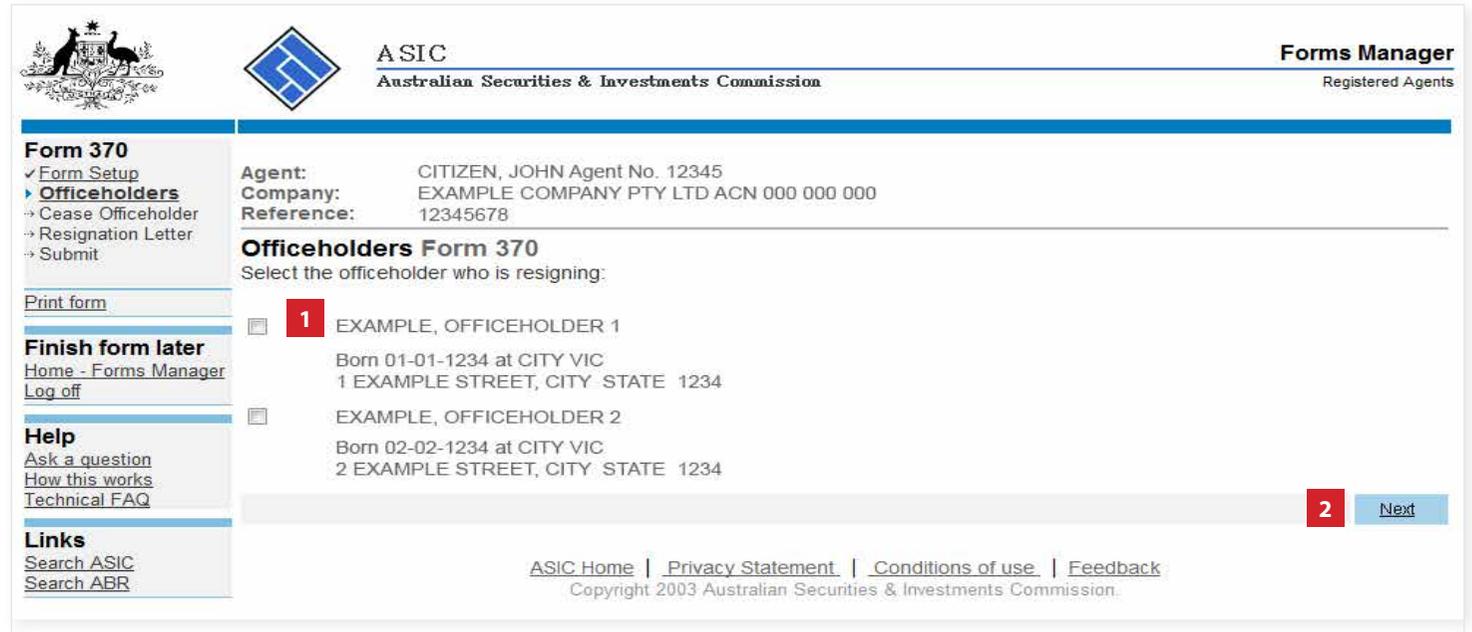
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[How to notify ASIC that a company officeholder has resigned or retired](#)

Select officeholder

1. Select the **company officeholder** who is resigning.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 370. The page header includes the Australian Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

Form 370

- ✓ Form Setup
- ▶ **Officeholders**
- Cease Officeholder
- Resignation Letter
- Submit

[Print form](#)

Finish form later

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

Officeholders Form 370
Select the officeholder who is resigning:

- 1** EXAMPLE, OFFICEHOLDER 1
Born 01-01-1234 at CITY VIC
1 EXAMPLE STREET, CITY STATE 1234
- EXAMPLE, OFFICEHOLDER 2
Born 02-02-1234 at CITY VIC
2 EXAMPLE STREET, CITY STATE 1234

2 [Next](#)

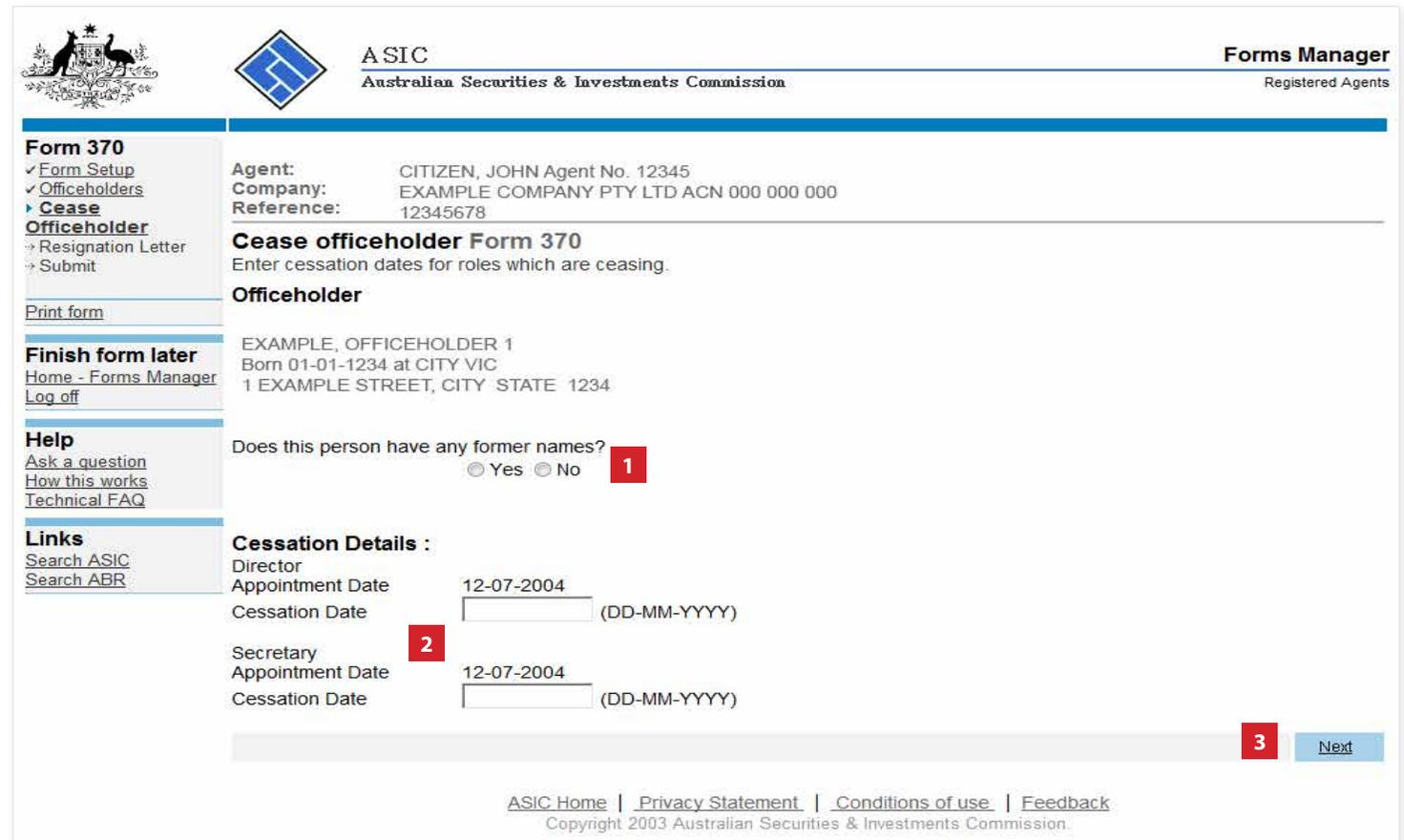
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[How to notify ASIC that a company officeholder has resigned or retired](#)

Provide cessation details

1. Select **Yes** or **No** to confirm if the officeholder has any former names.
2. Enter the relevant **cessation date/s**.
3. Select **Next** to continue.



Form 370
✓ [Form Setup](#)
✓ [Officeholders](#)
▶ [Cease Officeholder](#)
 ↳ [Resignation Letter](#)
 ↳ [Submit](#)
[Print form](#)

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Registered Agents

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

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

Officeholder
EXAMPLE, OFFICEHOLDER 1
Born 01-01-1234 at CITY VIC
1 EXAMPLE STREET, CITY STATE 1234

Does this person have any former names?
 Yes No **1**

Cessation Details :

Director
Appointment Date 12-07-2004
Cessation Date (DD-MM-YYYY)

Secretary
Appointment Date 12-07-2004
Cessation Date (DD-MM-YYYY) **2**

3 [Next](#)

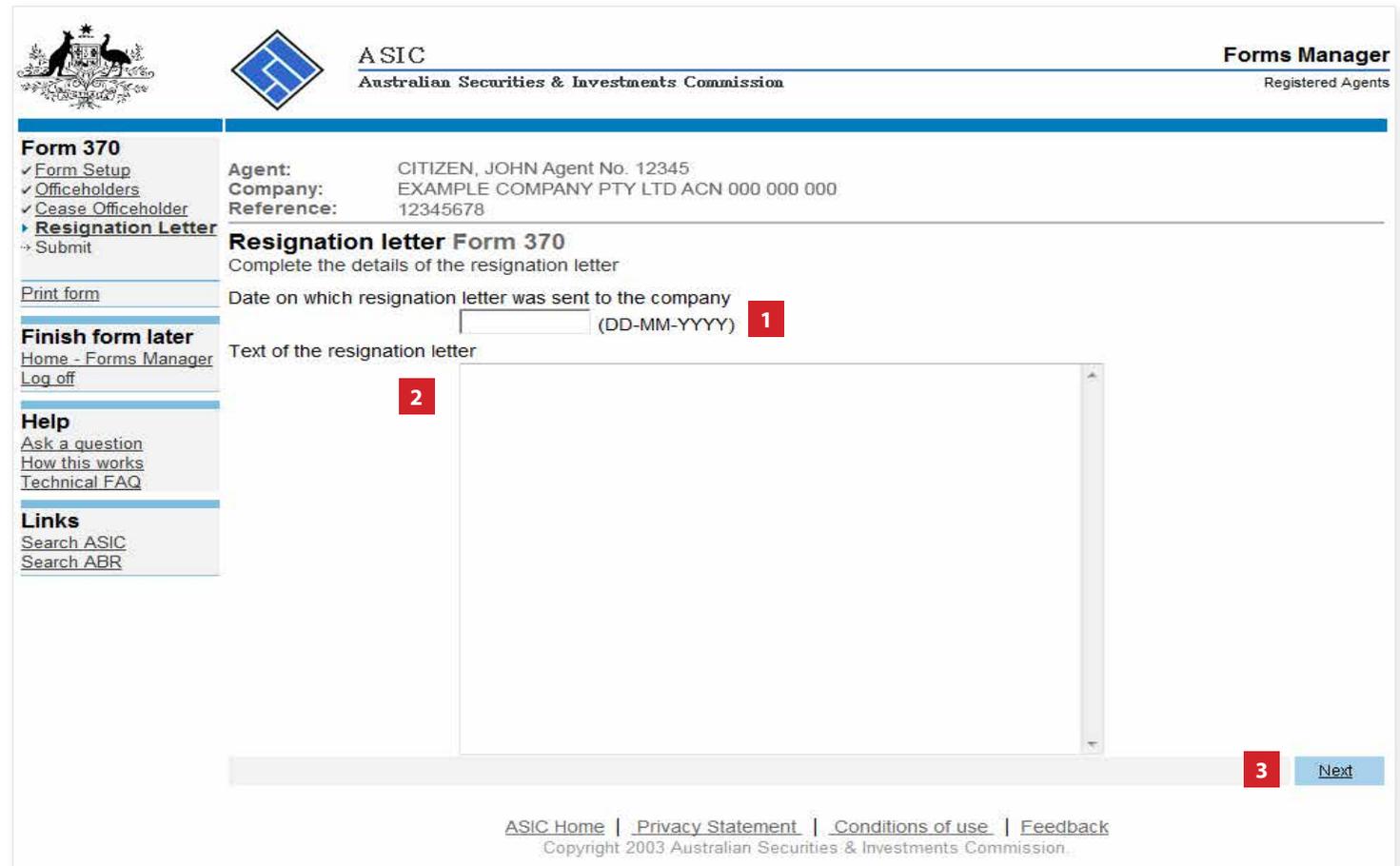
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[How to notify ASIC that a company officeholder has resigned or retired](#)

Provide resignation letter details

1. Enter the **date** the resignation letter was sent to the company.
2. Enter the **text of the resignation letter** in the box provided.
3. Select **Next** to continue.



Form 370
✓ [Form Setup](#)
✓ [Officeholders](#)
✓ [Cease Officeholder](#)
▶ [Resignation Letter](#)
→ [Submit](#)

[Print form](#)

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

Resignation letter Form 370
Complete the details of the resignation letter

Date on which resignation letter was sent to the company (DD-MM-YYYY) **1**

Text of the resignation letter **2**

3 [Next](#)

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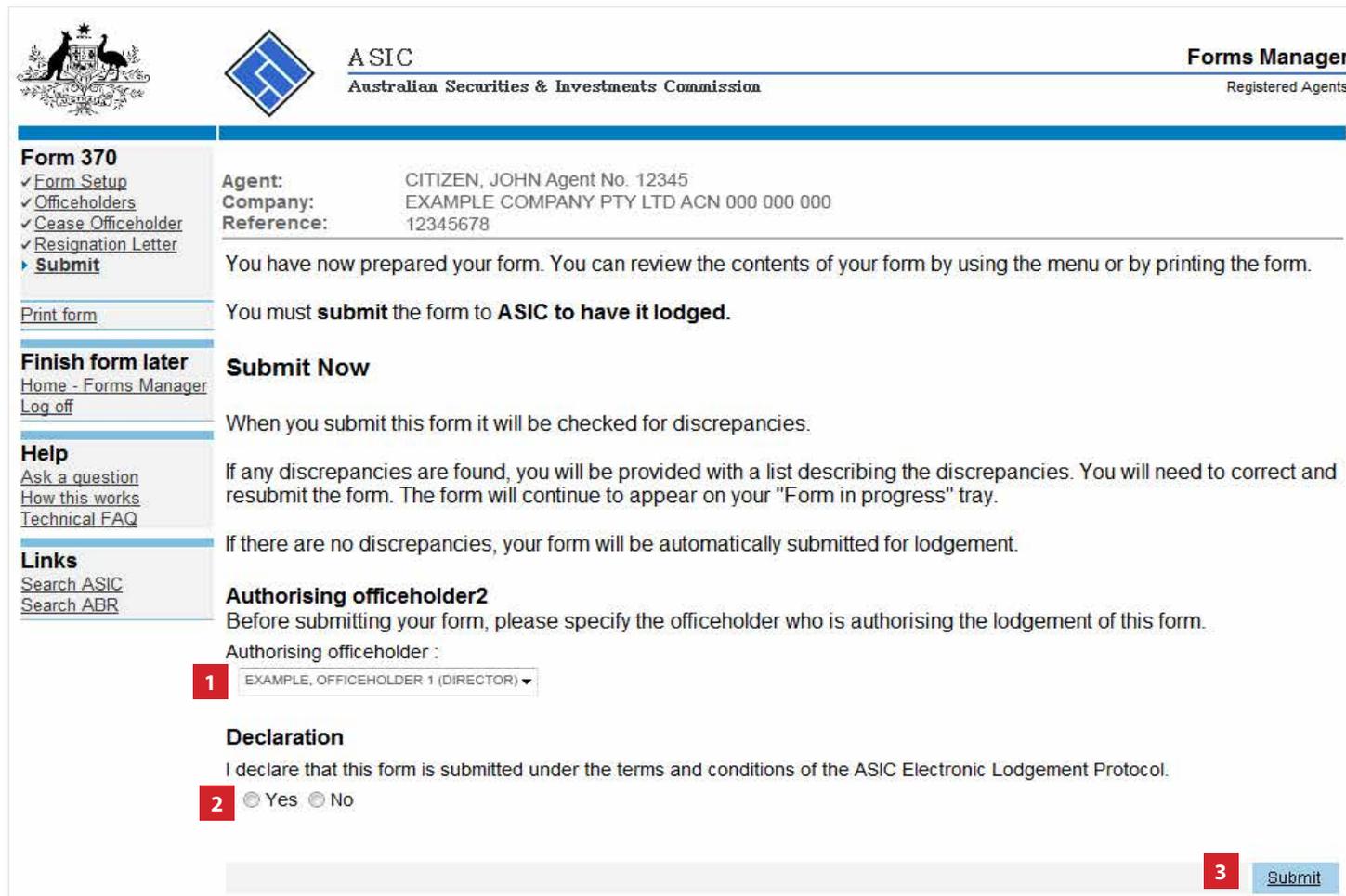
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[How to notify ASIC that a company officeholder has resigned or retired](#)

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Make the declaration

1. Select the company's **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 370. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Form 370' (with sub-links for Form Setup, Officeholders, Cease Officeholder, Resignation Letter, and Submit), 'Print form', '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 panel displays the form details: Agent (CITIZEN, JOHN Agent No. 12345), Company (EXAMPLE COMPANY PTY LTD ACN 000 000 000), and Reference (12345678). Below this, there is a message: '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.' There are two options: 'Submit Now' and 'Finish form later'. The 'Submit Now' option includes a warning: '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.' Below this is the 'Authorising officeholder2' section, which asks the user to specify the officeholder authorising the lodgement. A dropdown menu is shown with 'EXAMPLE, OFFICEHOLDER 1 (DIRECTOR)' selected. The 'Declaration' section asks the user to declare that the form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol. There are two radio buttons: 'Yes' (selected) and 'No'. At the bottom right, there is a 'Submit' button.

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 a company officeholder has resigned or retired](#)

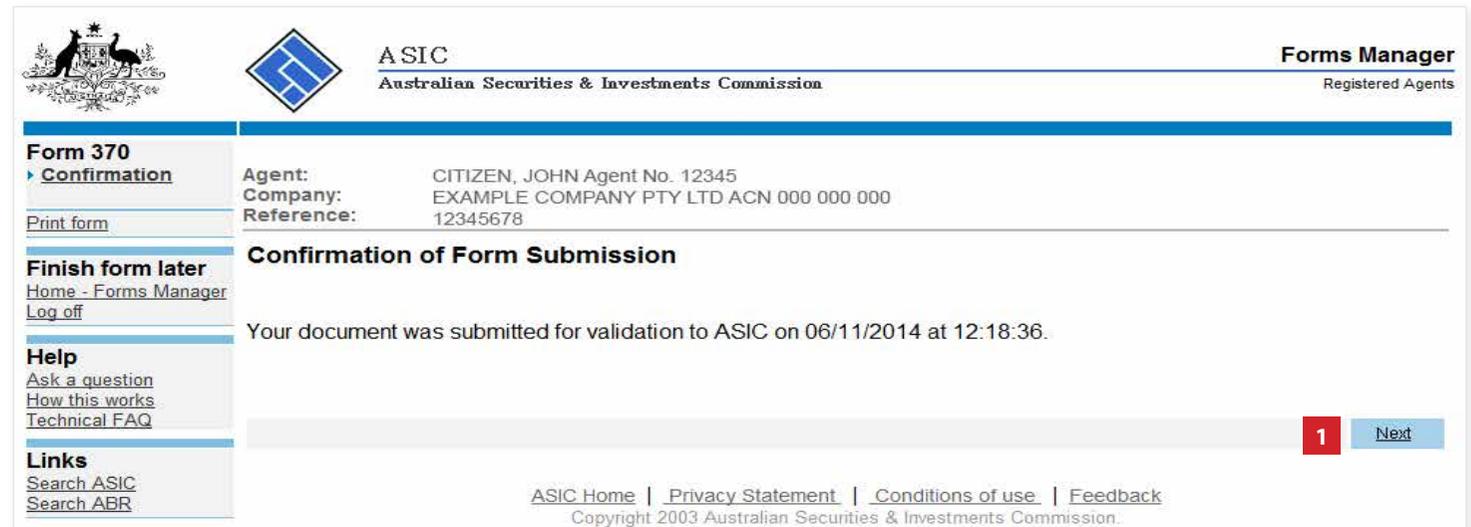
Confirmation of form submission

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 370**
- Confirmation** (with a right-pointing arrow)
- Print form** (with a right-pointing arrow)
- Agent:** CITIZEN, JOHN Agent No. 12345
- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference:** 12345678

Below this information, the text reads: 'Your document was submitted for validation to ASIC on 06/11/2014 at 12:18:36.' At the bottom right of the main content area, there is a red square containing the number '1' and a blue button labeled 'Next'. A footer at the bottom of the page contains the following text: 'ASIC Home | Privacy Statement | Conditions of use | Feedback Copyright 2003 Australian Securities & Investments Commission.'

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