



ASIC

User guide

Registered Agent Portal

How to submit a request for a company debt report

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

How to submit a request for a company debt report

- Complete this transaction when you want to request a debtor's ledger report for all companies you are the nominated registered agent for.
- You will need to log in to your [online account](#) before you begin.

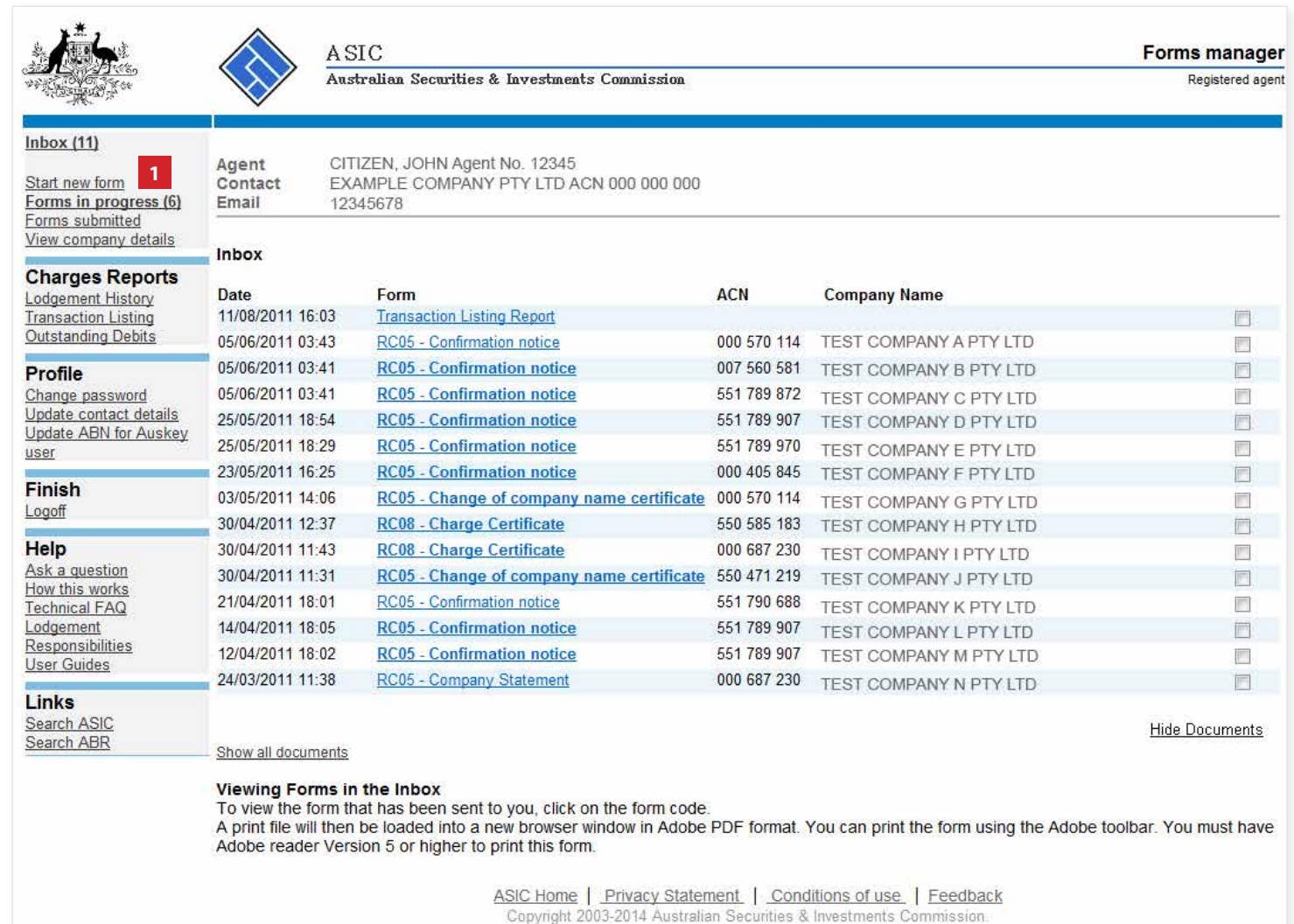
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[How to submit a request for a company debt report](#)

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Start transaction

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



The screenshot shows the ASIC Forms manager interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager Registered agent'. Below this is a navigation menu on the left with options like 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', and 'View company details'. A red '1' is next to 'Start new form'. Other menu items include 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main area displays an 'Inbox' table with columns for Date, Form, ACN, and Company Name. Below the table are links for 'Show all documents' and 'Hide Documents'. At the bottom, there is a section titled 'Viewing Forms in the Inbox' with instructions on how to view and print forms.

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

[Show all documents](#) [Hide 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.

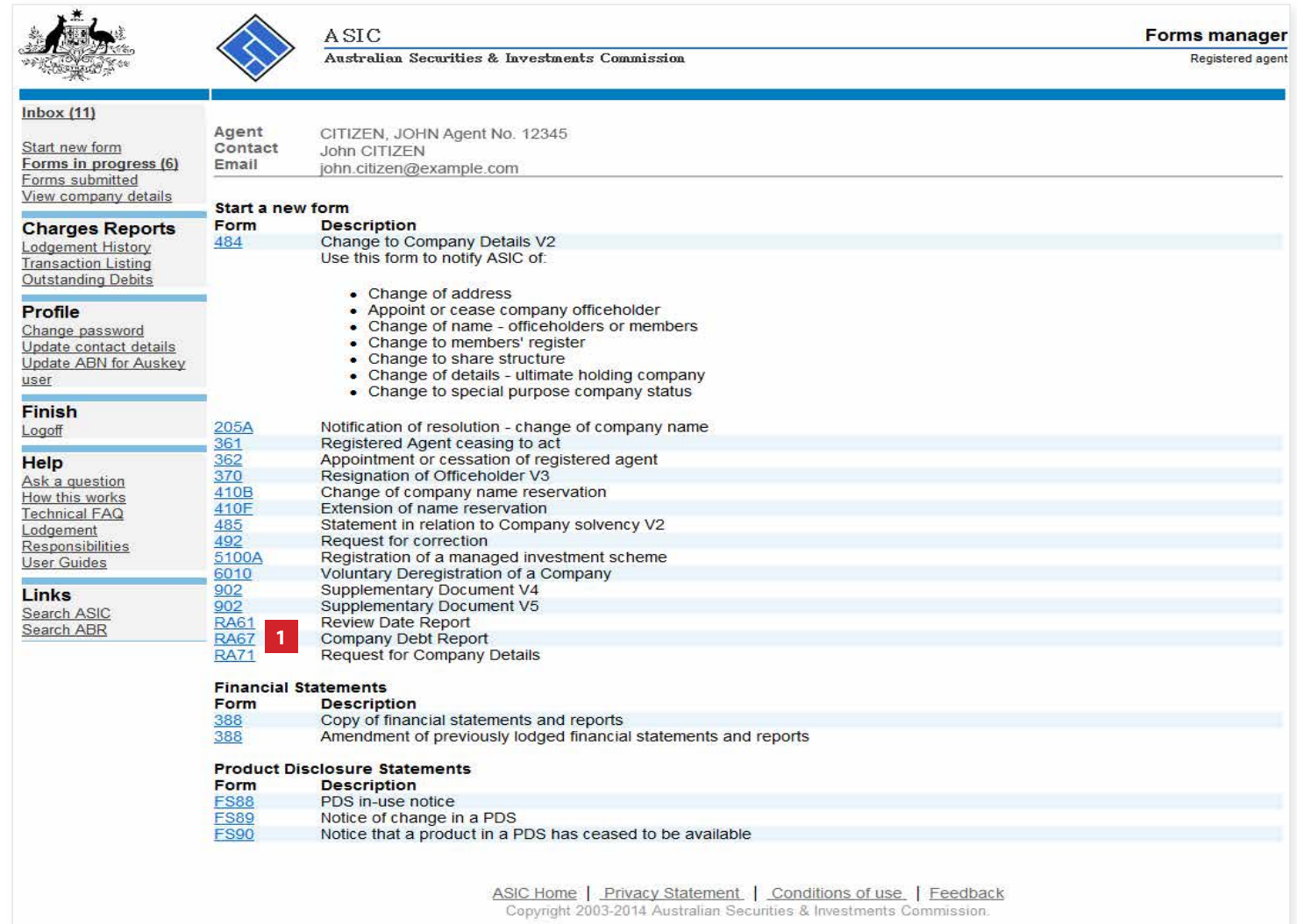
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[How to submit a request for a company debt report](#)

Select form type

- From the list of available forms, select **RA67**.



ASIC
Australian Securities & Investments Commission

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
 Agent: 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	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 1	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

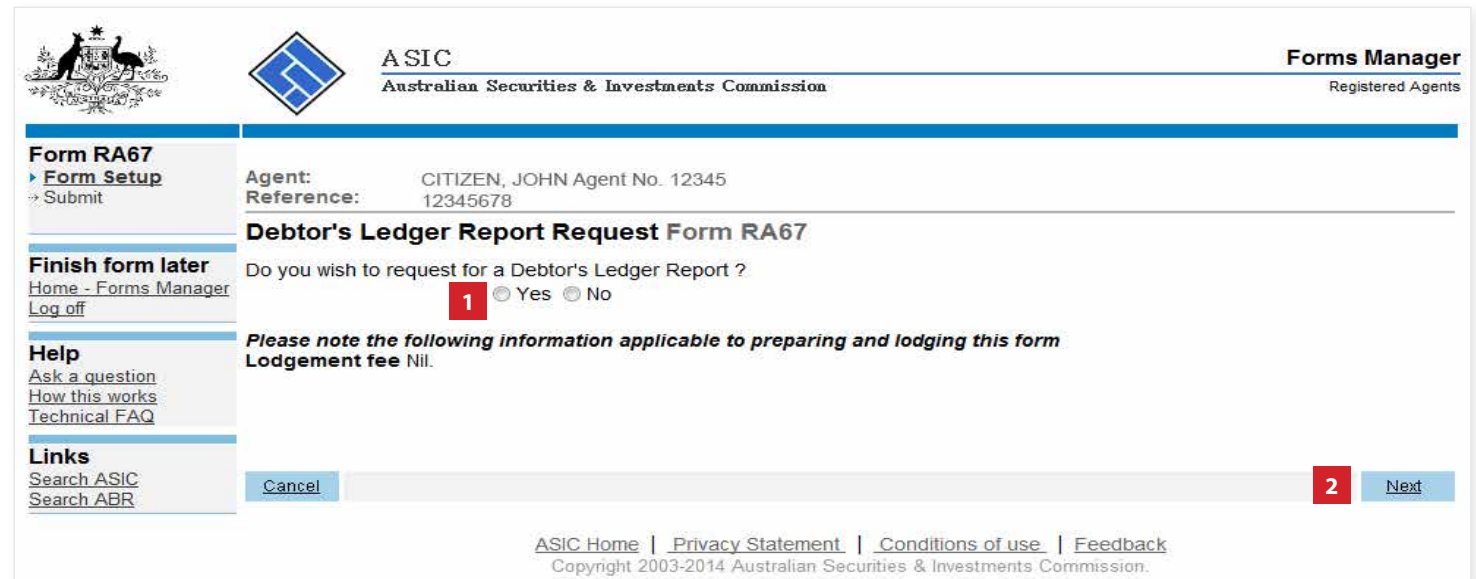
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[How to submit a request for a company debt report](#)

Confirm request

1. Select **Yes** to confirm that you wish to request a Debtor's Ledger Report.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form RA67. 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". The main content area is titled "Debtor's Ledger Report Request Form RA67" and contains the question "Do you wish to request for a Debtor's Ledger Report?". Below the question are two radio buttons: "Yes" (selected) and "No". A red box with the number "1" is placed over the "Yes" radio button. Below the question is a note: "Please note the following information applicable to preparing and lodging this form Lodgement fee Nil." At the bottom of the form, there are two buttons: "Cancel" and "Next". A red box with the number "2" is placed over the "Next" button. The left sidebar contains navigation links for "Form RA67", "Form Setup", "Submit", "Finish form later", "Home - Forms Manager", "Log off", "Help", "Ask a question", "How this works", "Technical FAQ", "Links", "Search ASIC", and "Search ABR".

Form RA67
▶ Form Setup
→ Submit

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

Debtor's Ledger Report Request Form RA67

Do you wish to request for a Debtor's Ledger Report ?
1 Yes No

Please note the following information applicable to preparing and lodging this form
Lodgement fee Nil.

Cancel **2** Next

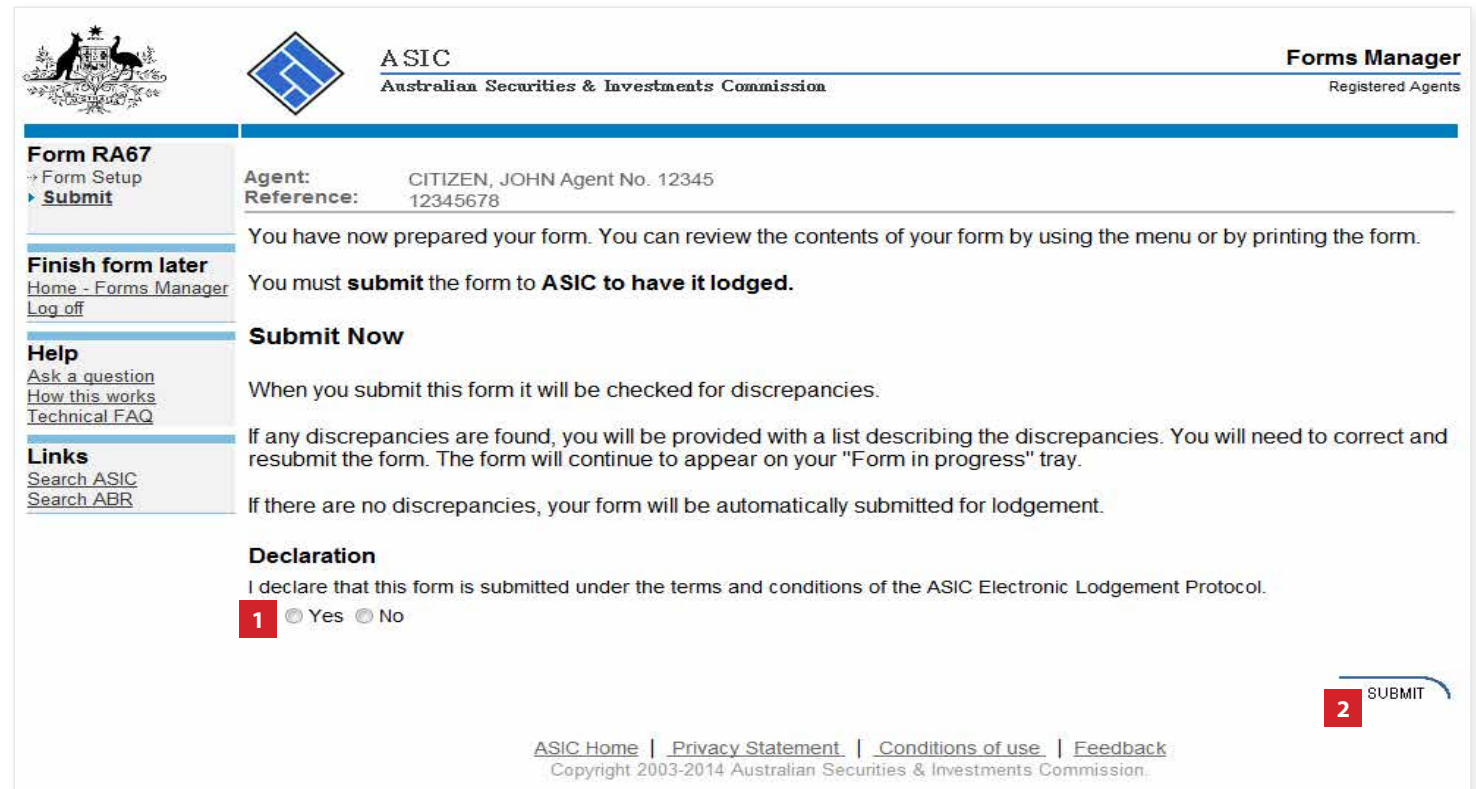
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[How to submit a request for a company debt report](#)

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.



The screenshot shows the ASIC Forms Manager interface for Form RA67. 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 RA67
Form Setup
Submit

Agent: CITIZEN, JOHN Agent No. 12345
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.

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

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

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

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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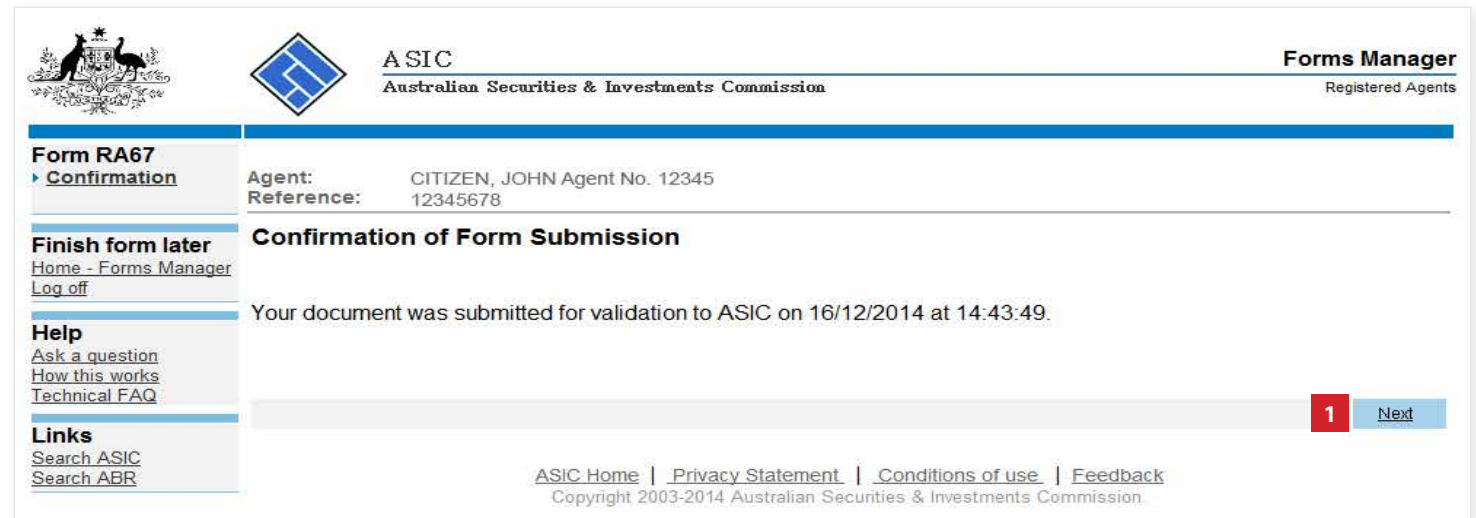
Confirmation of form submission

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 progress this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are the Australian Coat of Arms and the ASIC logo. The text 'ASIC Australian Securities & Investments Commission' is on the left, and 'Forms Manager Registered Agents' is on the right. Below this is a blue header bar. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for 'Form RA67' (with a sub-link for 'Confirmation'), '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 'Agent: CITIZEN, JOHN Agent No. 12345' and 'Reference: 12345678'. Below this is the title 'Confirmation of Form Submission' and the message 'Your document was submitted for validation to ASIC on 16/12/2014 at 14:43:49.' At the bottom right of the main panel, there is a red square with the number '1' and a blue button labeled 'Next'. At the very bottom of the page, 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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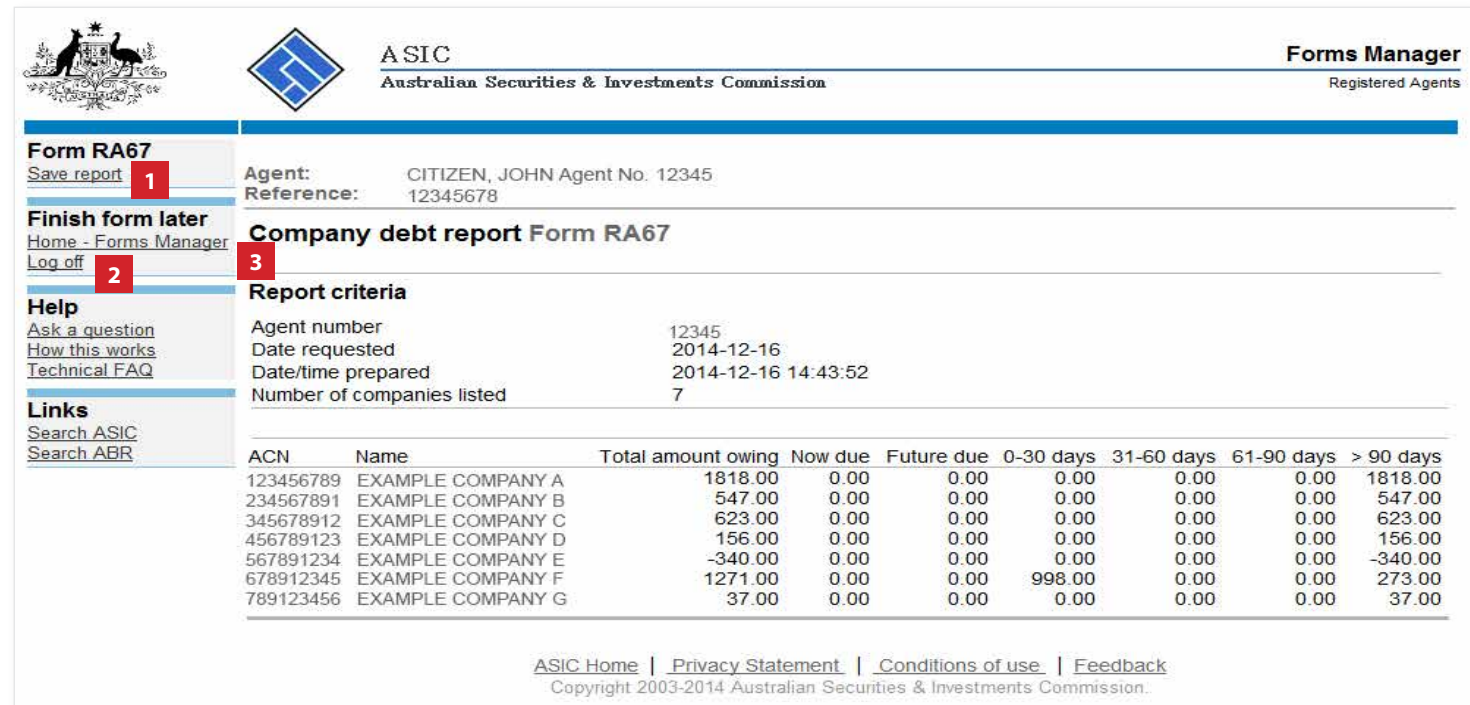
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Company debt report is displayed

The company debt report provides a list of all companies you represent that have an outstanding debt. This includes their ACN, company name, and the outstanding debt amount.

From here you can:

1. Select to **Save report** in the left hand menu. Follow the prompts to select the location you wish to save the file.
2. Select **Log off** if you have finished with the provided information, or
3. Select **Home - Forms Manager** to return to the home page.



ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form RA67

Save report **1**

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

Finish form later **2**

Home - Forms Manager
Log off **3**

Company debt report Form RA67

Report criteria

Agent number 12345
Date requested 2014-12-16
Date/time prepared 2014-12-16 14:43:52
Number of companies listed 7

ACN	Name	Total amount owing	Now due	Future due	0-30 days	31-60 days	61-90 days	> 90 days
123456789	EXAMPLE COMPANY A	1818.00	0.00	0.00	0.00	0.00	0.00	1818.00
234567891	EXAMPLE COMPANY B	547.00	0.00	0.00	0.00	0.00	0.00	547.00
345678912	EXAMPLE COMPANY C	623.00	0.00	0.00	0.00	0.00	0.00	623.00
456789123	EXAMPLE COMPANY D	156.00	0.00	0.00	0.00	0.00	0.00	156.00
567891234	EXAMPLE COMPANY E	-340.00	0.00	0.00	0.00	0.00	0.00	-340.00
678912345	EXAMPLE COMPANY F	1271.00	0.00	0.00	998.00	0.00	0.00	273.00
789123456	EXAMPLE COMPANY G	37.00	0.00	0.00	0.00	0.00	0.00	37.00

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