



ASIC

User guide

# Registered Agent Portal

## How to submit notice of change to fees and charges in a PDS

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

## How to submit notice of change to fees and charges in a PDS

- Complete this task when fees and charges set out in a Product Disclosure Statement (PDS) are changed.
- You only need to tell us about a supplementary PDS if it changes the fees and charges set out in the original PDS or an existing supplementary PDS.
- This form must be lodged within five business days of a change to fees and charges set out in the PDS or an existing supplementary PDS.
- There is no lodgement fee for this form.
- Late fees will apply if the document is lodged outside the lodgement period.
- 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)**

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**Links**

[Search ASIC](#)

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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	<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](#)

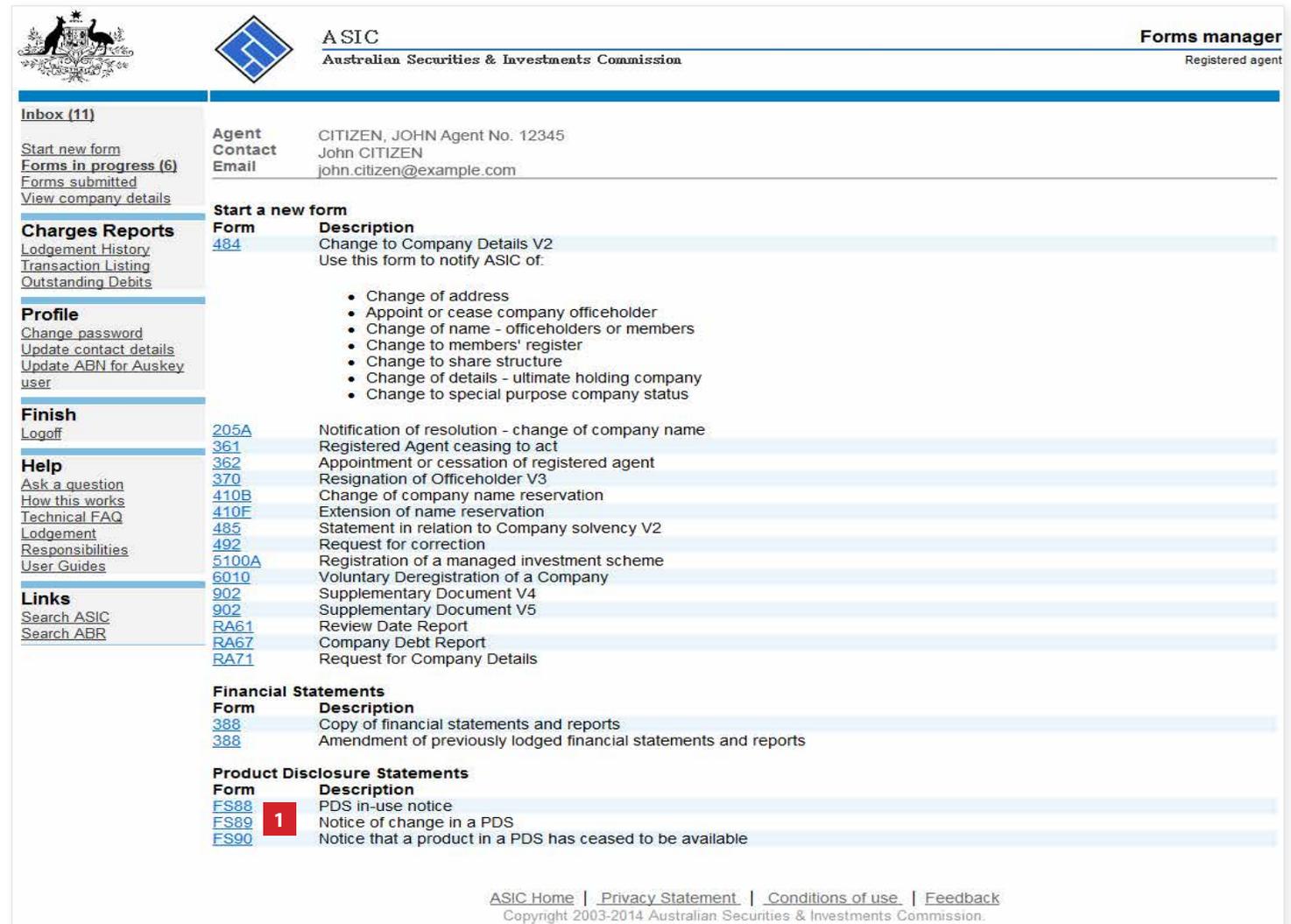
**Viewing Forms in the Inbox**  
 To view the form that has been sent to you, click on the form code.  
 A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

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# Select form type

- From the list of available forms, select **FS89**.



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 with sections: 'Inbox (11)', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main content area is titled 'Start a new form' and contains a table of forms. The table has two columns: 'Form' and 'Description'. The form 'FS89' 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'. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

Form	Description
484	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>
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	Company Debt Report
RA71	Request for Company Details

Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

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 notice of change to fees and charges in a PDS](#)

## Enter the company ACN/ ABN/ARBAN

1. You can select the '**Guide to Form FS89**' link for detailed information about this form.
2. When you are ready to continue, enter the relevant **ACN/ABN/ARBAN**.
3. Select **Next** to continue.



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Australian Securities & Investments Commission

**Form Manager**  
Registered Agents

**Form FS89**

- ▶ **Company details**
- Confirm company
- Original PDS
- Confirm Original PDS
- Supplementary details
- Product List
- Submit

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

**Company details Form FS89**

ACN/ABN/ARBAN  **2**

**3** [Next](#)

[Print form](#)

[Guide to Form FS89](#) **1**

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

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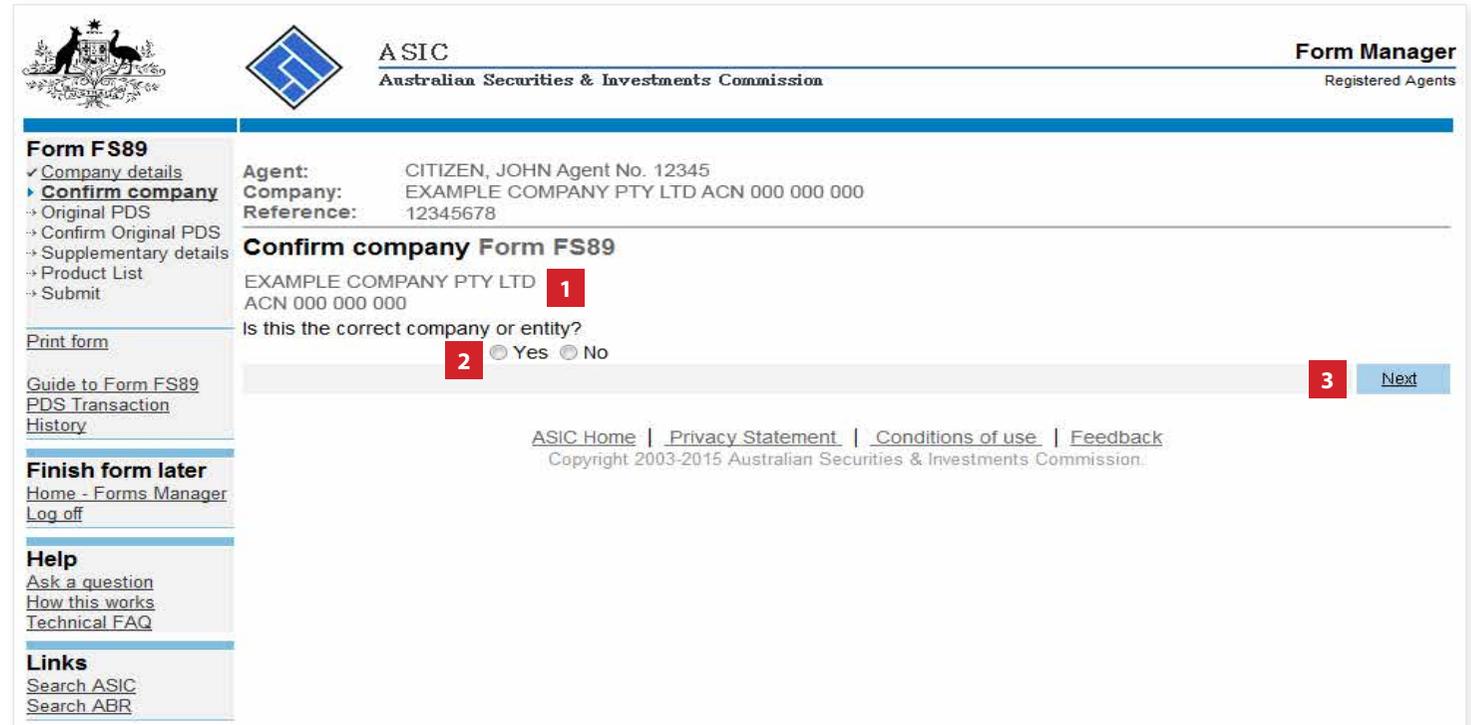
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[How to submit notice of change to fees and charges in a PDS](#)

# 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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**Form Manager**  
Registered Agents

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**Form FS89**

- ✓ [Company details](#)
- ▶ **Confirm company**
- [Original PDS](#)
- [Confirm Original PDS](#)
- [Supplementary details](#)
- [Product List](#)
- [Submit](#)

[Print form](#)

[Guide to Form FS89](#)  
[PDS Transaction History](#)

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

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---

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

---

**Confirm company Form FS89**

EXAMPLE COMPANY PTY LTD **1**  
ACN 000 000 000

Is this the correct company or entity?

**2**  Yes  No

**3** [Next](#)

---

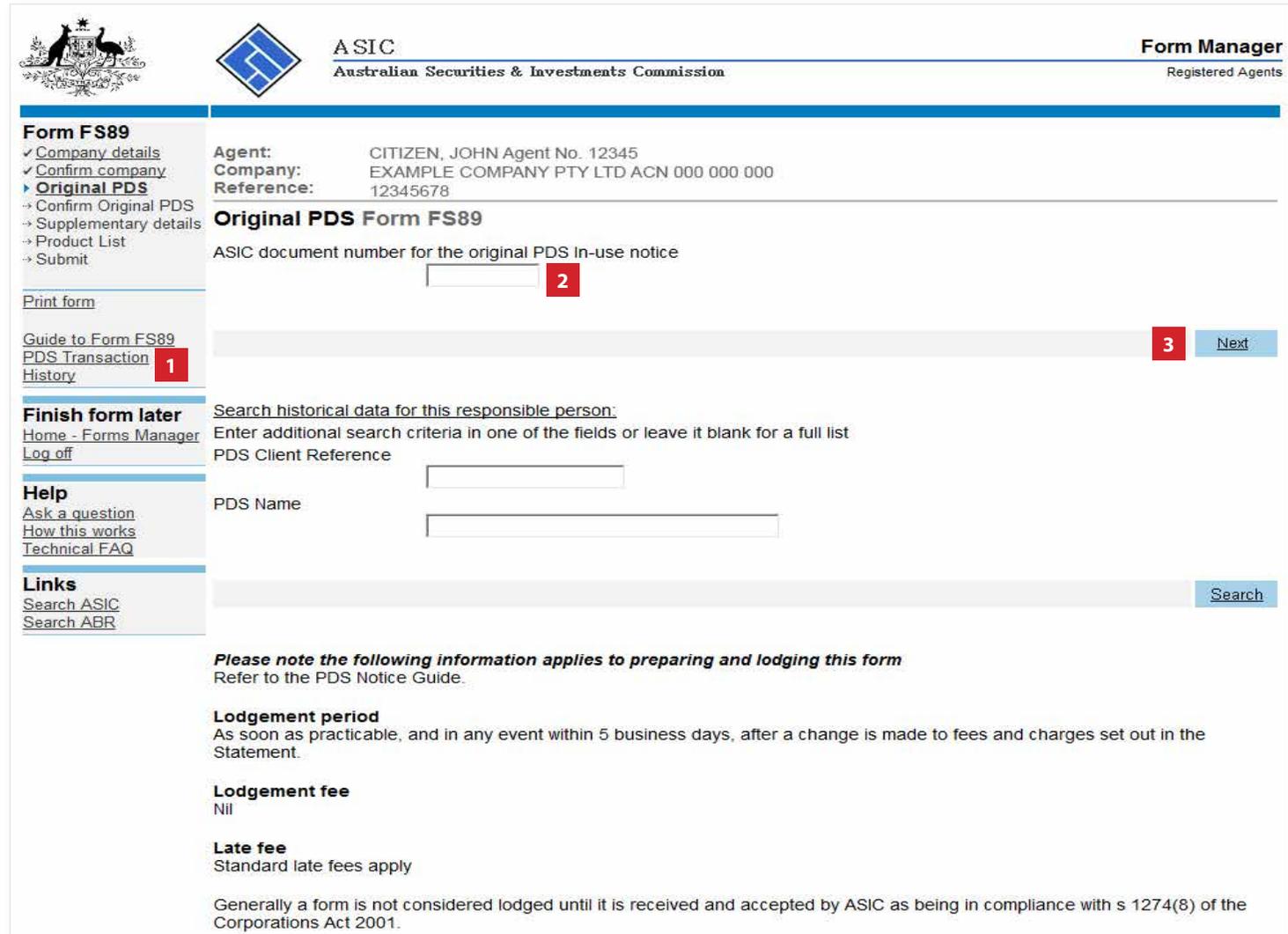
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[How to submit notice of change to fees and charges in a PDS](#)

# Enter original PDS details

1. You can search for existing PDS reference and document numbers by selecting the **PDS Transaction History** link, or
2. If you already have the document number for the original PDS in-use notice, enter it in the field provided.
3. Select **Next** to continue.



**Form FS89**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ▶ **Original PDS**
  - Confirm Original PDS
  - Supplementary details
  - Product List
  - Submit

[Print form](#)

[Guide to Form FS89](#)  
[PDS Transaction History](#) **1**

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

---

**Original PDS Form FS89**

ASIC document number for the original PDS In-use notice

 **2**

**3** [Next](#)

---

[Search historical data for this responsible person:](#)  
 Enter additional search criteria in one of the fields or leave it blank for a full list

PDS Client Reference

PDS Name

[Search](#)

---

**Please note the following information applies to preparing and lodging this form**  
 Refer to the PDS Notice Guide.

**Lodgement period**  
 As soon as practicable, and in any event within 5 business days, after a change is made to fees and charges set out in the Statement.

**Lodgement fee**  
 Nil

**Late fee**  
 Standard late fees apply

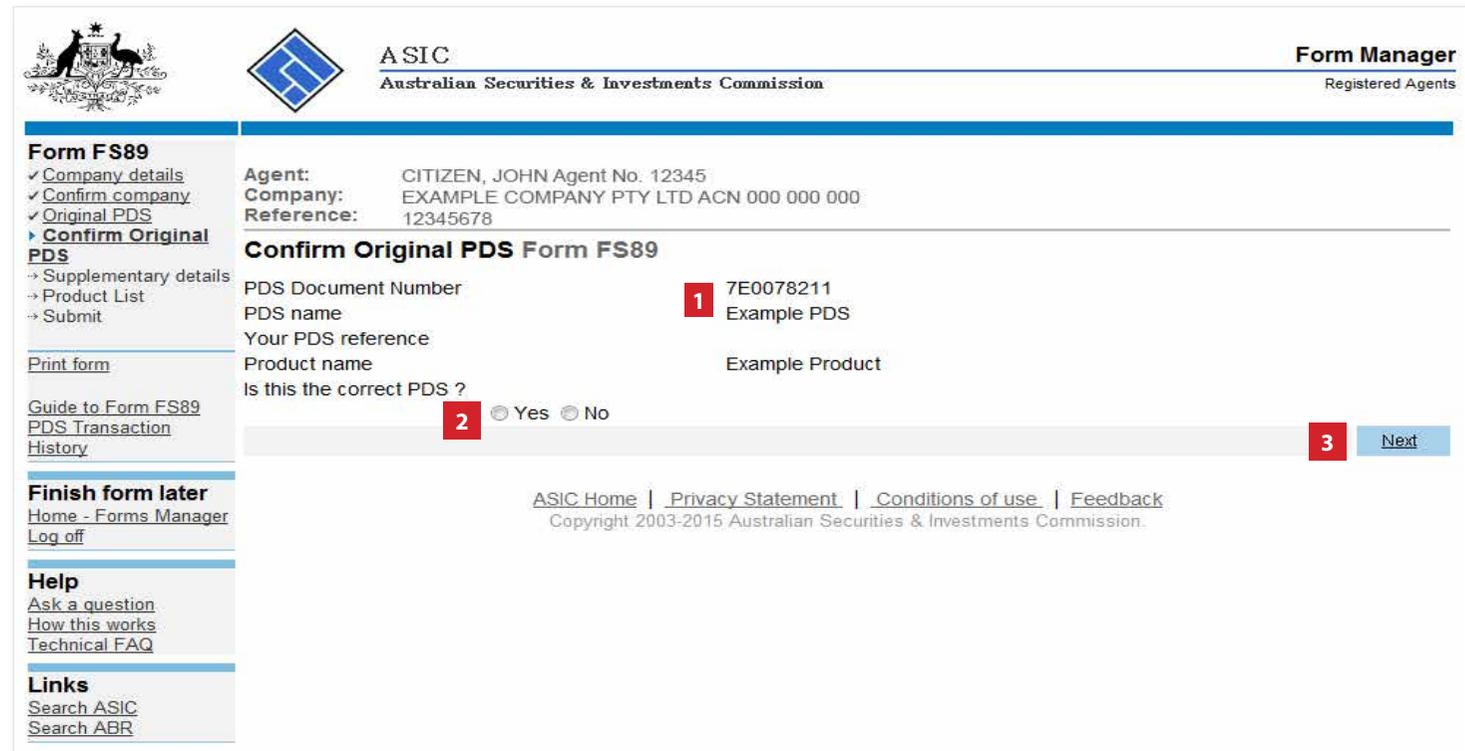
Generally a form is not considered lodged until it is received and accepted by ASIC as being in compliance with s 1274(8) of the Corporations Act 2001.

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[How to submit notice of change to fees and charges in a PDS](#)

## Confirm original PDS

1. Review the document details.
2. Select **Yes** if this is the correct PDS.
3. Select **Next** to continue.



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Australian Securities & Investments Commission

**Form Manager**  
Registered Agents

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**Form FS89**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Original PDS](#)
- ▶ [Confirm Original PDS](#)
- [Supplementary details](#)
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- [Submit](#)

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

---

**Confirm Original PDS Form FS89**

PDS Document Number **1** 7E0078211  
PDS name Example PDS  
Your PDS reference  
Product name Example Product

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

**3** [Next](#)

---

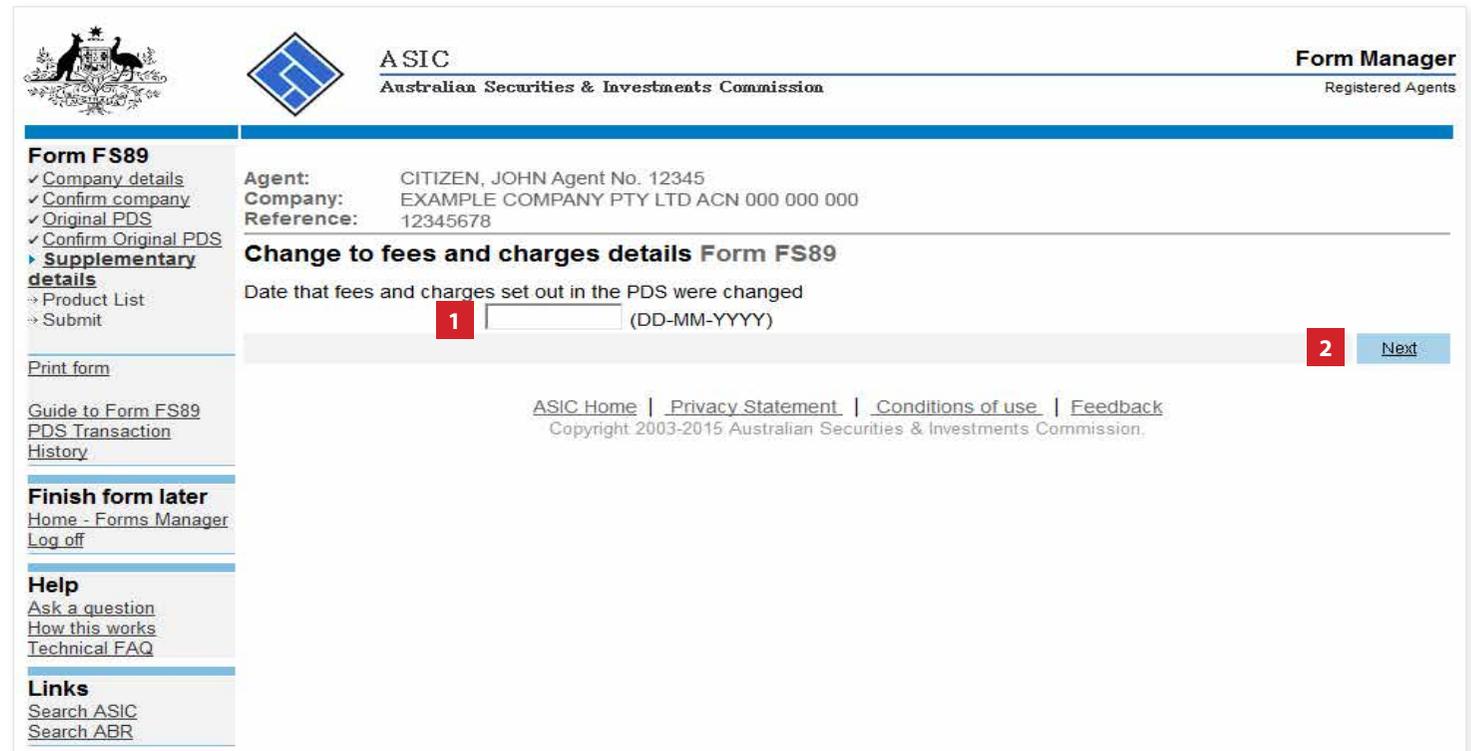
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[How to submit notice of change to fees and charges in a PDS](#)

## Provide change details

1. Enter the **date** the fees and charges were changed.
2. Select **Next** to continue.



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**Form Manager**  
Registered Agents

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**Form FS89**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Original PDS](#)
- ✓ [Confirm Original PDS](#)
- ▶ **[Supplementary details](#)**
- [Product List](#)
- [Submit](#)

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

---

**Change to fees and charges details Form FS89**

Date that fees and charges set out in the PDS were changed

**1**  (DD-MM-YYYY)

**2** [Next](#)

---

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[How to submit notice of change to fees and charges in a PDS](#)

## Amend fees and charges

1. For each superannuation product where the fees and charges have changed, select **Change** and you will be prompted to enter the current fees and charges.
2. Select **Next** to continue.




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**Form Manager**  
Registered Agents

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**Form FS89**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Original PDS](#)
- ✓ [Confirm Original PDS](#)
- ✓ [Supplementary details](#)
- ▶ [Product List](#)
- [Submit](#)

---

[Print form](#)

---

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[History](#)

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**Finish form later**  
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[Log off](#)

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

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

---

**Product List Form FS89**

The following products are currently available to be recommended or offered to new clients in a recommendation, issue or sale situation.

**Product name**

Example Product	<div style="background-color: red; color: white; width: 20px; height: 20px; display: inline-block; margin-right: 5px;">1</div> <a href="#">CHANGE</a>
-----------------	---

*Before you continue to the next screen ensure all current products are listed above. If the list is incomplete, select 'Add another product' to include the missing product(s).*

[Add another product](#)

2

[Next](#)

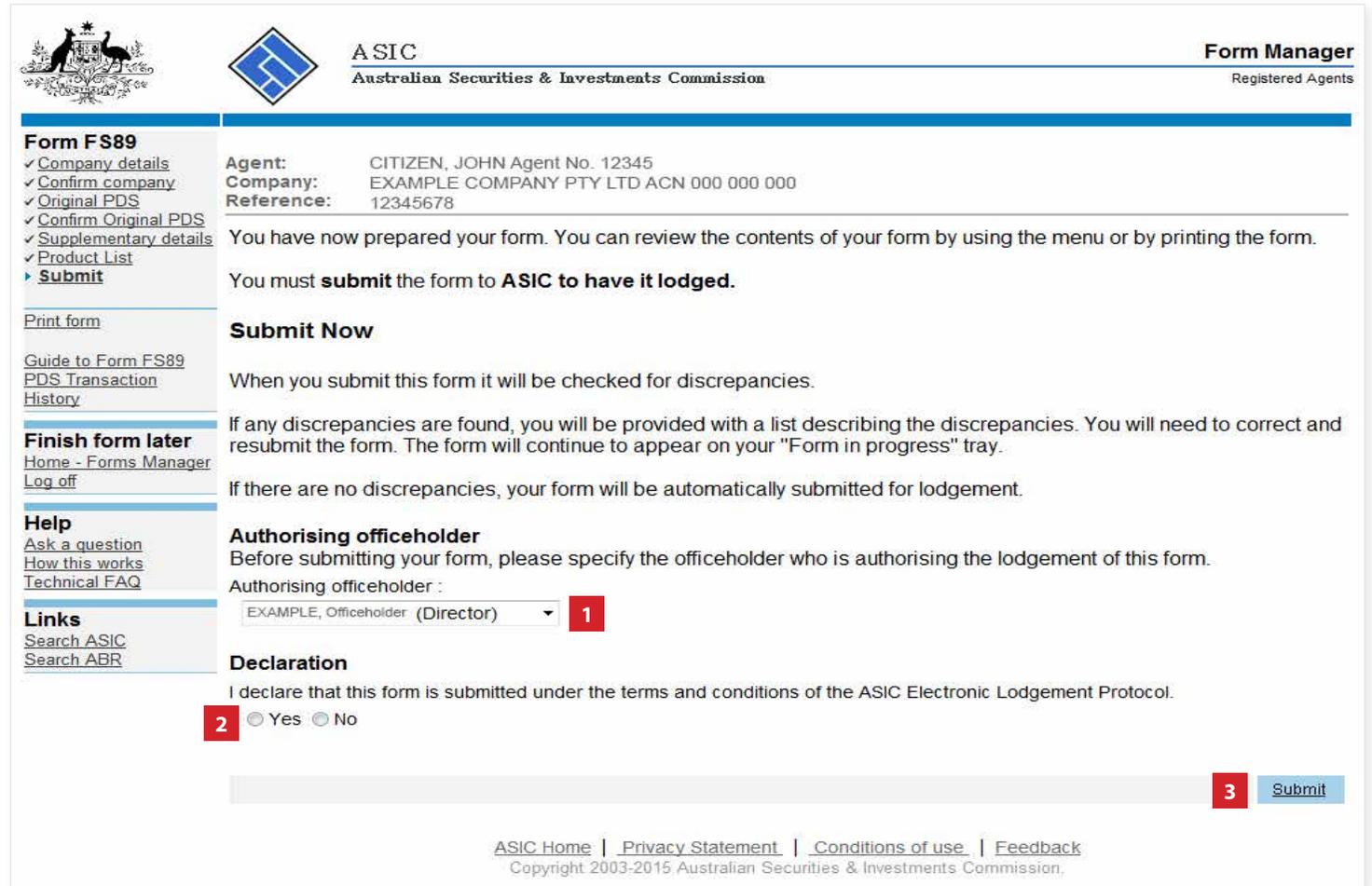
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## Make the declaration

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 Form Manager interface for Form FS89. The page header includes the Australian Coat of Arms, the ASIC logo, the text "ASIC Australian Securities & Investments Commission", and "Form Manager Registered Agents".

**Form FS89**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Original PDS](#)
- ✓ [Confirm Original PDS](#)
- ✓ [Supplementary details](#)
- ✓ [Product List](#)
- ▶ [Submit](#)

[Print form](#)

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**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 :  
EXAMPLE, Officeholder (Director) **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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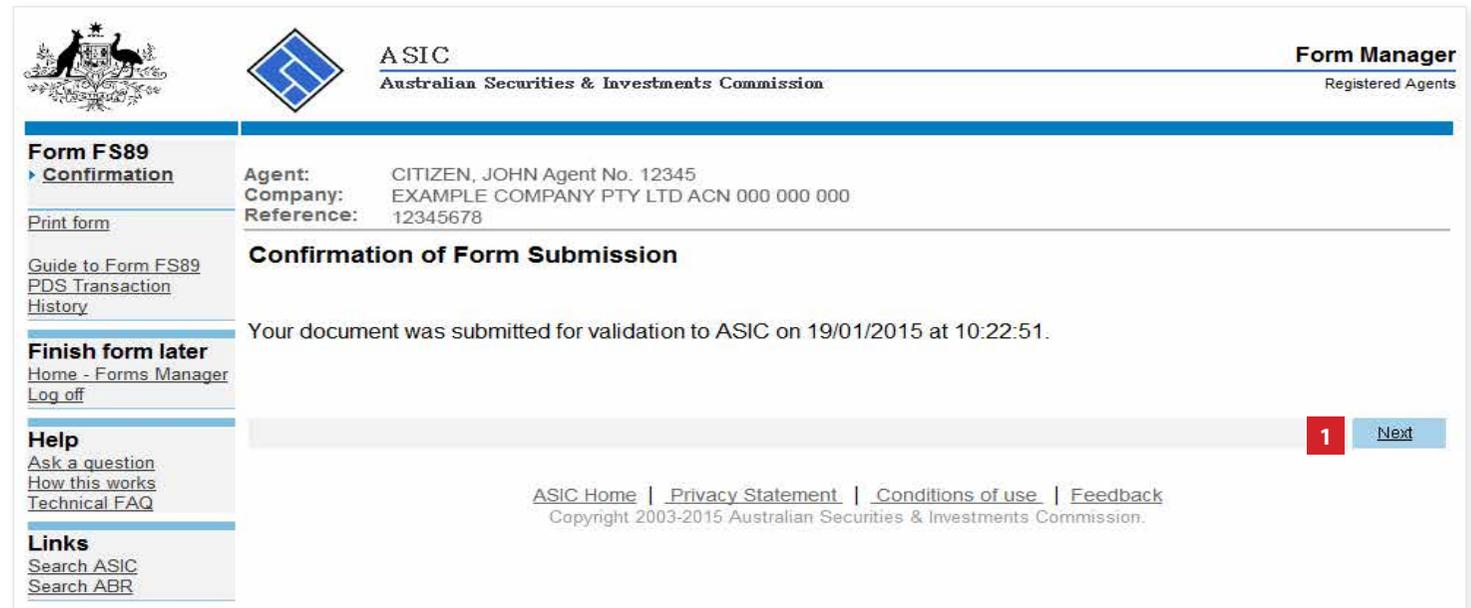
## Confirmation of form submission

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 Form 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 'Form Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and displays the following information: Agent: CITIZEN, JOHN Agent No. 12345; Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000; Reference: 12345678. Below this, it states 'Your document was submitted for validation to ASIC on 19/01/2015 at 10:22:51.' A navigation bar at the bottom right features a red button with the number '1' and a 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2015 Australian Securities & Investments Commission.'

 	<b>ASIC</b> Australian Securities & Investments Commission	<b>Form Manager</b> Registered Agents
<b>Form FS89</b> ▶ <b>Confirmation</b>	<b>Agent:</b> CITIZEN, JOHN Agent No. 12345 <b>Company:</b> EXAMPLE COMPANY PTY LTD ACN 000 000 000 <b>Reference:</b> 12345678	
<a href="#">Print form</a>	<b>Confirmation of Form Submission</b>	
<a href="#">Guide to Form FS89</a> <a href="#">PDS Transaction History</a>	Your document was submitted for validation to ASIC on 19/01/2015 at 10:22:51.	
<b>Finish form later</b> <a href="#">Home - Forms Manager</a> <a href="#">Log off</a>		
<b>Help</b> <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>		
		<b>1</b> <a href="#">Next</a>
	<a href="#">ASIC Home</a>   <a href="#">Privacy Statement</a>   <a href="#">Conditions of use</a>   <a href="#">Feedback</a> Copyright 2003-2015 Australian Securities & Investments Commission.	

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