



ASIC

User guide

Registered Agent Portal

How to submit notice that a product in a PDS has ceased to be available

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 that a product in a PDS has ceased to be available

- Complete this task when a financial product (to which a Product Disclosure Statement (PDS) relates) is no longer available to be recommended or offered to new clients in a recommendation, issue or sale situation.
- You will need to log in to your [online account](#) before you begin.

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[How to submit notice that a product in a PDS has ceased to be available](#)

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

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[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 **FS90**.



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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	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	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 1	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.

Note: from this point onwards you can refer at any time to the **Guide to Form FS90**, which contains information about preparing and lodging this form. A link to this guide can be found in the left hand menu bar.



  **ASIC**
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Form Manager
Registered Agents

Form FS90

▶ **Company details**

- Confirm company
- Original PDS
- Confirm Original PDS
- Out of use details
- Submit

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

Company details Form FS90

ACN/ABN/ABN **1**

2 [Next](#)

[Print form](#)

[Guide to Form FS90](#)

Finish form later

[Home - Forms Manager](#)

[Log off](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

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[Search ASIC](#)

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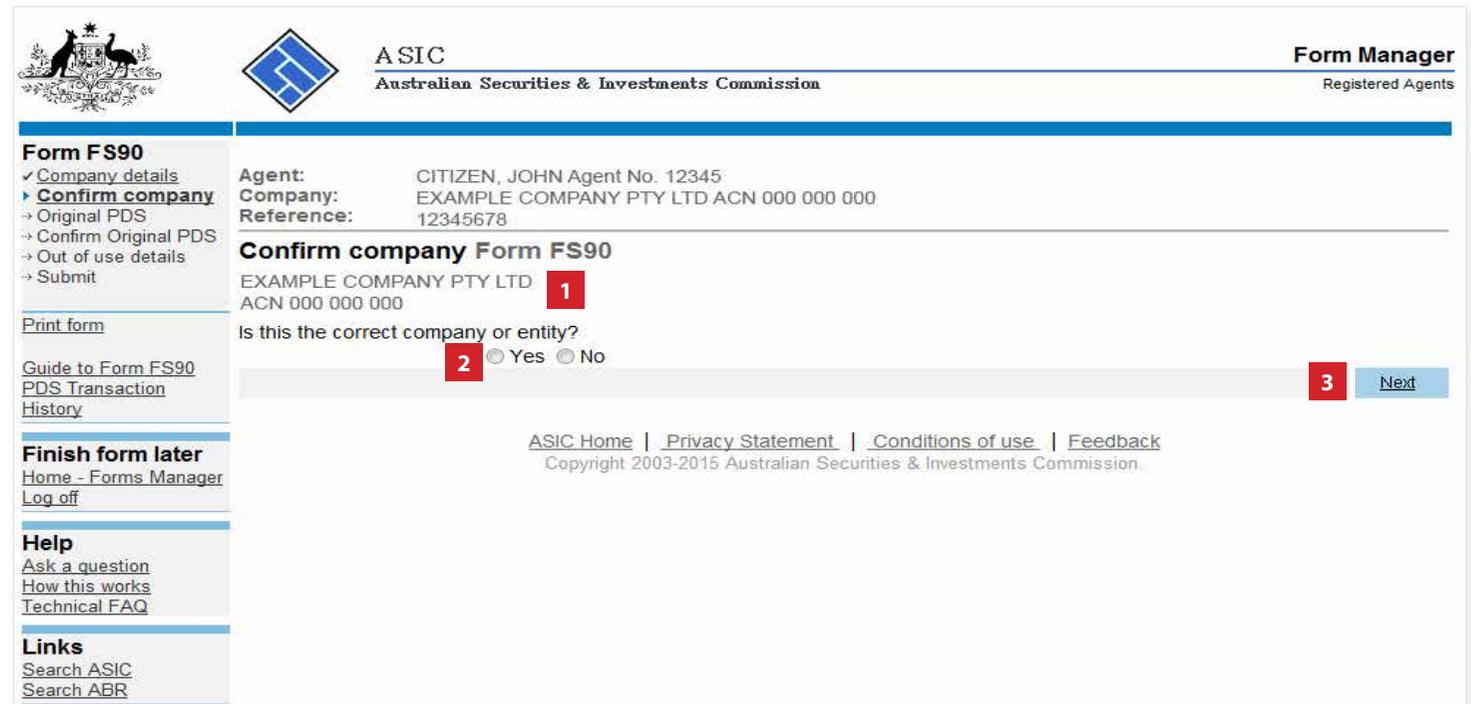
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[How to submit notice that a product in a PDS has ceased to be available](#)

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

Form FS90
✓ [Company details](#)
▶ **Confirm company**
→ [Original PDS](#)
→ [Confirm Original PDS](#)
→ [Out of use details](#)
→ [Submit](#)

[Print form](#)

[Guide to Form FS90](#)
[PDS Transaction History](#)

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

Confirm company Form FS90
EXAMPLE COMPANY PTY LTD **1**
ACN 000 000 000

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

3 [Next](#)

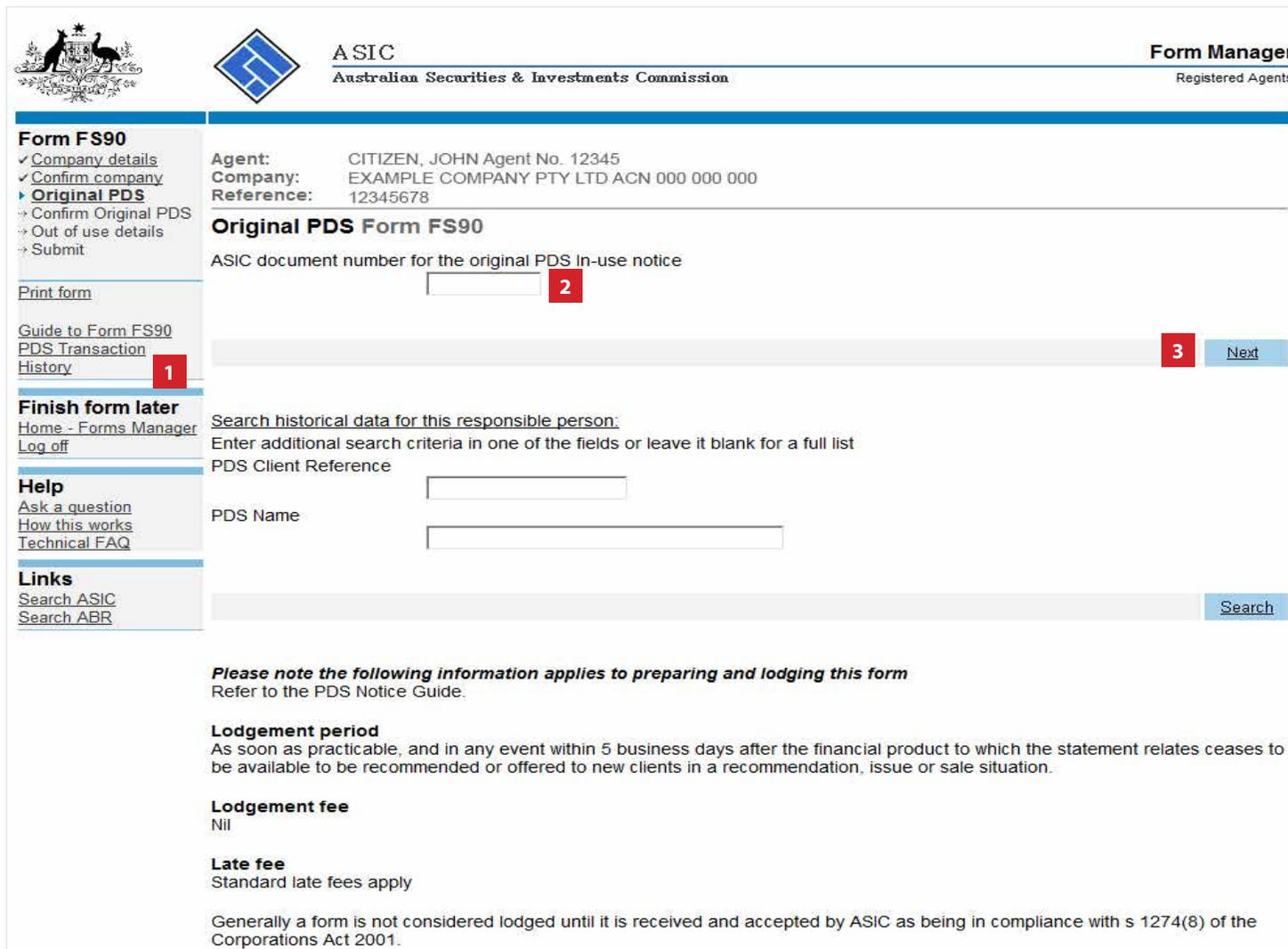
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[How to submit notice that a product in a PDS has ceased to be available](#)

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 FS90
 ✓ [Company details](#)
 ✓ [Confirm company](#)
 ▶ **Original PDS**
 → [Confirm Original PDS](#)
 → [Out of use details](#)
 → [Submit](#)

[Print form](#)

[Guide to Form FS90](#)
[PDS Transaction History](#) **1**

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

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

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

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Form Manager
 Registered Agents

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

Original PDS Form FS90

ASIC document number for the original PDS in-use notice

2

3

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

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 the financial product to which the statement relates ceases to be available to be recommended or offered to new clients in a recommendation, issue or sale situation.

Lodgement fee
 Nil

Late fee
 Standard late fees apply

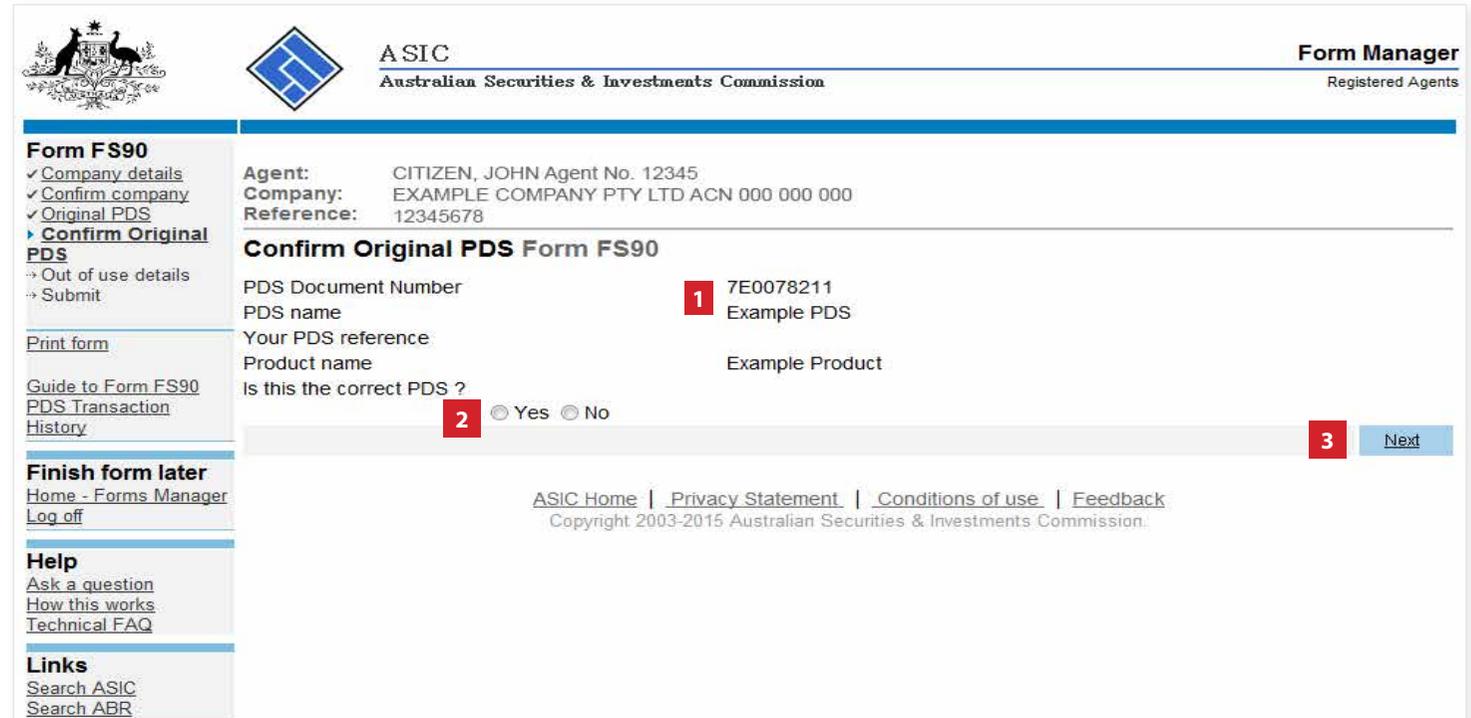
Generally a form is not considered lodged until it is received and accepted by ASIC as being in compliance with s 1274(8) of the Corporations Act 2001.

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[How to submit notice that a product in a PDS has ceased to be available](#)

Confirm original PDS

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



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Form Manager
Registered Agents

Form FS90
✓ [Company details](#)
✓ [Confirm company](#)
✓ [Original PDS](#)
▶ [Confirm Original PDS](#)
→ [Out of use details](#)
→ [Submit](#)

[Print form](#)

[Guide to Form FS90](#)
[PDS Transaction History](#)

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

Confirm Original PDS Form FS90

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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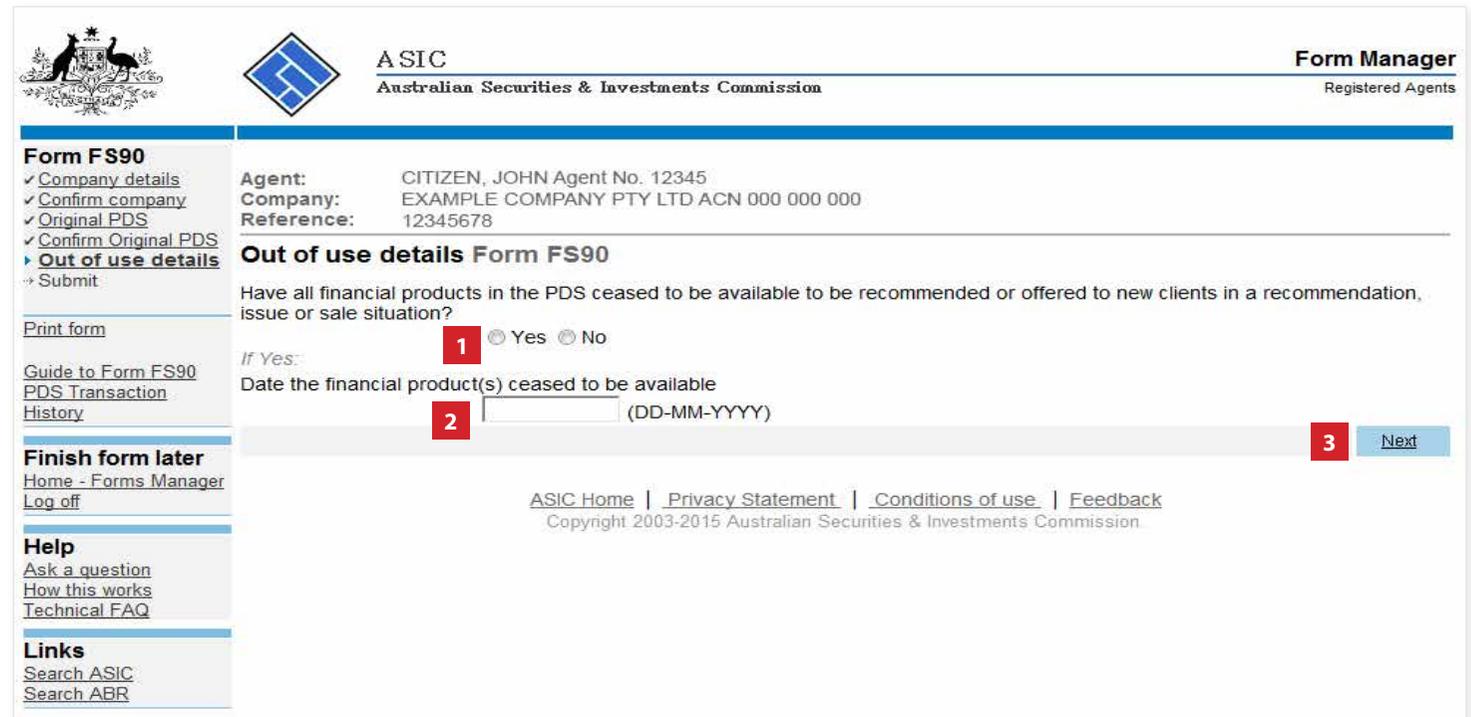
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[How to submit notice that a product in a PDS has ceased to be available](#)

Provide out of use details

1. Select **Yes** to confirm that all products contained within the PDS have ceased.
2. Enter the **date** the financial product(s) ceased to be available. Use DD-MM-YYYY format.
3. Select **Next** to continue.

Note: If you select **No** to this question, a list of current products within the the PDS will be displayed. From here you can select **Cease** against the product(s) which have ceased, and provide the relevant date(s).



Form FS90
✓ [Company details](#)
✓ [Confirm company](#)
✓ [Original PDS](#)
✓ [Confirm Original PDS](#)
▶ [Out of use details](#)
→ [Submit](#)

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

Out of use details Form FS90

Have all financial products in the PDS ceased to be available to be recommended or offered to new clients in a recommendation, issue or sale situation?

Yes No

If Yes:

Date the financial product(s) ceased to be available

[Next](#)

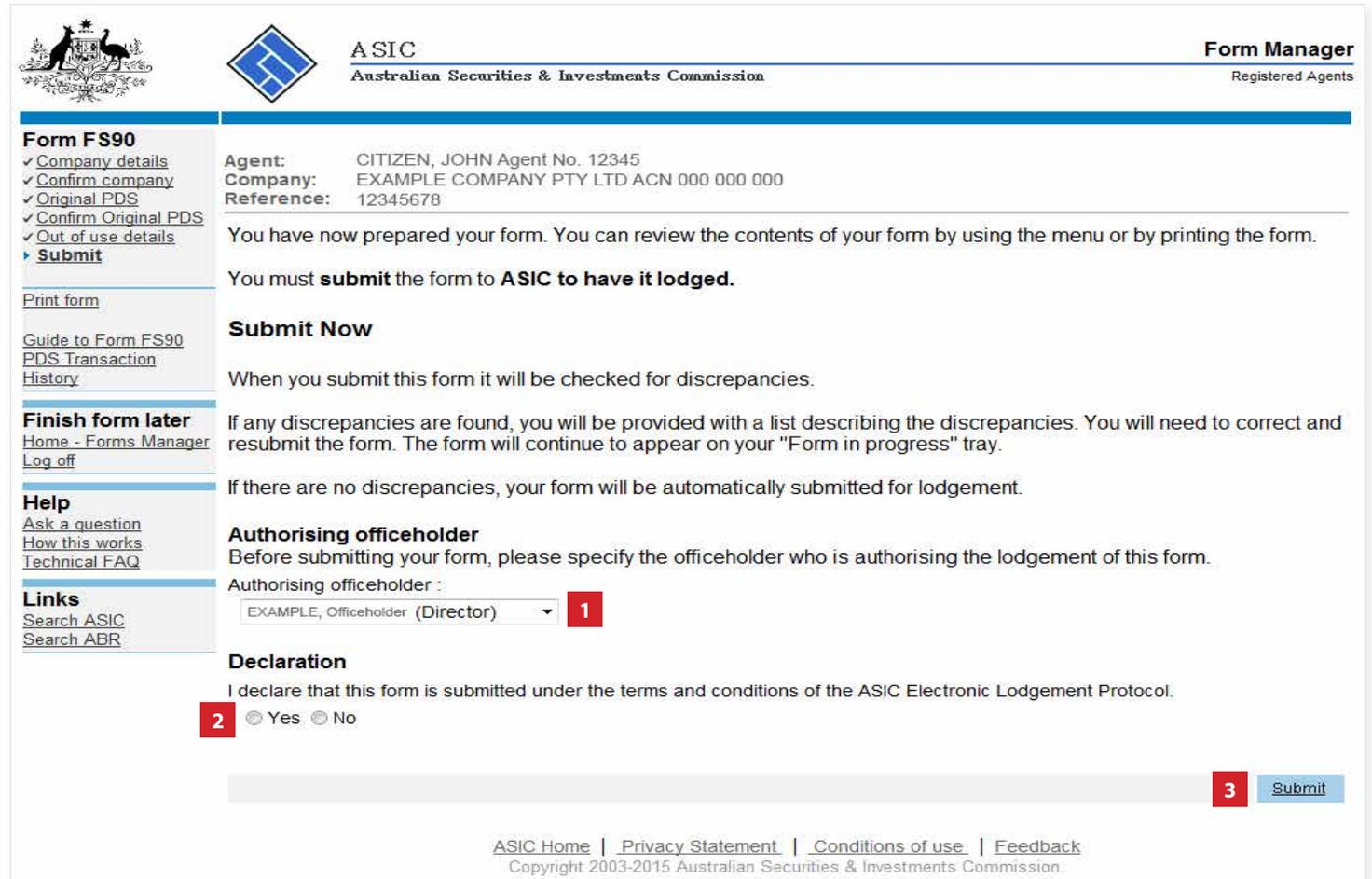
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Make the declaration

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 FS90. The page header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Form Manager Registered Agents'. The main content area is divided into several sections:

- Form FS90**: A list of actions with checkmarks: 'Company details', 'Confirm company', 'Original PDS', 'Confirm Original PDS', and 'Out of use details'. The 'Submit' button is highlighted with a red arrow labeled '1'.
- Agent/Company/Reference**: 'Agent: CITIZEN, JOHN Agent No. 12345', 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', 'Reference: 12345678'.
- Instructions**: '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**.' and 'Submit Now' section with instructions on discrepancies.
- Navigation**: 'Print form', 'Guide to Form FS90', 'PDS Transaction History', 'Finish form later', 'Home - Forms Manager', 'Log off'.
- Help**: 'Ask a question', 'How this works', 'Technical FAQ'.
- Links**: 'Search ASIC', 'Search ABR'.
- Authorising officeholder**: 'Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.' A dropdown menu shows 'EXAMPLE, Officeholder (Director)' with a red arrow labeled '1' pointing to it.
- Declaration**: 'I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.' A radio button labeled '2' is selected for 'Yes'.
- Submit**: A blue 'Submit' button with a red arrow labeled '3' pointing to it.

At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2015 Australian Securities & Investments Commission'.

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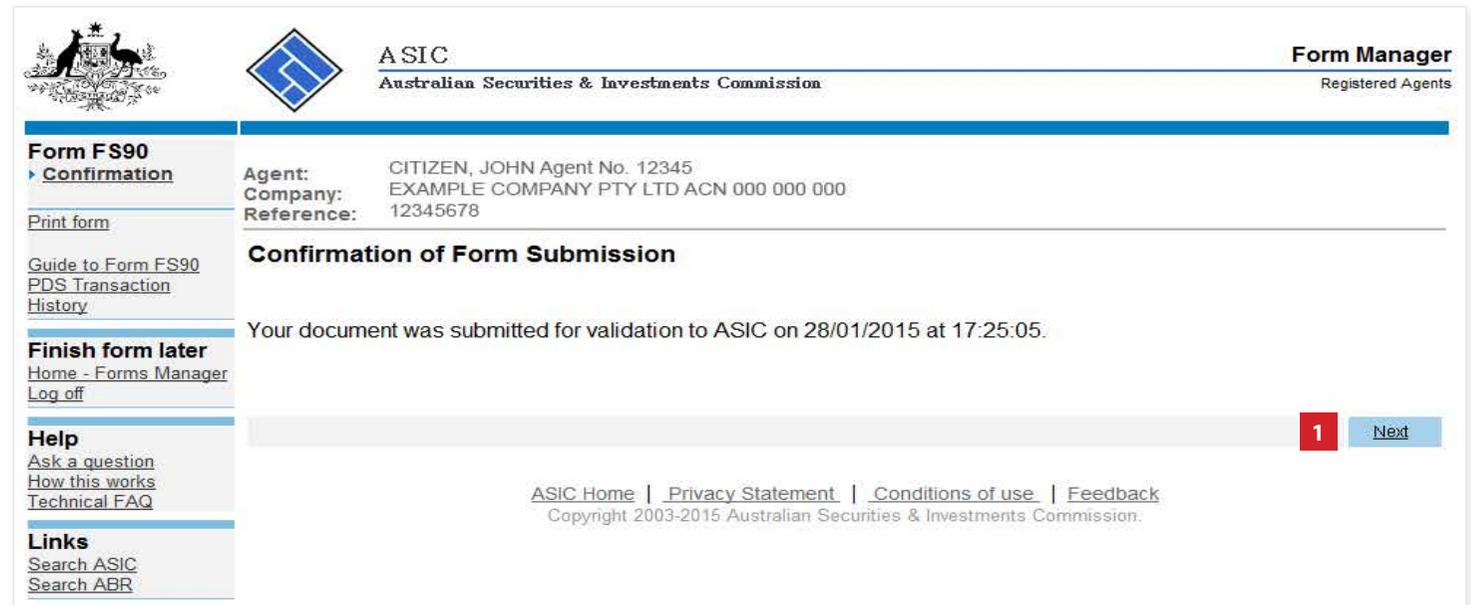
Confirmation of form submission

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 the Australian Coat of Arms and the ASIC logo. The header includes '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:

Form FS90	Agent: CITIZEN, JOHN Agent No. 12345
Confirmation	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Print form	Reference: 12345678

Below this information, there are links for 'Guide to Form FS90', 'PDS Transaction History', 'Finish form later', 'Home - Forms Manager', and 'Log off'. A 'Help' section includes 'Ask a question', 'How this works', and 'Technical FAQ'. A 'Links' section includes 'Search ASIC' and 'Search ABR'. The main message states: 'Your document was submitted for validation to ASIC on 28/01/2015 at 17:25:05.' At the bottom right, there is a red button with the number '1' and a blue button labeled 'Next'. The footer contains the text: 'ASIC Home | Privacy Statement | Conditions of use | Feedback Copyright 2003-2015 Australian Securities & Investments Commission.'

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