



ASIC

User guide

Registered Agent Portal

How to request a company statement

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

How to request a company statement

- Complete this transaction when you want to see current company information held by ASIC, for a company you represent.
- You will need to log in to your [online account](#) before you begin.

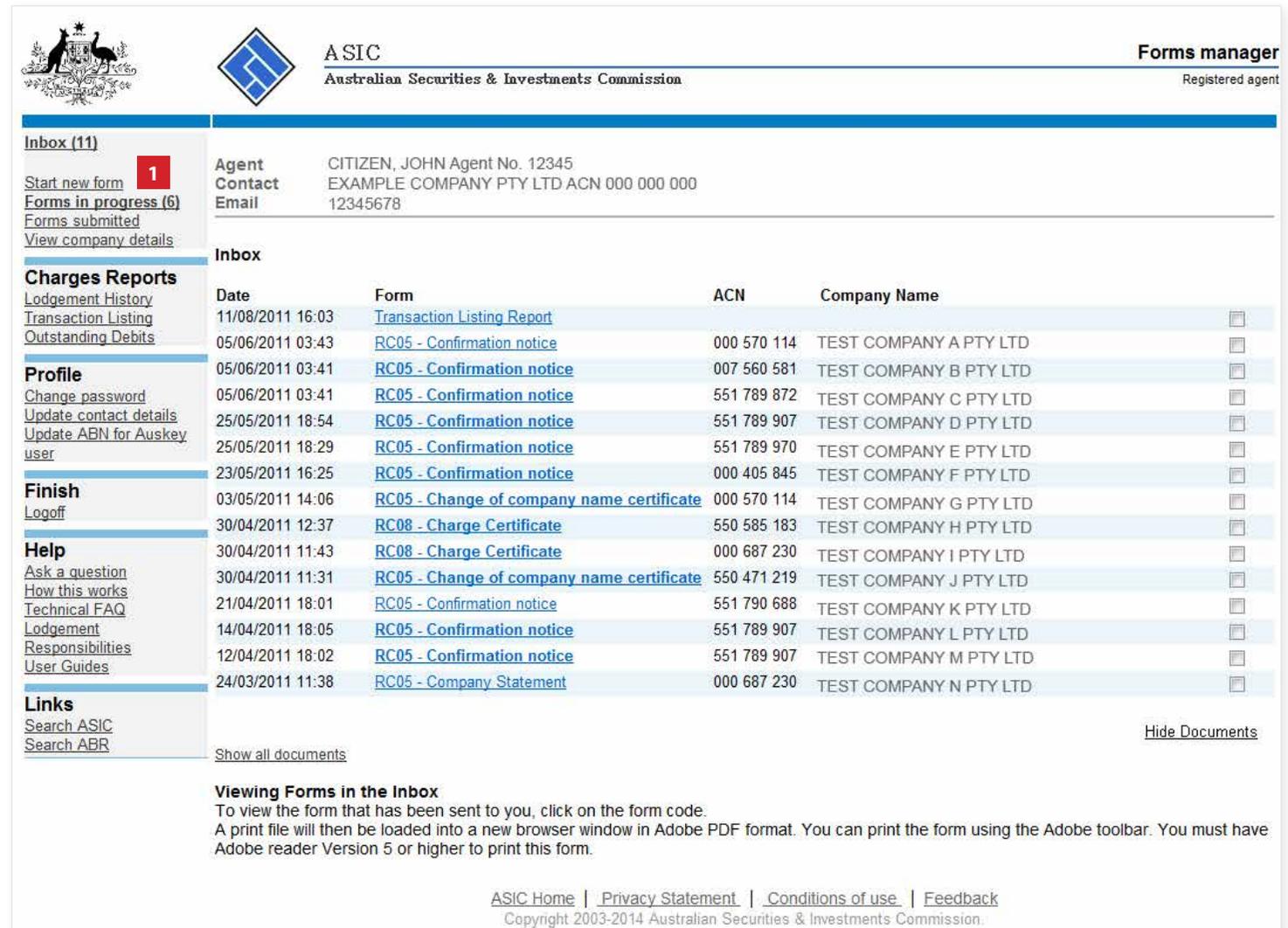
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Start transaction

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



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

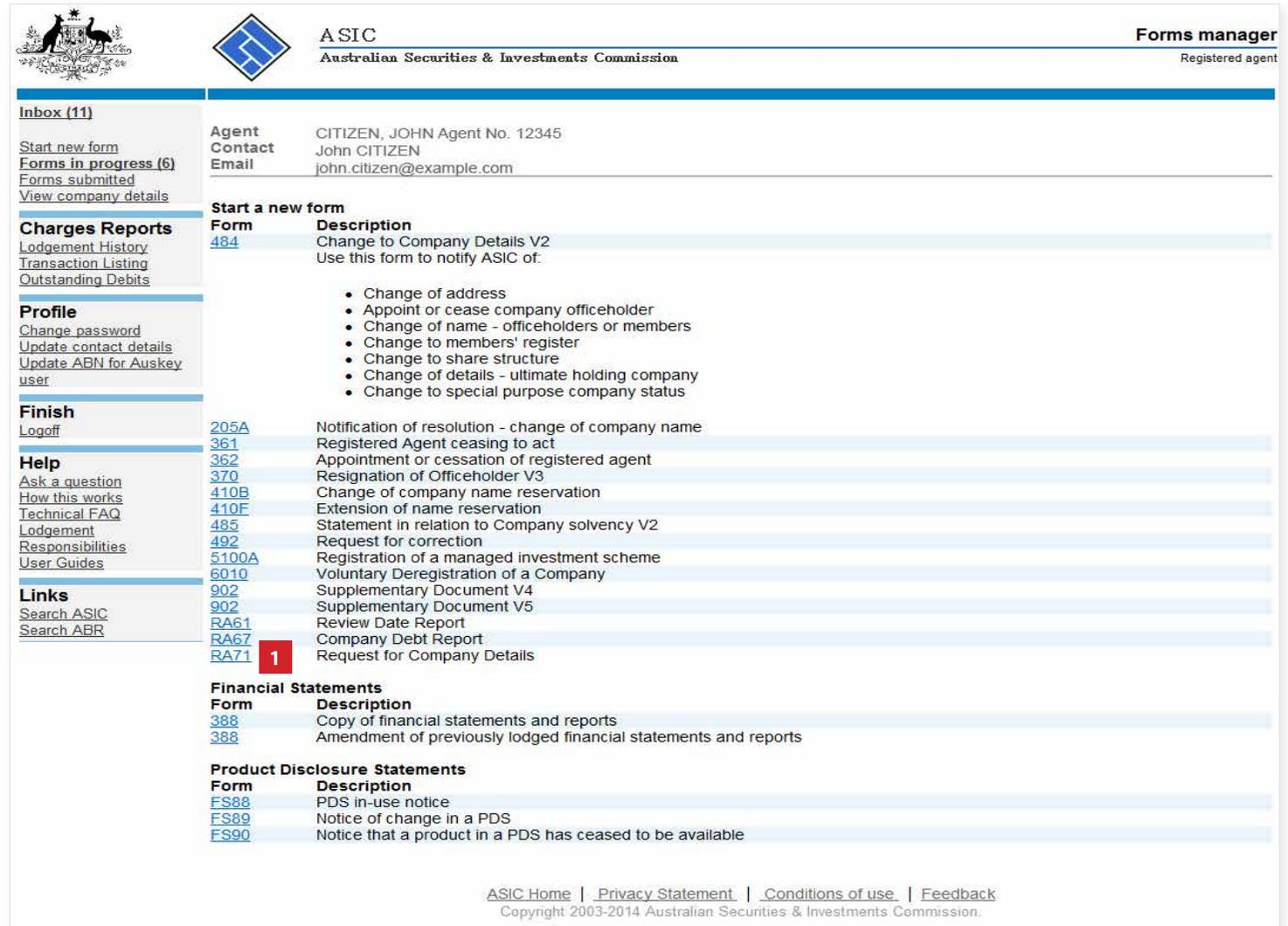
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Select form type

- From the list of available forms, select **RA71**.



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 'RA71' is highlighted with a red box containing the number '1'. Below the table are sections for 'Financial Statements' and 'Product Disclosure Statements'.

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	Notice that a product in a PDS has ceased to be available

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Enter company details

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



The screenshot shows the ASIC Forms Manager interface. At the top, there is 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 RA71" and includes links for "Form Setup" and "Submit". Below this, it shows "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678".

The primary section is "Company selection Form RA71" with the instruction "Enter the ACN or ABN of the company." Below this is a form field labeled "ACN/ABN" with a red "1" next to it. To the right of the form field is a red "2" and a blue "Next" button.

On the left side, there is a sidebar with sections: "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).

At the bottom of the main content area, 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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Confirm company details

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



 **ASIC**
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form RA71
→ Form Setup
→ Submit

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

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

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

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

Company confirmation Form RA71
EXAMPLE COMPANY PTY LTD
ACN 000 000 000 **1**

Is this the correct company?
2 Yes No

3 [Next](#)

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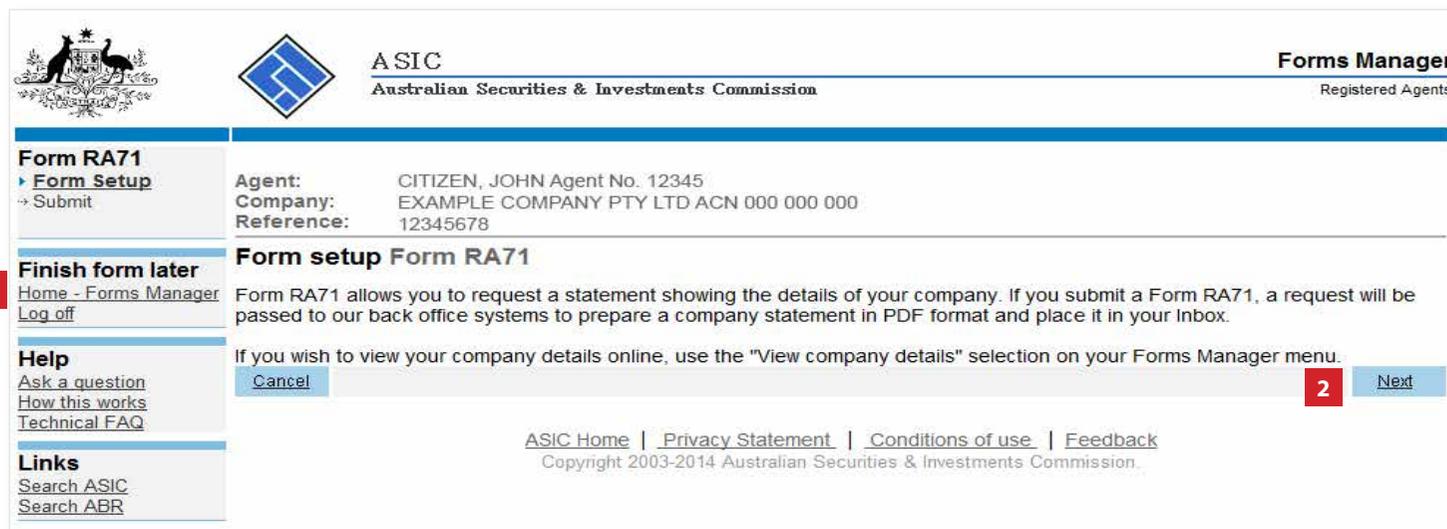
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Select report format

At this point you have two choices.

1. Select **Home - Forms Manager** (followed by 'view company details') to view company details online, or
2. Select **Next** if you wish to receive a company statement in your inbox.



The screenshot displays the ASIC Forms Manager interface. At the top, the ASIC logo and name are visible, along with the text "Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The main content area is titled "Form RA71" and includes a "Form Setup" section with a "Submit" button. Below this, there is a "Finish form later" section with a "Home - Forms Manager" link and a "Log off" link. A "Help" section contains links for "Ask a question", "How this works", and "Technical FAQ". A "Links" section contains links for "Search ASIC" and "Search ABR". The "Form setup Form RA71" section provides instructions: "Form RA71 allows you to request a statement showing the details of your company. If you submit a Form RA71, a request will be passed to our back office systems to prepare a company statement in PDF format and place it in your Inbox. If you wish to view your company details online, use the 'View company details' selection on your Forms Manager menu." Below this text are "Cancel" and "Next" buttons. A red box with the number "1" is placed over the "Home - Forms Manager" link, and a red box with the number "2" is placed over the "Next" button. 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 2003-2014 Australian Securities & Investments Commission."

Form RA71
▶ **Form Setup**
→ Submit

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

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

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

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

Form setup Form RA71
Form RA71 allows you to request a statement showing the details of your company. If you submit a Form RA71, a request will be passed to our back office systems to prepare a company statement in PDF format and place it in your Inbox.
If you wish to view your company details online, use the "View company details" selection on your Forms Manager menu.

[Cancel](#) 2 [Next](#)

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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.




ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form RA71

- [✓ Form Setup](#)
- [▶ Submit](#)

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.

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 finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Government 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 RA71 Confirmation	Agent: CITIZEN, JOHN Agent No. 12345 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678
----------------------------------	--

Below this information, there are links for 'Finish form later', 'Home - Forms Manager', and 'Log off'. The main message states: 'Your document was submitted for validation to ASIC on 18/12/2014 at 14:46:39.' At the bottom right, there is a red button labeled '1' and a blue button labeled 'Next'. 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.'

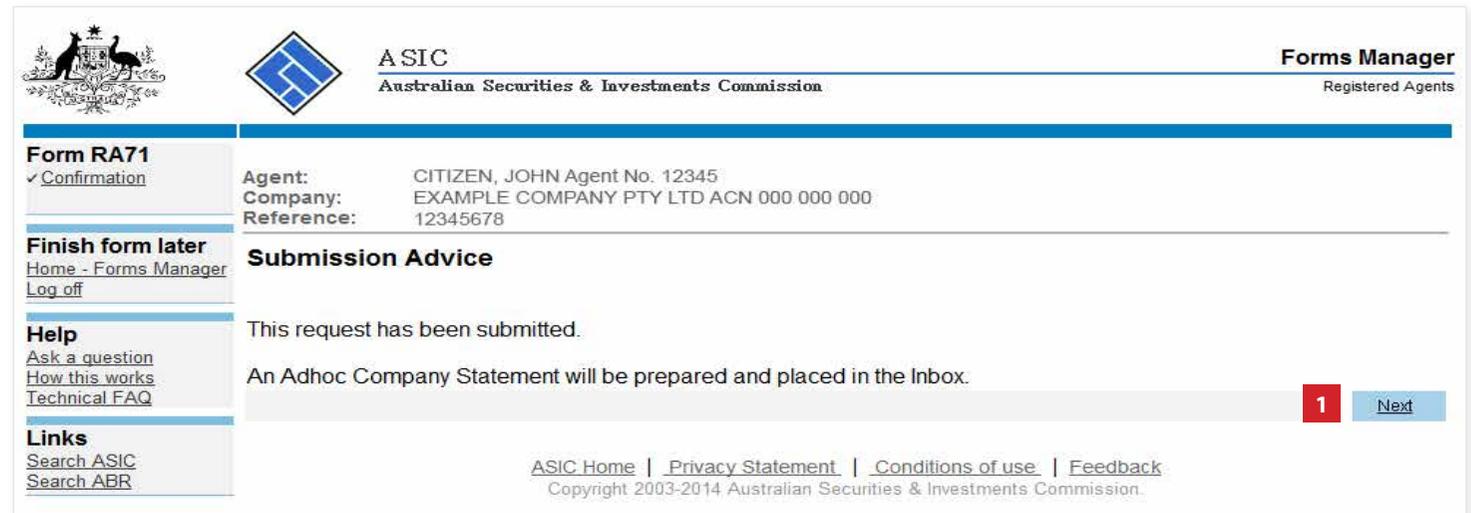
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Report confirmation

This page confirms your request has been submitted and an ad hoc company statement will be sent to your inbox.

1. Select **Next** to finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Government and ASIC, along with 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 sections for 'Form RA71' (with a 'Confirmation' link), 'Finish form later' (with 'Home - Forms Manager' and 'Log off' links), 'Help' (with 'Ask a question', 'How this works', and 'Technical FAQ' links), and 'Links' (with 'Search ASIC' and 'Search ABR' links). The main panel displays 'Submission Advice' with the text: 'This request has been submitted. An Adhoc Company Statement will be prepared and placed in the Inbox.' Below this text is a red button with the number '1' and a 'Next' button. At the bottom of the main panel, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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