



ASIC

User guide

Registered Agent Portal

How to request a list of company review dates

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 list of company review dates

- Complete this transaction when you want to obtain a report that shows the review dates for the companies you represent, within a specified date range.
- You will need to log in to your [online account](#) before you begin.

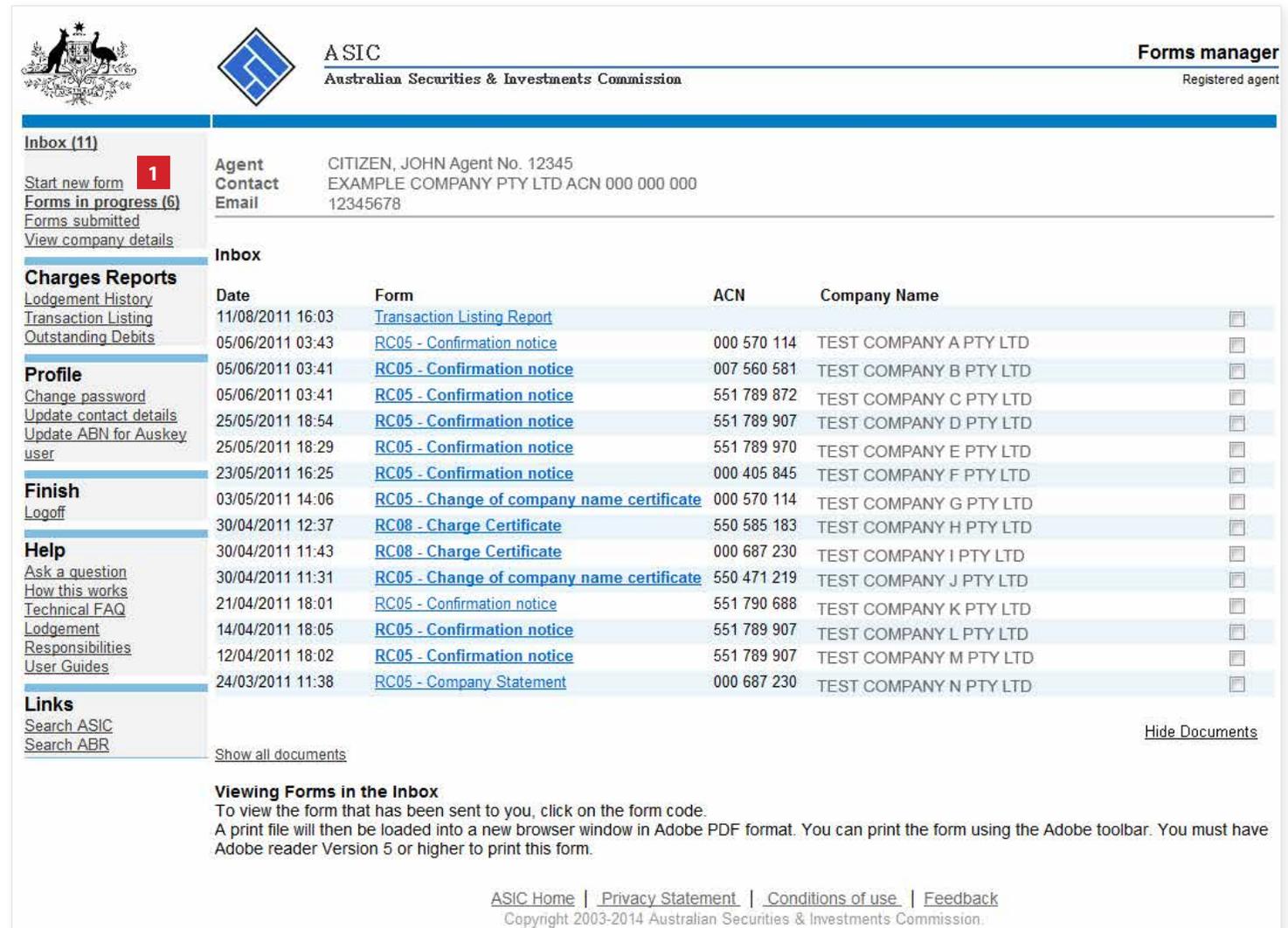
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Start transaction

- 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

[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.

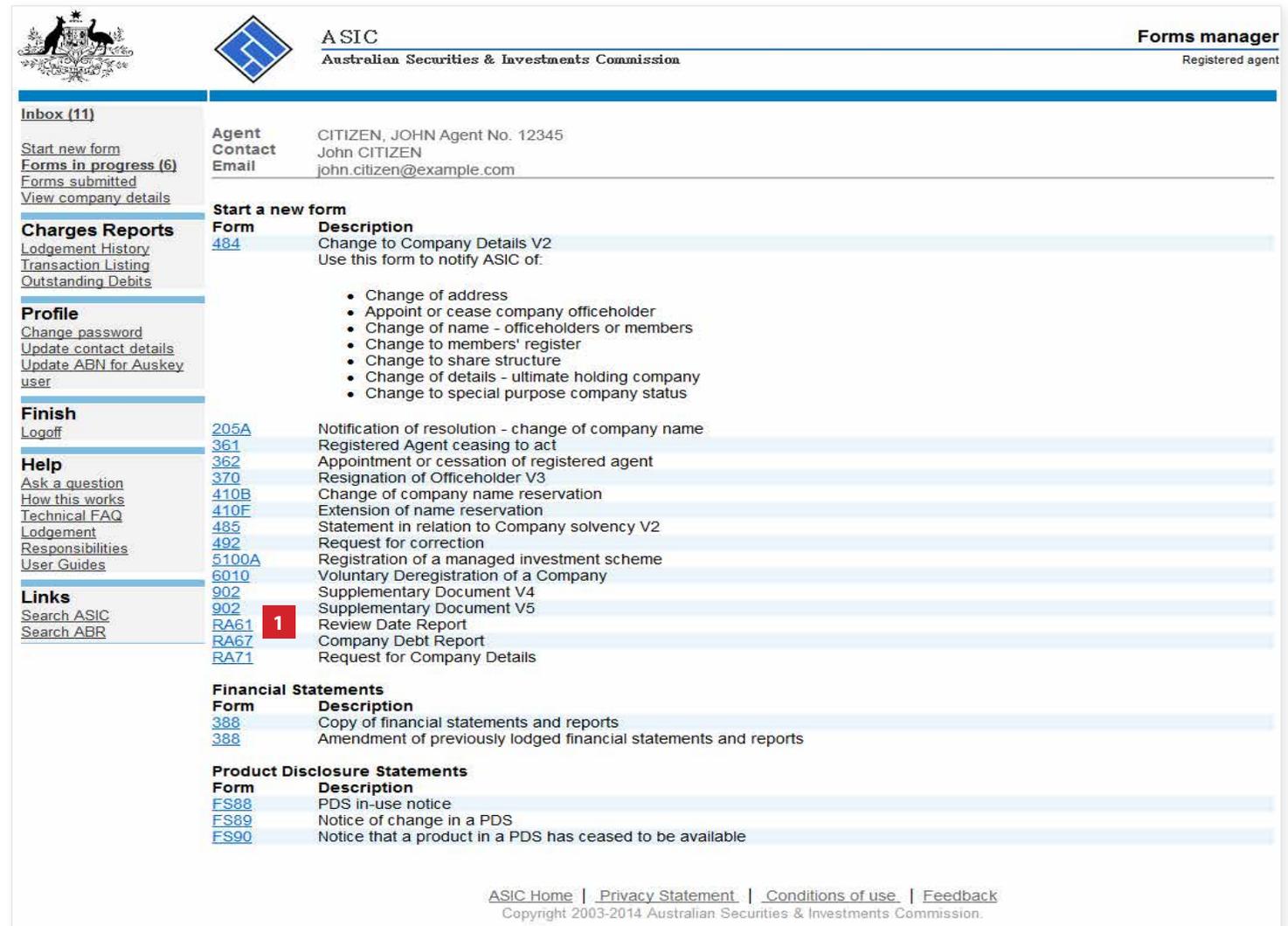
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Select form type

- From the list of available forms, select **RA61**.



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 displays a table of forms with columns for 'Form' and 'Description'. The form 'RA61' is highlighted with a red box and a red '1' next to it.

Inbox (11)	
Start new form	Agent CITIZEN, JOHN Agent No. 12345
Forms in progress (6)	Contact John CITIZEN
Forms submitted	Email john.citizen@example.com
View company details	
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	Notice that a product in a PDS has ceased to be available

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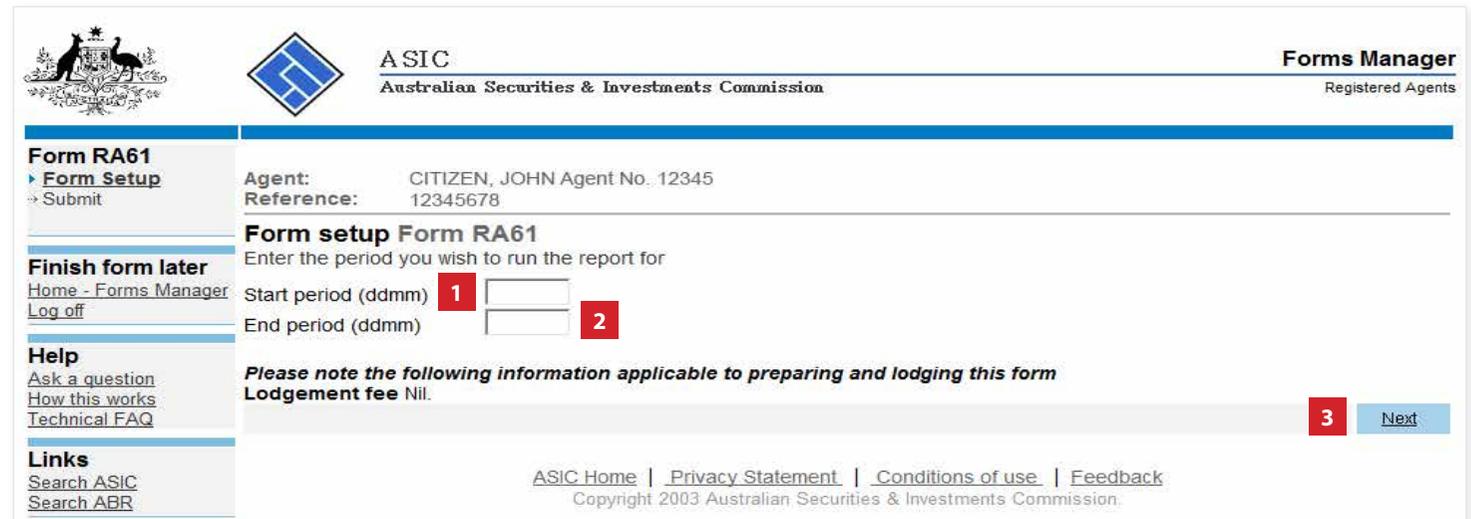
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Enter the date range

1. Enter the **start period** (date you want the report to start). For example, 0101 for 1 January.
2. Enter the **end period** (date you want the report to end). For example, 3112 for 31 December.
3. Select **Next** to continue.

Note: if you represent a large number of companies (ie. over 500), it is recommended that you enter a limited date range (eg. 3 months).



 ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form RA61
▶ **Form Setup**
→ Submit

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

Form setup Form RA61
Enter the period you wish to run the report for

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

Start period (ddmm) **1**
End period (ddmm) **2**

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

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

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

3 [Next](#)

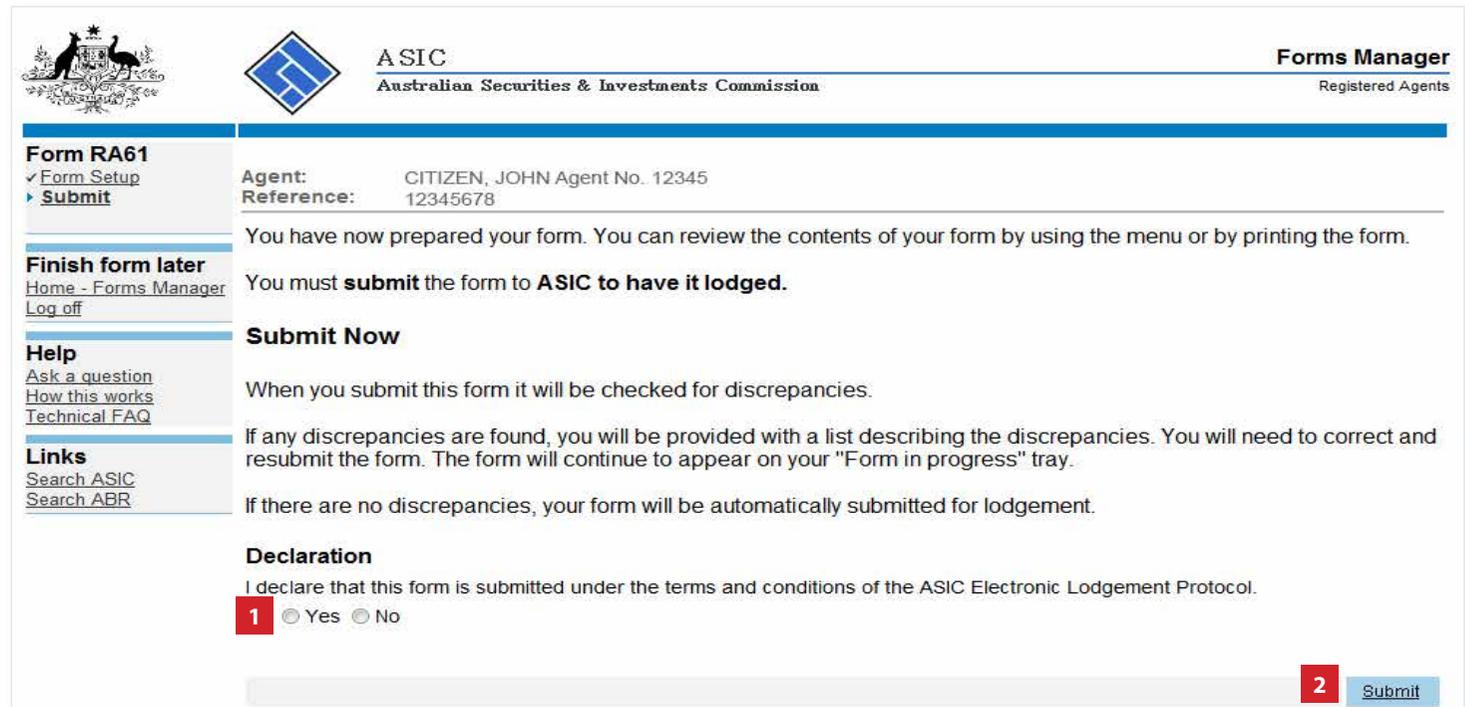
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Make the declaration

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.



The screenshot shows the ASIC Forms Manager interface for Form RA61. 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 divided into a left sidebar and a main panel. The sidebar contains sections for "Form RA61" (with "Form Setup" checked and "Submit" selected), "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 agent information: "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678". Below this, there are instructions: "You have now prepared your form. You can review the contents of your form by using the menu or by printing the form." and "You must **submit** the form to **ASIC to have it lodged.**". A "Submit Now" section follows, stating: "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." A "Declaration" section asks: "I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol." with a red "1" next to a radio button for "Yes" and a radio button for "No". At the bottom right, there is a red "2" next to a "Submit" button.

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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 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 'Form RA61' and 'Confirmation of Form Submission'. It displays the agent's name 'CITIZEN, JOHN' and agent number '12345', and a reference number '12345678'. A confirmation message states: 'Your document was submitted for validation to ASIC on 15/12/2014 at 10:40:09.' At the bottom right, there is a red button with the number '1' and a 'Next' button. A 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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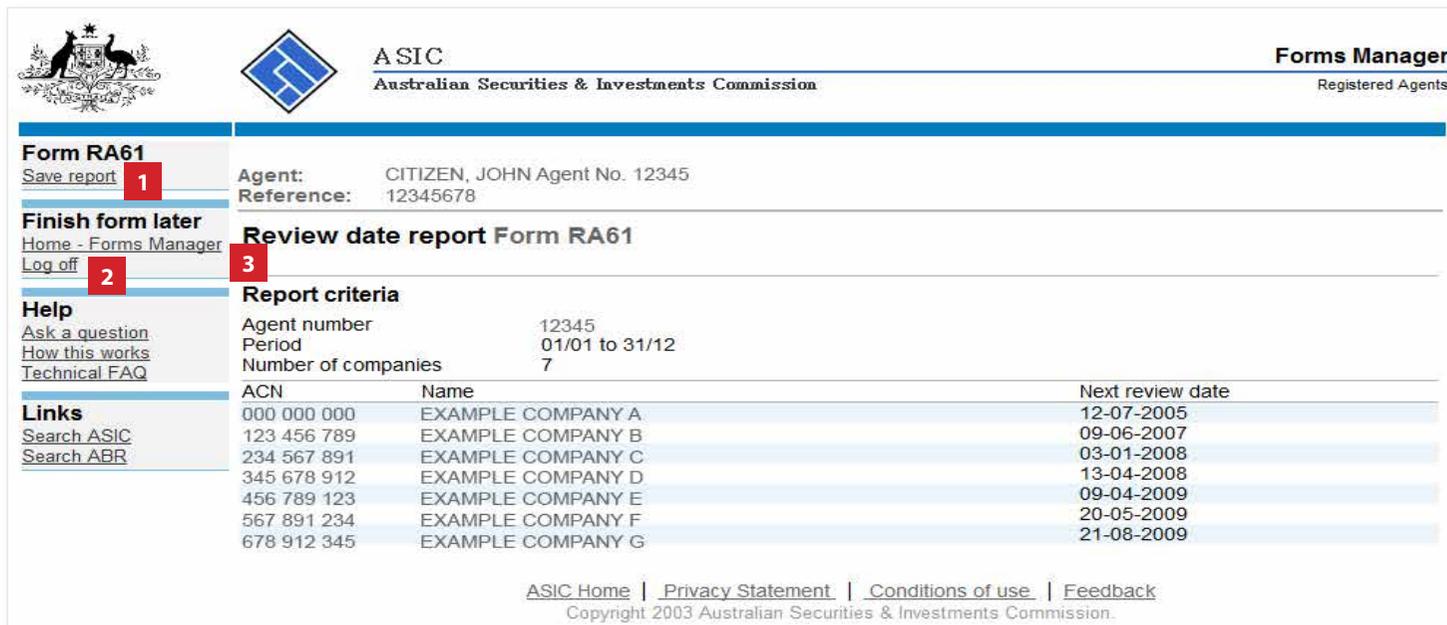
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Review date report is displayed

The date review report is displayed. Companies you represent, whose review dates fall within the date range you specified, will be displayed. Details include company name, ACN, and next review date.

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.



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 'Review date report Form RA61'. On the left side, there is a navigation menu with options: 'Form RA61' (with a red '1' next to 'Save report'), 'Finish form later' (with a red '2' next to 'Log off'), and 'Help' (with links for 'Ask a question', 'How this works', and 'Technical FAQ'). Below the navigation menu is a 'Links' section with 'Search ASIC' and 'Search ABR'. The main content area displays the following information:

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

Report criteria

Agent number	12345
Period	01/01 to 31/12
Number of companies	7

ACN	Name	Next review date
000 000 000	EXAMPLE COMPANY A	12-07-2005
123 456 789	EXAMPLE COMPANY B	09-06-2007
234 567 891	EXAMPLE COMPANY C	03-01-2008
345 678 912	EXAMPLE COMPANY D	13-04-2008
456 789 123	EXAMPLE COMPANY E	09-04-2009
567 891 234	EXAMPLE COMPANY F	20-05-2009
678 912 345	EXAMPLE COMPANY G	21-08-2009

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 Australian Securities & Investments Commission'.

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