



# Notification of change of address of an external administrator or controller or scheme administrator

**Form 506**  
Corporations Act 2001  
427(3), 537(1)

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

## Company details

Company name

ACN/ABN

## Lodgement details

Who should ASIC contact if there is a query about this form?

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address



## 1 Details of the external administrator, controller or scheme administrator

Tick one box.

- |  | ASIC internal form code |
|--|-------------------------|
| <input type="checkbox"/> Administrator   | 506H                    |
| <input type="checkbox"/> Liquidator  | 506E                    |
| <input type="checkbox"/> Provisional liquidator  | 506K                    |
| <input type="checkbox"/> Receiver  | 506A                    |
| <input type="checkbox"/> Receiver and manager  | 506A                    |
| <input type="checkbox"/> Managing controller (other than receiver and manager)                         | 506F                    |
| <input type="checkbox"/> Controller (other than receiver, receiver and manager or managing controller) | 506G                    |
| <input type="checkbox"/> Deed administrator  | 506J                    |
| <input type="checkbox"/> Scheme administrator under Part 5.1   | 506B                    |

Date of change

Date of change of address.

/   /    
 [D] [D] [M] [M] [Y] [Y]

Registered liquidators must also lodge a Form 905A *Notification of change to details of a liquidator* (Refer to Insolvency Practice Rules (Corporations) 2016 s35-1)

## 2 New address

Family name	Given name
<input type="text"/>	<input type="text"/>
Firm name (if applicable)	
<input type="text"/>	
Unit, level	
<input type="text"/>	
Street number and street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	Country (if not Australia)
<input type="text"/>	<input type="text"/>

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Family name	Given name
<input type="text"/>	<input type="text"/>
Firm name (if applicable)	
<input type="text"/>	
Unit, level	
<input type="text"/>	
Street number and street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	Country (if not Australia)
<input type="text"/>	<input type="text"/>

## Signature

This form must be signed by the external administrator, controller or scheme administrator.

Name
<input type="text"/>
Signature
<input type="text"/>
Date signed
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
[D] [D] [M] [M] [Y] [Y]

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Notification of change of address of an external administrator or controller or scheme administrator

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 506.

<b>Signature</b>	This form must be signed by the external administrator, controller or scheme administrator.					
<b>Lodgement period</b>	Administrator or deed administrator Liquidator Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller) Scheme administrator under Part 5.1 who is a registered liquidator	within 10 business days after the date of change within 14 days after the date of change within 14 days after the date of change within 14 days after the date of change				
<b>Late fees</b>	Late fees will apply if you notify a change outside of the lodgement period.  For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a> .					
<b>How to provide additional information</b>	<b>Photocopied Form 506 pages</b> If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.  <b>Attachments</b> Attachments must be labelled as shown below.  <b>Sample</b> <table border="1"><tr><td><b>Liquidator name:</b></td></tr><tr><td><b>Attachment name:</b></td></tr><tr><td><b>Number of pages:</b></td></tr><tr><td><b>Date prepared:</b></td></tr></table>		<b>Liquidator name:</b>	<b>Attachment name:</b>	<b>Number of pages:</b>	<b>Date prepared:</b>
<b>Liquidator name:</b>						
<b>Attachment name:</b>						
<b>Number of pages:</b>						
<b>Date prepared:</b>						
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.					
<b>Lodgement</b>	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.  Or lodge the form electronically by visiting the ASIC website <a href="http://www.asic.gov.au">www.asic.gov.au</a>	<b>For more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630				