



Application to change the review date of a company or registered scheme

Use this form to apply to change the review date of companies or registered schemes.

To change the review dates of multiple companies or schemes please refer to the Guide.

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/scheme details

Company/scheme name

ACN/ARSN/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 Make an application

If the application is approved, the change will take effect from the next occurrence of the new review date or the existing review date, whichever is sooner. ASIC will not alter the review date unless the application fee is attached.

Multiple Companies or Schemes

Refer to the Guide when applying to change the review dates of multiple companies or schemes.

Tick one box

New review date requested

 /
[D D] [M M]

Indicate the reason for your application to change the review date

Companies: To align with or vary from –

a) the review date of your ultimate holding company

b) the review date of another company with a common ultimate holding company

Ultimate holding company name

ACN/ABN

Country of incorporation (if not Australia)

Only required for selection b)

Company to align with or vary from

ACN/ABN

Country of incorporation (if not Australia)

2 Multiple companies or schemes

Use this page to provide details of multiple companies or schemes that are applying for a change to review date. Refer to the Guide for further clarification.

	Company/scheme name	ACN/ARSN/ABN	Current review date	New review date requested
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Signature

This form must be signed by a current officeholder of the company or responsible entity.

Refer to the guide when applying to vary the review date of multiple companies or schemes.

I certify that the information in this form is true and complete

Name

Capacity

Director

Company secretary

Signature

Date signed

/ /
[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.

For help or more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide:

Application to change the review date of a company or registered scheme

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 488.

Use this form to apply to change the review date of companies or registered schemes.

Signature	This form must be signed by a director or secretary of each of the companies or responsible entities affected (see below for requirements when changing the review dates of multiple companies or schemes).
Lodging fee	A lodgement fee applies to this form. For information on fees refer to www.asic.gov.au/forms .
Circumstances under which ASIC will approve an application to change a review date	<p>ASIC will approve a change in the following circumstances:</p> <ol style="list-style-type: none">1. To change (align or spread) the review dates of a company or companies with a common ultimate holding company.2. To change the review dates of a company or companies with common officeholders.3. To change the review dates of a scheme or schemes with a common responsible entity.4. Under exceptional circumstances to be determined by ASIC. <p>What are exceptional circumstances? Exceptional circumstances will cover applications that do not meet the circumstances outlined above, but nevertheless are assessed by ASIC to have merit.</p> <p>Adverse financial circumstances are not sufficient reason to change a review date.</p> <p>Changing review date(s) on the basis of registered agent workload management only is not considered sufficient basis to accept the application.</p> <p>Full details must be provided on the form to support the application.</p>
Changing the review dates of multiple companies or schemes	<p>ASIC will accept an application to change the review dates of multiple companies or schemes, providing the circumstances for the application are within the approved guidelines for such a change (see above).</p> <p>It is the responsibility of the organisation lodging the form to ensure a statement which authorises the application for a change of review date, including the signature of a company officeholder, is provided for each of the companies or schemes for which a change to review date has been requested. Such authorisations may be provided in an annexure.</p>
When does the new review date take effect?	<p>The new review date will take effect:</p> <ul style="list-style-type: none">• before the next occurrence of the current review date, if the current review date is later than the new review date, or• after the next occurrence of the current review date, if the current review date is earlier than the new review date. <p>Changing a review date may result in two annual reviews in the financial year in which the change first takes effect. In this case, a review fee will not be charged for the second review date in that financial year.</p>

How to provide additional information

Photocopied Form 488 pages

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.

Annexures

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the company name and ACN or ARBN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
6. endorse the annexure with the words:
This annexure (mark) of (number) pages referred to in form (form number and title)
7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form (the exception is where an application is lodged for a change to review dates of multiple companies or schemes – see **Changing the review dates of multiple companies or schemes** on page 1 of this Guide.)

Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) 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.

Lodgement

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

For help or more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630