



ASIC

Australian Securities & Investments Commission

Lodging PDS notifications online

A user guide for AFS licensees

Submitting Forms FS88, FS89 and FS90

3 August 2011

How to submit Form FS88 PDS in-use notice.....	3
How to enter details of the Superannuation Product.....	15
How to enter the Annual Fees Example	16
How to submit Form FS89 Notice of change to fees and charges in a PDS	17
How to submit Form FS90 Notice that a product in a PDS has ceased to be available.	23

How to submit Form FS88 PDS in-use notice.

Task description/overview

How to submit Form FS88 PDS in-use notice.

When does this task need to be performed?

When a Product Disclosure Statement (PDS) has been given to someone in a recommendation, issue or sale situation for the first time.

Note: You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.

Before you begin

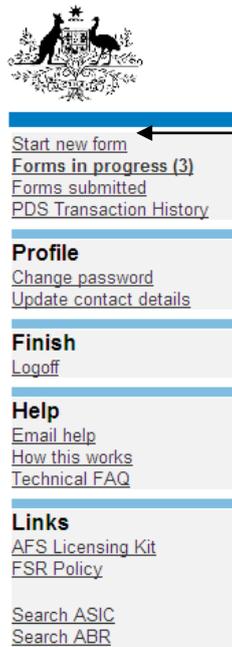
You must have logged on to your online account.

Step	Action
------	--------

1. Click [Start new form](#) in the left hand menu.

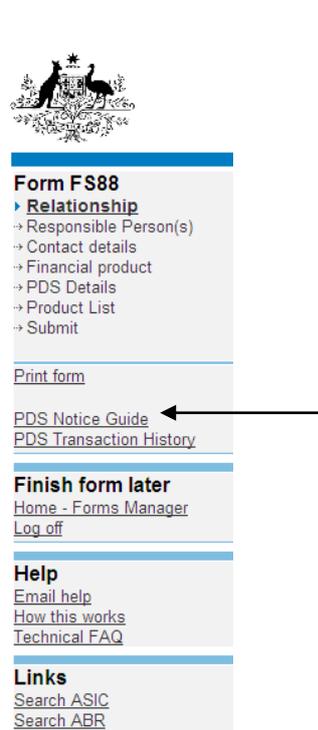
A list of the available forms displays.

Click [FS88](#).



2 Form Basics

PDS Notice Guide. Before continuing please refer to the **PDS Notice Guide**. The guide contains information for preparing and lodging this form. The guide is located in the left hand menu bar of this screen.



Lodgement period. As soon as practicable, and in any event within 5 business days after a copy of the PDS is first given to someone in a recommendation, issue or sale situation.

Lodgement fee. Refer to [Lodgement details](#) on the ASIC website.

Late fees. Late fees will apply if the document is lodged outside the lodgement period.

A form is not considered lodged until it is received and accepted by ASIC in compliance with s1274 (8) of the *Corporations Act 2001* (Cth).

3 Primary Responsible Person

A 'Responsible Person' is an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product (Refer to PDS Notice Guide for further details).

Select the reason that best describes your relationship to the financial product(s), which is the subject of the PDS?

What best describes your relationship to the financial product(s) that is the subject of the PDS?

the issuer of the financial product(s)

the person making the offer to sell the financial product(s)

The primary responsible person for the PDS will be responsible for the payment of the lodgement fees for this notice and for ongoing notifications in respect to the PDS.

Click [Next](#).

4 Responsible Person – Confirmation Screen.

The user's details will automatically added as the 'Responsible Person':

- To add another 'Responsible Person; click on the hyperlink **Add another responsible person.**

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Responsible Person(s) Form FS88
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	550 566 660	CLIENT SOLUTIONS PTY LTD

[Add another responsible person](#) Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

The screen below will display.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Add a Responsible Person Form FS88
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product).

ABN or ACN

- Or -

AFS licence number

Cancel Next

Enter the ABN, ACN or AFS licence number for the additional 'Responsible Person' and click **Next**.

5 To delete a 'Responsible Person' from the list; click **Remove**.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Responsible Person(s) Form FS88
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	550 566 660	CLIENT SOLUTIONS PTY LTD
228113		FAT CAT INVESTMENTS PTY LTD

[Add another responsible person](#) REMOVE Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Once the list of 'Responsible Persons' is complete; click **Next**.

6 Contact Details.

Enter details in the fields provided for the contact person. ASIC will direct all questions and correspondence regarding the PDS to this person.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Contact Details Form FS88

Provide the following details for the contact person to whom ASIC should direct all questions and correspondence regarding the PDS.

Given names

Family name

Capacity: Issuer (including officers and staff)
 External service provider
 Other
If other, please specify

Email address

Telephone number
Number

Comments

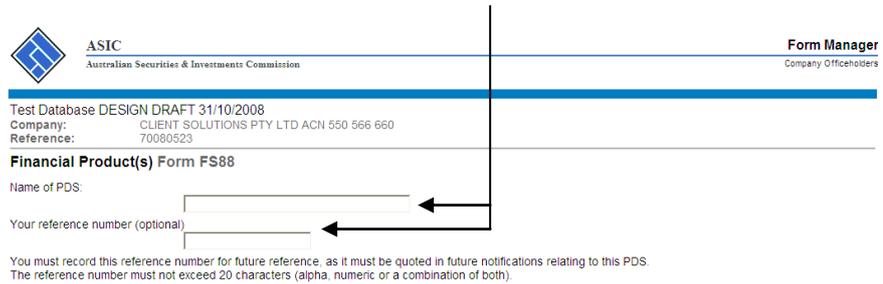
[Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Click **Next.**

7 Financial product(s).

Enter the name of the PDS and the reference number. The name of the PDS must not exceed 100 characters and the reference number must not exceed 20 characters (alpha, numeric or a combination of both). *Note: If a reference number is provided you will need to record this number for future reference.*



Enter date the PDS was first prepared and the date the PDS was first given in a recommendation, issue or sale situation. The dates must be in DD-MM-YYYY format and cannot be future dates.

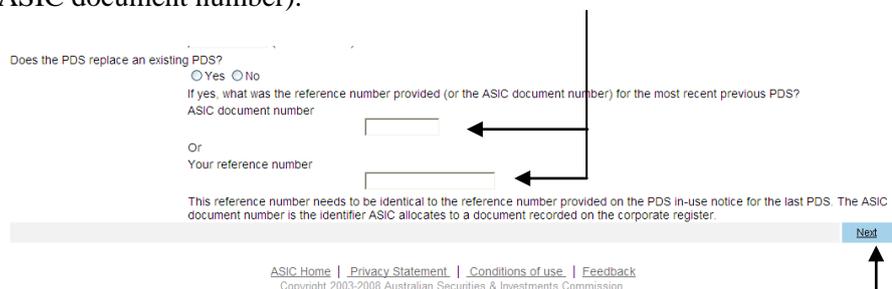


Where late fees apply the following warning message will display allowing you to check the dates entered and re-enter if necessary.

- *Warning: The date you have entered is more than 7 days ago and may attract a late fee. Please check this date and re-enter if necessary.*

Note: Under the *Corporations (Fees) Regulations 2001* the lodging period for this form is 5 business days. However as the electronic system is unable to calculate business days we have allowed 7 calendar days for the lodgement of this form.

If the PDS is replacing an existing PDS you will need to provide your reference number for the existing PDS or the ASIC document number allocated to the existing PDS (Refer to the next page on how to obtain and ASIC document number).



Click **Next**.

You can search for existing PDS reference numbers and document numbers by selecting the **PDS Transaction History** hyperlink on the left hand menu bar.



Form FS88

- ▶ **Relationship**
- Responsible Person(s)
- Contact details
- Financial product
- PDS Details
- Product List
- Submit

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

Finish form later

[Home - Forms Manager](#)
[Log off](#)

Help

[Email help](#)
[How this works](#)
[Technical FAQ](#)

Links

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

PDS Transaction History. This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately.

ASIC
Australian Securities & Investments CommissionForm Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080568

PDS Transaction History Report

Date/time prepared 2008-10-31 16:57:47

PDS Document No.	PDS Name	Your reference	In use notice date	Last supplementary notice lodged
7E0024482	TestPDS	00000000	27-10-2008	

[Display all PDS including out of use](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use.**

To return to your form click on the **Financial product** link on the left hand side menu bar.

8 PDS Details.

Answer questions in relation to your PDS by selecting the radio button that corresponds with the answer.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

PDS Details Form FS88

PDS Name: Test PDS

Is the PDS a short form PDS?

Yes No

(Refer to s1017H of the Corporations Act 2001 contained within Part 3 of Schedule 10BA of the Corporations Regulations 2001)

Does the PDS contain information incorporated by reference in accordance with regulation 7.9.15DA of the Corporations Regulations 2001?

Yes No

Is the PDS for a stapled security product?

Yes No

Are there multiple documents in the PDS?

Yes No

(Refer to s1013L of the Corporations Act 2001)

Will the PDS be available to the general public on the internet?

Yes No

If Yes:

What will be the URL?

Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Click Next.

9 Add a product.

Enter the name of the financial product. This field is alphanumeric; a maximum of 100 characters can be entered.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officer/holder

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70392523

Add a product Form FS98
Provide details of a product covered by the product disclosure statement.

Name of financial product

Click on the relevant drop down box arrow and select the type of financial product the list. Only one product type can be selected for each financial product.

Type of financial product

Deposit Products:

Payment Products:

Derivatives - exchange traded:

Derivatives - over the counter:

Foreign Exchange Contracts:

General Insurance:

Government Debentures, Stocks:

Life Products:

Managed investment scheme (registered). For an unregistered managed investments scheme, select the Miscellaneous Financial Investment Products type:

Superannuation:

Miscellaneous financial facility:

If the product is a registered managed investment scheme: provide the ARSN

For superannuation products, is the product a small APRA fund and/or offering defined benefit membership?
 Yes No

Click **Next**

Additional notes for entering data on this screen:

- Where the product type is 'Managed investment scheme (registered)' the ARSN of the scheme must be entered.
- Where the product is an unregistered managed investment scheme select the category 'Miscellaneous financial facility' then select 'Miscellaneous Financial Investment Products'.
- Where the product type is 'Superannuation' you must complete the APRA / Defined benefit membership question.

Where the answer to this question is 'No' you must complete 'Superannuation fee data' for ASIC to publish on ASIC's FIDO website.

Please refer to 'How to enter details of the Superannuation Product' and 'How to enter the Annual Fees Example' at the end of this section.

10. Product List - Confirmation

Confirm the list of products for the PDS.

To add another product click on the **Add another product** hyperlink.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officers/holders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Product List Form FS88

Product name

Test Product

[Add another product](#)

REMOVE REVIEW

Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

To delete a product from the list; click **Remove**.

To review a product from the list; click **Review**. This will take you to the previous screen where you can check the details you have entered

Click **Next**.

11. Submit Now.

You have now completed the form, but it still must be lodged with ASIC.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officers/holders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

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.

Yes No

Submit

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Complete the declaration and click **Submit**.

12 Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Confirmation of Form Submission

Your document was submitted for validation to ASIC on 31/10/2008 at 16:42:02.

Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Click **Next**.

13 Statutory Fees Advice.

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of the fees payable.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Test Database DESIGN DRAFT 31/10/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70080523

Statutory Fees Advice

Your form has been accepted by ASIC on 31/10/2008 at 16:42:02
Invoice Amount: \$33.00

You **must** now print your Invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.

PRINT

Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

You are now required to print the invoice. Click **Print**.

Details on how payments to ASIC are made can be found on the invoice.

A new browser window opens with your invoice in PDF format.

You can:

- print the invoice, and/or
- Save the invoice PDF file to print later.

Click **Next**.

Form lodgement is now completed and you will be directed back to the **'Start New Form'** page.

Next step You can view the progress of any forms you have submitted by clicking **Forms Submitted**.

Click on **Forms in Progress** to see forms that require further action by you.

How to enter details of the Superannuation Product

Superannuation Product Form FS88

Product Name: IRIS SUPER INCOME Superannuation Product name entered on previous screen will display at the top of this page.

Does the superannuation product contain employer-sponsored sub-plans?
 Yes No Click on the Yes or No radio button

Are you relying on Class Order (CO 04/1030) In-use notices for employer-sponsored superannuation?
 Yes No

If yes, how many sub plans exist for the PDS?

'Brand Name' of Superannuation Product eg. ACME Enter Brand name or acronym used to market the superannuation product.

Please note that where the product has sub-plans, individual employer names should be omitted from the Name of Superannuation Product.

Name of Trustee of Superannuation Product Enter the name of the corporate trustee, or, if the trustee is a group of individuals, please enter 'group of individual trustees' and the ABN of the trustee. If the trustee does not have an ABN, please leave this field blank.

Trustee's ABN Enter the RSE licence number provided by APRA to the trustee. If entered, must be in the following format: Lnnnnnnn (Capital L and seven digits).

APRA RSE Licence Number Enter the name of the APRA Regulated Superannuation Entity that holds the RSE Licence.

APRA Regulated Superannuation Entity Enter the APRA registration number in the following format; Format: Rnnnnnnn (Capital letter R and seven digits).

APRA Registration Number Enter the ABN for the APRA Regulated Superannuation Entity. If the entity does not have an ABN, leave this field blank.

Superannuation Entity ABN Enter the SPIN in the following format: AAAnnnAA (3 Capitals, 4 Digits, 2 Capitals). For products that don't have a SPIN, leave this field blank.

Superannuation Product Identification Number (SPIN), if applicable Enter the SPIN in the following format: AAAnnnAA (3 Capitals, 4 Digits, 2 Capitals). For products that don't have a SPIN, leave this field blank.

Type of Superannuation Product

- Public Offer Superannuation Fund that is not an industry fund
- Public Offer Superannuation Fund that is an industry fund
- Public Offer Superannuation Fund relying on ASIC Class Order 04/1030 In-use notices for employer-sponsored superannuation
- Industry Superannuation Fund (not Public Offer)
- Corporate Superannuation Fund
- Eligible Rollover Fund
- Other

If other, please specify

Cancel
Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Click Next. Click on the radio button to select the most appropriate category of superannuation product for the fund. Where other is selected please specify.

How to enter the Annual Fees Example

The worked example of annual fees and costs must be identical to the information disclosed in the PDS for the relevant superannuation product.

Specifically, this information is disclosed in the example of annual fees and costs in the current PDS, and produced to comply with Division 5 of Schedule 10 of the Corporations Regulations 2001 (as amended by Corporations Amendment Regulations 2005 (No. 1)). For further guidance please refer to the [PDS Notice Guide](#) hyperlink on the menu bar.

- ✓ [Financial product](#)
- ✓ [PDS Details](#)
- ✓ [Product List](#)
- ✓ [Add a product](#)
- ✓ [Superannuation](#)
- Product
- ▶ [Annual Fees](#)
- ▶ [Example](#)
- ✓ [Submit](#)
- [Print form](#)
- [PDS Notice Guide](#)
- [PDS Transaction History](#)
- [Finish form later](#)

Annual Fees Example Form FS88

Product Name: IRIS SUPER INCOME

Worked example of annual fees and costs over a 12 month period (as shown in the PDS for the product)

Type of fee or cost	Fee or cost in dollars(\$)
A. Contribution fees	
Minimum fee on \$5,000	<input type="text" value="50"/>
Maximum fee on \$5,000	<input type="text" value="100"/>
B. Management costs	
For \$50,000 balance	<input type="text" value="400"/>
For \$ <input type="text" value=""/> balance \$ <input type="text" value=""/>	<input type="text" value=""/>
C. Cost of fund (C=A+B)	
Minimum cost	<input type="text" value="450"/>
Maximum cost	<input type="text" value="500"/>
D. Notes to the worked example	
Establishment fee	<input type="text" value="0"/>
Establishment fee footnote	<input type="text"/>
Termination fee	<input type="text" value="0"/>
Termination fee footnote	<input type="text"/>
Withdrawal fee	<input type="text" value="75"/>
Withdrawal fee footnote	<input type="text" value="Per withdrawal"/>

Enter establishment, termination and withdrawal fee footnotes as necessary. Use full punctuation for footnote fields as they will appear on ASICs FIDO website as keyed in.

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

Click **Next**

The screen will then return to the **Product List – Confirmation** page

How to submit Form FS89 Notice of change to fees and charges in a PDS

Task description/overview How to submit Form FS89 Notice of change to fees and charges in a PDS.

When does this task need to be performed? When fees and charges set out in a Product Disclosure Statement (PDS) are changed.

Note: You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.

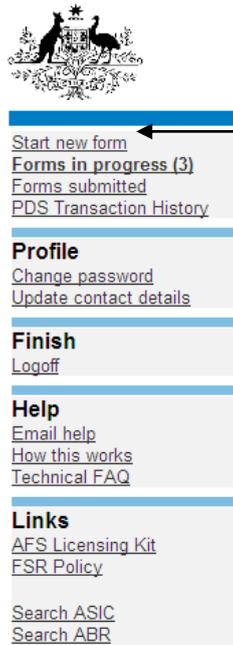
Before you begin You must have logged on to your online account.

Step	Action
------	--------

- 1 Click Start new form in the left hand menu.

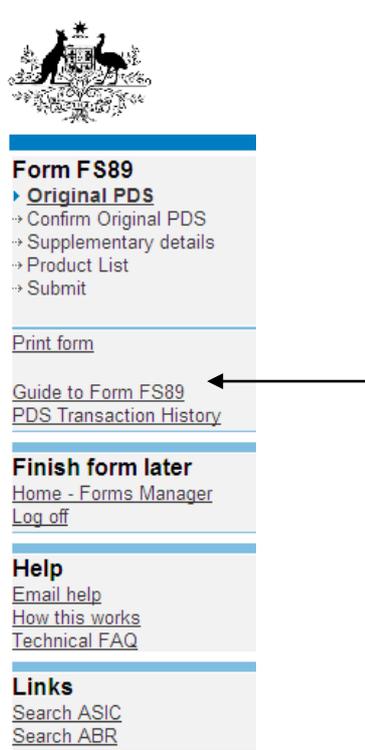
A list of the available forms displays.

Click FS89.



2 Form Basics

Guide to Form FS89. Before continuing please refer to the Guide to Form FS89. The guide contains information for preparing and lodging this form. A link to the guide is located in the left hand menu bar of this screen.



Lodgement period. As soon as practicable, and in any event within 5 business days after a change is made to fees and charges set out in the PDS or an existing Supplementary PDS.

Lodgement fee. There is no lodgement fee for this form.

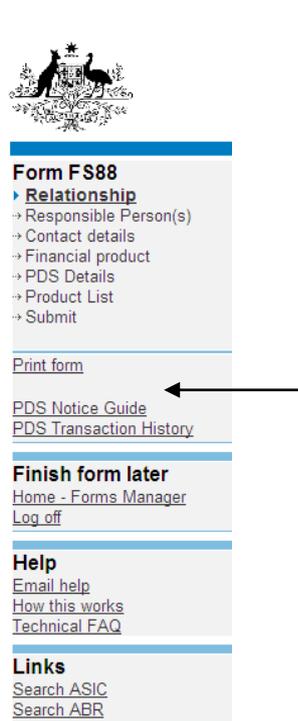
Late fees. Late fees will apply if the document is lodged outside the lodgement period.

Refer to [Lodgement details](#) on the ASIC website.

A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274_8) of the *Corporations Act 2001* (Cth).

PDS Transaction History

You can search for existing PDS reference and document numbers by selecting the PDS Transaction History hyperlink on the left hand menu bar.



This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately. To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use**.

To return to your form click on the link on the left hand side **Original PDS**.

Click **Next**.

3. Original PDS Document Details.

Enter the ASIC document number of the in-use notice for the original PDS in which a change to fees and charges has been made.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form FS89
Test Database DESIGN DRAFT 17/12/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70085468

Original PDS Form FS89
ASIC document number for the original PDS in-use notice

[Next](#)

[Search](#)

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 a copy of the Supplementary PDS is first given to someone 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.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Alternatively you can click on the **Search** button to obtain a list of PDS In-use notices.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form FS89
Test Database DESIGN DRAFT 17/12/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70085468

Select original PDS Form FS89

PDS number	PDS name	Client reference	Product name	PDS date
<input type="radio"/> 7E0027819	Client Solutions Motor Insurance	CSM01122008	Business Class MV Insurance	09-12-2008
<input type="radio"/> 7E0027820	CS Caravan Insurance	CSCI09122008	CS Caravan Plus	09-12-2008
<input type="radio"/> 7E0027855	Test Product	001	Test product	01-12-2008

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

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

Select the PDS for which you are lodging this form.

Click **Next**.

4 Original PDS Confirmation Screen.

Confirm document details are correct.

The screenshot shows the ASIC Form Manager interface for 'Confirm Original PDS Form FS89'. The page header includes the ASIC logo and 'Form Manager' title. The main content area displays the following information:

- Form FS89
- Original PDS
- Confirm Original PDS
- Supplementary details
- Product List
- Submit
- Print form
- Guide to Form FS89
- PDS Transaction History
- Finish form later
- Home - Forms Manager
- Log off
- Help
- Email help
- How this works
- Technical FAQ
- Links
- Search ASIC
- Search ABR

Form Details:

- Test Database DESIGN DRAFT 17/11/2008
- Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
- Reference: 70081261
- Confirm Original PDS Form FS89
- PDS Document Number: 7E0024482
- PDS name: Test PDS
- Your PDS reference: 00000000
- Product name: Test Product
- Is this the correct PDS ? Yes No

Navigation: [Next](#)

Footer: [ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2009 Australian Securities & Investments Commission

Click Next.

5 Change to fees and charges details.

Insert the date that a change was made to fees and charges (must be in DD-MM-YYYY format); click Next.

The screenshot shows the ASIC Form Manager interface for 'Change to fees and charges details Form FS89'. The page header includes the ASIC logo and 'Form Manager' title. The main content area displays the following information:

- Form FS89
- Original PDS
- Confirm Original PDS
- Supplementary details
- Product List
- Submit
- Print form
- Guide to Form FS89
- PDS Transaction History
- Finish form later
- Home - Forms Manager
- Log off
- Help
- Email help
- How this works
- Technical FAQ
- Links
- Search ASIC
- Search ABR

Form Details:

- Test Database DESIGN DRAFT 17/11/2008
- Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
- Reference: 70081261
- Change to fees and charges details Form FS89
- Date that fees and charges set out in the PDS were changed:

Navigation: [Next](#)

Footer: [ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2009 Australian Securities & Investments Commission

6 Product List Selection.

The products listed on this screen are currently available to be recommended or offered to new clients in a recommendation, issue or sale situation. For each superannuation product where the fees and charges have changed, click **CHANGE** and enter the current fees and charges.

The screenshot shows the ASIC Form Manager interface for Form FS89. The page title is 'Product List Form FS89'. The company is 'CLIENT SOLUTIONS PTY LTD ACN 550 566 660' with reference '70085468'. The product list contains one entry: 'Test product' with a 'CHANGE' button. A black arrow points from the text above to this button. The sidebar on the left contains links for 'Form FS89', 'Finish form later', 'Help', and 'Links'. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

Click **Next**.

7 Submit Now.

You have now completed the form, but it still must be lodged with ASIC.

Complete the declaration and click **Submit**.

8 Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.

The screenshot shows the ASIC Form Manager interface for the 'Confirmation of Form Submission' page. The page title is 'Confirmation of Form Submission'. The company is 'CLIENT SOLUTIONS PTY LTD ACN 550 566 660' with reference '70081251'. The confirmation message states: 'Your document was submitted for validation to ASIC on 17/11/2008 at 16:01:00.' A 'Next' button is visible at the bottom right. The sidebar on the left contains links for 'Form FS89', 'Finish form later', 'Help', and 'Links'. The footer includes 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission'.

Click **Next**.

9 Statutory Fees Advice.

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of any late fees payable.

Click **Next**. Form lodgement is now completed and you will be directed back to the 'Start New Form' page.

How to submit Form FS90 Notice that a product in a PDS has ceased to be available.

Task description/overview How to submit Form FS90 *Notice that a product in a PDS has ceased to be available.*

When does this task need to be performed? 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.

Before you begin You must have logged on to your online account.

Step	Action
------	--------

1. Click [Start new form](#) in the left hand menu.

A list of the available forms displays.

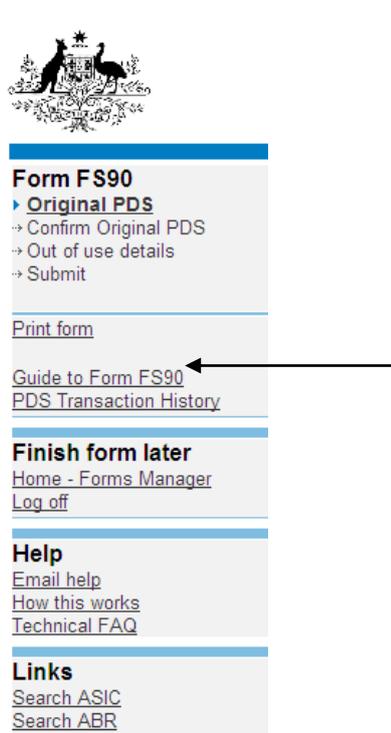
Click **FS90**.



Start new form
Forms in progress (3)
Forms submitted
PDS Transaction History
Profile
Change password
Update contact details
Finish
Logoff
Help
Email help
How this works
Technical FAQ
Links
AFS Licensing Kit
FSR Policy
Search ASIC
Search ABR

2. Form Basics

Guide to Form FS90. Before continuing please refer to the Guide to Form FS90. The guide contains information for preparing and lodging this form. The link to the guide is located in the left hand menu bar of this screen.



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. There is no lodgement fee for this form.

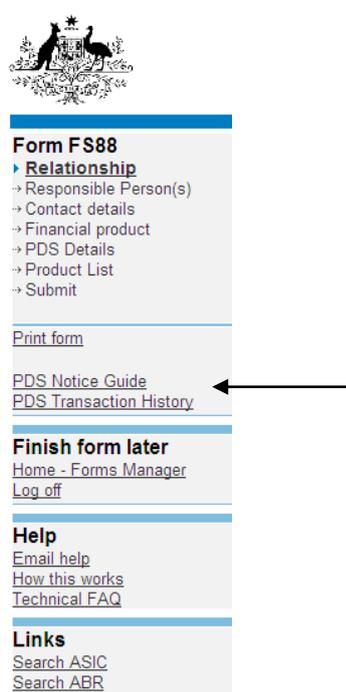
Late fee. Late fees will apply if the document is lodged outside the lodgement period.

Refer to [lodgement details](#) on the ASIC website.

A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274 (8) of the *Corporations Act 2001* (Cth).

3. Transaction History.

You can search for existing PDS reference and document numbers by selecting the PDS Transaction History hyperlink on the left hand menu bar.



This screen will provide you with details of previously lodged PDS documents. Any Supplementary PDS that you may have told us about prior to 1 July 2008 is not listed separately.

The screenshot shows the ASIC Form Manager interface. At the top left is the ASIC logo and 'ASIC Australian Securities & Investments Commission'. At the top right is 'Form Manager Company Officeholders'. Below this is a blue header bar with the text 'Test Database DESIGN DRAFT 31/10/2008', 'Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660', and 'Reference: 70080568'. The main heading is 'PDS Transaction History Report' with a sub-heading 'Date/time prepared 2008-10-31 16:57:47'. Below this is a table with the following data:

PDS Document No.	PDS Name	Your reference	In use notice date	Last supplementary notice lodged
7E0024482	TestPDS	00000000	27-10-2008	

Below the table is a hyperlink 'Display all PDS including out of use' with an arrow pointing to it from the left. At the bottom of the page are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2008 Australian Securities & Investments Commission'.

To display all PDS including 'out of use' click on the hyperlink **Display all PDS including out of use.**

To return to your form click on the link on the left hand side **Original PDS.**

Click **Next.**

4. Original PDS.

Enter the ASIC document number for the original PDS (refer to the previous step on how to search a ASIC document number).

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form FS90
Test Database DESIGN DRAFT 17/12/2008
Company: ACN 550 500 840 PTY LTD ACN 550 500 840
Reference: 70085465

Original PDS Form FS90
ASIC document number for the original PDS in-use notice

[Next](#)

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

[Search](#)

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.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission

Alternatively you can click on the **Search** button to obtain a list of PDS In-use notices.

ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form FS90
Test Database DESIGN DRAFT 17/12/2008
Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660
Reference: 70085467

Select original PDS Form FS90

PDS number	PDS name	Client reference	Product name	PDS date
<input type="radio"/> 7E0027819	Client Solutions Motor Insurance	CSM01122008	Business Class MV Insurance	09-12-2008
<input type="radio"/> 7E0027820	CS Caravan Insurance	CSCI09122008	CS Caravan Plus	09-12-2008
<input type="radio"/> 7E0027855	Test Product	001	Test product	01-12-2008

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

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission

Select the PDS for which you are lodging this form.

Click **Next**.

5. Original PDS Confirmation.

Confirm document details are correct.

The screenshot shows the ASIC Form Manager interface for Form FS90. The page title is "Confirm Original PDS Form FS90". The form details include: Test Database DESIGN DRAFT 17/11/2008, Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660, Reference: 70081286. The form asks for confirmation of details: PDS Document Number (7E0024482), PDS name (Test PDS), Your PDS reference (00000000), and Product name (Test Product). A question asks "Is this the correct PDS?" with radio buttons for "Yes" and "No". A "Next" button is visible at the bottom right of the form area. The left sidebar contains navigation links for "Form FS90", "Finish form later", "Help", and "Links". The footer includes "ASIC Home | Privacy Statement | Conditions of use | Feedback" and "Copyright 2003-2009 Australian Securities & Investments Commission."

Click **Next**.

6. Out of use details.

Confirm whether all products contained within the PDS have ceased and, if so, provide the date the financial product(s) ceased (must be in DD-MM-YYYY format);

The screenshot shows the ASIC Form Manager interface for Form FS90, specifically the "Out of use details" section. The form asks: "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?" with radio buttons for "Yes" and "No". Below this, it asks for the "Date the financial product(s) ceased to be available" in DD-MM-YYYY format. A "Next" button is visible at the bottom right of the form area. The left sidebar and footer are identical to the previous screenshot.

If all products are not ceasing, a list of current products within the PDS will be displayed. Click **Cease** against the product(s) which have ceased and provide the date on which the product(s) ceased, click **Next**.

7. Submit Now.

You have now completed the form, but it still must be lodged with ASIC.

Complete the declaration and click **Submit**.

8. Confirmation of Form Submission.

Your document has now been submitted to ASIC for validation.



The screenshot displays the ASIC Form Manager interface. On the left is a navigation menu with sections: Form FS90 (with a sub-link for Confirmation), Print form, Guide to Form FS90, EDS Transaction History, Finish form later (with sub-links Home - Forms Manager and Log off), Help (with sub-links Email help, How this works, and Technical FAQ), and Links (with sub-links Search ASIC and Search ABR). The main content area shows the title 'Confirmation of Form Submission' and the message: 'Your document was submitted for validation to ASIC on 17/11/2008 at 16:55:11.' Above this message, it lists 'Test Database DESIGN DRAFT 17/11/2008', 'Company: CLIENT SOLUTIONS PTY LTD ACN 550 566 660', and 'Reference: 70081286'. At the bottom right of the main content area is a 'Next' button. The footer contains the text: 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2008 Australian Securities & Investments Commission.'

Click **Next**.

9. Statutory Fees Advice.

When the form is validated by ASIC a Statutory Fees Advice form is displayed. Statutory Fees Advice shows you the date and time that the form was accepted by ASIC and informs you of any late fees payable.

Click **Next**. Form lodgement is now completed and you will be directed back to the 'Start New Form' page.