ASIC

User guide

Registered Agent Portal

How to notify ASIC of supplementary information

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

© Australian Securities and Investments Commission January 2015

How to notify ASIC of supplementary information

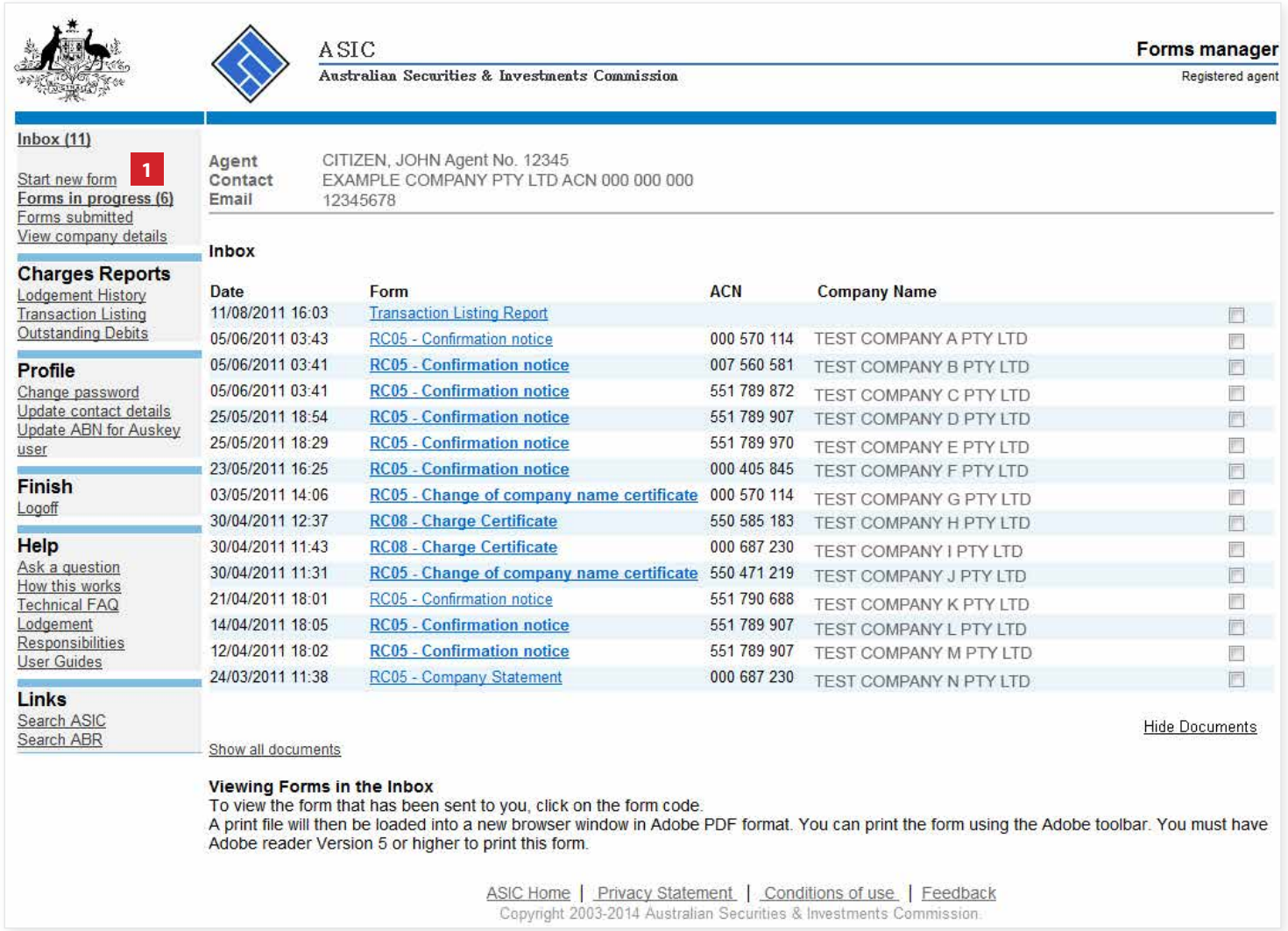
- Use this form to provide supplementary information that ASIC has requested.
- To submit this transaction you must have a form currently under requisition.
- You will need to log in to your online account before you begin.

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

© Australian Securities and Investments Commission January 2015

Start transaction

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

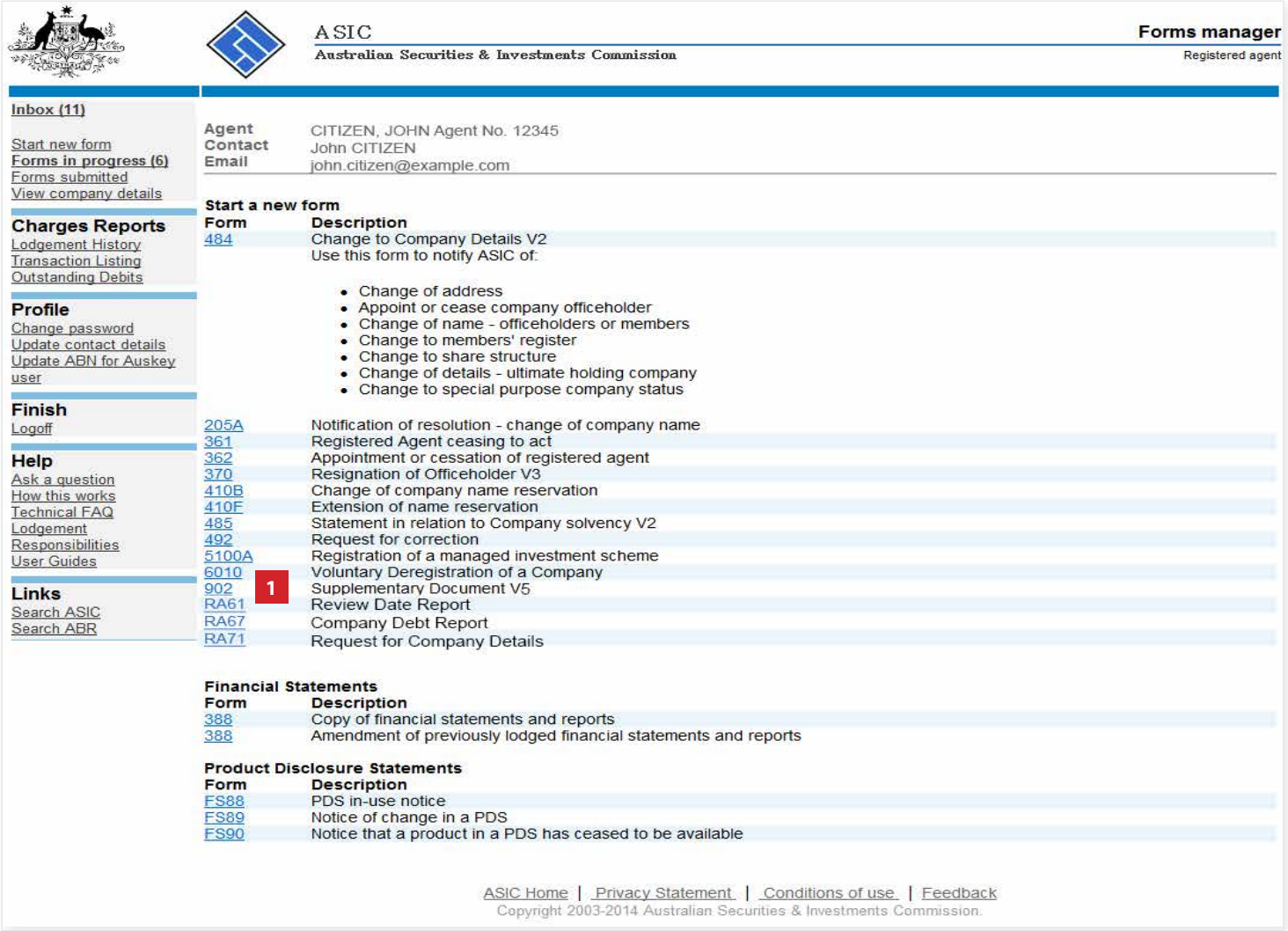


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Select form type

1. From the list of available forms, select **902.**

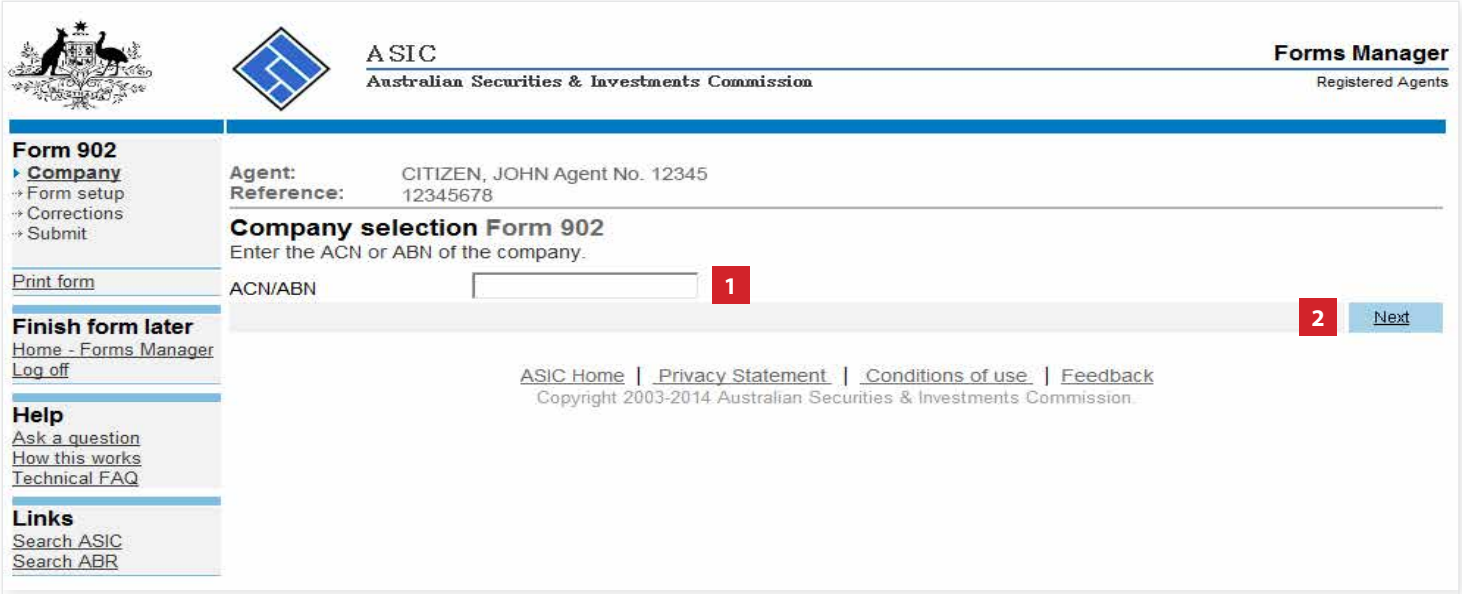


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Enter the company ACN/ ABN

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

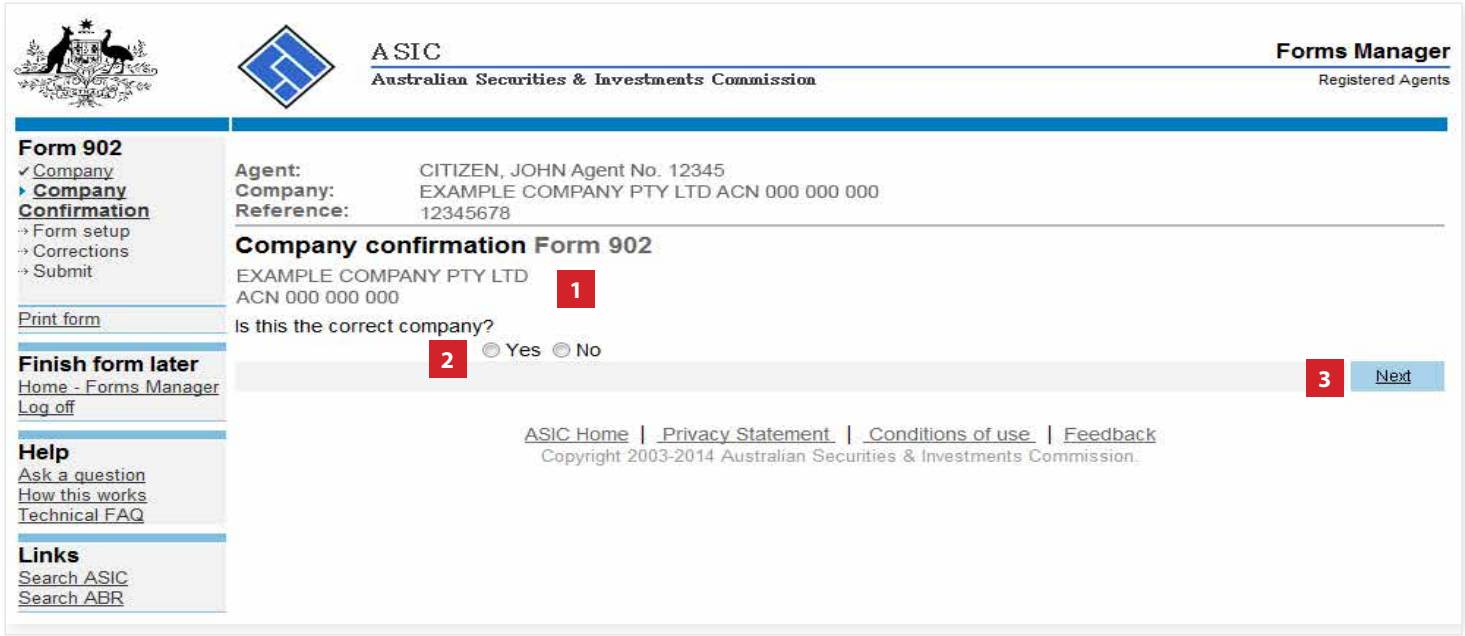


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Company confirmation

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

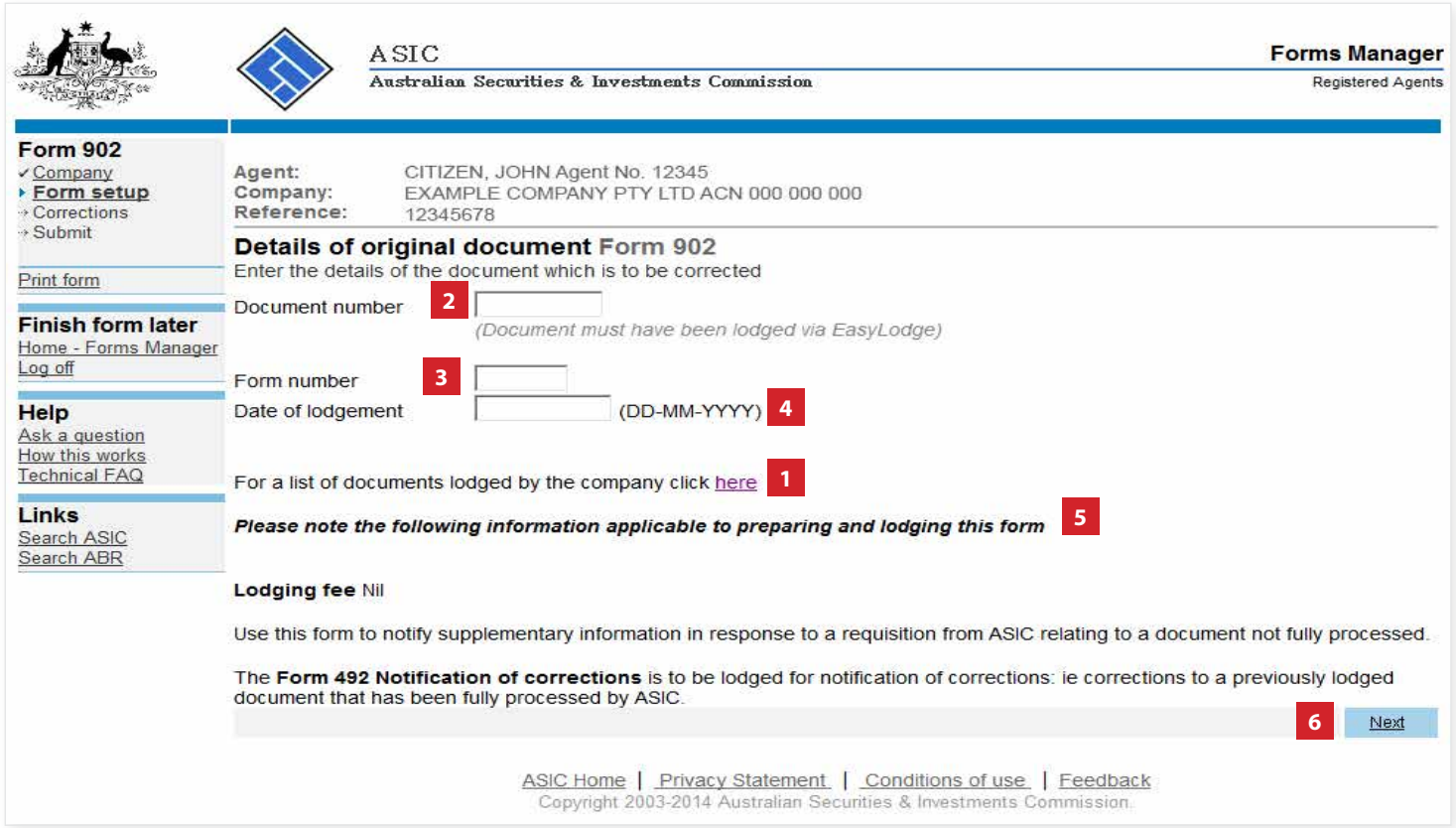


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Enter original document details

1. If you do not already have the document details, **select the link** for a list of documents lodged by the company.
2. Enter the **document number.**
3. Enter the **form number.**
4. Enter the **date of lodgement.**
5. Read the **information** relating to preparing and lodging this form.
6. Select **Next** to continue.

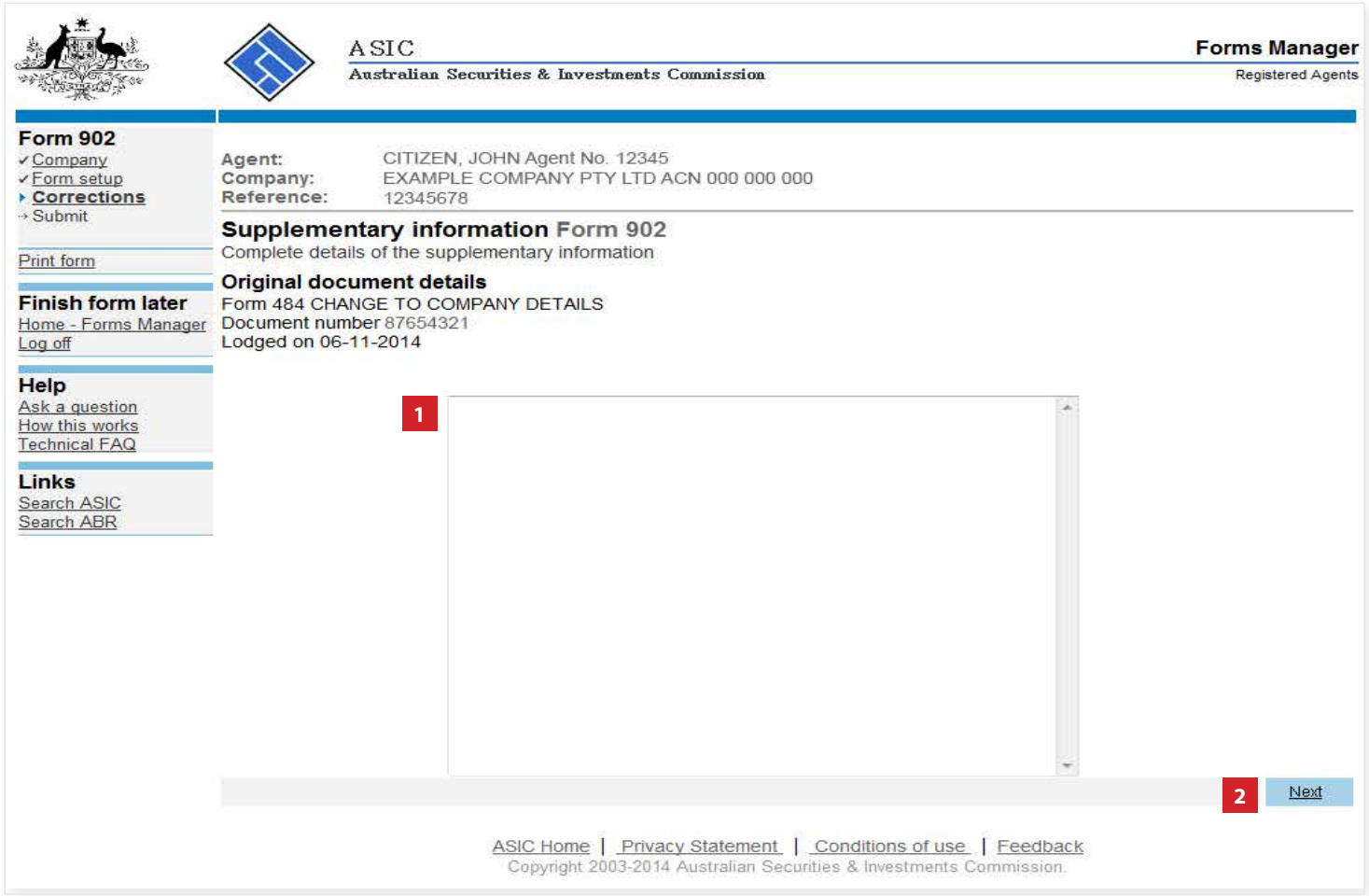


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Enter supplementary information

1. Enter the **supplementary information** in the box provided.
2. Select **Next** to continue.

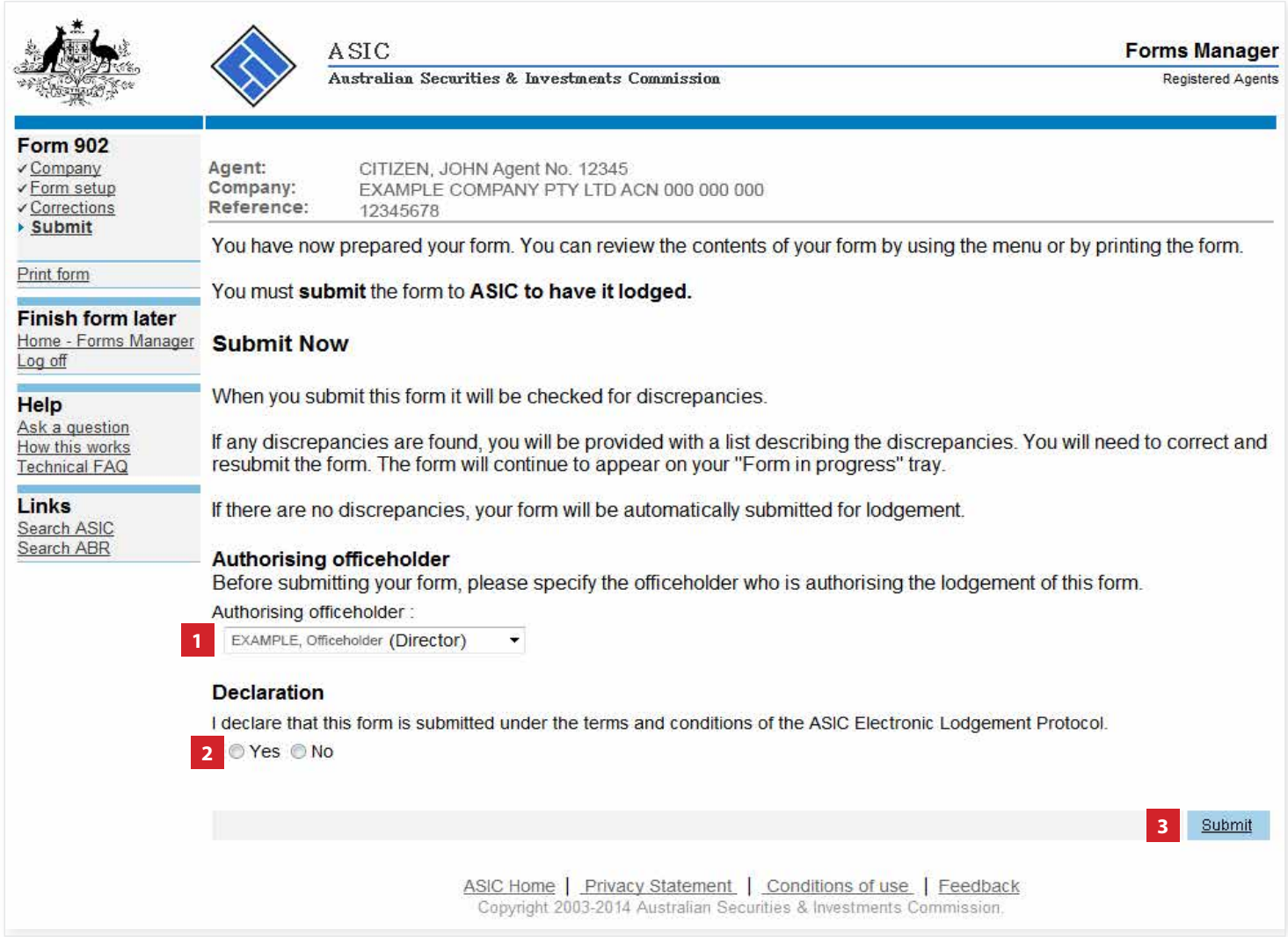


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

© Australian Securities and Investments Commission January 2015

Make the declaration

1. Select the **authorising officeholder** from the drop-down list.
2. 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.
3. Select **Submit** to lodge the form with ASIC.



Notes:

- The lodgement process is not instantaneous – it may take some time to process.
- If the form is accepted by ASIC, it will appear in 'forms submitted'.
- If the form is not accepted, it will appear in 'forms in progress'**.** You will need to select it and correct the errors, before resubmitting the form.

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

How to notify ASIC of supplementary information

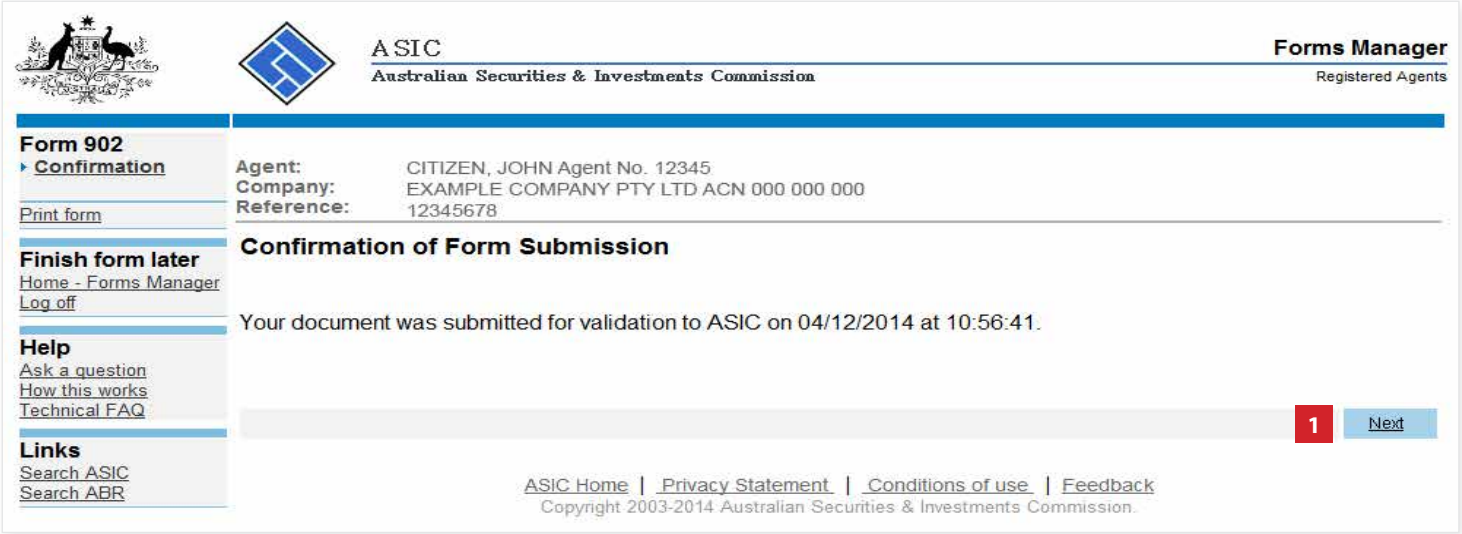
© Australian Securities and Investments Commission January 2015

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

© Australian Securities and Investments Commission January 2015