



ASIC

User guide

# Registered Agent Portal

## How to lodge a request for correction

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

## How to lodge a request for correction

- Complete this transaction when you want to correct information on a form you have lodged previously with ASIC.
- You will need to log in to your [online account](#) before you begin.

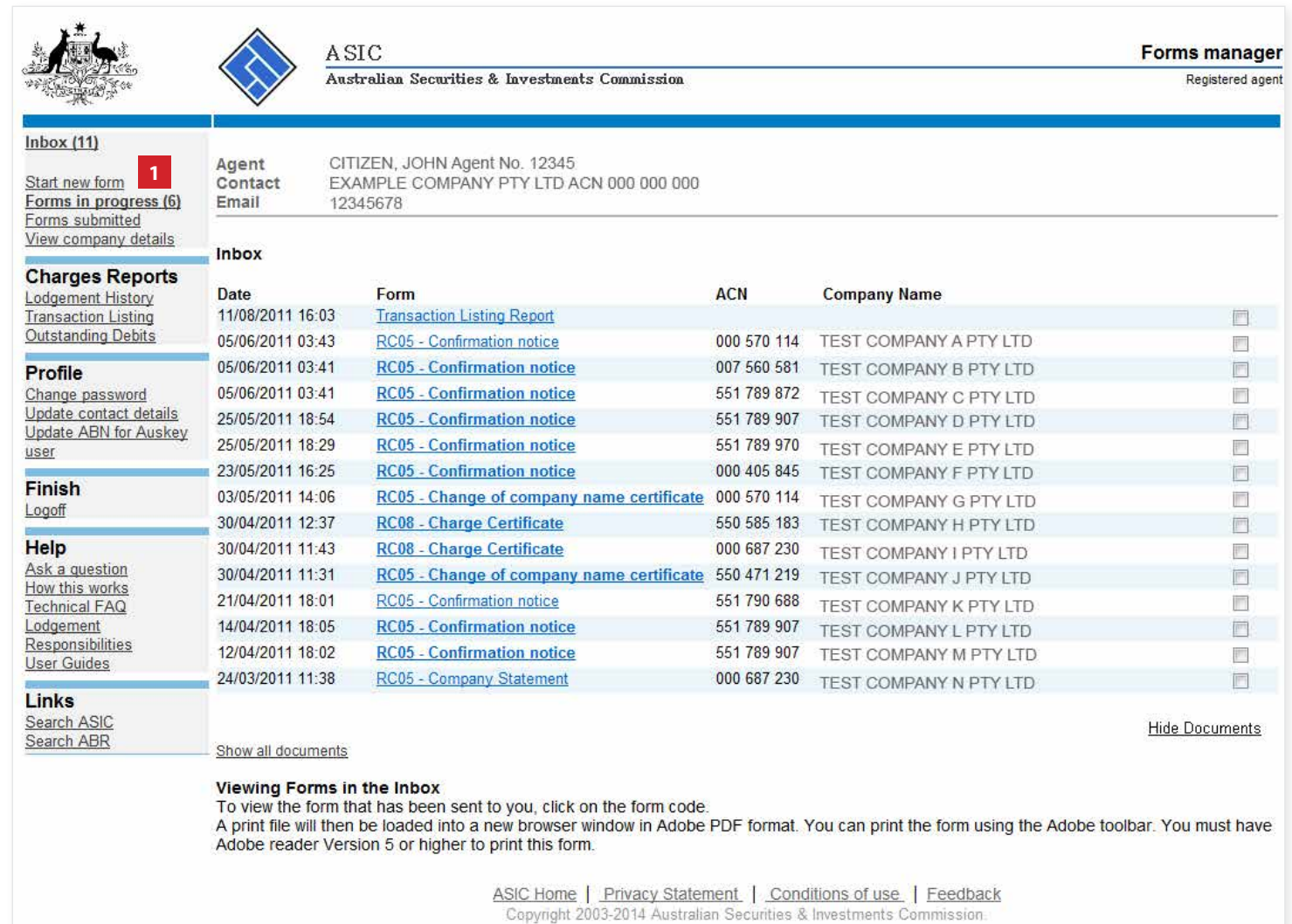
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[How to lodge a request for correction](#)

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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	<a href="#">Transaction Listing Report</a>		
05/06/2011 03:43	<a href="#">RC05 - Confirmation notice</a>	000 570 114	TEST COMPANY A PTY LTD
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	007 560 581	TEST COMPANY B PTY LTD
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	551 789 872	TEST COMPANY C PTY LTD
25/05/2011 18:54	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY D PTY LTD
25/05/2011 18:29	<a href="#">RC05 - Confirmation notice</a>	551 789 970	TEST COMPANY E PTY LTD
23/05/2011 16:25	<a href="#">RC05 - Confirmation notice</a>	000 405 845	TEST COMPANY F PTY LTD
03/05/2011 14:06	<a href="#">RC05 - Change of company name certificate</a>	000 570 114	TEST COMPANY G PTY LTD
30/04/2011 12:37	<a href="#">RC08 - Charge Certificate</a>	550 585 183	TEST COMPANY H PTY LTD
30/04/2011 11:43	<a href="#">RC08 - Charge Certificate</a>	000 687 230	TEST COMPANY I PTY LTD
30/04/2011 11:31	<a href="#">RC05 - Change of company name certificate</a>	550 471 219	TEST COMPANY J PTY LTD
21/04/2011 18:01	<a href="#">RC05 - Confirmation notice</a>	551 790 688	TEST COMPANY K PTY LTD
14/04/2011 18:05	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY L PTY LTD
12/04/2011 18:02	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY M PTY LTD
24/03/2011 11:38	<a href="#">RC05 - Company Statement</a>	000 687 230	TEST COMPANY N PTY LTD

[Show all documents](#) [Hide Documents](#)

**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.

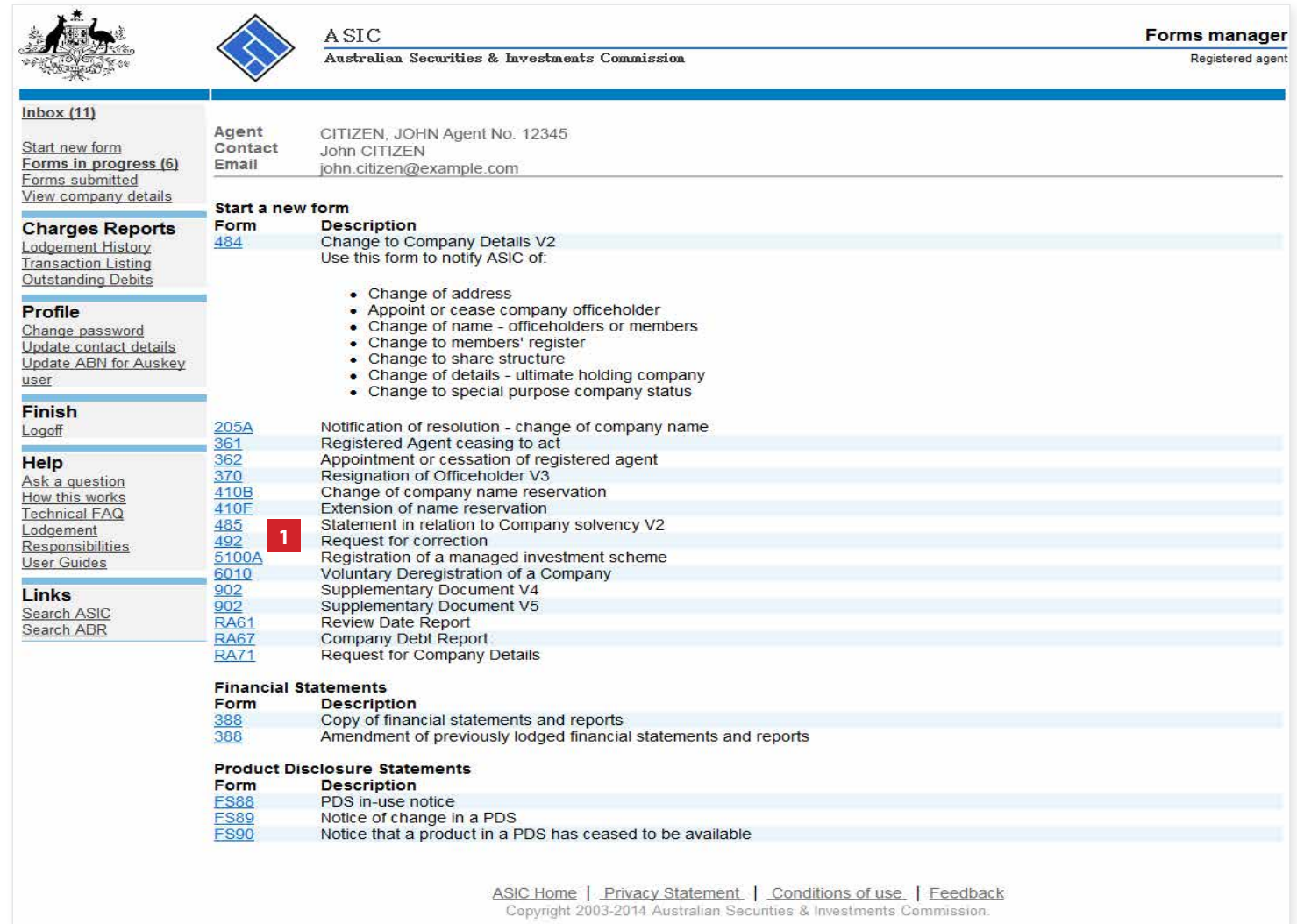
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# Select form type

- From the list of available forms, select **492**.



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 with sections: 'Inbox (11)', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The 'Inbox (11)' section shows 'Start new form', 'Forms in progress (6)', 'Forms submitted', and 'View company details'. The 'Charges Reports' section includes 'Lodgement History', 'Transaction Listing', and 'Outstanding Debts'. The 'Profile' section includes 'Change password', 'Update contact details', and 'Update ABN for Auskey user'. The 'Finish' section includes 'Logoff'. The 'Help' section includes 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'. The 'Links' section includes 'Search ASIC' and 'Search ABR'. The main content area is titled 'Start a new form' and contains a table of forms. The form '492' is highlighted with a red box and the number '1' next to it. Below the table, there are sections for 'Financial Statements' and 'Product Disclosure Statements'.

Form	Description
<a href="#">484</a>	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>• Change of address</li> <li>• Appoint or cease company officeholder</li> <li>• Change of name - officeholders or members</li> <li>• Change to members' register</li> <li>• Change to share structure</li> <li>• Change of details - ultimate holding company</li> <li>• Change to special purpose company status</li> </ul>
<a href="#">205A</a>	Notification of resolution - change of company name
<a href="#">361</a>	Registered Agent ceasing to act
<a href="#">362</a>	Appointment or cessation of registered agent
<a href="#">370</a>	Resignation of Officeholder V3
<a href="#">410B</a>	Change of company name reservation
<a href="#">410F</a>	Extension of name reservation
<a href="#">485</a>	Statement in relation to Company solvency V2
<a href="#">492</a>	Request for correction
<a href="#">5100A</a>	Registration of a managed investment scheme
<a href="#">6010</a>	Voluntary Deregistration of a Company
<a href="#">902</a>	Supplementary Document V4
<a href="#">902</a>	Supplementary Document V5
<a href="#">RA61</a>	Review Date Report
<a href="#">RA67</a>	Company Debt Report
<a href="#">RA71</a>	Request for Company Details

**Financial Statements**

Form	Description
<a href="#">388</a>	Copy of financial statements and reports
<a href="#">388</a>	Amendment of previously lodged financial statements and reports

**Product Disclosure Statements**

Form	Description
<a href="#">FS88</a>	PDS in-use notice
<a href="#">FS89</a>	Notice of change in a PDS
<a href="#">FS90</a>	Notice that a product in a PDS has ceased to be available

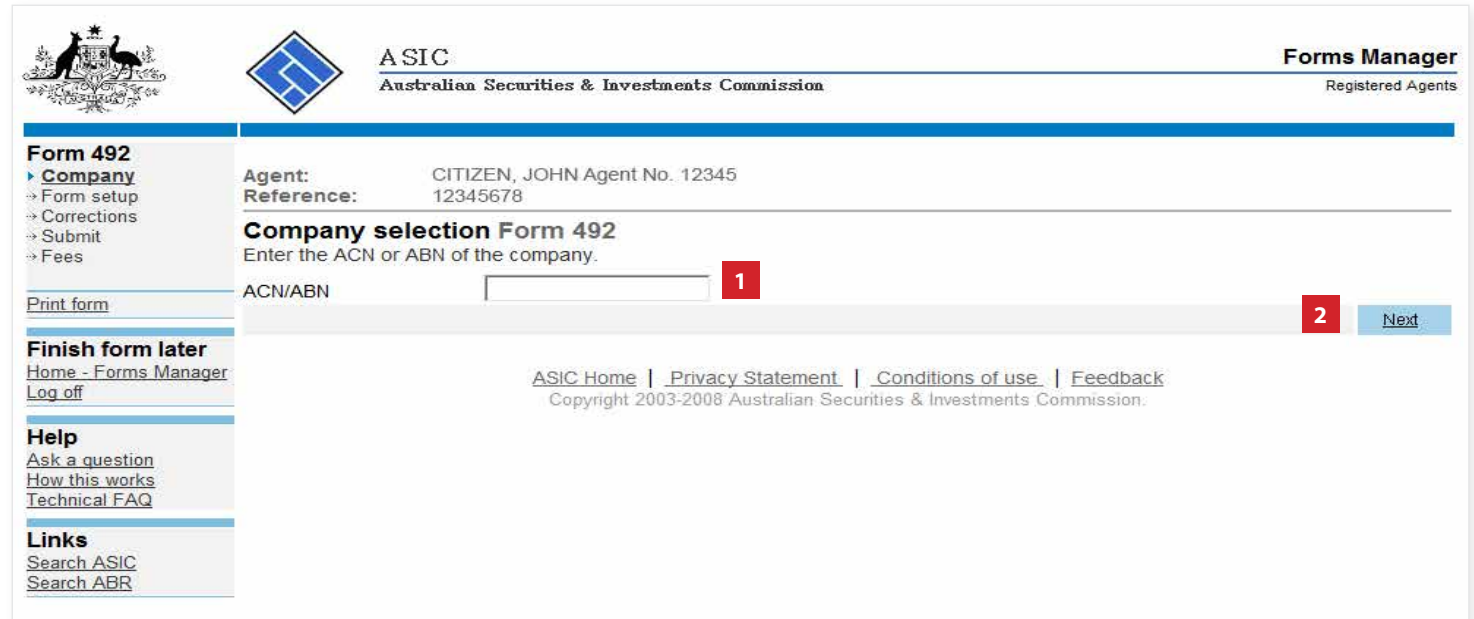
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## Enter the company ACN/ABN

1. Enter the **ACN/ABN** of the company to which the correction relates.
2. Select **Next** to continue.



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 'Form 492' and includes a navigation menu with options: 'Company', 'Form setup', 'Corrections', 'Submit', and 'Fees'. Below this, the 'Company selection Form 492' section prompts the user to 'Enter the ACN or ABN of the company.' There is a text input field labeled 'ACN/ABN' with a red '1' next to it. To the right of the input field is a red '2' and a 'Next' button. At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2008.

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[How to lodge a request for correction](#)

## Confirm company details

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



  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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**Form 492**  
✓ Company  
▶ **Company Confirmation**  
→ Form setup  
→ Corrections  
→ Submit  
→ Fees

[Print form](#)

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

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

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

**Agent:** CITIZEN, JOHN Agent No: 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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**Company confirmation Form 492**  
EXAMPLE COMPANY PTY LTD **1**  
ACN 000 000 000

Is this the correct company? **2**  Yes  No

**3** [Next](#)

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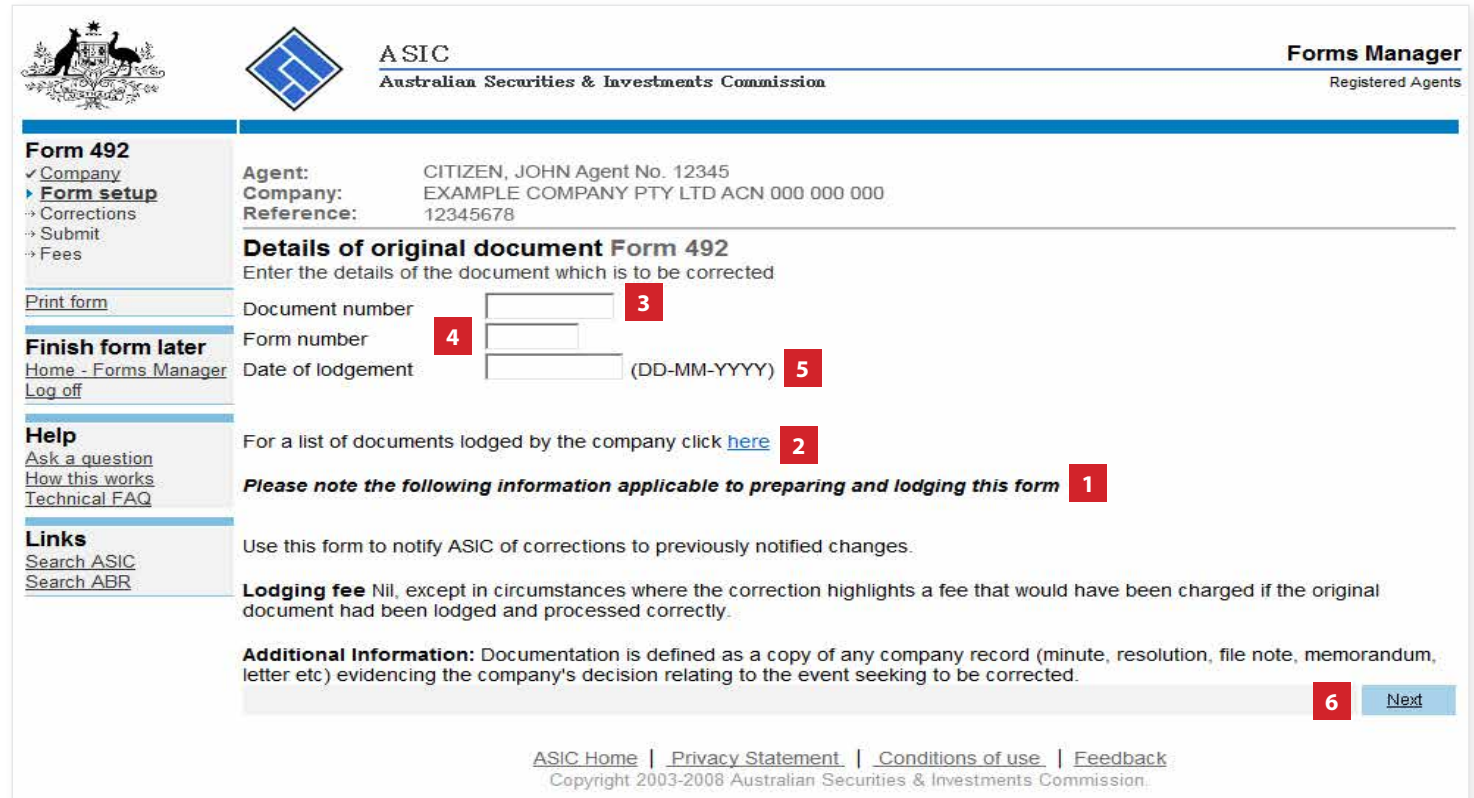
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[How to lodge a request for correction](#)



## Provide document details

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



**Form 492**

- ✓ Company
- ▶ **Form setup**
- Corrections
- Submit
- Fees

[Print form](#)

**Finish form later**

[Home - Forms Manager](#)

[Log off](#)

**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

**Links**

[Search ASIC](#)

[Search ABR](#)

**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Details of original document Form 492**  
Enter the details of the document which is to be corrected

Document number  **3**

Form number  **4**

Date of lodgement:  (DD-MM-YYYY) **5**

For a list of documents lodged by the company click [here](#) **2**

**Please note the following information applicable to preparing and lodging this form** **1**

Use this form to notify ASIC of corrections to previously notified changes.

**Lodging fee** Nil, except in circumstances where the correction highlights a fee that would have been charged if the original document had been lodged and processed correctly.

**Additional Information:** Documentation is defined as a copy of any company record (minute, resolution, file note, memorandum, letter etc) evidencing the company's decision relating to the event seeking to be corrected.

**6** [Next](#)

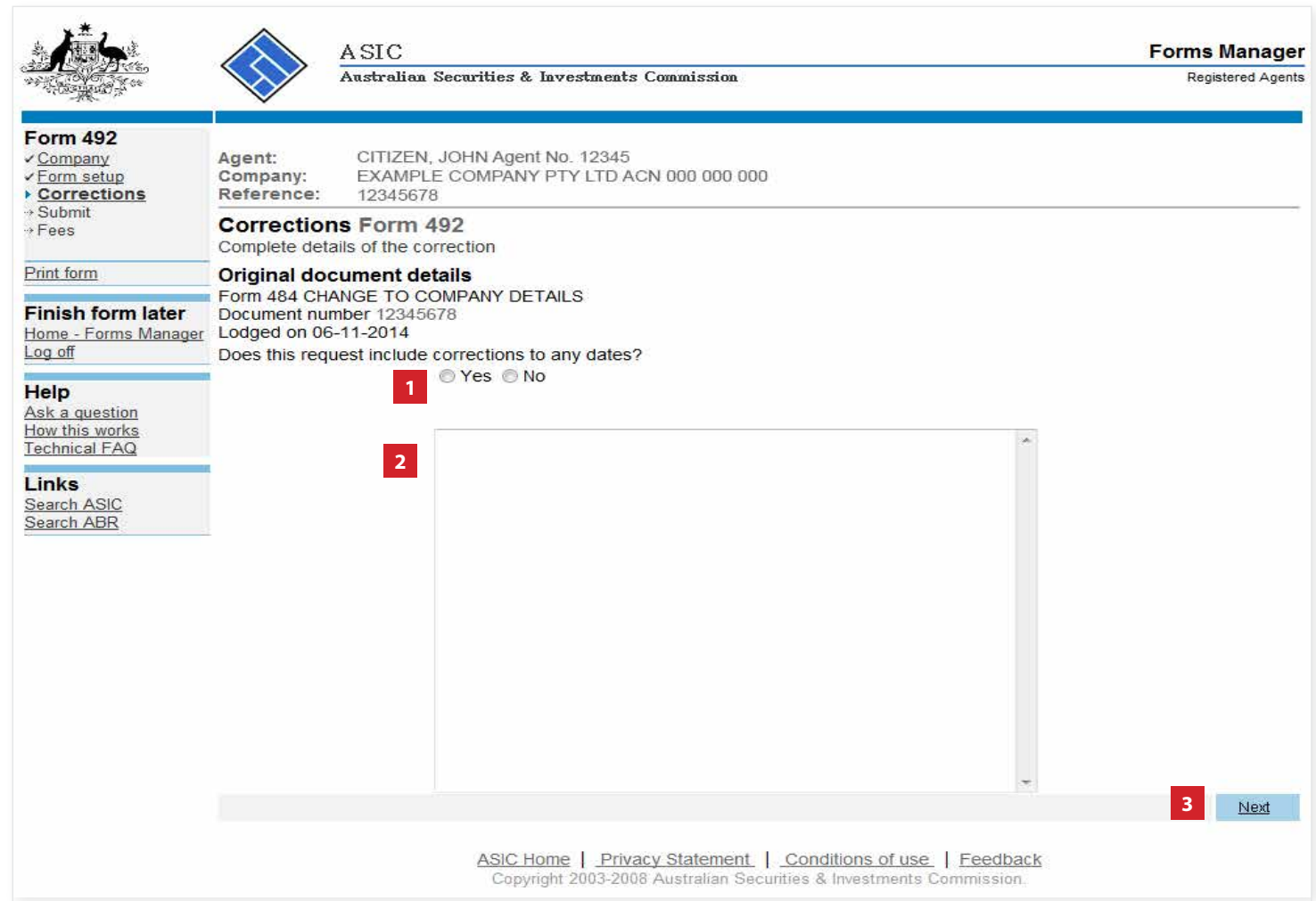
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## Provide correction details

1. Select **Yes** or **No** to confirm if the request includes corrections to any dates.
2. Enter a **description of the correction** in the free text box provided.
3. Select **Next** to continue.



  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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**Form 492**  
✓ Company  
✓ Form setup  
▶ **Corrections**  
→ Submit  
→ Fees

[Print form](#)

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

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

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

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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**Corrections Form 492**  
Complete details of the correction

**Original document details**  
Form 484 CHANGE TO COMPANY DETAILS  
Document number 12345678  
Lodged on 06-11-2014

Does this request include corrections to any dates?  
 Yes  No

1

2

3 [Next](#)

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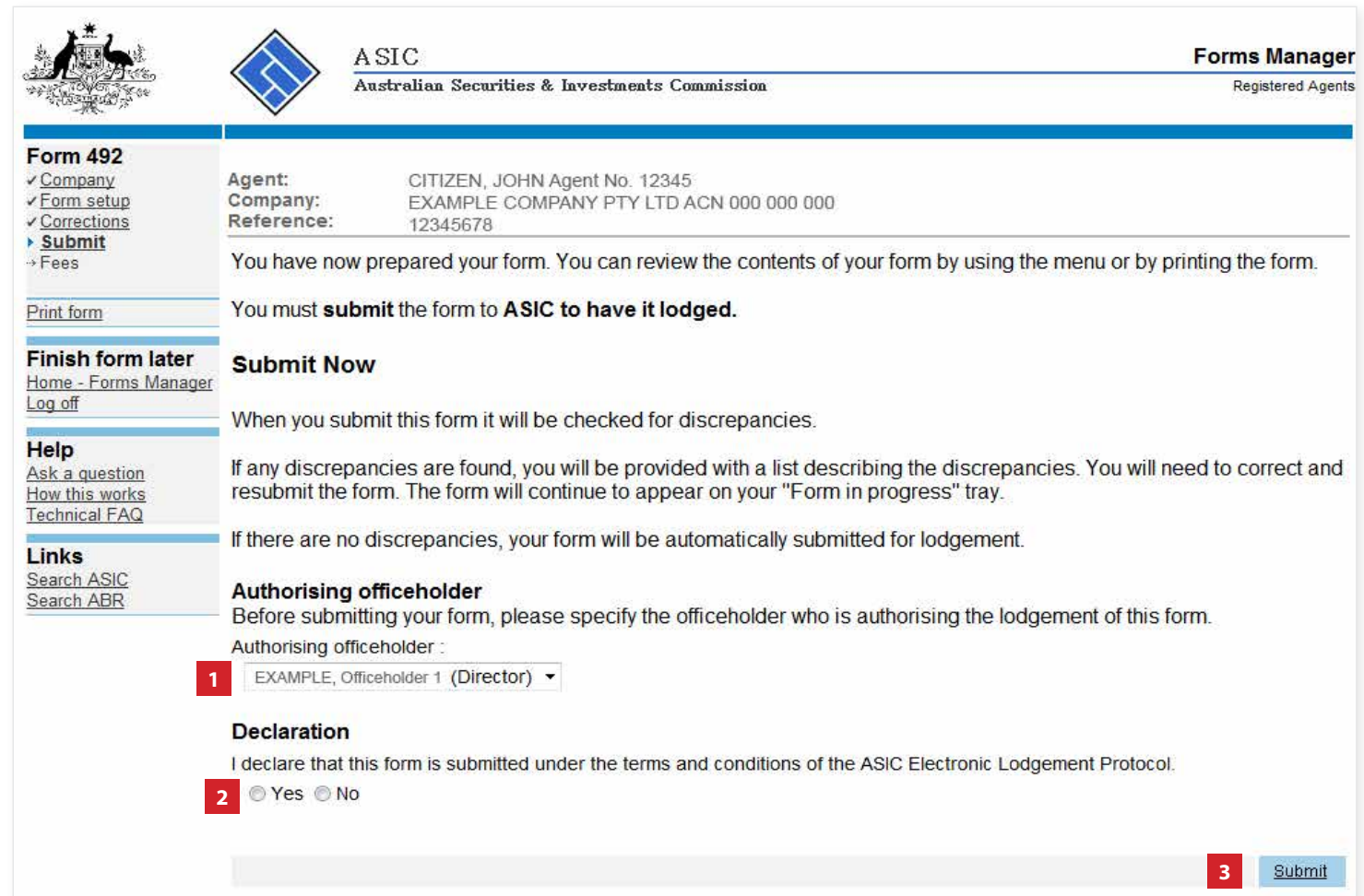
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# Make the declaration

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.



**Form 492**  
[✓ Company](#)  
[✓ Form setup](#)  
[✓ Corrections](#)  
[▶ \*\*Submit\*\*](#)  
[→ Fees](#)

[Print form](#)

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

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

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

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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.

**Authorising officeholder**  
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.  
 Authorising officeholder :  
 1

**Declaration**  
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.  
 2  Yes  No

3

**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.

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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 finalise 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 'Confirmation of Form Submission' and displays the following information:

<b>Form 492</b>	<b>Agent:</b> CITIZEN, JOHN Agent No. 12345
▶ <b>Confirmation</b>	<b>Company:</b> EXAMPLE COMPANY PTY LTD ACN 000 000 000
✓ <b>Fees</b>	<b>Reference:</b> 12345678

Below this information, there are links for 'Print form', 'Finish form later' (with sub-links 'Home - Forms Manager' and 'Log off'), 'Help' (with sub-links 'Ask a question', 'How this works', and 'Technical FAQ'), and 'Links' (with sub-links 'Search ASIC' and 'Search ABR').

The confirmation message states: 'Your document was submitted for validation to ASIC on 06/11/2014 at 15:22:51.' At the bottom right, there is a red box with the number '1' and a 'Next' button. At the bottom center, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2008 Australian Securities & Investments Commission.'

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