



1. Where no value or answer is shown in the right column (blank), this is because the question was either non-mandatory and no answer was given OR not presented to the user.
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## Apply for an Australian financial services (AFS) licence

Reference number	
Create date	
Lodgement date	

### Submitter details

Australian Company Number / Australian Registered Body Number	
Australian Business Number	
Organisation name	
Given name	
Other given name(s)	
Family name	
<b>Pre-filled information</b>  We may pre-fill some of the information in this section from ASIC or other Commonwealth records, or from a previous section of this document. If the pre-filled information is incorrect, you will be unable to make the required declaration as to the truth and accuracy of the information in this document. In this case, you must not submit the document until the information ASIC holds is corrected and then pre-filled into this document.  For more information, please see our FAQ - <a href="#">What should I do if there are errors in the pre-filled information of a form or transaction?</a>	
* Are the applicant details the same as the submitter details prefilled above?	

### About the applicant

#### Applicant details

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* What best describes the applicant?	
<b>Privacy Collection Notice</b> <p>The Privacy Collection Notice given under APP 5 of the <i>Privacy Act 1988</i> applies to your provision of personal or sensitive information in this section.</p> <p>If you are providing personal details of another person, you are responsible for obtaining and recording their <a href="#">consent</a> before you provide their personal or sensitive information in this section.</p>	
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<b>Individual</b>	
You must ensure that you are making the application in the applicant's full name (e.g. as it appears on their driver's licence or passport).	
* Given name	
Other given name(s)	
* Family name	
* Date of birth	
* Place of birth (country/territory)	
* Other country	
* Place of birth (state or territory)	
* Place of birth (suburb or town or city)	
* Is the applicant's residential address in Australia?	
* Enter the applicant's residential address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	

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* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

Australian Business Number	
Name associated with the ABN	

* Does the applicant have an Australian Business Number (ABN)?	
* Enter the applicant's ABN?	
* Name associated with the ABN	

<b>Body corporate</b>	
Organisation name	
Australian Company Number / Australian Registered Body Number	
Australian Business Number (ABN)	

<b>Body corporate</b>
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* Does the applicant have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
--	--

* Enter the applicant's ACN / ARBN	
Organisation name	
Australian Business Number (ABN)	

* Does the applicant have an Australian Business Number (ABN)?	
* Enter the applicant's ABN	
Name associated with ABN	

Body corporate description	
* Enter body corporate name	
* Is the applicant a foreign entity?	
* Is the applicant a foreign company?	
* Describe the entity type (for example, private company, limited partnership)	
* Does the body corporate have an identification number?	
* Enter the identification number of the body corporate	
* Describe why the applicant does not need to be registered under the Corporations Act 2001	
* Explain why the applicant is eligible to hold an AFS licence	

Partnership	
Partnership name	
Australian Business Number (ABN)	
* Does the applicant have an Australian Business	

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Number (ABN)?	
* Enter the applicant's ABN	
Name associated with the ABN	
* Enter the partnership name	
* Explain why the partnership does not have an ABN	

<b>Partner details</b>	
You must provide details of all partners of the partnership	
* What best describes the partner of the partnership	
* Given name	
Other given name(s)	
* Family name	
* Date of birth	
* Place of birth (country/territory)	
* Other country	
* Place of birth (state or territory)	
* Place of birth (suburb or town or city)	
* Is the partner's address in Australia? The address may be a residential or business address	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	

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* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

* Does the partner have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
* Enter the partner's ACN / ARBN	
Organisation name	
Australian Business Number (ABN)	

* Does the partner have an Australian Business Number (ABN)?	
* Enter the partner's ABN	
Name associated with the ABN	

<b>Body corporate description</b>	
* Enter partner's body corporate name	
* Is the partner's body corporate a foreign entity?	
* Is the partner's body corporate a foreign company?	
* Describe the entity type of the body corporate (for example, private company, limited partnership)	
* Does the body corporate have an identification number	

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* Enter the identification number of the body corporate	
* Describe the entity type of the partner (for example, private company, limited partnership)	
* Enter the name of the trustee	
* Does the trustee have an identification number	
* Enter the Identification number of the trustee	

### Multiple trustees of a trust

Under s761FA of the [Corporations Act 2001](#), where there are two or more trustees of one trust, these multiple trustees are a 'notional entity' and can apply for an AFS licence. As an example, the name of the applicant would be 'The trustees of XYZ Trust'.

If the applicant is the sole trustee of a trust – or a partnership consisting of the trustees of different trusts – they cannot apply as 'multiple trustees of a trust' and they will need to apply as the relevant entity type – i.e. as an individual (natural person), a company, another type of body corporate or a partnership.

* I confirm that the trust has more than one trustee	
* Enter the name of the trust	
<b>Trustee details</b>	
You must provide details of all trustees of the trust	
* What best describes the trustee of the trust	

* Given name	
Other given name(s)	
* Family name	
* Date of birth	
* Place of birth (country/territory)	
* Other country	
* Place of birth (state or territory)	
* Place of birth (suburb or town or city)	
* Is the trustee's address in Australia? The address may be a residential or business address	

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* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

* Does the trustee have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
* Enter the trustee's ACN / ARBN	
Organisation name	
Australian Business Number (ABN)	

* Does the trustee have an Australian Business Number (ABN)?	
* Enter the trustee's ABN	

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Name associated with the ABN	
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<b>Body corporate description</b>	
* Enter trustee's body corporate name	
* Is the trustee's body corporate a foreign entity?	
* Is the trustee's body corporate a foreign company?	
* Describe the entity type of the body corporate (for example, private company, limited partnership)	
* Does the body corporate have an identification number	
* Enter the identification number of the body corporate	

* Describe the entity type of the trustee (for example, private company, limited partnership)	
* Enter the name of the trustee	
* Does the trustee have an identification number	
* Enter the Identification number of the trustee	

<b>Australian credit licence</b>	
<p>If the prospective applicant successfully obtains an AFS licence and also holds an Australian credit licence, section 913C of the <a href="#">Corporations Act 2001</a> requires the licence number ASIC gives to the AFS licensee to be the same number as the person's Australian credit licence number. This question is asked to ensure section 913C of the Corporations Act is complied with in circumstances where ASIC may not be able to automatically reconcile the credit licence register with the application.</p>	
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Australian credit licence number	

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The applicant has applied for an Australian credit licence.	
* Does the applicant have an Australian credit licence (credit licence)?	
* Enter applicant's credit licence number	
* Has the applicant submitted an application for a credit licence?	

## Applicant billing contact details

* Given name	
Other given name(s)	
* Family name	
* Phone number	
* Is the billing address in Australia?	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	

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* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Local agent

Because the applicant is a foreign entity that is not a registered foreign company, reg 7.6.03A of the [Corporations Regulations 2001](#) requires the applicant to appoint a local agent that meets the following criteria:

- (i) an individual or a company
- (ii) resident in this jurisdiction, and
- (iii) authorised to accept service of process and notices on the applicant's behalf.

**Note:** If ASIC grants the licence, reg 7.6.03B requires the applicant to notify us within one month of any change to the agent or the agent's name or address.

* Has the applicant appointed an agent that meets the criteria above?	
* Select the type of local agent	
* Enter local agent's Australian Company Number / Australian Registered Body Number	
Local agent name	
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* Given name	
Other given name(s)	
* Family name	
* Enter the local agent's Australian business address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	

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* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Upload a memorandum of appointment or a power of attorney that either the applicant has duly executed or someone else has done so on the applicant's behalf. This needs to include the name and address of the agent.	
* Was the memorandum of appointment or power of attorney executed on the applicant's behalf?	
* Upload a copy of the document that authorised the execution. This copy must be declared in writing to be a true copy of the document authorising the execution.	

## Business name

<p>The question below refers to business names registered in an Australian state or territory as at 28 May 2012 or registered with ASIC's Business Names Register. You must provide the details of any registered principal business name under which the applicant intends to provide financial services.</p> <p>For further information, see Regulatory Guide 235 <i>Registering your business name</i> (<a href="#">RG 235</a>).</p>	
* Has the applicant registered one or more business name(s) they will use if ASIC grants an AFS licence?	
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## Business name details

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<b>Business name</b>	
* Was the business name registered after 28 May 2012?	
If this business name was registered in more than one state, provide the following information for the principal state of operation only.	
* Australian Business Number (ABN)	
* Enter Business name	

* Select the state or territory of registration of the business name	
You must enter the state or territory registration number as it appears in the ASIC Business Names Register. You can check the business name by searching the <a href="#">Professional Registers Search</a> .	
* Enter the state or territory registration number	
* Business name	

## Principal business address

* Is the applicant's principal business address in Australia?	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	

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* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Address for service of notice

* Is the address for service of notices the same as the applicant's principal business address?	
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* Is the address for service in Australia? The address may be residential or business	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	

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* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Controlling entities

In this section of the application, you will need to add details of the applicant's controllers, if there are any. Refer to the definition of 'control' in section 910B of the [Corporations Act 2001](#).

If any persons or entities control the applicant, you will need to provide the details of those persons/entities and where relevant, their officers or partners/trustees and senior managers.

Where the controller is a body corporate, you will also need to provide details of the officers of that controller. Refer to the definition of 'officer' in s9 of the Corporations Act.

### Definition of control:

1. having the capacity to control the composition of the entity's board or governing body (if any); or
2. having the capacity to determine the outcome of decisions about the entity's financial and operating policies, taking into account:
  - the practical influence that can be exerted (rather than the rights that can be enforced); and
  - any practice or pattern of behaviour affecting the entity's financial or operating policies (whether or not it involves a breach of an agreement or a breach of trust).

### Definition of control:

1. having the capacity to cast, or control the casting of, more than one half of the maximum number of votes that might be cast at a general meeting of the body corporate; or
2. directly or indirectly holding more than one half of the issued share capital of the body corporate (not including any part of the issued share capital that carries no right to participate beyond a specified amount in a distribution of either profits or capital, and not including MCIs); or
3. having the capacity to control the composition of the body corporate's board or governing body; or
4. having the capacity to determine the outcome of decisions about the body corporate's financial and operating policies, taking into account:
  - the practical influence that can be exerted (rather than the rights that can be enforced); and
  - any practice or pattern of behaviour affecting the body corporate's financial or operating policies (whether or not it involves a breach of an agreement or a breach of trust).

\* Does the applicant have any controlling entities?

\* Provide reasons why the applicant has no controlling entity/entities

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#### Pre-filled information

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To update information prefilled from a previous section, update the Applicant details section.

For more information, please see our FAQ - [What should I do if there are errors in the pre-filled information of a form or transaction?](#)

#### Controlling entities details

You must provide details of all the applicant's controlling entities.

#### Controlling entity

\* What best describes the controlling entity?

\* Name of other type of controlling entity

\* Provide description of other controlling entity

\* Given name

Other given name(s)

\* Family name

\* Date of birth

\* Place of birth (country/territory)

\* Other country

\* Place of birth (state or territory)

\* Place of birth (suburb or town or city)

\* Is the controlling entity's address in Australia? You can provide residential or business address

\* Enter an Australian address

Can't find your address?

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Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	
* Does the controlling entity have an Australian Business Number (ABN)?	
* Enter the controlling entity's ABN	
Name associated with the ABN	

* Does the controlling entity have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
* Enter controlling entity's ACN / ARBN	
Controlling entity name	
Australian Business Number (ABN)?	

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* Does the controlling entity have an Australian Business Number (ABN)?	
* Enter the controlling entity's Australian Business Number (ABN)	
Name associated with the ABN	
* Enter controlling entity's name	
* Explain why the entity does not have an ABN	

<b>Body corporate description</b>	
* Enter body corporate name	
* Is the controlling entity a foreign entity?	
* Is the controlling entity a foreign company?	
* Describe the entity type (for example, private company, limited partnership)	
* Does the body corporate have an identification number?	
* Enter the identification number of the body corporate	

<b>Partner details</b>	
You must provide details of all partners of the partnership	
* Does the controlling entity have an Australian Business Number (ABN)?	
* Enter the controlling entity's ABN	
* Name associated with the ABN	
* Explain why the controlling entity does not have an ABN	

* What best describes the partner of the partnership	
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* Given name	
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Other given name(s)	
* Family name	
* Date of birth	
* Place of birth (country/territory)	
* Other country	
* Place of birth (state or territory)	
* Place of birth (suburb or town or city)	
* Is the partner's address in Australia? The address may be a residential or business address	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

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* Does the partner have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
* Enter the partner's ACN / ARBN	
Organisation name	
Australian Business Number (ABN)	

* Does the partner have an Australian Business Number (ABN)?	
Enter the partner's ABN	
Name associated with the ABN	

<b>Body corporate description</b>	
* Enter partner's body corporate name	
* Is the partner's body corporate a foreign entity?	
* Is the partner's body corporate a foreign company?	
* Describe the entity type of the body corporate (for example, private company, limited partnership)	
* Does the body corporate have an identification number	
* Enter the identification number of the body corporate	

* Describe the entity type of the partner (for example, private company, limited partnership)	
* Enter the name of the partner	
* Does the partner have an identification number	
* Enter the Identification number of the partner	

<b>Multiple trustees of a trust</b>
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Under s761FA of the [Corporations Act 2001](#), where there are two or more trustees of one trust, these multiple trustees are a 'notional entity' and can apply for an AFS licence. As an example, the name of the applicant would be 'The trustees of XYZ Trust'.

If the applicant is the sole trustee of a trust – or a partnership consisting of the trustees of different trusts – they cannot apply as 'multiple trustees of a trust' and they will need to apply as the relevant entity type – i.e. as an individual (natural person), a company, another type of body corporate or a partnership.

\* I confirm that the trust has more than one trustee

\* Enter the name of the trust

### Trustee details

You must provide details of all trustees of the trust

\* What best describes the trustee of the trust

\* Given name

Other given name(s)

\* Family name

\* Date of birth

\* Place of birth (country/territory)

\* Other country

\* Place of birth (state or territory)

\* Place of birth (suburb or town or city)

\* Is the trustee's address in Australia? The address may be a residential or business address

\* Enter an Australian address

Can't find your address?

Unit / Office

Building / Property name

Floor / Level

\* Street number

\* Street name

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* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

* Does the trustee have an Australian Company Number (ACN) / Australian Registered Body Number (ARBN)?	
--	--

* Enter the trustee's ACN / ARBN	
Organisation name	
Australian Business Number (ABN)	

* Does the trustee have an Australian Business Number (ABN)?	
* Enter the trustee's ABN	
Name associated with the ABN	

<b>Body corporate description</b>	
* Enter trustee's body corporate name	
* Is the trustee's body corporate a foreign entity?	
* Is the trustee's body corporate a foreign	

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company?	
* Describe the entity type of the body corporate (for example, private company, limited partnership)	
* Does the body corporate have an identification number	
* Enter the identification number of the body corporate	

* Describe the entity type of the trustee (for example, private company, limited partnership)	
* Enter the name of the trustee	
* Does the trustee have an identification number	
* Enter the Identification number of the trustee	

<p>Definition of control:</p> <ol style="list-style-type: none"> <li>1. having the capacity to cast, or control the casting of, more than one half of the maximum number of votes that might be cast at a general meeting of the body corporate; or</li> <li>2. directly or indirectly holding more than one half of the issued share capital of the body corporate (not including any part of the issued share capital that carries no right to participate beyond a specified amount in a distribution of either profits or capital, and not including MCIs); or</li> <li>3. having the capacity to control the composition of the body corporate's board or governing body; or</li> <li>4. having the capacity to determine the outcome of decisions about the body corporate's financial and operating policies, taking into account: <ul style="list-style-type: none"> <li>- the practical influence that can be exerted (rather than the rights that can be enforced); and</li> <li>- any practice or pattern of behaviour affecting the body corporate's financial or operating policies (whether or not it involves a breach of an agreement or a breach of trust).</li> </ul> </li> </ol>	
<p>Definition of control:</p> <ol style="list-style-type: none"> <li>1. having the capacity to control the composition of the entity's board or governing body (if any); or</li> <li>2. having the capacity to determine the outcome of decisions about the entity's financial and operating policies, taking into account: <ul style="list-style-type: none"> <li>- the practical influence that can be exerted (rather than the rights that can be enforced); and</li> <li>- any practice or pattern of behaviour affecting the entity's financial or operating policies (whether or not it involves a breach of an agreement or a breach of trust).</li> </ul> </li> </ol>	
* Which of the following most accurately describes the controlling entity's control method?	

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## Ultimate controller

* Does the applicant have an ultimate controller or ultimate holding company?	
* Select the ultimate controller or ultimate holding company	

## Relevant people

Provide details of every relevant person for the controlling entity

A relevant person is a person who, through their relationship with the controller of the applicant, ASIC must assess as a fit and proper person. For a body corporate controller, the relevant persons are the officers of the controller. For a controller that is a partnership, the relevant persons are the partners and senior managers of the controller. For a controller that is multiple trustees of a trust, the relevant persons are the trustees and senior managers of the controller. Those identified as relevant persons in this section will be pre-filled later in the application when we ask questions about your fit and proper persons.

Applicants must provide information about these relevant persons of the controllers. Click 'Add' to provide details.

### Pre-filled information

We may pre-fill some of the information in this section from ASIC or other Commonwealth records, or from a previous section of this document. If the pre-filled information is incorrect, you will be unable to make the required declaration as to the truth and accuracy of the information in this document. In this case, you must not submit the document until the information ASIC holds is corrected and then pre-filled into this document.

To update information pre-filled from a previous section, update the Controlling entities section.

For more information, please see our FAQ - [What should I do if there are errors in the pre-filled information of a form or transaction?](#)

* Controlling entity name	
* Given name	
Other given name(s)	
* Family name	
* Date of birth	
You can select both Director and Secretary or both Alternate director and Secretary, otherwise you can select only one.	
* Role	
* Enter relevant person role	
Address (residential or business)	

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* Do you want to change the address?	
* Is the address in Australia? The address may be residential or business	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Fit and proper people

You must identify all the people and entities involved in the applicant's financial services business and provide ASIC with information to demonstrate that the applicant and each of those people and entities involved satisfy the 'fit and proper person test' in s913BA of the [Corporations Act 2001](#).

Who the fit and proper people are will depend on what type of entity the applicant is. Find out more about fit and proper people in the [AFS Licensing Kit](#).

This section of the application lists the applicant's company/body corporate officers as recorded on the Australian Company Register and you cannot remove them from the list. To appoint or cease company or

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registered body officers, see [Changes to your company](#) or [Notification of change to directors of a registered body](#).

If relevant, you must add details of all other officers that are not required to be recorded on the Australian Company Register.

In this section of the application, you will need to provide details of all the applicant's partners/trustees and (if there are any) senior managers.

#### Privacy Collection Notice

The Privacy Collection Notice given under APP 5 of the *Privacy Act 1988* applies to your provision of personal or sensitive information in this section.

If you are providing personal details of another person, you are responsible for obtaining and recording their [consent](#) before you provide their personal or sensitive information in this section.

In the section below, you need to add all the fit and proper people related to the applying entity itself and any controlling entities. Where we can, we will prefill information about fit and proper people that we already know. You will need to add:

- any outstanding information for prefilled listed fit and proper people
- all information about additional fit and proper people not already listed.

#### Individual with multiple roles as fit and proper people

Depending on the type of applicant and whether it has controlling entities - there may be instances where an individual we are pre-filling may have more than one role in relation to being a fit and proper person. Where this occurs, we will list this individual only once and for the role that is 'closest' to the applicant. For example, if an individual is both a controller and a responsible manager, we will list only the responsible manager role.

#### Criminal history checks

You may be prompted in this section to provide an Australian national criminal history check for each of the applicant's fit and proper people that are natural persons.

You can find more information on Australian national criminal history checks in the [AFS Licensing Kit](#).

#### Pre-filled information

We may pre-fill some of the information in this section from ASIC or other Commonwealth records, or from a previous section of this document. If the pre-filled information is incorrect, you will be unable to make the required declaration as to the truth and accuracy of the information in this document. In this case, you must not submit the document until the information ASIC holds is corrected and then pre-filled into this document.

To update information prefilled from a previous section, update the Controlling entities or Applicant details section.

For more information, please see our FAQ - [What should I do if there are errors in the pre-filled information of a form or transaction?](#)

* Given name	
Other given name(s)	
* Family name	

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* Date of birth	
You can select both Director and Secretary or both Alternate director and Secretary; otherwise you can make only one selection.	
* Role	
* Enter the relevant person role	

Address (residential or business)	
* Do you want to change the address	

* Is the address in Australia? The address may be residential or business	
Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	

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* Postal Code / ZIP Code	
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* Is the address in Australia? The address may be residential or business	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

* Has the relevant person lived in any country other than Australia for more than 12 months in the last 10 years?	
You need to upload overseas criminal history and bankruptcy checks in addition to your application.	
* Upload the person's Australian criminal history check(s)	

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* Date of the attached criminal history check(s) (if there is more than one check attached, select the earliest date)	
* Upload the person's overseas criminal history check(s)	
* Date of the attached overseas criminal history check(s) (if there is more than one check attached, select the earliest date)	
* Upload the person's overseas bankruptcy check(s)	
* Date of the attached bankruptcy check(s) (if there is more than one check uploaded, select the earliest date)	
* Upload a copy of the person's signed and witnessed statement of personal information	
A template statement of personal information is available in the <a href="#">AFS Licensing Kit</a> .	
<p>We will accept alternative certification for a subset of applicant's fit and proper people (the officers, partners, trustees and senior managers of a controller of the applicant), as to their fitness and propriety to perform one or more of the functions relevant to their position.</p> <p>Note: We may subsequently request further information (including police and statements of personal information) on one or more of the applicant's fit and proper people when assessing the application.</p> <p>To help applicants, we have provided a certification template.</p> <p>Please also see AFS licence applications: Providing information for fit and proper people and certain authorisations   ASIC for further information.</p>	
* Will the applicant provide alternative fit and proper certification for this person?	
You will be able to upload alternative fit and proper certification files for all indicated persons after you enter details of all the applicant's fit and proper people.	
<p>We may accept alternative evidence in lieu of police checks and statements of personal information for any officers, partners, trustees and senior managers of the ultimate controller of an applicant where the applicant provides sufficient evidence that the relevant natural person is subject to an equivalent fit and proper person requirement in another regulatory regime.</p> <p>If an applicant cannot demonstrate this to our satisfaction, the applicant will need to provide a criminal history check and statement of personal information for each relevant person.</p> <p>Please note, we may subsequently request information (including criminal history and statements of personal information) about one or more of the applicant's fit and proper people even if they are subject to a fit and proper person requirement in another regime.</p>	
* Will the applicant provide alternative fit and proper evidence for this person in another regulatory regime?	
You will be able to upload alternative fit and proper certification files for all indicated persons after you	

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enter details of all the applicant's fit and proper people.

* Have you added all fit and proper people?	
<p>* Earlier in this section, you indicated that you will provide certification about the fitness and propriety for some of applicant's fit and proper people.</p> <p>Upload certification about the fitness and propriety of the relevant individuals (permissible certification)</p> <p>To help applicants, we have provided a <a href="#">certification template</a>.</p>	
<p>* Earlier in this section, you indicated that you will provide certification about the fitness and propriety for some of applicant's fit and proper people in another regime.</p> <p>Upload certificate of fit and proper person requirement in another regime.</p>	

## Proposed business and authorisations

### Licence type

* For which of the following licence types is the applicant applying?	
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### Mutual recognition

* Upload a notification to ASIC (the local registration authority), including a statutory declaration.	
* Upload a copy of an instrument demonstrating the existing registration or, if there is no such instrument, sufficient information to identify the applicant and their registration.	

### Foreign financial services provider

* Does the applicant hold a relevant authorisation in an overseas regulatory regime that is specified in Schedule 1 of ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198?	
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<b>Details</b>	
* Is the applicant complying with the terms and conditions of ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You must only select the financial services and products mentioned in the instrument and those relevant to the wholesale clients.	
<b>Individual relief instrument details</b>	
You have answered 'No' to the above question. To apply for a foreign AFS licence, the applicant must hold a relevant authorisation in an overseas regulatory regime specified in an individual relief instrument provided on substantially the same terms as ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198.	
* Provide the title and number of the ASIC-issued individual relief instrument.	
* Is the applicant complying with the terms and conditions of that individual relief instrument?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay the assessment of the application.	
You must only select the financial services and products mentioned in the instrument and those relevant to the wholesale clients.	
* Is the applicant carrying on a business in the relevant foreign jurisdiction and is subject to regulatory oversight in that jurisdiction?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay the assessment of the application.	
* Upload a copy of the relevant authorisation in the overseas regulatory regime specified in the relief instrument	
* Upload evidence of incorporation in the overseas regulatory regime	
* Has the applicant obtained any significant exemptions or relief from relevant requirements in the overseas regulatory regime that apply to the financial services the applicant wishes ASIC to authorise it to provide in Australia under the foreign AFS licence?	

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* Provide details of the exemptions or relief	
* Has the applicant been subject to any significant investigation, enforcement or disciplinary action by the overseas regulatory authority about financial services provided?	
* Provide details of the investigation, enforcement or disciplinary action	
* Does the applicant consent to ASIC notifying and engaging with the overseas regulatory authority about the application and the applicant's business?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay the assessment of the application.	

## Limited AFS Licence

Select the type of financial services and financial products for which the applicant wishes to be authorised (you can select more than one).	
* At least one selection must be made.	
* Provide financial product advice	
<p>'Class of product advice' is financial product advice about a class of products but does not include a recommendation about a specific product in the class. See the definition in regs 7.8.12A(4) and 7.8.14B(3) of the <a href="#">Corporations Regulations 2001</a>. An example is where an AFS licensee recommends their client deposit their money in a term deposit but does not recommend that they get a particular term deposit.</p> <p>'Simple managed investment schemes' are defined in reg 1.0.02.</p>	
* Provide class of product advice	
* Arrange for a person to deal	
<b>Note:</b> If ASIC grants the AFS licence, authorisation will be provided for both retail and wholesale clients.	

## Financial services

<b>Client type(s)</b>	
* For which type(s) of clients does the applicant intend to provide financial services?	
* Does the applicant intend to limit some of its authorisations to either retail clients only or wholesale clients only?	
<b>Financial services</b>	

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<p>* What type of financial service is the applicant seeking to be authorised for under its AFS licence (you can select more than one)?</p>	
<p>For the financial service 'Operate a registered scheme' to be granted, the applicant will need to become a public company.</p>	
<p>For the financial service 'Operate the business and conduct the affairs of a corporate collective investment vehicle (CCIV)' to be granted, the applicant will need to become a public company.</p>	
<p>The financial service 'Operate a registered scheme' usually requires authorisation for retail clients. Not selecting that client type will prompt ASIC to contact you for further information. This may delay assessment of the application.</p>	
<p>The financial service 'Operate a registered scheme' usually requires authorisation for retail clients. Foreign financial services providers are only authorised to operate wholesale clients. You should not select this option.</p>	
<p>The financial service 'Provide a crowd-funding service' usually requires authorisation for retail clients. Foreign financial services providers are only authorised to operate wholesale clients. You should not select this option.</p>	
<p>The financial service 'Provide a crowd-funding service' usually requires authorisation for retail clients. Foreign financial services providers are only authorised to operate wholesale clients. You should not select this option.</p>	
<p>The financial service 'Provide traditional trustee company services' usually requires authorisation for retail clients. Not selecting that client type will prompt ASIC to contact you for further information. This may assessment of the application.</p>	
<p>The financial service 'Provide traditional trustee company services' usually requires authorisation for retail clients. Foreign financial services providers are only authorised to operate wholesale clients. You should not select this option.</p>	
<p>The financial service 'Provide a superannuation trustee service' usually requires authorisation for retail clients. Not selecting that client type will prompt ASIC to contact you for further information. This may assessment of the application.</p>	
<p>The financial service 'Provide a superannuation trustee service' usually requires authorisation for retail clients. Foreign financial services providers are only authorised to operate wholesale clients. You should not select this option.</p>	
<p>You have selected the financial service 'Make a market in a financial product' but have not selected 'Deal in a financial product'. A dealing authorisation is usually required for any products for which an applicant will make a market. Not selecting that financial service will prompt ASIC to contact you for further information. This may delay assessment of the application.</p>	
<p>* Does the applicant wish to limit the client type for the authorisation 'Provide a superannuation trustee service' to only retail clients?</p>	

## Advice

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* Select the type of financial product advice	
<p>Financial product advice includes advice about the suitability of a financial product provided on an individual basis, taking into account client's specific financial circumstances, needs and goals.</p> <p>General financial product advice is advice about a financial product that is more general in nature and not tailored to the specific financial circumstances of an individual.</p>	
* Does the applicant intend to limit some of its products to providing general advice only?	

<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to provide advice	
<b>Carbon credits</b>	
Australian carbon credit units	
Eligible international emissions units	
<b>Deposit products</b>	
Basic deposit products	
Non-basic deposit products	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
For hedging only	
<b>General insurance</b>	
General insurance products	
General insurance – consumer credit insurance only	
<b>Government debentures, stocks or bonds</b>	
Government debentures, stocks or bonds	
<b>Life products</b>	
Investment life insurance products	
Life risk insurance products	
Life products – consumer credit insurance only	
<b>Managed investment schemes (registered or unregistered)</b>	
Managed investment schemes excluding investor directed portfolio service (IDPS)	
Managed investment schemes including IDPS	
Managed investment schemes including IDPS – limited to a named service	

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IDPS only	
IDPS only – limited to a named service	
Own managed investment scheme only	
Horse racing syndicate	
Timesharing scheme	
MDA services	
<b>Margin lending facility</b>	
Standard margin lending facility	
Non-standard margin lending facility	
<b>Non-cash payment facilities</b>	
Non-cash payment facilities	
<b>Retirement savings account products</b>	
Retirement savings account products	
<b>Securities</b>	
Securities	
<b>Superannuation</b>	
Superannuation	
Self-managed superannuation fund	
A person's existing holding in a superannuation product	
<b>Miscellaneous financial investment products</b>	
Miscellaneous financial investment products – MDA services	
Miscellaneous financial investment products – eligible deposit products	
Miscellaneous financial investment products – managed investment products	
Miscellaneous financial investment products – a funeral expenses facility	
Miscellaneous financial investment products – other	
<b>Miscellaneous financial risk products</b>	
Miscellaneous financial risk products – a funeral expenses facility	
Miscellaneous financial risk products – other	
<b>IDPS</b>	
IDPS name	
<b>IDPS</b>	

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IDPS name	
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## Deal

* Select the type of dealing activity (you can select more than one)	
* Select the subtype for 'Deal in a financial product' (you can select more than one)	
* Select the subtype for 'Arrange for another person to deal in a financial product' (you can select more than one)	

<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to issue, apply for, acquire, vary or dispose of a financial product	
<b>Carbon credits</b>	
Australian carbon credit units	
Eligible international emissions units	
<b>Deposit products</b>	
Basic deposit products	
Non-basic deposit products	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
For hedging only	
<b>General insurance</b>	
General insurance products	
General insurance – consumer credit insurance only	
<b>Government debentures, stocks or bonds</b>	
Government debentures, stocks or bonds	
<b>Life products</b>	
Investment life insurance products	
Life risk insurance products	
Life products – consumer credit insurance only	
<b>Managed investment schemes (registered or unregistered)</b>	
Managed investment schemes excluding investor	

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directed portfolio service (IDPS)	
Managed investment schemes including IDPS	
Managed investment schemes including IDPS – limited to a named service	
IDPS only	
IDPS only – limited to a named service	
Own managed investment scheme only	
Horse racing syndicate	
Timesharing scheme	
MDA services	
<b>Margin lending facility</b>	
Standard margin lending facility	
Non-standard margin lending facility	
<b>Non-cash payment facilities</b>	
Non-cash payment facilities	
<b>Retirement savings account products</b>	
Retirement savings account products	
<b>Securities</b>	
Securities	
<b>Superannuation</b>	
Superannuation	
Self-managed superannuation fund	
A person's existing holding in a superannuation product	
<b>Miscellaneous financial investment products</b>	
Miscellaneous financial investment products – MDA services	
Miscellaneous financial investment products – eligible deposit products	
Miscellaneous financial investment products – managed investment products	
Miscellaneous financial investment products – a funeral expenses facility	
Miscellaneous financial investment products – other	
<b>Miscellaneous financial risk products</b>	
Miscellaneous financial risk products – a funeral expenses facility	
Miscellaneous financial risk products – other	
<b>IDPS</b>	
IDPS name	
<b>IDPS</b>	
IDPS name	

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<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to apply for, acquire, vary or dispose of a financial product on behalf of another	
<b>Carbon credits</b>	
Australian carbon credit units	
Eligible international emissions units	
<b>Deposit products</b>	
Basic deposit products	
Non-basic deposit products	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
For hedging only	
<b>General insurance</b>	
General insurance products	
General insurance – consumer credit insurance only	
<b>Government debentures, stocks or bonds</b>	
Government debentures, stocks or bonds	
<b>Life products</b>	
Investment life insurance products	
Life risk insurance products	
Life products – consumer credit insurance only	
<b>Managed investment schemes (registered or unregistered)</b>	
Managed investment schemes excluding investor directed portfolio service (IDPS)	
Managed investment schemes including IDPS	
Managed investment schemes including IDPS – limited to a named service	
IDPS only	
IDPS only – limited to a named service	
Own managed investment scheme only	
Horse racing syndicate	
Timesharing scheme	
MDA services	
<b>Margin lending facility</b>	
Standard margin lending facility	
Non-standard margin lending facility	
<b>Non-cash payment facilities</b>	
Non-cash payment facilities	
<b>Retirement savings account products</b>	

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Retirement savings account products	
<b>Securities</b>	
Securities	
<b>Superannuation</b>	
Superannuation	
Self-managed superannuation fund	
A person's existing holding in a superannuation product	
<b>Miscellaneous financial investment products</b>	
Miscellaneous financial investment products – MDA services	
Miscellaneous financial investment products – eligible deposit products	
Miscellaneous financial investment products – managed investment products	
Miscellaneous financial investment products – a funeral expenses facility	
Miscellaneous financial investment products – other	
<b>Miscellaneous financial risk products</b>	
Miscellaneous financial risk products – a funeral expenses facility	
Miscellaneous financial risk products – other	
<b>IDPS</b>	
IDPS name	
<b>IDPS</b>	
IDPS name	

<b>Products</b>	
Select each product type for which the applicant intends to underwrite an issue of a financial product	
<b>Managed investment schemes</b>	
Managed investment schemes (registered or unregistered)	
<b>Securities</b>	
Securities	

<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to arrange for another person to issue, apply for, acquire, vary or dispose of a financial product	
<b>Carbon credits</b>	
Australian carbon credit units	

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Eligible international emissions units	
<b>Deposit products</b>	
Basic deposit products	
Non-basic deposit products	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
For hedging only	
<b>General insurance</b>	
General insurance products	
General insurance – consumer credit insurance only	
<b>Government debentures, stocks or bonds</b>	
Government debentures, stocks or bonds	
<b>Life products</b>	
Investment life insurance products	
Life risk insurance products	
Life products – consumer credit insurance only	
<b>Managed investment schemes (registered or unregistered)</b>	
Managed investment schemes excluding investor directed portfolio service (IDPS)	
Managed investment schemes including IDPS	
Managed investment schemes including IDPS – limited to a named service	
IDPS only	
IDPS only – limited to a named service	
Own managed investment scheme only	
Horse racing syndicate	
Timesharing scheme	
MDA services	
<b>Margin lending facility</b>	
Standard margin lending facility	
Non-standard margin lending facility	
<b>Non-cash payment facilities</b>	
Non-cash payment facilities	
<b>Retirement savings account products</b>	
Retirement savings account products	
<b>Securities</b>	
Securities	
<b>Superannuation</b>	
Superannuation	
Self-managed superannuation fund	
A person's existing holding in a superannuation	

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product	
<b>Miscellaneous financial investment products</b>	
Miscellaneous financial investment products – MDA services	
Miscellaneous financial investment products – eligible deposit products	
Miscellaneous financial investment products – managed investment products	
Miscellaneous financial investment products – a funeral expenses facility	
Miscellaneous financial investment products – other	
<b>Miscellaneous financial risk products</b>	
Miscellaneous financial risk products – a funeral expenses facility	
Miscellaneous financial risk products – other	
<b>IDPS</b>	
IDPS name	
<b>IDPS</b>	
IDPS name	

<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to arrange for another person to apply for, acquire, vary or dispose of a financial product	
<b>Carbon credits</b>	
Australian carbon credit units	
Eligible international emissions units	
<b>Deposit products</b>	
Basic deposit products	
Non-basic deposit products	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
For hedging only	
<b>General insurance</b>	
General insurance products	
General insurance – consumer credit insurance only	
<b>Government debentures, stocks or bonds</b>	

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Government debentures, stocks or bonds	
<b>Life products</b>	
Investment life insurance products	
Life risk insurance products	
Life products – consumer credit insurance only	
<b>Managed investment schemes (registered or unregistered)</b>	
Managed investment schemes excluding investor directed portfolio service (IDPS)	
Managed investment schemes including IDPS	
Managed investment schemes including IDPS – limited to a named service	
IDPS only	
IDPS only – limited to a named service	
Own managed investment scheme only	
Horse racing syndicate	
Timesharing scheme	
MDA services	
<b>Margin lending facility</b>	
Standard margin lending facility	
Non-standard margin lending facility	
<b>Non-cash payment facilities</b>	
Non-cash payment facilities	
<b>Retirement savings account products</b>	
Retirement savings account products	
<b>Securities</b>	
Securities	
<b>Superannuation</b>	
Superannuation	
Self-managed superannuation fund	
A person's existing holding in a superannuation product	
<b>Miscellaneous financial investment products</b>	
Miscellaneous financial investment products – MDA services	
Miscellaneous financial investment products – eligible deposit products	
Miscellaneous financial investment products – managed investment products	
Miscellaneous financial investment products – a funeral expenses facility	
Miscellaneous financial investment products – other	
<b>Miscellaneous financial risk products</b>	
Miscellaneous financial risk products – a funeral expenses facility	
Miscellaneous financial risk products – other	
<b>IDPS</b>	

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IDPS name	
<b>IDPS</b>	
IDPS name	

<b>Products</b>	
Select each product type for which the applicant intends to arrange for another person to underwrite an issue of a financial product	
<b>Managed investment schemes</b>	
Managed investment schemes (registered or unregistered)	
<b>Securities</b>	
Securities	

## Make a market

<b>Products</b>	
Select each product type (or sub-product type) for which the applicant intends to make a market	
* At least one selection must be made	
<b>Bonds and debentures</b>	
Bonds and debentures	
<b>Carbon credits</b>	
Australian carbon credit units	
Eligible international emissions unit	
<b>Derivatives</b>	
Derivatives	
For hedging only	
Electricity only	
Grain only	
Wool only	
<b>Foreign exchange contracts</b>	
Foreign exchange contracts	
<b>Managed investment schemes</b>	
Managed investment schemes (registered or unregistered)	
<b>Securities</b>	
Securities	
<b>Other financial products</b>	
Other financial products	

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* Describe the other financial products	
You have selected the product type 'Australian carbon credit units' for this authorisation, but did not select that product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the product type 'Eligible international emissions units' for this authorisation, but did not select that product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the product type 'Derivatives' for this authorisation, but did not select that product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the derivative product type 'Electricity only' for this authorisation, but did not select either that sub-product or 'Derivatives' under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the derivative product type 'Grain only' for this authorisation, but did not select either that sub-product or 'Derivatives' under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the derivative product type 'Wool only' for this authorisation, but did not select either that sub-product or 'Derivatives' under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the product type 'Foreign exchange contracts' for this authorisation, but did not select that product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	
You have selected the product type 'Managed investment schemes (registered or unregistered)' for this authorisation, but did not select an equivalent product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting an equivalent product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.	

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You have selected the product type 'Securities' for this authorisation, but did not select that product under a relevant dealing authorisation. A dealing authorisation is usually required for a product for which an applicant will make a market. Not selecting that product under a relevant dealing authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.

## Scheme operator

* Select the type of 'operate a registered scheme' authorisation the applicant is seeking (you can select more than one)	
* Does the applicant intend to limit this authorisation to either retail clients only or wholesale clients only?	

Scheme of a particular asset kind(s)	
* Select the asset kind for the schemes the applicant intends to operate (you can select more than one)	
* Does the applicant wish to limit the 'direct real property' asset kind further?	
* Select the direct real property kind (you can select more than one)	
* Specify the kind(s) of financial assets	
* Select the primary production scheme kind (you can select more than one)	
* Specify the other specialised scheme kind(s)	
* Select the mortgage scheme kind (you can select more than one)	

## Named scheme(s) details

* Is the scheme already registered?	
Scheme's Australian Registered Scheme Number (ARSN)	
Scheme name	
* Select the asset kind for this scheme (you can select more than one)	

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* Does the applicant wish to limit the 'direct real property' asset kind further for this scheme?	
* Select the direct real property kind (you can select more than one)	
* Specify the kind(s) of financial assets	
* Select the primary production kind for this scheme (you can select more than one)	
* Specify the other specialised scheme kind(s)	
* Select the mortgage scheme kind (you can select more than one)	

## Custodial or depository service

* Select the type of 'provide a custodial or depository service' authorisation the applicant is seeking (you can select up to two options)	
* Does the applicant wish to limit the client type for providing a custodial or depository service via an IDPS to either retail clients only or wholesale clients only?	

### Investor directed portfolio service (IDPS)

IDPS name	
* Does the applicant wish to limit the client type for this IDPS to either retail clients only or wholesale clients only?	

* Does the applicant wish to limit the client type for providing a custodial or depository service that is not an IDPS to either retail clients only or wholesale clients only?	
'Incidental provider' has the meaning given in <a href="#">ASIC Corporations (Financial Requirements for Custodial or Depository Service Providers) Instrument 2023/648</a>	
* Is the applicant an incidental provider of custodial or depository services?	
* Explain how the applicant meets the definition of <i>incidental provider</i> *	

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If the applicant has not identified itself as an incidental provider of custodial or depository services, you should supply comprehensive answers to the subsequent questions.

For incidental provider of custodial and depository services, we expect concise responses. Note that you may choose to use the same response to multiple questions.

* Does the applicant intend to act as an external managed discretionary account (MDA) custodian?	
* Will the applicant be engaging a third-party custodian to hold certain assets?	
* Provide an overview of the custodial or depository services the applicant intends to provide	
* Upload a copy of the pro forma or standard agreement used to cover the custodial or depository services the applicant will provide	
* Describe how the applicant's clients will authorise transactions the applicant performs on their behalf and how the applicant will manage access to, and security of, client accounts	
* Describe how the applicant will identify and determine the status of investments it holds	
* Upload copies of the applicant's agreements with service providers undertaking transactional, custodial or sub-custodial functions on the applicant's behalf	

## Traditional trustee company services

To be authorised to provide traditional trustee company services the applicant must be prescribed in the [Corporations Regulations 2001](#) (the Regulations) as a trustee company for the purpose of the [Corporations Act 2001](#). Refer to reg 5D.1.01A and Sch 8AA to the Regulations.

Contact Treasury for information on how to be prescribed as a trustee company.

* Do the Regulations prescribe the applicant as a trustee company?	
The applicant must be prescribed as a trustee company before the 'provide traditional trustee company services' authorisation can be granted.	
* Does the applicant intend to limit this authorisation to either retail clients only or wholesale clients only?	

## Crowd-funding service

### Offer platform(s) the applicant will host

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* Offer platform name	
* Method(s) by which investors will access platform (e.g. provide URL details)	
* Does the applicant intend to limit this authorisation to either retail clients only or wholesale clients only?	
The financial service 'Provide a crowd-funding service' usually requires authorisation for retail clients. Not selecting that client type is likely to delay assessment of the application.	

## Claims handling and settling service

* Does the applicant wish to be authorised to provide a claims handling and settling service as (or on behalf of) the insurer or to the insured or both?	
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<b>Insurer</b>	
* Does the applicant wish to limit the client type for this authorisation to either retail clients only or wholesale clients only	
* Select the type of claims handling and settling service the applicant wishes to be authorised to provide as or on behalf of the insurer (you can select more than one)	
Make a recommendation or state an opinion in the circumstances below: <ul style="list-style-type: none"> <li>The recommendation or statement of opinion is made in response to an inquiry by or on behalf of another person about an existing or a potential claim by the other person under an insurance product.</li> <li>The recommendation or statement of opinion could reasonably be expected to influence a decision whether to continue with the existing claim or to make the potential claim.</li> </ul>	
Assist another person to make a claim under an insurance product	
Assess whether an insurer has a liability under an insurance product or provide assistance for such an assessment	
Decide to accept or reject all or part of a claim under an insurance product	

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Quantify the extent of the insurer's liability to another person under an insurance product or provide assistance for the quantification of the extent of such a liability	
Offer to settle all or part of a claim under an insurance product	
Satisfy a liability of the insurer under an insurance product in full or partial settlement of a claim under the insurance product	

<b>Insured</b>	
* Does the applicant wish to limit the client type for this authorisation to either retail clients only or wholesale clients only?	
* Select the type of claims handling and settling service the applicant wishes to be authorised to provide to the insured (you can select more than one)	
<p>Make a recommendation or state an opinion in the circumstances set out below:</p> <ul style="list-style-type: none"> <li>The recommendation or statement of opinion is made in response to an inquiry by or on behalf of another person about an existing or a potential claim by the other person under an insurance product.</li> <li>The recommendation or statement of opinion could reasonably be expected to influence a decision whether to continue with the existing claim or to make the potential claim.</li> </ul>	
Assist another person to make a claim under an insurance product	
Represent a person insured under an insurance product in pursuing a claim under the product	
Assess whether an insurer has a liability under an insurance product or provide assistance for such an assessment	
Decide to accept or reject all or part of a claim under an insurance product	
Quantify the extent of the insurer's liability to another person under an insurance product or provide assistance for the quantification of the extent of such a liability	

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Offer to settle all or part of a claim under an insurance product	
Satisfy a liability of the insurer under an insurance product in full or partial settlement of a claim under the insurance product	

## Corporate collective investment vehicles (CCIV) operator

* Which type of CCIV does the applicant intend to operate (you can select more than one)?	
<b>Retail CCIV operation</b>	
* Does the applicant wish to limit its retail CCIV operation to one retail CCIV with a single sub-fund?	

* Select the asset kind for the retail CCIV(s) (you can select more than one)	
* Does the applicant wish to limit the 'direct real property' asset kind further?	
* Select the direct real property kind (you can select more than one)	
* Specify the other asset kind	
* Select the primary production asset type (you can select more than one)	
* Specify the other specialised scheme type	
* Select the mortgage scheme kind (you can select more than one)	
Operating a retail CCIV usually requires authorisation for retail clients. Not selecting that client type will prompt ASIC to contact you for further information. This may delay assessment of the application. You may wish to make a different selection for the client type in the 'Financial services' section of this transaction.	

<b>Wholesale CCIV operation</b>	
* Select the asset kind for the wholesale CCIV(s) (you can select more than one)	
* Does the applicant wish to limit the 'direct real property' asset kind further?	
* Select the direct real property kind (you can select	

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more than one)	
* Specify the other asset kind	
* Select the primary production asset type (you can select more than one)	
* Specify the other specialised scheme type	
* Select the mortgage scheme kind (you can select more than one)	
<p>Operating a wholesale CCIV usually requires authorisation for wholesale clients. Not selecting that client type will prompt ASIC to contact you for further information. This may delay assessment of the application. You may wish to make a different selection for the client type in the 'Financial services' section of this transaction.</p>	
<p><b>Note:</b> If the AFS licence is granted, this authorisation will be provided for only wholesale clients.</p>	

## APRA-regulated body

* Is the applicant a body regulated by the Australian Prudential Regulation Authority (APRA)?	
<p>APRA is an independent statutory authority that supervises institutions across banking, insurance and superannuation in Australia.</p> <p>If you answer 'Yes' to the above question and ASIC grants the application, we may impose conditions 10 to 11 of Pro Forma 209 <i>Australian financial services licence conditions</i> (PF 209) on the AFS licence.</p>	
* Select the type of APRA-regulated body that describes the applicant (you can select more than one)	
* Has the applicant applied to be APRA-regulated?	
* Select the type of APRA-regulated body the applicant has applied to be (you can select more than one)	
* Is the applicant a wholly-owned subsidiary (either directly or indirectly) of an APRA-regulated body?	

## Business description

* Provide an overview of the applicant's proposed financial services business, including details of the financial services and products	
<p>If the applicant's business involves complex or unusual products, transactions or arrangements, we suggest you upload a diagram(s) to help describe the business. You may also choose to upload a transaction flow to</p>	

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help us understand your business.	
Upload further information You can upload up to 10 files.	
* Describe how the applicant will generate income from providing financial services or products	
* Outline the proportion of the applicant's total income you estimate each type of financial service and product will generate	
<b>Financial snapshot</b>	
Provide the applicant's net assets, gross revenue and number of employees at end of last financial year and forecast at 12, 24 and 60 months from ASIC granting the licence	

<b>Actual – last financial year</b>	
Net assets	
Gross revenue	
Employees	
<b>Forecast 12 months</b>	
Net assets	
Gross revenue	
Employees	
<b>Forecast 24 months</b>	
Net assets	
Gross revenue	
Employees	
<b>Forecast</b>	
Net assets	
Gross revenue	
Employees	

* You selected 'Operate a registered scheme'. Describe the applicant's documented process for managing settlements, corporate actions, authorisation of transactions and investment limits	
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* You selected 'Operate a registered scheme' or 'Provide a custodial or depository service'. Describe the types of product or service distribution channels the applicant intends to use	
* You selected 'operate a registered scheme'. Describe the applicant's documented process for ensuring all disclosure documents and other marketing material are subjected to due diligence	
* You selected 'Investment life insurance products' or 'life risk insurance products'. Indicate what percentage of the applicant's financial product income it will derive from advising and/or dealing in life products?	
* Comment on the anticipated rate of growth of the applicant's business	
* You selected 'Operate a registered scheme' or 'Provide a custodial or depository service'. Describe the anticipated growth of the assets or funds the applicant will hold as custodian or under the applicant's management (as relevant) over the next five years	
* Describe any inherent risks associated with the anticipated growth of the applicant's business and its strategies for managing these risks	
* Describe the typical client(s) for each type of financial service and products the applicant will provide	
* Describe how the applicant will deliver those financial services and products to its clients – i.e., who will provide the services and by what means (e.g. through a call centre, face-to-face interviews, internet)	
* You selected 'Issue, apply for, acquire, vary or dispose of a financial product' under 'Deal in a financial product'. Describe the distribution channels the applicant will use to distribute its products (e.g. authorised representatives, other AFS licensees)	
* Will the applicant's business operate from a location other than its principal place of business?	
* Indicate where the other locations are and describe the services the applicant will provide and how the applicant will supervise and monitor compliance across these different locations.	

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<p><b>* Upload an organisational chart, including the following details:</b></p> <ul style="list-style-type: none"> <li>(a) the number of employees and authorised representatives in each functional area</li> <li>(b) the position(s) each of the responsible managers will hold</li> <li>(c) the person responsible for monitoring ongoing compliance with the applicant's AFS licence obligations, and their reporting lines</li> <li>(d) the person responsible for reporting breaches of the AFS licence obligations to ASIC (e.g. under s912DAA of the <i>Corporations Act 2001</i>)</li> <li>(e) if applicable, the relationship between the applicant and any ultimate holding company or other companies in the corporate group.</li> </ul>	
<p><b>* Does the applicant currently operate a website, or does it intend to operate a website as part of its financial services business and has it already obtained a URL?</b></p>	
<p><b>List each URL address the applicant has used or will use for the business</b></p>	

<p><b>* URL address</b></p>	
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<p><b>* For what type of activities will the applicant use its website(s) (you can select more than one)</b></p>	
<p><b>* Specify the other activities</b></p>	
<p><b>* You selected general insurance or life insurance products for advice or deal financial services. Indicate if in providing the financial service relating to contracts of insurance, the applicant will act on behalf of intending insureds</b></p>	
<p><b>* You selected miscellaneous financial investment or risk products. Describe the features of the miscellaneous financial investment or risk products, how they will operate and be used</b></p>	
<p><b>* You selected miscellaneous financial investment or risk products. Upload a legal opinion that supports the view that the product:</b></p> <ul style="list-style-type: none"> <li>- is a financial product</li> </ul>	

- does not fit into any of the other financial product categories	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant uses a documented process for maintaining adequate records to ensure that it, as the AFS licensee, can immediately determine the identity and status of investments held	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant uses a documented process to manage access to, security of and reporting on client accounts	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant uses a documented process to ensure its valuation and pricing mechanisms for client accounts, and the subsequent information provided to clients, is accurate	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant uses a documented process to monitor whether instructions received in relation to client transactions are properly authorised before being executed	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant has other IDPS operators who will be contracting with the client to operate the service	
* Does the applicant use documented processes to monitor the activities of the other IDPS operators?	
* Does the applicant have written agreements with the other IDPS operators who will be providing the service to the clients?	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant will provide clients of the service with continuous electronic daily access to information on their transactions	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant will undertake the transactional functions for the service it wishes to operate	
* Will the applicant appoint a third-party with the required NTA (net tangible assets) to provide the transactional functions for the service the applicant	

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wishes to operate?	
* Does the applicant use documented processes to monitor the activities of the third-party who will be providing the transactional function for the service it wishes to operate?	
* Does the applicant have written agreements with third-parties providing the transactional function for the service it wishes to operate?	
* Have service standards been established and agreed?	
* You selected 'Provide a custodial or depository service'. Indicate if the applicant will provide the custodial functions for the service it wishes to operate	
* Does the applicant have a documented process to monitor the activities of the third-party who will be providing the custodial function for the service it wishes to operate?	
* Does the applicant have written agreements with the third-parties providing the custodial services for the service it wishes to operate?	
* Have service standards been established and agreed?	
* Is the applicant likely to hold client monies, including premiums, contributions and investment monies?	
* You selected 'Retail clients only' or 'Retail and wholesale clients'. Indicate if the applicant has a process to ensure those people who are providing retail financial advice or directly handling client monies under the AFS licence (if granted) have not previously engaged in misconduct	
* Will the applicant act as a general insurance underwriting agent or a general insurance broker acting under binders under the AFS licence?	
* Will the applicant provide financial services under the licence in its capacity as a trustee of a trading trust?	
* In which month does the applicant's financial year end?	

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* Indicate if the applicant wishes to be subject to the condition requiring the licensee to assume responsibility for the conduct of an overseas financial services provider	
<p>This condition would allow the overseas financial services provider to take advantage of the exemption under reg 7.6.01(1)(na) of the <a href="#">Corporations Regulations 2001</a>.</p> <p>The overseas financial services provider must be a related body corporate or a party to a business joint venture with the applicant.</p>	

## Market or clearing participant

* Is the applicant a participant in a licensed market?	
<p>The term 'participant' is defined in s761A of the <a href="#">Corporations Act 2001</a>. Licensed market refers to a financial market covered by an Australian market licence.</p>	
* Does the applicant intend to become a participant in a licensed market?	

### Licensed market

* Select the licensed market	
* Provide the other market name	
* When did the applicant become a participant in the licensed market?	
* Upload evidence that the applicant is a participant in the licensed market	
* In which financial products does the licensed market cover dealing?	

* Will the applicant restrict their financial services business to participating in the ASX 24 or FEX markets and incidental business?	
* Does the applicant wish to provide financial services only as a principal trader under the AFS licence?	
<p>If ASIC grants the licence, the authorisations will be limited to providing financial services only as a principal trader under the AFS licence.</p>	
<p>A principal trader usually requires an authorisation to 'Deal in a financial product' or 'Make a market for a financial product'. Not selecting that authorisation will prompt ASIC to contact you for further information. This may delay assessment of the application.</p>	

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* Is the applicant a clearing participant – i.e. a participant in a licensed clearing and settlement (CS) facility?	
The term 'participant' is defined in s761A of the <a href="#">Corporations Act 2001</a> . A licensed CS facility is a facility covered by an Australian CS facility licence.	
* Does the applicant intend to become a clearing participant?	

### Licensed CS facility

* Provide the licensed CS facility name	
* When did the applicant become a participant in the licensed CS facility?	
* Upload evidence that the applicant is a participant in the licensed CS facility	

## Restricted words or expressions

Section 923B of the [Corporations Act 2001](#) restricts the use of certain words or expressions, or like words or expressions, unless they are authorised in the AFS licence conditions.

#### Stockbroker or sharebroker

The applicant must be applying to provide a financial service for securities and be a participant of a licensed market that covers dealings in securities.

#### Futures broker

The applicant must be applying to provide a financial service for derivatives and be a participant of a licensed market that covers dealings in derivatives.

#### Insurance broker or insurance broking

The applicant must be applying to provide financial services in relation to general insurance products and/or life insurance products.

#### General insurance broker

The applicant must be applying to provide financial services in relation to general insurance products.

#### Life insurance broker

The applicant must be applying to provide financial services in relation to life insurance products.

To use any insurance broking term, the applicant must also act on behalf of the intending insured (i.e. the client), as opposed to acting on behalf of the insurance company.

Select any of the following restricted words or expressions that the applicant wishes to be authorised to use (you can select more than one)

Use of the above restricted words or expressions usually requires the authorisation 'Deal in a financial product'. Not selecting that authorisation is likely to delay assessment of the application.

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If the applicant wishes to be authorised to use the restricted words 'stockbroker' or 'sharebroker', it is expected that the applicant will select the product 'Securities' under the financial service 'Provide financial product advice' or 'Deal in a financial product'. Not selecting that product under one of those financial services will prompt ASIC to contact you for further information. This may delay assessment of the application.

**What you can do:**

- Deselect 'Stockbroker or sharebroker' above.
- Select 'Securities' as a product in the Advice or Deal section of this transaction.

If the applicant wishes to be authorised to use the restricted words 'stockbroker' or 'sharebroker', it is expected that the applicant will be a market participant. Not being a market participant will prompt ASIC to contact you for further information. This may delay assessment of the application

**What you can do:**

- Deselect 'Stockbroker or sharebroker' above.
- Change your answer re being a market participant.

If the applicant wishes to be authorised to use the restricted words 'futures broker', it is expected that the applicant will select the product 'Derivatives' and/or 'Foreign exchange contracts' under the financial service 'Provide financial product advice' or 'Deal in a financial product'. Not selecting that product under one of those financial services will prompt ASIC to contact you for further information. This may delay assessment of the application.

**What you can do:**

- Deselect 'Futures broker' above.
- Select Derivatives or Foreign exchange contracts on the Deal or Advice section of this transaction.

If the applicant wishes to be authorised to use the restricted words 'futures broker', it is expected that the applicant will be a market participant. Not being a market participant will prompt ASIC to contact you for further information. This may delay assessment of the application.

**What you can do:**

- Deselect 'Futures broker' above.
- Change your answer re being a market participant.

If the applicant wishes to be authorised to use the restricted words 'insurance broker', or 'insurance broking', it is expected that the applicant acts on behalf of the intending insureds when providing financial services in general insurance and/or life insurance products. You answered to this question 'No' which will prompt ASIC to contact you for further information. This may delay assessment of the application.

**What you can do:**

- Deselect 'Insurance broker or insurance broking' above.
- Change the answer to the question(s) asking if the applicant will act on behalf of the intending insureds when dealing or advising in general insurance and/or life insurance products in the Business description section of this transaction.

If the applicant wishes to be authorised to use the restricted words 'general insurance broker', it is expected that the applicant acts on behalf of the intending insureds when providing financial services in general insurance and/or life insurance products. You answered to this question 'No' which will prompt ASIC to contact you for further information. This may delay assessment of the application.

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**What you can do:**

- Deselect 'General insurance broker' above.
- Change the answer to the question(s) asking if the applicant will act on behalf of the intending insureds when dealing or advising in general insurance and/or life insurance products in the Business description section of this transaction.

If the applicant wishes to be authorised to use the restricted words 'life insurance broker', it is expected that the applicant acts on behalf of the intending insureds when providing financial services in general insurance and/or life insurance products. You answered to this question 'No' which will prompt ASIC to contact you for further information. This may delay assessment of the application.

**What you can do:**

- Deselect 'Life insurance broker' above.
- Change the answer to the question(s) asking if the applicant will act on behalf of the intending insureds when dealing or advising in general insurance and/or life insurance products in the Business description section of this transaction.

**Responsibility for nominee subsidiary**

This condition would allow the applicant's nominee company (which must be a wholly-owned subsidiary) to take advantage of the exemption under reg 7.6.01(1)(v) of the [Corporations Regulations 2001](#)

\* Does the applicant wish to be subject to the condition requiring a participant in a licensed market to assume responsibility for the conduct of the nominee?

## Responsible managers

To obtain an AFS licence, the applicant must show that it has one or more responsible managers with the necessary competence to provide the services under its AFS licence, see Regulatory Guide 105 *AFS licensing: Organisational competence* ([RG 105](#))

A responsible manager must be a natural person.

If the applicant wishes to nominate more than one responsible manager, you must enter the details of each person separately.

To obtain an AFS licence, the applicant must show that their responsible managers have necessary competence to provide the services under its AFS licence, see Regulatory Guide 105 *AFS licensing: Organisational competence* ([RG 105](#)).

As the applicant is a sole trader, they will be the sole Responsible Manager for the licence.

We have prefilled their details below. You cannot delete this entry or add additional responsible managers.

**Privacy Collection Notice**

The Privacy Collection Notice given under APP 5 of the *Privacy Act 1988* applies to your provision of personal or sensitive information in this section.

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If you are providing personal details of another person, you are responsible for obtaining and recording their [consent](#) before you provide their personal or sensitive information in this section.

#### Pre-filled information

We may pre-fill some of the information in this section from ASIC or other Commonwealth records, or from a previous section of this document. If the pre-filled information is incorrect, you will be unable to make the required declaration as to the truth and accuracy of the information in this document. In this case, you must not submit the document until the information ASIC holds is corrected and then pre-filled into this document.

To update information prefilled from a previous section, update the Applicant details section, Fit and Proper people section.

For more information, please see our FAQ - [What should I do if there are errors in the pre-filled information of a form or transaction?](#)

#### Responsible managers

Provide the following details for the applicant's responsible manager(s)

* Is responsible manager in the list of the fit and proper people?	
* Select a fit and proper person that you want to appoint as a responsible manager	
* Given name	
Other given name(s)	
* Family name	
* Date of birth	
* Place of birth (country/territory)	
* Other country	
* Place of birth (state or territory)	
* Place of birth (suburb or town or city)	
* What is the relationship of this person to the entity that will hold this AFS licence?	
* What best describes this person's role in the applicant's organisation?	
* On average, how many days will this person spend on duties related to the provision of financial services by the applicant or its related body	

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corporate?	
* What industry category(ies) best describes this person's area of experience?	
* Has this person ever been a registered financial adviser?	
* Financial adviser number	
* What best describes the overall type of experience this person has?	
* Which of the following best describes the length of their relevant industry experience?	
* In which country was this experience predominantly obtained?	
<p>The applicant needs to be able to demonstrate that each of its responsible managers has appropriate knowledge and skills for their role in the business, by meeting one of the five options in Table 1: see <a href="#">RG 105.54</a>.</p> <p>The five options are different combinations of training, qualifications and experience for demonstrating that responsible managers have knowledge and skills appropriate to their role: see RG 105.55–RG 105.93.</p> <p>The five options are explained in Section C of <a href="#">RG 105</a>.</p>	
* Which of the five options for demonstrating knowledge and skills do they meet?	
* Provide details of other demonstration of knowledge and skills	
* Select what qualification(s) this person obtained	
* Provide details of other qualifications	
* Upload proof of qualification(s) – relevant certificates, diplomas, etc. You can upload up to 10 files.	
* Has this person lived in any country other than Australia for more than 12 months in the last 10 years?	
<p>You need to upload overseas criminal history and bankruptcy checks in addition to your application.</p>	
* Does this person currently reside overseas?	
* Has this person arrived in Australia in the last six months?	

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* Has this person been convicted in Australia or overseas within the last 10 years?	
* Upload this person's Australian criminal history check(s)	
* Date of the attached criminal history check(s) (if there is more than one check attached, select the earliest date)	
* Upload this person's overseas criminal history check(s)	
* Date of the attached overseas criminal history check(s) (if there is more than one check attached, select the earliest date)	
* Upload this person's overseas bankruptcy checks	
* Date of the attached bankruptcy check(s) (if there is more than one check attached, select the earliest date)	
* Upload a copy of this person's signed and witnessed statement of personal information	

* Has any question been answered "Yes" in the uploaded statement of personal information?	
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### Role(s) and experience

Provide details of this person's industry experience for the last eight years and the roles they perform or have performed that enable them to understand their responsibilities as a responsible manager. The experience you describe needs to be relevant to the financial service and product authorisations the applicant is applying for under its AFS licence.

* Role	
* Date started this role	
* Is the responsible manager currently ongoing in the role?	
* Date finished in this role	
* Employer's name	
* Did the employer hold AFS licence?	
* Was/is the employer an authorised representative	

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of AFS licence holder?	
* Authorised representative's number	
* Relevant AFS licence holder number	
* Business description	
* Position	
* Clients	
For each financial service, you need to indicate the products this person gained experience with while performing this role	
* Select the financial products relevant to this role	
* Describe the experience this person obtained in this role, with specific reference to each of the selected financial services and products.	

A responsible manager does not meet the criteria for the option for demonstrating knowledge and skills you selected.

Review the options for demonstrating that your responsible managers have appropriate knowledge and skills for their role in your business at paragraph RG105.54 of Regulatory Guide 105 *AFS licensing: Organisational competence* ([RG 105](#)) or appoint a different responsible manager.

\* Have you added all responsible managers?

As the applicant has appointed only one responsible manager a key person condition may be imposed.

Note, the applicant must demonstrate organisational competence for all authorisations sought.

No responsible manager was assigned for some of the financial services or products.

## Compliance arrangements

* Will the applicant have a compliance committee?	
* At a minimum, how regularly will the compliance committee meet?	

## Provide details of the applicant's compliance management personnel

* Full name	
* Job title	

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* Is this role outsourced?	
* Employer	

* Describe in detail the procedures for review of the applicant's compliance measures, including commentary on the frequency, extent, nature, and who is responsible for the review	
* Describe the frequency, extent and nature of the applicant's compliance reporting	
* Describe how compliance will be reported and/or breaches resolved	
* Describe the applicant's process for ensuring that compliance reporting is complete and accurate	
* Describe the applicant's process for monitoring and rectifying systemic breaches	
* Describe the applicant's processes for notifying ASIC of breaches	
* Describe the applicant's process for managing client funds, including who has access to them, how often they are reconciled/audited and the security measures in place	

Compliance arrangements	
* Has the applicant established compliance and reporting arrangements for their AFS licence activities?	
It is expected the applicant will have established compliance and reporting arrangements for their AFS licence activities before we make an 'in principle' decision on whether to grant a licence. Your application will not be approved until these arrangements are established and you provide ASIC with information about those arrangements.	

Compliance and reporting arrangements	
* Do the applicant's compliance arrangements specify how often compliance with procedures is monitored and reported on?	
* Does the applicant use a documented process to maintain the adequacy of its compliance and	

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monitoring arrangements?	
Please specify the document name and page number(s) specifying the applicant's process to maintain the adequacy of its compliance and monitoring arrangements.	

* Document name	
* Page number	

* How frequently does the applicant review its compliance and monitoring arrangements?	
* Does the applicant have a person or persons who is/are responsible for ongoing reporting on the applicant's compliance and for ensuring the adequacy of the compliance arrangements?	
* Does this person have direct access to the applicant's governing body?	
* Are the applicant's compliance arrangements generally consistent with the Australian Standard on compliance programs?	

## Outsourcing

* Will the applicant outsource any substantial activities under the AFS licence?	
<b>Outsourcing arrangements</b>	
Provide details of each function/activity the applicant will outsource	

* Select the functions/activities the applicant will outsource	
* Provide the other function/activity	
* To what type of party will the applicant outsource the function/activity (you can select more than one)?	
* Where are they located (you can select more than one)?	
* Select a country/territory (you can select more than one)	

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* Other country or countries	
------------------------------	--

**Service provider(s)**

* Name of service provider	
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* Describe how the applicant will monitor provision of outsourced services	
* Describe who will be responsible for monitoring the provision of the outsourced services	
* How often will the applicant review the outsourced provision of services?	
* Describe the applicant's process for being satisfied that the party to which it has outsourced an activity is providing the service to a level adequate for the applicant to meet its AFS licence obligations	

* Does the applicant have in place a process to ensure that providers selected for any outsourced functions are suitable?	
* Will the applicant appoint all service providers under a formal written contract?	
* Does the applicant have a process to monitor and address any issues with service standards that may lead to breaches of the applicant's AFS licence conditions or the law?	
* Will the applicant have written agreements with external service providers setting out matters such as service standards and dispute resolution processes?	
Specify the document name and page number(s) that deal with the applicant's process for reviewing the suitability of an outsourced provider following the identification of concerns about the provision of outsourced services	

* Document name	
* Page number	

## Auditor

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* Has the applicant appointed an ASIC-registered auditor or audit firm?	
* Provide details of an auditor or audit firm that the applicant has appointed	
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* Appointment date	
* Select the auditor type	

### Registered auditor details

* Enter auditor registration number	
You can check the auditor registration number by searching the <a href="#">Professional Registers Search</a> .	
Given name	
Other given name(s)	
Family name	
Authorised audit company name	
Australian Company Number / Australian Registered Body Number	

### Audit firm details

* Does the audit firm practice under a business name?	
<b>Business name(s)</b> <p>If this business name is registered in more than one state, provide the following information for the principal state of operation only.</p>	
* Was the business name registered after 28 May 2012?	
* Enter an Australian Business Number (ABN)	

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* Select the state or territory of registration of the business name	
* Enter the state or territory registration number	
You must enter the state or territory registration number as it appears in the ASIC Business Names Register. You can check the business name by searching the Organisation and Business Names Register on the <a href="#">ASIC Connect</a> website.	
* Select the business name associated with the firm	
* Business name associated with the firm	

* Firm name	
* Enter the auditor registration number of a registered company auditor who is a member of the firm	
* Given name	
Other given name(s)	
* Family name	
* Is the audit firm's principal business address in Australia?	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	

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* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Representatives

* Does the applicant intend to appoint authorised representatives under the AFS licence if ASIC grants it?	
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Authorised representatives	
* Approximately how many authorised representatives will the applicant appoint within the first 12 months of ASIC granting the licence ?	
* Where will the authorised representatives be located?	
* Does the applicant have a documented process to ensure the authorised representatives do not act outside the scope of their authorisations?	
* Does the applicant have a documented process to ensure ASIC is notified within 15 business days of changes about its authorised representatives?	
* Describe the process by which the applicant will ensure natural person authorised representatives are fit and proper to provide services on behalf of the applicant	
* Describe how, when and to whom the applicant's authorised representatives will report	
* Describe how often and by what means the applicant will review the conduct of its authorised representatives	
* Describe how the applicant will review or audit its authorised representatives' conduct or how the	

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applicant will supervise and monitor them	
* Describe how the applicant will address any non-compliance by authorised representatives	
* Describe how the applicant will handle complaints about authorised representatives	
* Describe how the applicant will ensure authorised representatives are adequately trained	
* Describe how the applicant will ensure authorised representatives will not act outside the scope of their authorisation	
* Describe the applicant's documented process to ensure it notifies ASIC within 15 business days of changes to its authorised representatives	
* Describe the applicant's processes for liaising with other AFS licensees about authorised representatives who represent more than one licensee	

## Financial resources

* Is the applicant subject to foreign regulator prudential regulation?	
* Upload evidence the applicant is subject to foreign regulator prudential regulation.	
<p>Given the authorisations the applicant has selected, the applicant will be required to comply with solvency and positive net assets requirements, cash needs requirements and an audit requirement (collectively referred to as the base level financial requirements). Refer to Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> (<a href="#">RG 166</a>) for further information.</p> <p>Note that tailored base level financial requirements apply to some AFS licensees that reflect specific business risks.</p> <p>In the event ASIC is minded to issue an AFS licence to the applicant, you will be required to provide evidence to demonstrate the applicant will comply with the base level financial requirements before a final licence is issued.</p>	
<p>Given the applicant has selected a limited AFS licence, the applicant will be required to comply with solvency and positive net assets requirements and cash needs requirements (collectively referred to as the base level financial requirements).</p> <p>If the applicant will deal with money to which Div 2 of Pt 7.8 of the <a href="#">Corporations Act 2001</a> applies, the applicant will also be required to comply with audit requirements.</p> <p>Refer to Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> (<a href="#">RG 166</a>) for further information.</p>	

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In the event ASIC is minded to issue an AFS licence to the applicant, you will be required to provide evidence to demonstrate the applicant will comply with the base level financial requirements before a final licence is issued.	
* Is the applicant aware of the financial resource requirements that will apply to it if ASIC issues an AFS licence?	
* If ASIC issues an AFS licence, will the applicant be able to demonstrate it meets the financial resource requirements that will apply to it from the date the licence is issued?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
<p>Additional financial resource requirements apply to some AFS licensees. The following questions are intended to assist to determine if additional financial resource requirements will apply to the applicant if ASIC issues an AFS licence.</p> <p>However, an AFS licensee remains responsible for ensuring it complies with its financial resource obligations at all times. The licensee should not construe any questions, or lack of questions, in the application about an additional financial resourcing requirement as a decision or advice that an additional financial resource requirement does not apply to it.</p>	
Foreign exchange dealers and retail over-the-counter derivative issuers are subject to unique additional financial resource requirements. Review the explanation of the requirements in Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> ( <a href="#">RG 166</a> ).	
* Does the applicant intend to hold client money or property valued at \$100,000 or more?	
As you have selected 'Yes' to the above question, you will be asked questions about the surplus liquid funds requirement (see Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> ( <a href="#">RG 166</a> )).	
* Does the applicant believe the surplus liquid funds requirement will apply to it if ASIC issues an AFS licence?	
* Describe why the applicant believes the surplus liquid funds requirement will not apply to it if ASIC issues an AFS licence. In your response, refer to Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> ( <a href="#">RG 166</a> ).	
* If ASIC issues an AFS licence, will the applicant be able to demonstrate it meets the surplus liquid funds requirement that will apply to it from the date the licence is issued?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	

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* Does the applicant intend to transact with clients as principal?	
* From transacting with clients under the AFS licence, is the applicant likely to have financial obligations to those clients of \$100,000 or more (in total)?	
* If the applicant will be issuing debentures under Chapter 2L of the <i>Corporations Act 2001</i> , will it have, other than those debentures, any liabilities to clients that would be included in calculating adjusted liabilities or contingent liabilities to clients which if crystallised would be included in calculating its adjusted liabilities?	
* Does the applicant believe the adjusted surplus liquid funds requirement will apply to it if ASIC issues an AFS licence?	
* Describe why the applicant believes the adjusted surplus liquid funds requirement will not apply to it if ASIC issues an AFS licence. In your response, refer to Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> ( <a href="#">RG 166</a> ).	
* If ASIC issues an AFS licence, will the applicant be able to demonstrate it meets the adjusted surplus liquid funds requirement that will apply to it from the date the licence is issued?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
Based on the authorisations selected earlier, you will be asked questions about the net tangible assets requirement.	
* Does the applicant believe the net tangible assets requirements will apply to it if ASIC issues an AFS licence?	
* Describe why the applicant believes the net tangible assets requirements will not apply to it if ASIC issues an AFS licence is issued. In your response, refer to Regulatory Guide 166 <i>AFS licensing: Financial requirements</i> ( <a href="#">RG 166</a> ).	
* If ASIC issues an AFS licence, will the applicant be able to demonstrate it meets the net tangible assets requirements that will apply to it from the date the licence is issued?	

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## Non-financial resources

Human resources	
* How many full-time equivalent employees will undertake AFS licence related functions?	
* How many full-time equivalent contractors will undertake AFS licence functions?	
* Does the applicant use a documented process to ensure, at all times, it has an adequate number of trained and competent staff to provide financial services covered by the AFS licence for which it is applying?	
* Describe the succession planning framework for the applicant's business if the responsible manager is unexpectedly unavailable	
* Describe the applicant's documented process for ensuring the member registry details are accurate and secure	

Information technology (IT)	
* Does the applicant have information technology (IT) systems to support its business processes?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
* Describe the applicant's computing and operating systems, particularly those related to scheme operation and custodial and depository services	
* Describe how the applicant will monitor and maintain these systems	
* What process best describes how the applicant undertakes its IT development?	
* Does the applicant have a documented disaster recovery plan in the event of loss of data or failure of computer hardware?	

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A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.

\* At a minimum, how often will the applicant backup its IT information?

Provide a description of the applicant's processes for ensuring it has adequate IT resources available to meet their AFS licence obligations.

This description should include the applicant's:

- IT strategic plan—see Australian Standard AS ISO 31000:2018 *Risk management – Guidelines* for further information Note: See the Standards Australia website for information about how to purchase AS ISO 31000:2018. It is also available through public libraries across Australia.
- IT disaster recovery plan
- IT systems and systems functionality. The applicant needs to demonstrate that their IT capacity is appropriate for its business capacity (e.g. how often its electronic data is backed-up, whether it archives electronic files and/or store them offsite).

\* Upload IT strategic plan

\* Upload IT disaster recovery plan

\* Upload IT systems and systems functionality

\* Describe the accounting systems the applicant will use to provide its custodial or depository services

\* Describe the accounting systems the applicant will use in relation to its operation of a registered scheme(s)

## Dispute resolution

\* Does the applicant have an internal dispute resolution system in place that complies with the minimum requirements of ASIC's Regulatory Guide 271 *Internal Dispute Resolution* ([RG 271](#))?

\* Will a guide to the internal dispute resolution system be available for retail clients?

## Risk management

\* Does the applicant have a process for identification, analysis, evaluation, treatment, and communication of risks associated with its business?

\* Does the risk management process provide for monitoring and reporting risk management issues?

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* Is the risk management process generally consistent with the Australian Standard on risk management systems?	
* Is the risk management process documented?	
* Has the applicant assessed the risks associated with its business and established the probability of those risks occurring?	
<p>When describing the processes the applicant has in place to monitor, mitigate, and manage its business risks, you need to explain each of the steps the applicant will use to achieve this outcome. For example, you need to explain if the applicant will undertake random monthly file checks or use call centre scripts and record client phone calls. We also expect that you will describe how the applicant will implement its risk management processes at an operational level.</p>	
* Describe the applicant's documented risk management process for the identification, analysis, evaluation, treatment, and communication of the risks associated with its business	
<p>When identifying risks, the applicant will need to think about the nature, scale, and complexity of its business. Some common examples of risks include:</p> <ul style="list-style-type: none"> <li>the risk of the applicant breaching a condition on its AFS licence or its licence obligations</li> <li>the risk of representatives acting outside the scope of its authority</li> </ul> <p>if the applicant is heavily dependent on one responsible manager, the risk of that person being unavailable or unable to perform their functions.</p>	
* Describe the nature and the probability of the risks assessed against the applicant's documented process	

## Compensation and insurance

* Is the applicant required to have adequate professional indemnity (PI) insurance for its AFS licence activities?	
<p>You are required to provide proof that the applicant has adequate PI insurance if we send you a draft licence and a 'requirements letter' listing any outstanding matters you need to finalise before we can grant the final licence.</p>	
* Why is the applicant not required to have PI insurance?	
<p>To obtain ASIC's approval of a guarantee provided by a related company or institution that is a general insurance company, a life insurance company or an authorised deposit-taking institution, or ASIC's approval of an alternative compensation arrangement, the applicant will be required to apply in writing.</p>	

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## Operate a registered scheme

* Describe the scheme types the applicant intends to operate	
* Describe the scheme property of the schemes the applicant intends to operate	
* Describe the target market for the schemes the applicant intends to operate	
* What is the proposed number of investors for the schemes the applicant intends to operate?	
* Will the applicant hold scheme property for the schemes it wishes to operate?	
The applicant must appoint a third-party custodian with the required minimum net tangible assets to hold scheme property before ASIC will grant the AFS licence.	
* Describe how the applicant will manage access to and security of client records	
* Will the applicant engage a custodian to hold some or all scheme property?	
* Describe the process the applicant has undertaken to ensure the custodian will maintain minimum standards for holding scheme property	
* Has the applicant decided on the custodian it will engage?	
* Custodian name(s)	
* Describe the process the applicant will use to monitor the custodian	
* Describe how the applicant will value and price its investments	

## Make a market

* Will any of the applicant's market making activities be on an Australian licensed market?	
* Select the market (you can select more than one)	
* Name of other market(s)	
* What best describes the proportion of the applicant's market-making activities that are	

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conducted on an Australian licensed market?	
<b>Has the applicant established position limits for the following:</b>	
* Individual traders?	
* Individual financial products?	
* Individual counterparties?	
* Does the applicant have adequate arrangements for monitoring and managing settlement risk?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
* Is the establishment, monitoring and control of position limits and the monitoring and control of settlement risk separate from the dealing function?	
A 'No' answer to the above question will prompt ASIC to contact you for further information. This may delay assessment of the application.	
* Is the applicant currently carrying on an exempt futures market under a ministerial declaration?	
* Describe each of the 'make a market' related activities the applicant intends to provide	
* Describe the typical purposes for which clients will use the applicant's 'make a market' related activities	
* What types of clients does the applicant intend to specifically target for its market making activities?	
* What characteristics best describe the applicant's target market (e.g. client age, income, lifestyle)?	
* Where will the applicant's target clients be located?	
* In which specific regions/countries will the target clients be located?	
* In which jurisdictions does the applicant operate or intend to operate?	
* What types of activities does the applicant expect to undertake under its market-making authorisation?	

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<p>* Upload a submission providing details about the 'make a market' transactions.</p> <p>This submission should include a diagram illustrating the applicants proposed 'make a market' activities including who is involved, their roles and their obligations and a description of who will be doing the following:</p> <p>(i) marketing or promoting the products and/or services; (ii) referring clients to the applicant; (iii) receiving and executing client instructions; (iv) issuing products to clients; (v) holding client money; and (vi) holding any underlying assets (including who will hold the legal and beneficial title to the underlying asset).</p>	
* What are the operational risks associated with the applicant's intended market-making activities?	
* What are the market volatility risks to the applicant's intended market-making activities, including potential challenges and uncertainties that may arise due to fluctuations in market conditions?	
* What are the liquidity risks to the applicant's intended market-making activities, including potential challenges and uncertainties restricting the availability and stability of liquid assets?	
* What are the counterparty risks to the applicant's intended market-making activities, including potential challenges and uncertainties related to the reliability and creditworthiness of counterparties in this context?	
* What processes and procedures will the applicant employ to assess and monitor the above-mentioned risks?	
* What controls will the applicant implement to mitigate the above-mentioned risks, including descriptions of these controls?	
* How frequently will the applicant conduct reviews of the implemented controls described above?	
* What procedures will the applicant implement in the event of a breach of controls?	
* What risk reporting processes will the applicant have in place, outlining the procedures and mechanisms through which it will communicate and report information within the specified context?	

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* In the applicant's organisation, who is responsible for communicating and informing clients about the risks associated with utilising the applicant's services and/or products?	
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## Derivatives

* Describe the types of derivatives to which the applicant's proposed services will relate	
* Specify the types of derivatives (you can choose more than one)	
* Describe other derivative type	
* Will the applicant's proposed services relate to exchange-traded and/or over-the-counter derivatives?	
* Will the applicant use its proposed services relating to derivatives for hedging purposes only?	
* Describe the underlying assets or indexes of the derivatives (e.g. ASX 200 shares, interest rates, currency, grain, electricity)	
* Describe the proportion of derivatives activities that the applicant will conduct on an Australian licensed market	
* Describe the target market proposed by the applicant for the derivatives products, including client demographics	
* How will the applicant inform its clients of the risks associated with its derivatives operations?	
* Does the applicant intend to deal in derivatives as a principal?	
* Who are intended to be the typical counterparties to the applicant's intended derivative transactions?	
* How will the applicant enter into derivative transactions?	
* What other arrangements does the applicant intend to engage in to enter into derivative transactions?	
* Upload a submission providing details about the proposed derivatives activities.	

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<p>This submission should include a diagram illustrating the applicant's proposed derivatives activities including who is involved, their roles and their obligations and a description of who will be doing the following:</p> <ul style="list-style-type: none"> <li>(i) marketing or promoting the products and/or services;</li> <li>(ii) referring clients to the applicant;</li> <li>(iii) receiving and executing client instructions;</li> <li>(iv) holding client money; and</li> <li>(v) holding any underlying assets (including who will hold the legal and beneficial title to the underlying asset) and</li> <li>(vi) executing derivatives transactions on behalf of clients.</li> </ul>	
* What are the operational risks associated with the applicant's intended derivative operations?	
* What are the market volatility risks to the applicant's intended derivative operations, including potential challenges and uncertainties that may arise due to fluctuations in market conditions?	
* What are the liquidity risks to the applicant's intended derivative operations, including potential challenges and uncertainties restricting the availability and stability of liquid assets?	
* What are the counterparty risks to the applicant's intended derivative operations, including potential challenges and uncertainties related to the reliability and creditworthiness of counterparties in this context?	
* What processes and procedures will the applicant employ to assess and monitor the above-mentioned risks?	
* What controls will the applicant implement to mitigate the above-mentioned risks, including descriptions of these controls?	
* How frequently will the applicant conduct reviews of the implemented controls described above?	
* What procedures will the applicant implement in the event of a breach of controls?	
* What risk reporting processes will the applicant have in place, outlining the procedures and	

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mechanisms through which the applicant will communicate and report information within the specified context?	
* In the applicant's organisation, who is responsible for communicating and informing clients about the risks associated with utilising the applicant's services and/or products?	
* Does the applicant use documented systems and procedures to select when and how derivatives will be traded?	
* Does the applicant use documented controls, including the assessment of credit risk, to ensure that counterparties are able to perform contractual obligations?	
* Does the applicant use documented processes for ensuring valuations of, and exposure to, derivatives are done in a timely and independent manner in accordance with valuation standards, accounting standards and the <i>Corporations Act 2001</i> ?	
* Does the applicant use documented processes for ensuring compliance with dealing and/or exposure limits?	

## Foreign exchange contracts

* Describe the types of foreign exchange contracts to which the applicant's proposed services will relate	
* Will the applicant's proposed services relating to foreign exchanges contracts relate to FX spots, forwards, swaps, futures or other?	
* Specify other proposed services relating to foreign exchanges contracts	
* Will the applicant use its proposed services relating to foreign exchange contracts for hedging purposes only?	
* Describe the target market proposed by the applicant for the foreign exchange contracts, including client demographics	
* Will the applicant be entering foreign exchange contracts (including foreign exchange contracts that are derivatives) as principal with a person that is not an authorised deposit-taking institution (ADI),	

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authorised dealer under the Banking (Foreign Exchange) Regulations or the holder of an AFS licence that includes a condition requiring the licensee to have \$10million of tier one capital?	
* Does the applicant use documented systems and procedures to select when and how foreign exchange contracts will be traded?	
* Does the applicant use documented controls, including the assessment of credit risk, to lessen the chance that counterparties are not able to perform contractual obligations?	
* Does the applicant use documented systems to record all foreign exchange contracts?	
* Does the applicant use documented processes for ensuring compliance with dealing and/or exposure limits?	
* What characteristics best describe the applicant's target clients (e.g. client age, income, lifestyle)?	
* What activities does the applicant intend to engage in for their foreign exchange contract operations?	
* Is the applicant seeking to operate foreign exchange contracts operations exclusively for hedging purposes?	
* How will the applicant inform their clients of the risks associated with their foreign exchange contract operations?	
* Does the applicant intend to deal in foreign exchange contracts as a principal?	
* Who are intended to be the typical counterparties to the applicant's intended foreign exchange contract transactions?	
* How will the applicant enter into foreign exchange contract transactions?	
* What other arrangements does the applicant intend to engage in to enter into foreign exchange contract transactions?	
* Upload a submission providing details about the proposed foreign exchange contract activities.  This submission should include a diagram illustrating the applicant's proposed foreign	

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exchange contract activities including who is involved, their roles and their obligations and a description of who will be doing the following:  (i) marketing or promoting the products and/or services; (ii) referring clients to the applicant; (iii) receiving and executing client instructions; (iv) holding client money; and (v) holding any underlying assets (including who will hold the legal and beneficial title to the underlying asset) and (vi) executing foreign exchange transactions on behalf of clients.	
* What are the operational risks associated with the applicant's intended foreign exchange contract operations?	
* What are the market volatility risks to the applicant's intended foreign exchange contract operations, including potential challenges and uncertainties that may arise due to fluctuations in market conditions?	
* What are the liquidity risks to the applicant's intended foreign exchange contract operations, including potential challenges and uncertainties restricting the availability and stability of liquid assets?	
* What are the counterparty risks to the applicant's intended foreign exchange contract operations, including potential challenges and uncertainties related to the reliability and creditworthiness of counterparties in this context?	
* What processes and procedures will the applicant employ to assess and monitor the above-mentioned risks?	
* What controls will the applicant implement to mitigate the above-mentioned risks, including descriptions of these controls?	
* How frequently will the applicant conduct reviews of the implemented controls described above?	
* What procedures will the applicant implement in the event of a breach of controls?	
* What risk reporting processes will the applicant have in place, outlining the procedures and mechanisms through which it will communicate and report within the specified context?	

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* In the applicant's organisation, who is responsible for communicating and informing clients about the risks associated with utilising the applicant's services and/or products?	
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## Horse racing syndicate

* Describe the applicant's documented process to ensure it has and maintains separate trust accounts for the horse racing syndicates they wish to operate under the AFS licence	
* Will the applicant prepare annual statements of financial performance and financial position for each horse racing syndicate it wishes to operate?	
* Will the applicant use a documented process for managing its relationship with the lead regulator for each of its syndicates?	
* Describe how the applicant will comply with Regulatory Guide 91 <i>Horse breeding schemes and horse racing syndicates</i> (RG 91) and ASIC Corporations (Horse Schemes) Instrument 2016/790	
* Upload a scanned or electronic letter from a lead regulator confirming the applicant's status as a registered approved promoter	

## Life products

* Describe the applicant's processes for ensuring churning or twisting does not occur	
* Describe the applicant's processes for monitoring commissions (including volume bonuses, override commissions and soft dollar commissions)	
* Describe how the applicant discloses commissions to its clients	
* Describe how the applicant will monitor the practices of its representatives, particularly in relation to churning and/or twisting	

## Insurance underwriting

* Will the applicant enter into agreements involving more than one insurer or reinsurer?	
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* Does the applicant use documented processes to ensure that cover is protected if any insurer withdraws from or chooses not to renew these agreements?	
* Has the applicant reviewed its agency agreements with insurers to assess if they are in conflict with any of the applicant's AFS licence obligations and the law?	
* List the names of the insurers, including any unauthorised foreign insurers, the applicant intends to act as an underwriting agent for.	
* Upload copies of the applicant's agency agreements with those insurers.	
* Upload a written submission outlining the applicant's process for recording and notifying insurers of risk it has undertaken on behalf of insurers and how premiums will be held.	

## Managed discretionary account (MDA)

* Does the applicant have a documented process to ensure that its Financial Services Guide (FSG) will contain information on the MDA service they operate?	
* Does the applicant have a documented process to ensure client account details are accurate and secure?	
* Does the applicant have a documented process to ensure it manages client assets as a discrete portfolio?	
* Does the applicant have a documented process to ensure the investment program they include in the MDA contract is appropriate for the client?	
* Does the applicant have a documented process to ensure it reviews the investment program for each retail client at least once every 12 months?	
* Does the applicant have a documented process to ensure compliance with retail clients' instructions on corporate actions and communications about portfolio assets?	
* Does the applicant have a documented process to report regularly to the client to enable the client to monitor the performance of and trading in their	

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portfolio?	
* Does the applicant have a documented process to maintain records of the documents provided to each retail client?	
* Who will hold legal title to portfolio assets?	
* Upload a copy of the pro forma or standard agreement used to cover the MDA services the applicant will provide.	
<p>* Upload a written submission outlining:</p> <p>(a) details of the financial products that will comprise the MDA service the applicant will provide;</p> <p>(b) details of the trading discretions offered by the MDA operator to the client;</p> <p>(c) a description of the manner in which clients will be making contributions;</p> <p>(d) a description of the applicant's processes for ensuring that client assets are managed as a discrete portfolio, including the custody arrangements in relation to portfolio assets;</p> <p>(e) details of the scope of the investment program offered to retail clients, including:</p> <p style="padding-left: 40px;">(i) how appropriateness is determined; and</p> <p style="padding-left: 40px;">(ii) review procedures; and</p> <p>(f) a description of how you will enable clients to monitor the performance of, and trading in, their portfolio.</p>	

## Margin lending facility

* Does the applicant have a documented process to assess whether the margin lending facility is unsuitable for the retail client if the facility is issued or the limit is increased?	
* Does the applicant have a documented process to ensure it gives a retail client a copy of the assessment of unsuitability if requested, within the time and manner required by s985H of the <i>Corporations Act 2001</i> ?	
* Does the applicant have a documented process to monitor clients' margin lending facilities to detect when the facility goes into margin call?	
* Does the applicant have adequate operational capacity to monitor margin lending facilities in the event of multiple simultaneous margin calls (e.g.	

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significant sudden market loss)?	
* Does the applicant have a documented process to ensure it takes reasonable steps to notify clients in an appropriate time and manner when a margin call occurs?	
* Does the applicant intend to make arrangements with an agent (i.e. a financial adviser working for another AFS licensee) and a retail client for the agent to notify the client of margin calls?	
* Does the applicant have documented procedures to ensure it takes reasonable steps to notify the agent when a margin call occurs?	
* Upload a copy of the pro forma or standard agreement used to cover the margin lending facilities the applicant will provide.	
<p>* Upload a written submission outlining:</p> <p>(a) a description of the applicant's processes for ensuring the margin lending facilities it provides or the limit increases it grants are not unsuitable for the client within the meaning of s985H(2);</p> <p>(b) a description of the applicant's processes for ensuring that a client who requests a copy of the assessment of unsuitability is given a copy of the assessment in the time and manner required by s985J;</p> <p>(c) a description of the applicant's processes for ensuring that margin lending facilities are actively monitored to detect when the facility goes into margin call;</p> <p>(d) a description of the applicant's processes for ensuring that reasonable steps are taken to notify clients when a margin call occurs in the time and manner required by s985M;</p> <p>(e) where the applicant has arrangements with an agent (i.e. another AFS licensee, such as a financial adviser) and a client to notify the client of margin calls on the applicant's behalf:</p> <p style="padding-left: 40px;">(i) details of the applicant's processes for ensuring that appropriate contractual arrangements are in place between all parties requiring notification of margin calls in the time and manner required by s985M; and</p> <p style="padding-left: 40px;">(ii) details of the applicant's processes for ensuring these contractual arrangements are followed; and</p> <p>(f) where the applicant provides non-standard margin lending facilities, a description of its processes for ensuring that clients are made aware of the significant risks associated with acquiring a</p>	

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<p>non-standard margin lending facility in any Product Disclosure Statement and on an ongoing basis. This includes but is not limited to a description of the following risks:</p> <ul style="list-style-type: none"> <li>(i) the risk associated with the client transferring title to their marketable securities. In the event that the party with title becomes insolvent, the client becomes an unsecured creditor and could lose all or part of the marketable securities transferred;</li> <li>(ii) the risk that, if the party providing the consideration for title of the securities becomes insolvent, the client may not get full payment for the securities they have already transferred and that existing amounts that have been paid to them might be challenged; and</li> <li>(iii) the risk that despite the transfer of the securities clients may still need to provide extra funds to meet any margin calls relating to any securities that have been transferred under the facility.</li> </ul>	
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## Crowd-funding service

* Does the applicant use a documented process to ensure an offering company is an eligible crowd-sourced funding (CSF) company and that the offer is an eligible CSF offer?	
* Does the applicant use a documented process to check that the CSF offer document contains the required information and is worded and presented in a 'clear, concise and effective' manner, and determine when it will decide not to publish, or continue to publish, the CSF offer document?	
* Does the applicant use a documented process to ensure it operates its offer platform in accordance with the obligations under their AFS licence and crowd-funding service authorisation?	
* Does the applicant use a documented process to ensure it operates its application facility in accordance with the obligations under its AFS licence and crowd-funding service authorisation?	
* Does the applicant use a documented process to ensure it operates its communication facility in accordance with the obligations under its AFS licence and crowd-funding service authorisation?	
* Does the applicant use a documented process to ensure it only accepts applications from retail	

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clients made on the application facility, and only where the retail client has not exceeded the investor offer cap and has completed the prescribed risk acknowledgement?	
* Does the applicant use a documented process to handle application money in compliance with the obligations for dealing with application money under their AFS licence and crowd-funding service authorisation?	
* Does the applicant use a documented process to ensure it notifies persons via the offer platform of their cooling-off rights in compliance with the obligations under the applicant's AFS licence and crowd-funding service authorisation?	
* Does the applicant use a documented process to ensure it has adequate arrangements for the management of conflicts of interest that may arise wholly or partially for its activities in providing the crowd-funding service?	
* Does the applicant use a documented process to check the identity of an offering company and its officers, including whether the company's officers are fit and proper and whether the company's officers have knowingly engaged in misleading or deceptive conduct in relation to the CSF offer?	
<p>* Upload a written submission outlining:</p> <p>Obligations in relation to offering companies and crowd-sourced funding (CSF) offer documents:</p> <p>(a) the standard terms of the applicant's hosting agreement with eligible CSF companies;</p> <p>(b) a description of the applicant's arrangements, systems, and written policies and procedures to:</p> <ul style="list-style-type: none"> <li>(i) check the identity of an offering company, its directors, officers and senior managers;</li> <li>(ii) check that the offering company satisfies the eligibility requirements in s738H;</li> <li>(iii) check that a CSF offer document contains all required information and is worded and presented in a 'clear, concise and effective' manner; and</li> <li>(iv) ensure that the checks conducted by the applicant are conducted to a reasonable standard; and</li> </ul> <p>(c) a description of the applicant's arrangements, systems, and written policies and procedures to decide when the applicant will not publish or continue to publish a CSF offer document—including how the applicant will determine whether:</p>	

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<p>(i) the applicant is satisfied as to the identity of the offering company or its directors or officers;</p> <p>(ii) the applicant has reason to believe that:</p> <p>(A) the CSF offer is not eligible to be made under Pt 6D.3A of the Corporations Act;</p> <p>(B) any director or officer of the offering company is not a fit and proper person; or</p> <p>(C) relevant parties have knowingly engaged in conduct that is misleading or deceptive or likely to mislead or deceive in relation to the CSF offer (including conduct that may be deemed to be misleading or deceptive); and</p> <p>(iii) the applicant is prevented from publishing or continuing to publish a CSF offer document, or the applicant are required to either close or suspend a CSF offer, because the CSF offer document is defective.</p>	
<p>* Upload a written submission outlining:</p> <p>Obligations in relation to investors, the offer platform and application and communication facilities</p> <p>(a) a description of the applicant's systems and written procedures to ensure compliance with the obligations to:</p> <p>(i) prominently display on the offer platform:</p> <p>(A) the general risk warning;</p> <p>(B) details of the rights and method for withdrawal of applications under s738ZD; and</p> <p>(C) the applicant's fees and pecuniary interests in connection with a CSF offer;</p> <p>(ii) publish the CSF offer in, or together with, the CSF offer document on the applicant's offer platform;</p> <p>(iii) take certain actions if the applicant become aware the CSF offer document is defective;</p> <p>(iv) complete the required checks and determinations after the applicant is given a replacement or supplementary CSF offer document under s738W;</p> <p>(v) meet the requirements for making, opening, closing, suspension, removal and completion of offers; and</p> <p>(vi) follow the procedure for the withdrawal of applications and the return of application money;</p>	

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<p>(b) a description of the applicant's systems and written procedures to ensure the applicant comply with the requirements to:</p> <ul style="list-style-type: none"> <li>(i) ensure applications for the issue of securities under a CSF offer are only accepted when made through the application facility;</li> <li>(ii) ensure retail clients: <ul style="list-style-type: none"> <li>(A) complete the prescribed risk acknowledgement before making an application; and</li> <li>(B) do not exceed the investor cap; and</li> </ul> </li> <li>(iii) ensure no applications can be made if a CSF offer is suspended or closed;</li> </ul> <p>(c) a description of the applicant's systems, arrangements and written procedures:</p> <ul style="list-style-type: none"> <li>(i) for dealing with applications through the application facility— including details of the order in which applications will be dealt with, the circumstances in which they will or may be rejected and how the applicant will determine whether the minimum subscription for a CSF offer has been achieved;</li> <li>(ii) for complying with the applicant's obligations relating to the provision, oversight and use of a communication facility for each CSF offer;</li> <li>(iii) for complying with the applicant's obligations in relation to application money— including the cooling-off period for retail clients and withdrawal of applications by a method specified on the offer platform;</li> <li>(iv) to ensure the applicant and their associates do not provide, or arrange to provide, financial assistance to a retail client to acquire securities on the applicant's offer platform; and</li> <li>(v) for managing conflicts of interest that may arise wholly, or partially, in relation to the applicant's activities in providing the crowd funding service; and</li> </ul> <p>(d) a pro forma balance sheet with surplus liquid funds (SLF) of at least \$50,000 (prepared on the assumption that the applicant will hold application money in excess of \$100,000 from clients for CSF offers).</p>	
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## Claims handling and settling service

In the following question we expect you to describe:

- (a) the key steps and milestones, and the associated timeframes, that the applicant and its representatives will reasonably take or expect to take (excluding time that is within the control of the

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<p>claimant or its representatives from initial inquiry about a claim or potential claim to finalisation of the claim or the applicant's involvement with the claim</p> <p>(b) how the applicant will monitor compliance with these timeframes and what the applicant will do to review and address any delays within its control</p> <p>(c) if the applicant relies on outsourced third parties—how the applicant will monitor their compliance with these timeframes and what the applicant will do to review and address any delays by them</p> <p>(d) unless the applicant is applying to act on behalf of a claimant (i.e. the applicant is seeking an authorisation under s766G(1)(c) of the <a href="#">Corporations Act 2001</a> (the Act) as a 'claimant intermediary')—any industry code timeframes the applicant intends to follow, even if the applicant does not subscribe to that industry code.</p>	
<p>* Describe the arrangements, systems and written policies and procedures on the timeliness of the applicant's services.</p>	
<p>In the following question we expect you to describe:</p> <p>(a) what the applicant will do to ensure claimants understand the claims process, including:</p> <ul style="list-style-type: none"> <li>(i) what to expect from the applicant in the claims handling and settling process</li> <li>(ii) what the applicant will expect of the claimant</li> <li>(iii) how long it generally takes for a decision on a claim to be made</li> <li>(iv) why the applicant needs certain information from the claimant</li> <li>(v) how often the claimant will be told about the progress of their claim and how they can seek more information about its progress</li> <li>(vi) if the claimant's claim has been rejected (in full or in part), why this is the case, including clearly explaining to the claimant any adverse findings and giving them an opportunity to respond and provide additional information (i.e. affording them procedural fairness)</li> <li>(vii) a claimant's right to make a complaint and how to access internal dispute resolution arrangements and external dispute resolution through the Australian Financial Complaints Authority (AFCA)</li> </ul> <p>(b) the types of activities, and the extent of inquiries or substantiation (i.e. with examples) the applicant expects to request of a claimant or potential claimant, including details of the factors the applicant will have regard to in treating a claimant or their situation as exceptional (i.e. warranting more onerous substantiation or possible surveillance)</p> <p>(c) ensuring the applicant and their representatives act reasonably (i.e. by limiting to a reasonable extent the burden and intrusiveness of inquiries) in handling and settling a claim</p> <p>(d) if the applicant is a claimant intermediary—when and how the applicant or its representatives will provide clients with a Financial Services Guide as required under s941C(7A) of the Act.</p>	
<p>* Describe the arrangements, systems and written policies to ensure the applicant provides claims handling and settling services transparently and fairly</p>	
<p>Vulnerability may arise from a range of factors such as age, disability, mental health, physical health, family violence, language barriers, literacy, cultural background, Aboriginal or Torres Strait Islander status, remote location or financial distress.</p> <p>In the following question we expect the applicant to provide a description of their arrangements, systems and written policies and procedures on:</p> <p>(a) identifying and dealing with claimants and potential claimants who are experiencing vulnerability or financial hardship differently to other claimants</p> <p>(b) training and supervising representatives on how to deal with vulnerable claimants and potential claimants.</p>	

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* Describe the arrangements, systems and written policies on dealing with claimants experiencing vulnerability or financial hardship	
* Does the applicant subscribe to an industry code?	
* Which industry code?	
* What are the applicant's service standards and timeframes and are they consistent with any relevant industry code?	
* Is the applicant providing a claims handling and settling service for general insurance?	
<p>In the following question we expect you to explain:</p> <p>(a) how the applicant will ensure the content of their Cash Settlement Fact Sheet meets the requirements in Div 3A of Pt 7.7 of the Act</p> <p>(b) how the applicant will identify whether it must provide the fact sheet to a claimant</p> <p>(c) if the applicant's arrangements include that its representatives provide the fact sheet to the claimant—how the applicant will ensure that representatives comply.</p>	
* Describe the applicant's arrangements, systems and written policies on the Cash Settlement Fact Sheet for general insurance claims	
<p>In the following question we expect you to explain:</p> <p>(a) what the applicant regards as its key conflicts of interest and key potential conflicts of interest</p> <p>(b) how the applicant will select representatives to provide any of its claims handling and settling services in light of the type of services the representatives will provide</p> <p>(c) the management of any conflicts between the applicant's interests, the interests of their representatives and the interests of the claimant in relation to:</p> <p>(i) incentives and performance measurements for the applicant's representatives and the obligation to assess each claim on its merits</p> <p>(ii) any remuneration agreements with the applicant's representatives and the obligation to handle claims efficiently, honestly and fairly</p> <p>(iii) any third-party commercial arrangements and the obligation to assess each claim on its merits</p> <p>(d) the frequency and scope of reviewing the adequacy of the applicant's processes for identifying and managing conflicts of interest.</p>	
* Describe the arrangements, systems and written policies on managing conflicts of interest	
* Describe the specific arrangements, systems and written policies the applicant has in place to manage conflicts of interest that relate to providing financial services to both insurers and the insured	
<p>In the following question, we expect the applicant to explain:</p> <p>(a) the reasonable steps the applicant will take to ensure its representatives are adequately trained to provide claims handling and settling services</p> <p>(b) the reasonable steps the applicant will take to ensure its representatives are competent to provide claims handling and settling services</p>	

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<p>(c) the financial, human and technological resources the applicant will use to monitor and supervise its representatives to ensure it meets its licence obligations in providing claims handling and settling services (including the frequency of testing and reviewing of the representatives' competence and appropriateness to continue to act for the applicant)</p> <p>(d) how the applicant will monitor and resolve complaints made against its representatives.</p>	
<p>* Describe the specific arrangements, systems and written policies the applicant has in place in relation to its representatives</p>	

## Corporate collective

<p>* Are at least half of the applicant's directors 'external directors'?</p>	
<p>Subsection s1224G(2) of the <a href="#">Corporations Act 2001</a> defines an 'external director'.</p>	
<p>Because the applicant intends to operate the business and conduct the affairs of a retail CCIV, at least half of the directors must be 'external directors'.</p>	
<p>* Describe the asset types the applicant intends the CCIV(s) to hold.</p>	
<p>* Describe the target market for the CCIV sub-funds the applicant intends to operate.</p>	
<p>* What are the proposed number of investors for the CCIV the applicant intends to operate?</p>	
<p>* Will the applicant have any rights to be paid fees out of assets of a sub-fund of the CCIV, or to be indemnified out of assets of a sub-fund of the CCIV, for liabilities or expenses incurred in relation to the performance of its duties?</p>	
<p>* Does the applicant have a documented process for ensuring the CCIV's constitution specifies those rights?</p>	
<p>* Does the applicant have a documented process for ensuring all disclosure documents and other marketing material are subjected to due diligence?</p>	
<p>* Does the applicant have a documented process for ensuring the member registry details are accurate and secure?</p>	
<p>* Does the applicant have a documented process for managing settlements, corporate actions, authorisation of transactions and investment limits?</p>	

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* Who will hold the CCIV assets?	
* Will the applicant have and maintain the net tangible assets (NTA) required to operate a CCIV?	
The applicant must have and maintain the required NTA, or appoint a custodian with the required minimum NTA, before ASIC can issue an AFS licence.	
* Has the applicant appointed a third-party custodian with the required minimum NTAs to hold all CCIV property?	
* Has the applicant decided on the custodian it will engage?	
* Describe the process the applicant will use to monitor the custodian.	
* Describe how the applicant will manage access to and security of client records.	
* Describe how the applicant will value and price its investments	

## Contact details

### Privacy Collection Notice

The Privacy Collection Notice given under APP 5 of the *Privacy Act 1988* applies to your provision of personal or sensitive information in this section.

If you are providing personal details of another person, you are responsible for obtaining and recording their [consent](#) before you provide their personal or sensitive information in this section.

### Pre-filled information

We may pre-fill some of the information in this section from ASIC or other Commonwealth records, or from a previous section of this document. If the pre-filled information is incorrect, you will be unable to make the required declaration as to the truth and accuracy of the information in this document. In this case, you must not submit the document until the information ASIC holds is corrected and then pre-filled into this document.

For more information, please see our FAQ - [What should I do if there are errors in the pre-filled information of a form or transaction?](#)

* Who should ASIC contact if there is a query about this transaction?	
<b>Transaction contact person details</b>	
* Given name	

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Other given name(s)	
* Family name	
* Contact phone number	
Email address	

* Relationship with the applicant (you may choose more than one)	
* Briefly describe the relationship	
<b>Transaction contact person's business/employer</b>	
* Is the nominated responsible manager employed by the applicant?	
* Does the contact person's business/employer have an Australian Company Number (ACN) or Australian Registered Business Number (ARBN)?	
* ACN or ARBN	
* Does the contact person's business/employer have an Australian Business Number (ABN)?	
* Enter the ABN	
* Business/employer name	
* Role	
* Is the contact person's business address in Australia?	
* Enter an Australian address	
Can't find your address?	
Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	

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* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Ongoing contact details

### Privacy Collection Notice

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### Ongoing contact person name

* Given name	
Other given name(s)	
* Family name	
* Contact phone number	
* Email address	

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* Do you want to use the same contact person as you specified for 'Contact for this transaction'?	
---	--

<b>Ongoing contact person name</b>	
* Given name	
Other given name(s)	
* Family name	
* Contact phone number	
* Email address	

* Relationship with the applicant (you may choose more than one)	
* Briefly describe the relationship	
<b>Ongoing contact person's business/employer</b>	
* Is the nominated responsible manager employed by the applicant?	
* Does the contact person's business/employer have an Australian Company Number (ACN) or Australian Registered Business Number (ARBN)?	
* ACN or ARBN	
* Does the contact person's business/employer have an Australian Business Number (ABN)?	
* Enter the ABN	
* Business/employer name	
* Role	
* Is the contact person's business address in Australia?	
* Enter an Australian address	
Can't find your address?	

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Unit / Office	
Building / Property name	
Floor / Level	
* Street number	
* Street name	
* Street type	
* Suburb / City	
* State / Territory	
* Postcode	
* Country / Territory	
* Other country	
* Address line 1	
Address line 2	
* City / Municipality	
* Province / County / State	
* Postal Code / ZIP Code	

## Fee Summary

The fee displayed on this transaction is an indicative fee only. In some circumstance the fee may be subject to change – for example, the applicant subsequently requires a higher complexity authorisation.

Total	

## Declaration

The information provided to ASIC in this document may include confidential, personal or sensitive information. The [Privacy Collection Notice for the ASIC Regulatory Portal](#) describes how we will use and disclose the information collected through the Regulatory Portal. The [Privacy Policy](#) contains information about how ASIC handles personal information generally and sets out how you can request access or

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correction to your personal information and how to make a complaint if you think your privacy has been breached.

**Note:** If this document including any attachments contain another individual's confidential, personal or sensitive information, you may wish to use this template [consent](#) to document their written consent to submit that information to ASIC.

**In submitting this document, I confirm on behalf of the Applicant that:**

1. I am authorised by the Applicant to submit the information set out in this form;
2. Giving false or misleading information known to be false or where reasonable steps have not been taken to ensure the information is true and correct is a serious offence (see ss136 and 137 *Criminal Code Act 2001*, s1308 [Corporations Act 2001](#) and s225 *National Consumer Credit Protection Act 2009*).

## Confirmation

You have submitted your transaction.

**Reference number:**

**Date and time:**

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