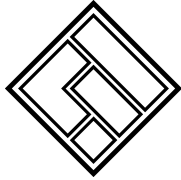


ASIC registered agent number \_\_\_\_\_  
**lodging party or agent name** \_\_\_\_\_  
 office, level, building name or PO Box no. \_\_\_\_\_  
 street number and name \_\_\_\_\_  
 suburb / city \_\_\_\_\_ state/territory \_\_\_\_\_ postcode \_\_\_\_\_  
 telephone ( ) \_\_\_\_\_  
 facsimile ( ) \_\_\_\_\_  
 DX number \_\_\_\_\_ suburb / city \_\_\_\_\_

	ASS. <input type="checkbox"/>	REQ-A <input type="checkbox"/>
	CASH. <input type="checkbox"/>	REQ-B <input type="checkbox"/>
	PROC. <input type="checkbox"/>	



Australian Securities & Investments Commission

# Form 314

## notification of return of members of firm of auditors

Corporations Act 2001  
324(2)(e)

name of firm \_\_\_\_\_

**address**

room, floor & building name \_\_\_\_\_  
 street number & name \_\_\_\_\_  
 suburb/city \_\_\_\_\_ state \_\_\_\_\_ postcode \_\_\_\_\_

**Members of firm**

surname \_\_\_\_\_ given names \_\_\_\_\_  
 residential address \_\_\_\_\_  
 \_\_\_\_\_ state \_\_\_\_\_ postcode \_\_\_\_\_

**signature** \_\_\_\_\_ date / /

surname \_\_\_\_\_ given names \_\_\_\_\_  
 residential address \_\_\_\_\_  
 \_\_\_\_\_ state \_\_\_\_\_ postcode \_\_\_\_\_

**signature** \_\_\_\_\_ date / /

surname \_\_\_\_\_ given names \_\_\_\_\_  
 residential address \_\_\_\_\_  
 \_\_\_\_\_ state \_\_\_\_\_ postcode \_\_\_\_\_

**signature** \_\_\_\_\_ date / /

surname \_\_\_\_\_ given names \_\_\_\_\_  
 residential address \_\_\_\_\_  
 \_\_\_\_\_ state \_\_\_\_\_ postcode \_\_\_\_\_

**signature** \_\_\_\_\_ date / /

**NOTE:** the completion of this form does not relieve members of the firm from any obligation/s under the Law relating to Business names.

Small Business (less than 20 employees), please provide an estimate of the time taken to complete this form

**Include**

- The time actually spent reading the instructions, working on the question and obtaining the information
- The time spent by all employees in collecting and providing this information

hrs mins

**Send to**

Australian  
Securities & Investments Commission  
GPO Box 4000  
Gippsland Mail Centre VIC 3841

In line with accepted commercial practice,  
the policy is not to issue a receipt when  
payment is made by cheque.

If an acknowledgement is required where no  
fee is payable, tick this box

**Annexures**

To make any annexure conform to the  
regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides.
2. show the corporation name and A.C.N. or A.R.B.N.
3. number the pages consecutively
4. print or type in dark blue or black ink, so that the document is clearly legible when photocopied.
5. identify the annexure with a mark such as A,B,C, etc.
6. endorse the annexure with the words: This is the annexure (mark) of (number) pages referred to in Form (form number and type)
7. sign and date the form

The annexure must be signed by the same person(s) who signed the form.

# Guide: Notification of return of members of firm of auditors

<b>Signature</b>	This form must be signed by each member of the firm.
<b>Lodging period</b>	As required and as soon as practicable after consenting to be appointed, continuing to act as an auditor or in preparing an audit report.
<b>Lodging fee</b>	Nil.
<b>Addresses</b>	The firm address will be the principal place of business address. The residential address must be provided by each member of the firm.
<b>Additional Information</b>	If the business name under which the firm is carrying on business is not registered on the Business Names Register – a Form 314 must be lodged showing in relation to each member of the firm: <ul style="list-style-type: none"><li>• the member's full name; and</li><li>• the member's address at that time.</li></ul> At least one member of the firm must be currently registered with ASIC as a registered company auditor.
<b>Legislative references</b>	The Form 314 currently cites s324(2)(e) of the Corporations Act 2001. This should read Corporations Act 2001 s324BB(6)(b) and Corporations Regulations 2001 (Regulations) 7.8.16(2)(b). This error will be corrected when the prescribed Form 314 in the Regulations, is amended.
<b>How to provide additional information</b>	<b>Photocopied Form 314 pages</b> If there is insufficient space in any section of the form, you may copy the relevant page and submit as part of this lodgement. <b>Annexures</b> You may alternatively, submit annexures as part of this lodgement. To make any annexures conform to the regulations, you must <ol style="list-style-type: none"><li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the company name and ACN or ARBN</li><li>3. number the pages consecutively</li><li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li><li>7. sign and date the annexure. The annexure must be signed by the same person(s) who signed the form.</li></ol>
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.
<b>Lodgement</b>	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841. <b>For more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630