



Request to withdraw a lodged document

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Company details

Company/pooled group name/credit licensee or representative name

ACN/ARBN/ABN/credit licence or representative number (if applicable)

(See guide for information on pooled group)

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

1 Document to be withdrawn

The document number can be obtained from a search at ASIC Connect at www.asic.gov.au.

Document number (Number allocated by ASIC)

Date of lodgement

[D D] [M M] [Y Y]

2 Reason why this document should be withdrawn

Tick one box only.

Information has been duplicated. (Only select this reason when the document to be withdrawn is identical to a previously lodged document.)

Document number of previously lodged document

Information has been provided on a lodged document that was subsequently found to be incorrect and exceptional circumstances exist to withdraw the document.

Provide specific details below. You will need to address the following when providing these details:

- how did the error occur
- what processes or action was taken in determining that the lodged document was incorrect, and
- what contact has been made with all parties affected by the error?

Supporting documentary evidence should be attached.

Specific details

Signature

This form must be signed by the person(s) who signed the document to be withdrawn.

I certify that the information in this form is true and complete.

Name

Capacity

- Director
 Company secretary
 Liquidator

Signature

Date signed

/ /
[D] [D] [M] [M] [Y] [Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide: Request to withdraw a lodged document

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 106.

Use of this form	The use of this form is optional. It has been prepared by ASIC to assist business with the lodgement process by highlighting information required by ASIC.
Signature	This form must be signed by the person(s) who signed the document to be withdrawn.
Lodgement period	As soon as possible after the determination has been made to request a document be withdrawn.
Lodgement fee	Nil.
Documents that cannot be withdrawn	<p>There are certain documents that cannot be withdrawn for example a Form 205 <i>Notification of resolution</i> where a special resolution has been passed. This applies to situations where the company has resolved to:</p> <ul style="list-style-type: none">• voluntarily wind up the company• change its type• change its name• change its share structure. <p>Other documents which cannot be withdrawn are:</p> <ul style="list-style-type: none">• Applications, eg Form 201 <i>Application for registration as an Australian company</i>• Documents which have an effect on a company's status, eg Form 505 <i>Notification of appointment or cessation as an external administrator</i> <p>The list of documents is not exhaustive. We will review and make a decision on the acceptability of a request to withdraw a lodged document when it is received.</p>
When a document can be withdrawn	<p>The document number can be obtained from a search at ASIC Connect at www.asic.gov.au.</p> <p>A document previously lodged may only be withdrawn under the following circumstances:</p> <ul style="list-style-type: none">• Duplication of information (for example two copies of the same notification to change a registered office address have been provided).• Information has been provided on a lodged document and that information is subsequently found to be incorrect and exceptional circumstances exist to withdraw the document. Examples of exceptional circumstances include:<ul style="list-style-type: none">• the financial reports attached to a Form 388 are for the wrong company• a deregistration application has been lodged and the company has subsequently realised that they do not meet the deregistration criteria• the appointment of a director or the issue of shares is conditional upon another event occurring and that event fails to occur (and sufficient evidence is provided by the company of this fact). <p>Lodgement of the Form 106 does not guarantee that the requested document will be withdrawn. ASIC will determine if the request is acceptable based on the above criteria. In making the determination ASIC may make further inquiries such as:</p> <ul style="list-style-type: none">• requesting further documentary evidence to support the request, or• contacting other parties affected by the request. <p>If ASIC is not satisfied that exceptional circumstances exist, the company may be required to apply to the Court for an order to rectify the register under s1322(4)(b) to have the document withdrawn.</p> <p>When ASIC approves a request to withdraw a lodged document:</p> <ul style="list-style-type: none">• the document will not be deleted from the company's record• a copy of the withdrawn document or Form 106 will be available to anyone who undertakes a search• any details that were altered as a result of processing the withdrawn form will be restored.

Pooled group	A pooled group is a group of companies, notified to ASIC, established to facilitate the winding up of companies in corporate groups.	
How to provide additional information	<p>Annexures</p> <p>If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement. To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"> 1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides 2. show the ASIC document number 3. number the pages consecutively 4. print or type in BLOCK letters 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 annexure (mark) of (number) pages referred to in form (form number and title) 7. sign and date the annexure <p>The annexure must be signed by the same person(s) who signed the form.</p>	
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) 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.	
Lodgement	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.	<p>For more information</p> <p>Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630</p>