




ASIC
Australian Securities &
Investments Commission

How to maintain a time-share adviser's details

ASIC Connect user guide | Version 2.0, September 2024

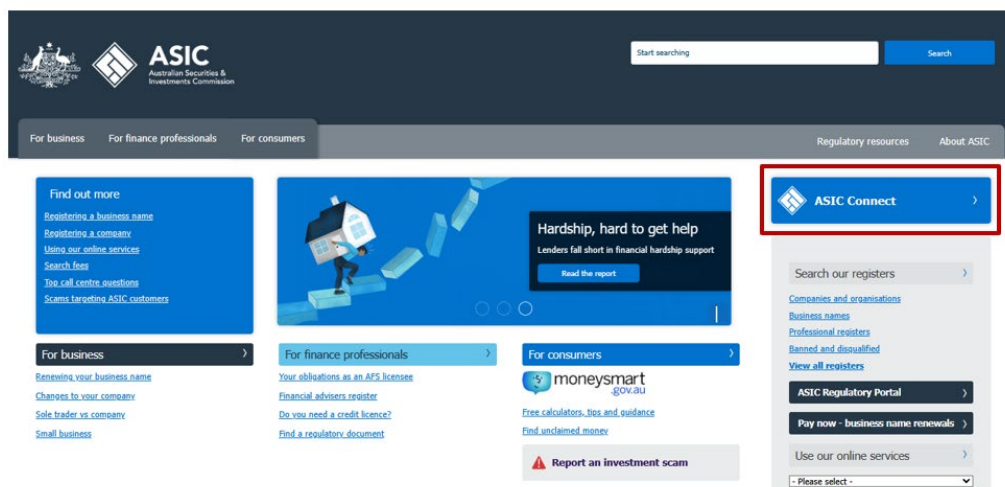


Note: The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

- You will need to use [ASIC Connect](#) to update details for time-share advisers.
- You can notify ASIC of up to 25 updates per transaction.
- Further assistance about using ASIC Connect can be accessed via the  button at the top right-hand side of the screen.
- If you're unable to select the **Next** button, please ensure you have provided all mandatory information on the screen.
- Visit our [support page](#) for more user guides about other ASIC Connect transactions.

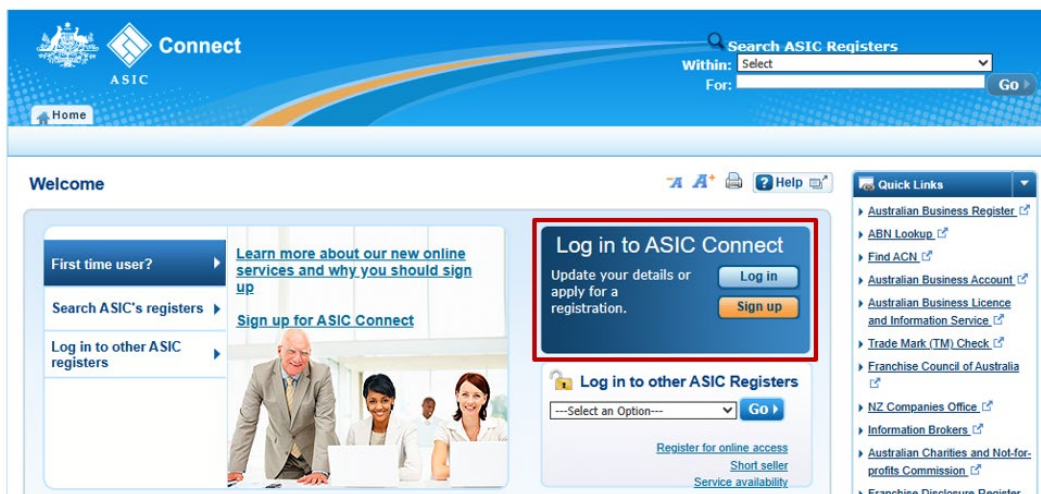
Get started

1. Visit our website at www.asic.gov.au. Click on the blue **ASIC Connect** box. This will take you to ASIC Connect.



Log in

- From the ASIC Connect home page select **Log in**. If you do not have an ASIC Connect account, select **Sign up**.

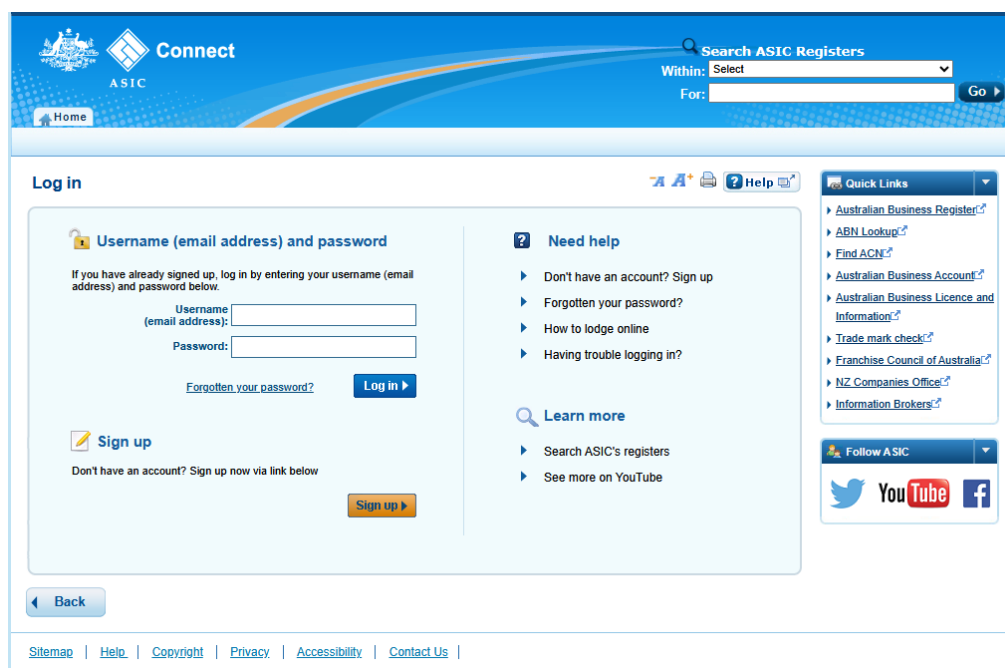


- Log in using your email address and password. If you do not have an ASIC Connect account select **Sign up**.

If you already have an ASIC Connect account, you will need to link the AFS licence or authorised representative to your ASIC Connect account before you can appoint any time-share advisers. You will need an [ASIC key](#) to do this.

The following user guides show you how to link your AFS licence or authorised representative:

- [How to sign up for an ASIC Connect account and link your licence\(s\)](#)
- [How to sign up for an ASIC Connect account and link authorised representatives.](#)



Appoint a time-share adviser's details

- Once you have logged in the home screen will be visible. Select the **Lodgements & Notifications** tab at the top of the page.

You will be taken to the *Lodgements and Notifications* page. You can appoint, maintain or cease an authorised representative, and/or a financial adviser, provisional financial adviser and time-share adviser using the *myBusinesses* form.

- Select the radio button next to the AFS licensee or AFS representative whose time-share adviser details you want to update.
- In the transactions column, select **Maintain Advisers/Authorised Reps**. This is the name of the transaction you use to update details for a time-share adviser.
- Select **Go** to proceed.

Connect
ASiC

Welcome Natasha Bronkhorst [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

Home Person Details Business Details Licences & Registrations **Lodgements & Notifications** myAccount

Lodgements and Notifications

myBusinesses [Hide](#)

Select the button next to the business or licence and select a transaction from the drop down menu to update its details.

Select	Business	Type	Status	Transactions
<input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	Maintain Advisers/Authorised Rep Go

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ARN I enkin

Representative details

- Inform us if you, the licensee, are updating the details of a time-share adviser or authorised representative on your own behalf or on behalf of an authorised representative.

If your authorised representative appointed the time-share adviser, you must provide their representative number. If you are unsure of their number, select the link **Search Authorised Representatives Register** or **Search Financial Adviser Register** to search for it.

- Select **Next** to proceed.

Representative details * Mandatory fields

* Who appointed the representative being updated?

The AFS licensee

An authorised representative of the AFS licensee

[Next](#)

10. Enter the representative number of the time-share adviser you are updating.
11. Select **Next** to continue.

12. Select the details of the time-share adviser that are to be updated.

You can only change the time-share adviser's name or ABN. If you wish to add their ABN, the time-share adviser's name will automatically be updated to match the ABN entity name.

13. Enter the date the changes took place.

The same date is applied for all changes in this transaction.

14. Select **Next** to continue.

Addresses

15. Select **Edit** to update the time-share adviser's principal place of business.
16. Select **Edit** to update the time-share adviser's email address.

The email address will be used to send ASIC notices and correspondence only and will not be available to the public.

17. Select **+Add** to add or update the time-share adviser's phone number.

The time-share adviser's phone number is optional and will not be available to the public.

18. Select **Next** to continue.

Addresses - adviser appointment * Mandatory fields

Enter the principal place of business, email address and phone number of the adviser appointment. The email address will be used to send ASIC notices and correspondence only, and will not be available to the public. The phone number will not be available to the public. See [how we use your information](#) for more details.

Clicking Add/Edit will expand the form below the table.

Address type	Address details	This address is	Actions
* Principal place of business/practice ?		Available to the public	Edit
* Email ?		Not available to the public	Edit
Phone number (Optional) ?		Not available to the public	+ Add

[Back](#) [Cancel](#) [Save & Exit](#) ? **[Next](#)**

Authorisation details

19. Update the time-share adviser's appointment type.

A person can be both a time-share adviser and an authorised representative. You can find out more information about representative types under [Information on the Financial Advisers Register](#) on our website.

20. Select the relevant financial products on which the time-share adviser is authorised to provide personal advice to retail clients.

Uncheck the box next to any financial product on which the time-share adviser is no longer authorised to provide advice to retail clients.

21. Enter any further restrictions to the relevant financial products on which the time-share adviser is authorised to provide personal advice.
22. Select **Next** to continue.

Adviser authorisation details ? * Mandatory fields

I now wish to appoint this person as a:

Provisional financial adviser (requires supervision)

Time-share adviser

Financial adviser

- A provisional financial adviser means an individual who is undertaking work and training that meets the relevant requirements. A provisional financial adviser must have an approved degree and have passed the financial adviser exam before they can be authorised.
- A time-share adviser is an individual where the only relevant financial product that the individual is authorised to provide advice in relation to is a time-sharing scheme.
- A financial adviser (relevant provider) is an individual who is:
 - an AFS licensee, an authorised representative, employee or director of an AFS licensee, or an employee or director of a related body corporate of an AFS licensee; and
 - authorised to provide personal advice to retail clients, as the AFS licensee or on behalf of the AFS licensee, in relation to one or more relevant financial products.

Select the relevant financial products on which this adviser is authorised to provide personal advice to retail clients.

Provide financial product advice

Managed Investment Schemes

Own Managed Investment Scheme Only

Timesharing Scheme

Provide a class of product advice

Are there any further restrictions to the relevant financial products on which this adviser is authorised to provide personal advice? If so, please provide details below: ?

← Back Cancel Save & Exit ? Next →

Professional memberships

23. If the time-share adviser is a member of a professional body, select **+Add** to enter the professional associations membership details.

You can add a maximum of five professional memberships.

24. Select the professional body name from the drop-down box.
25. Select **Save** to save the professional membership.
26. When all professional memberships have been added, select **Next** to continue.

Membership of professional bodies * Mandatory fields

To make a change to the details of any professional body membership relevant to the provision of financial services held by a financial adviser, provide the new details below.

Clicking Add/Edit will expand the form below the table.

Name of professional body	Actions
Professional associations membership details	+ Add

← Back
Cancel
Save & Exit ?
Next →

Qualifications and training

27. Update the time-share adviser's qualification or training details by selecting **+Add**.

You can add a maximum of 10 qualifications and training courses.

28. Enter the name of the course, provider/institution, year attained and type of course (e.g. AQF 7 Bachelor).
29. Select the tick box if the qualification, course and/or units of study goes towards meeting the qualifications standard set out in s921B(2) of the *Corporations Act 2001*.

A time-share adviser does not need to meet the qualifications standard set out in s921B(2).

30. Select **Save** to save the course entered.
31. When all qualifications and training details have been added, select **Next** to continue.

Name of course	Provider/Institution	Year attained	Type of course	Qualification standard	Actions
* Qualifications and training details					+ Add

Qualifications/Training course details * Mandatory fields

* Type of course: -- select -- ▼

* Name of course:

* Provider/Institution:

* Year attained:

This qualification, course and/or units of study goes towards meeting the qualifications standard set out in s921B(2) of the Corporations Act 2001 (Cth). ?

Cancel
Save

Review

32. Review the information shown on the review screen to confirm it is correct.
33. Select **+Maintain another representative** to update details for another time-share adviser.

You can update 25 time-share advisers per transaction.

34. Select **Edit/Review** if the time-share adviser's information has been entered incorrectly.
35. Select **Remove** to remove a time-share adviser.
36. When all updates have been added correctly, select **Next** to continue.

Representatives ?

Below is a list of the nominated representative(s) that will be updated. You can edit or remove a representative by selecting the action against the representative in the table. Up to 25 representatives can be added in a single transaction.

[+ Maintain another representative](#)

Representative name	Representative number	ABN/ACN/ARBN	Status	Role	Fees ?	Actions
			Complete	Financial adviser	Lodgement fee:	Edit/Review Remove

Total: \$

[Cancel](#) [Save & Exit](#) ? [Next](#) ▶

Declarations

37. Read the declarations to ensure you agree with the conditions of the transaction. If you agree, tick the box next to each declaration to proceed.
38. Select your authority for submitting the transaction.
39. Read ASIC's [privacy policy](#).

40. Select **Next** to continue.

Declaration * Mandatory fields

* To the best of my knowledge, the information supplied in this notification is complete and accurate.

* I understand that 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*).

* This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).

Authority * Mandatory fields

* I am lodging this notice as the AFS licensee, or on behalf of the AFS licensee and am authorised to submit this notice for lodgement.

ASIC Privacy Policy

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.

Payment

41. Review the fee details on the payment screen.

42. Select the payment method. To pay now, select the **Pay Now by Credit Card** option. To pay later, select the **Pay later** option.

If you choose to pay at a later date, you will have the option to pay by BPAY or by requesting an invoice to be sent to you.

Select Payment Preference * Mandatory fields


* Select how you would like to pay below. You can select to pay now by credit card, or pay later by invoice or BPAY.

Pay now by credit card - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.

Pay later by BPAY - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.

Pay later by invoice - selecting this option will generate an electronic invoice that will be sent to the business's nominated service address/principal place of business (or an email address if available). Note: You cannot view this invoice through your ASIC Connect account.

Pay now by Credit Card (VISA, MasterCard)

Pay later 

43. If you select **Pay Now by Credit Card**, enter your credit card details and select **Submit** to process the payment.



Credit Card Payment

Amount(AUD): \$

Cards Accepted:

* Card Number:

* Expiry Date:

* CVV:

44. If you select **Pay later**, select the **BPAY** or **Invoice** option.

If you select **Invoice** it will be sent to:

- the AFS licensee's email address if one has been provided – otherwise its service address, and
- the AFS representative's email address if one has been provided – otherwise the principal place of business.

If you select **BPAY** you should print or make note of the BPAY details and process your payment.

45. Select **Pay Later**.

Confirmation

46. The final screen confirms your transaction has been submitted.
47. Select **Print the transaction** to download a printable PDF version of the transaction.

AFS licensees should now submit a registration application if they changed the representative's role type from provisional financial adviser to financial adviser.

More information about other services is available under 'What else can I do'.

48. Select **Home** to return to the ASIC Connect home page.

Maintain Advisers/Authorised Reps A A+ Help

» Authorisations ✓ Memberships ✓ Qualifications ✓ CPD ✓ Review ✓ Declare ✓ Payment ✓ **Confirm**

Transaction reference number: 1-DR9TK23

Thank you. We have updated your AFS representative information.

Please note, if you changed the representative's role type from "provisional financial adviser" to "financial adviser", you should now submit a registration application for this adviser. This can be done by completing a "Registration of relevant providers" transaction on ASIC Connect.

Summary

Your transaction was submitted on 17 Jul 2024 at AEST 00.18 AM

Business : Example AFS Licensee


Type : AFS licensee

Amount : \$ AUD

Transaction reference number : 1-DR9TK23

Transaction Documents

Select the links below to download and print the document(s).

 [Print the transaction](#)

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

What else can I do?

- View information about the [obligations to maintain AFS representative details.](#)
- View other information on the [ASIC website.](#)

Home ▶