



ASIC

User guide

Company Officeholder

How to apply for voluntary deregistration

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

How to apply for voluntary deregistration

- You will need to log in to your [online account](#) before you begin.
- Complete this transaction when you wish to deregister the company.
- ASIC will only deregister a company if it meets all of these requirements:
 - All members of the company agree to deregister
 - The company is not carrying on business
 - The company's assets are worth less than \$1000
 - The company has no outstanding liabilities
 - The company is not party to any legal proceedings
 - The company has paid all fees and penalties payable under the Corporations Act 2001.

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Start transaction

- Once logged in, select **Start new form** in the left hand menu.



Forms manager
Company

Inbox

ACN 000 000 000 EXAMPLE COMPANY PTY LTD
 Officer John CITIZEN Director
 Email example@email.com.au

Inbox

Date	Form	Description
*** None Found ***		

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

Viewing Forms in the Inbox
 To view the form that has been sent to you, click on the form code.
 A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

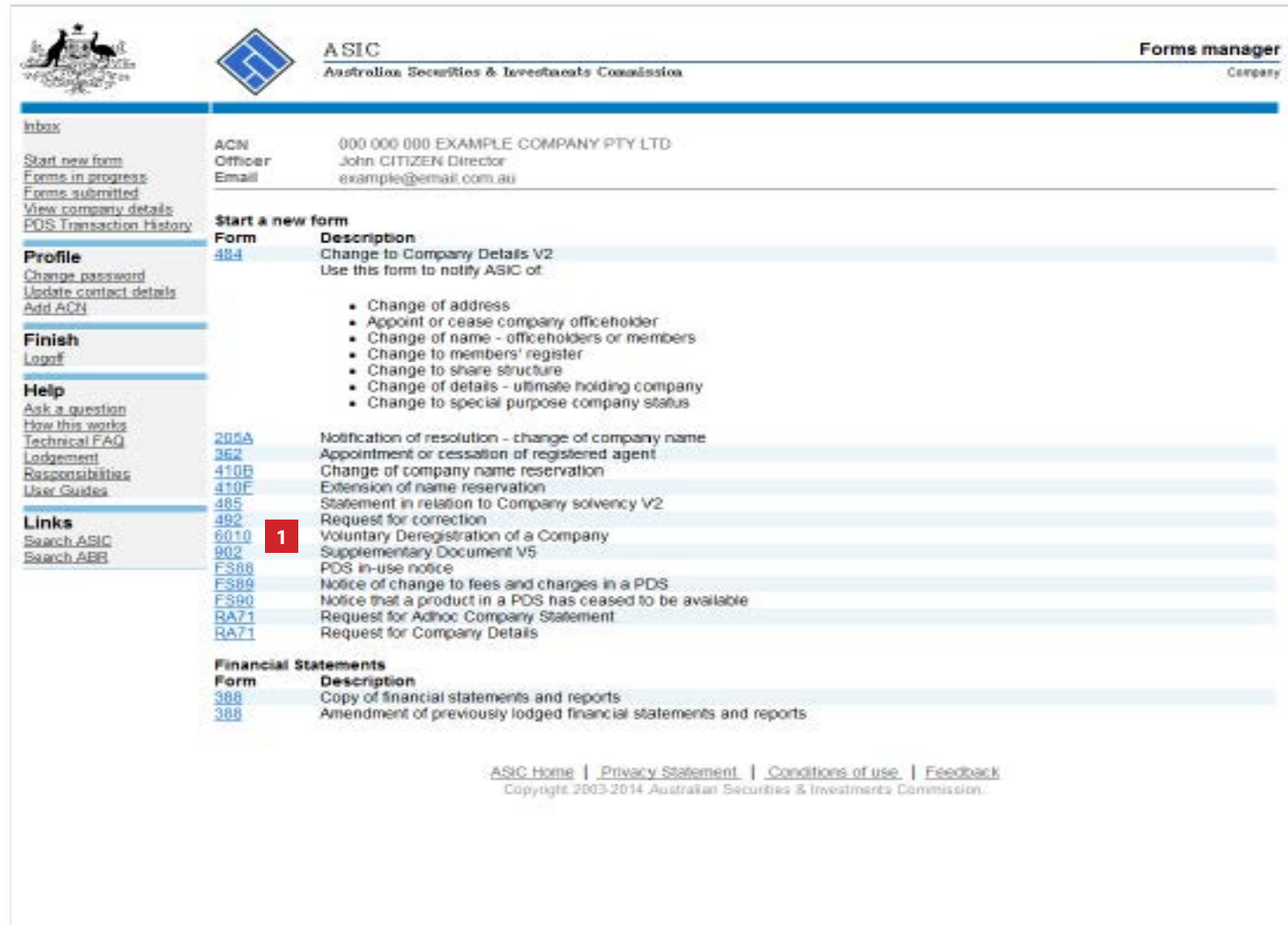
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[How to apply for voluntary deregistration](#)

Select form type

- From the list of available forms, select **6010**.



The screenshot shows the ASIC Forms manager interface. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australia Securities & Investments Commission' and 'Forms manager Company'. Below this is a navigation menu on the left with sections: 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The main content area is titled 'Start a new form' and contains a table of forms. The form '6010' is highlighted with a red box and the number '1'.

Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> Change of address Appoint or cease company officerholder Change of name - officerholders or members Change to members' register Change to share structure Change of details - ultimate holding company Change to special purpose company status
205A	Notification of resolution - change of company name
362	Appointment or cessation of registered agent
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
6010	Voluntary Deregistration of a Company
902	Supplementary Document V5
FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available
RA71	Request for Adhoc Company Statement
RA71	Request for Company Details
Financial Statements	
Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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[How to apply for voluntary deregistration](#)

Review account balance details

This screen provides you with the current account balance and an account summary, which has been automatically calculated by our system.

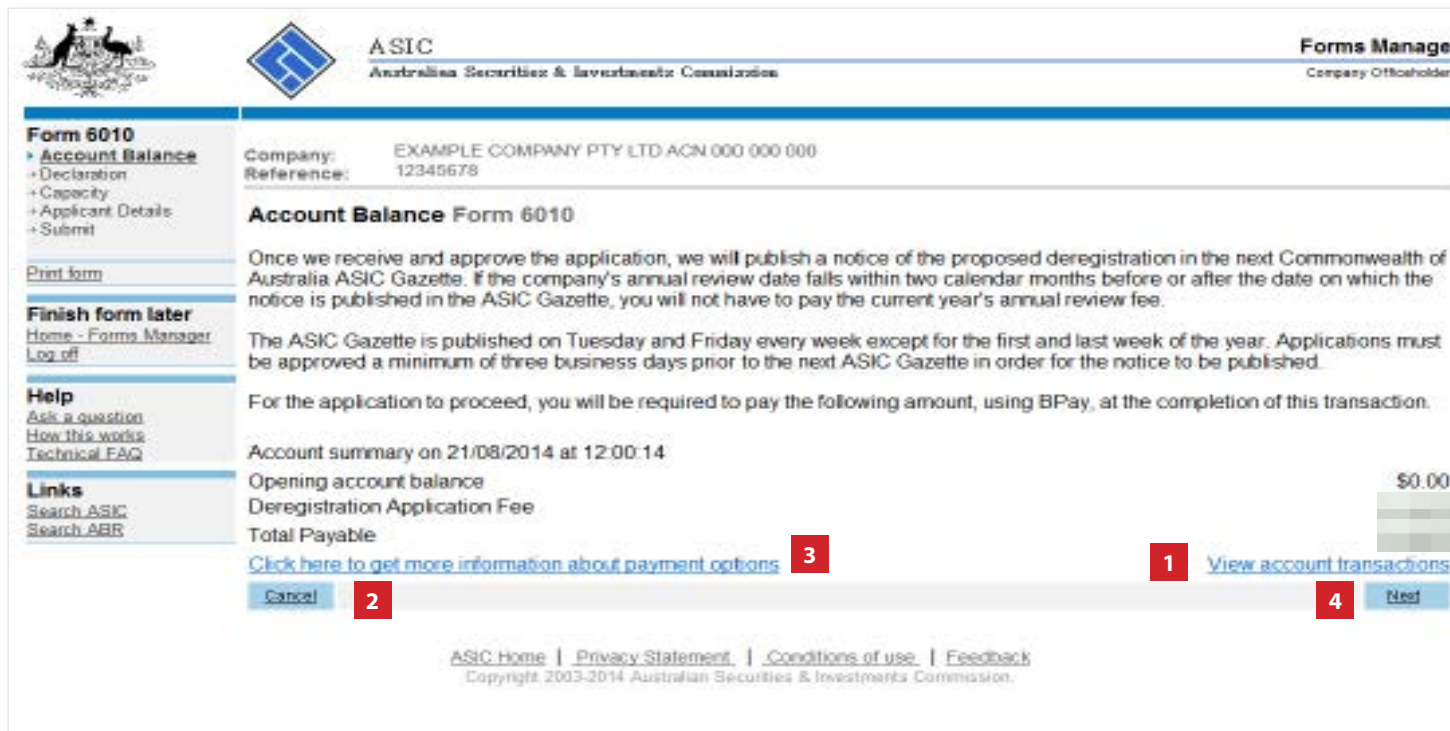
This will display summary information indicating payment required. From this screen you are presented with a number of options:

1. view account transactions. From here you can receive a report for a specified date range.
2. cancel your application.
3. if a payment is required you can select the link for more information about payment options.

Note:

If the amount payable is greater than the prescribed application fee, the application will be unable to proceed.

4. if no further information or action regarding the company's account balance is required, select **Next** to continue.



Form 6010
 ▶ Account Balance
 + Declaration
 + Capacity
 + Applicant Details
 + Submit

Print form

Finish form later
 Home - Forms Manager
 Log off

Help
 Ask a question
 How this works
 Technical FAQ

Links
 Search ASIC
 Search ABR

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
 Reference: 12345678

Account Balance Form 6010

Once we receive and approve the application, we will publish a notice of the proposed deregistration in the next Commonwealth of Australia ASIC Gazette. If the company's annual review date falls within two calendar months before or after the date on which the notice is published in the ASIC Gazette, you will not have to pay the current year's annual review fee.

The ASIC Gazette is published on Tuesday and Friday every week except for the first and last week of the year. Applications must be approved a minimum of three business days prior to the next ASIC Gazette in order for the notice to be published.

For the application to proceed, you will be required to pay the following amount, using BPay, at the completion of this transaction.

Account summary on 21/08/2014 at 12:00:14

Opening account balance	\$0.00
Deregistration Application Fee	
Total Payable	

[Click here to get more information about payment options](#) **3**

1 [View account transactions](#)

2 **4**

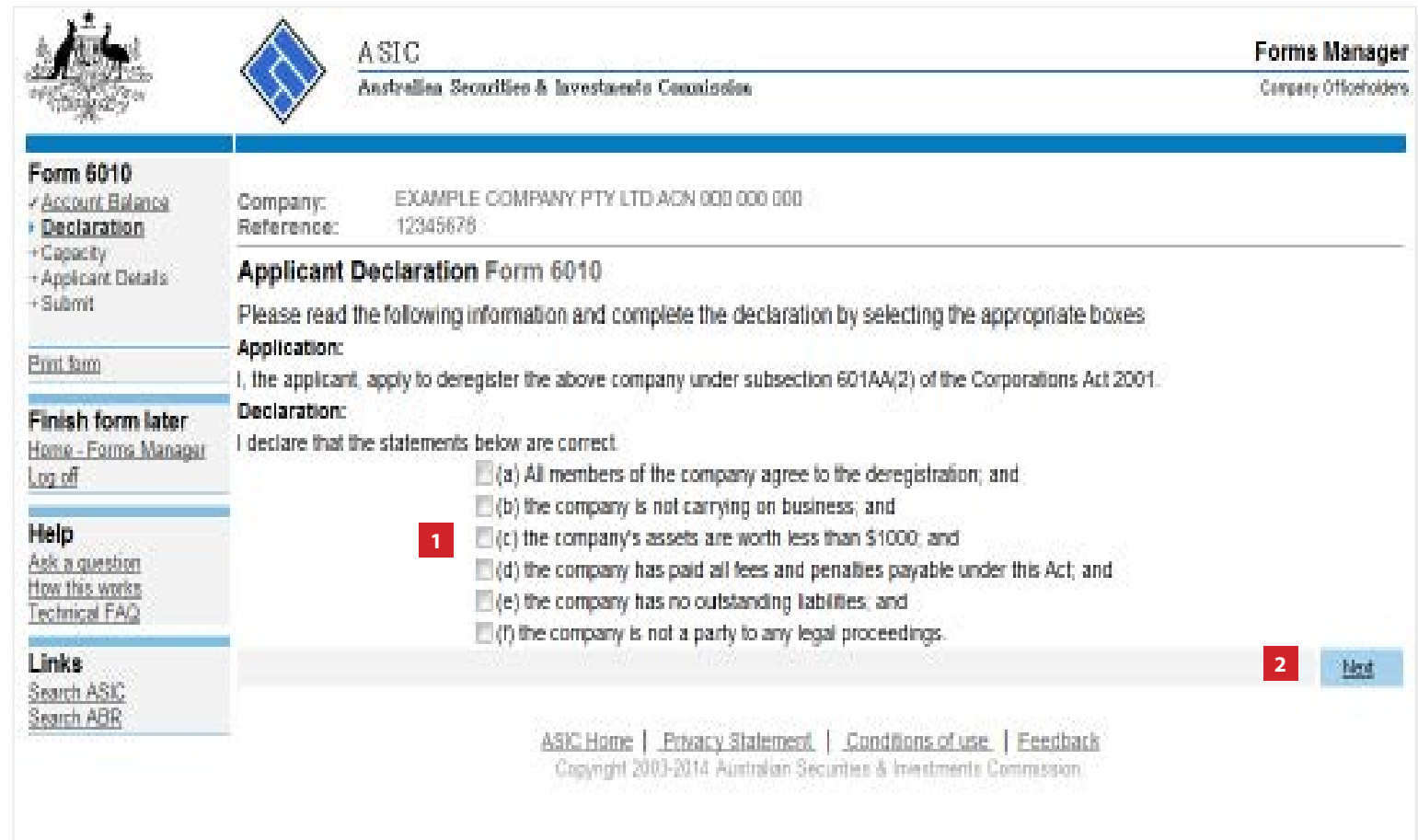
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[How to apply for voluntary deregistration](#)

Complete the declaration

1. Select all **six boxes** in the declaration to confirm the statements are true and correct.
2. Select **Next** to continue.



ASIC
Australia Securities & Investments Commission

Forms Manager
Company Officeholders

Form 6010
+ Account Balance
+ **Declaration**
+ Capacity
+ Applicant Details
+ Submit

Company: EXAMPLE COMPANY PTY LTD/ACN 000 000 000
Reference: 12345678

Applicant Declaration Form 6010
Please read the following information and complete the declaration by selecting the appropriate boxes

Application:
I, the applicant, apply to deregister the above company under subsection 601AA(2) of the Corporations Act 2001.

Declaration:
I declare that the statements below are correct:

- (a) All members of the company agree to the deregistration; and
- (b) the company is not carrying on business; and
- 1** (c) the company's assets are worth less than \$1000; and
- (d) the company has paid all fees and penalties payable under this Act; and
- (e) the company has no outstanding liabilities; and
- (f) the company is not a party to any legal proceedings.

2 [Next](#)

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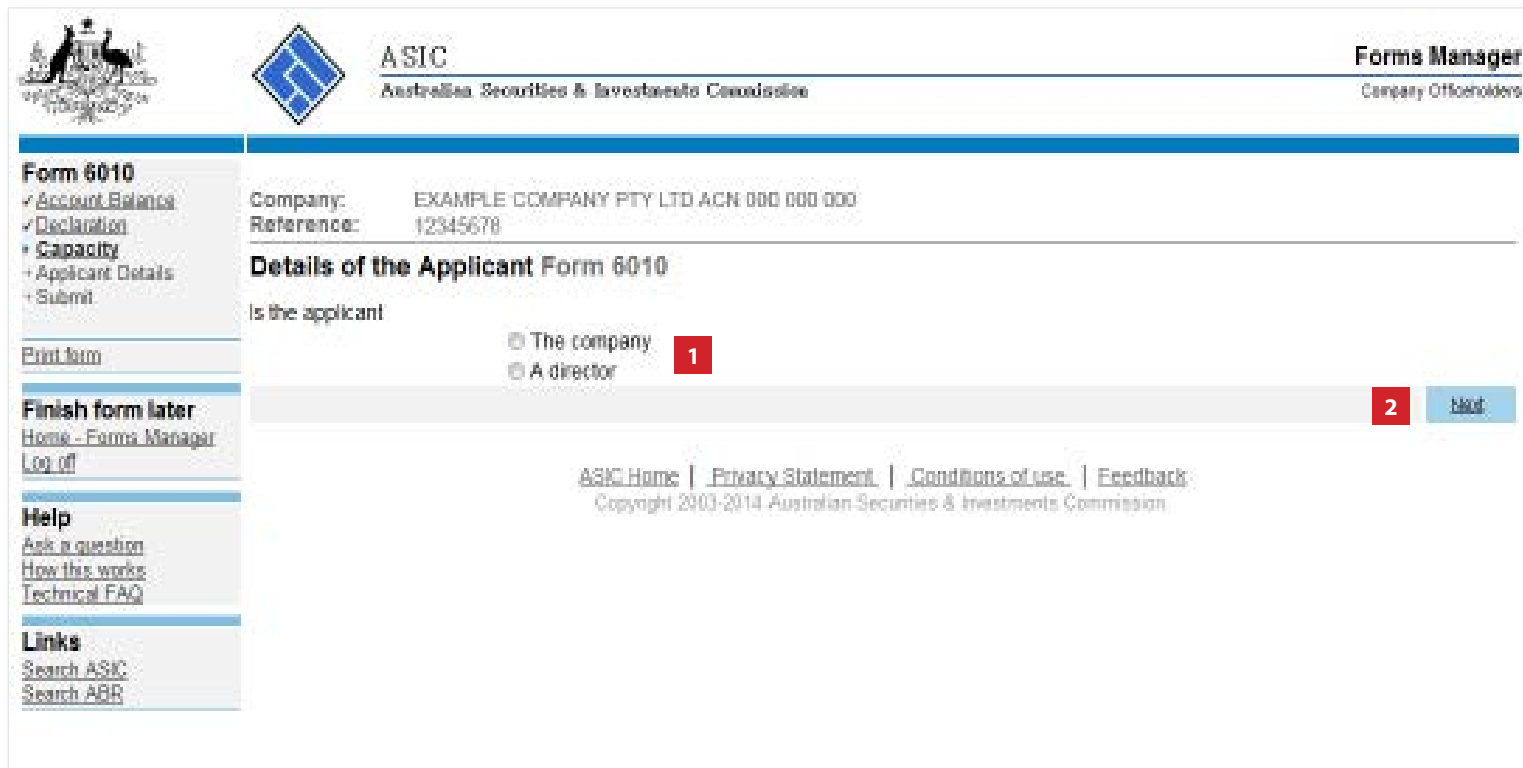
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[How to apply for voluntary deregistration](#)

Enter applicant details

1. Select if the applicant is **the company** or **a director**.
2. Select **Next** to continue.

Note: this guide follows the example of the applicant being a director. If the company is selected as the applicant, the screens will vary slightly.



The screenshot shows the ASIC Forms Manager interface for Form 6010. The header includes the Australian Government Coat of Arms, the ASIC logo, and the text "ASIC Australia Securities & Investments Commission". On the right, it says "Forms Manager" and "Company Officers".

The main content area displays the following information:

- Form 6010**
- Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference: 12345678
- Details of the Applicant Form 6010**
- Is the applicant
 - The company
 - A director **1**
- Next** **2**

At the bottom, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2014 Australian Securities & Investments Commission".

The left sidebar contains navigation options:

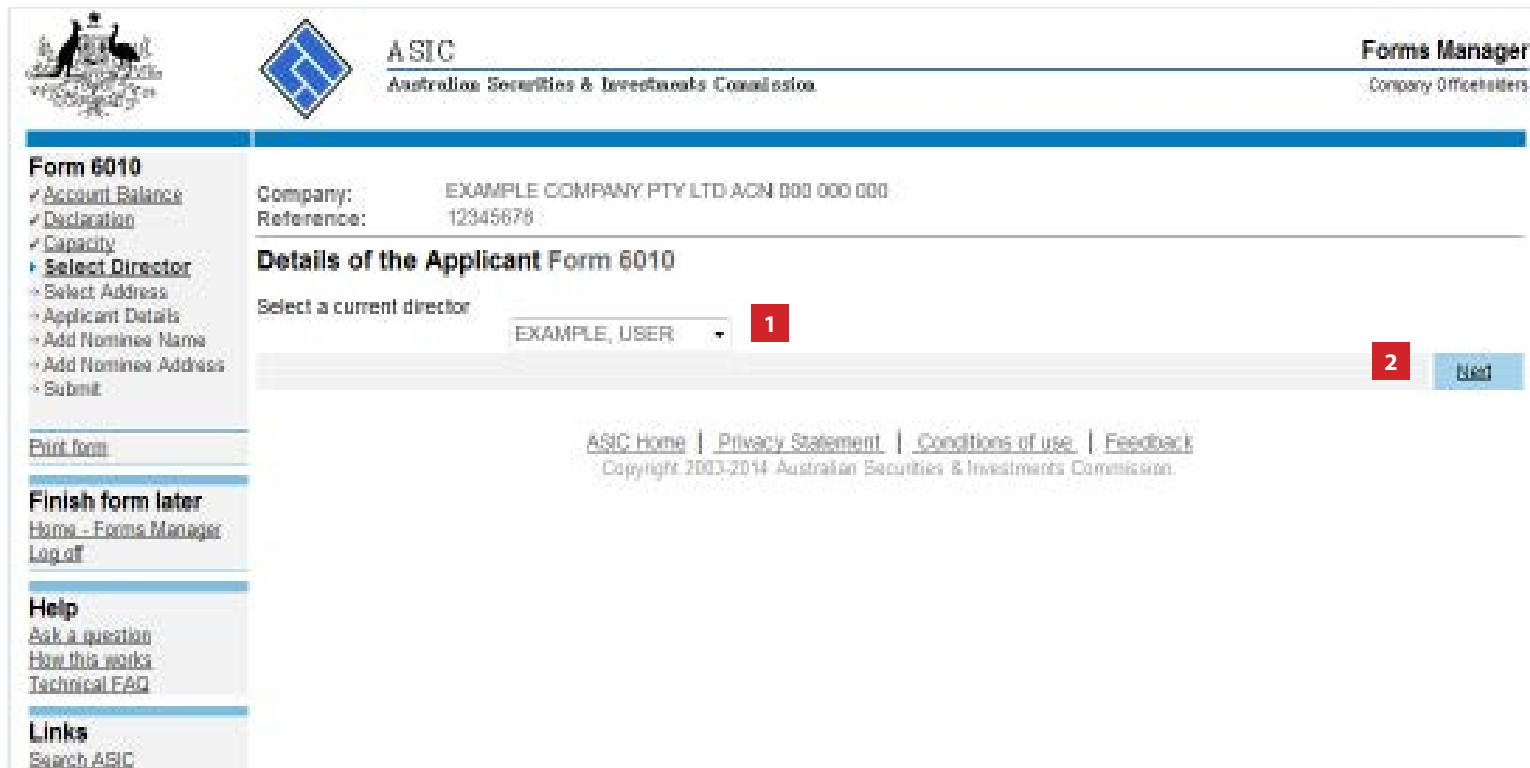
- Form 6010
 - Account Balance
 - Declaration
 - Capacity
 - Applicant Details
 - Submit
- Print form
- Finish form later
- Home - Forms Manager
- Log off
- Help
 - Ask a question
 - How this works
 - Technical FAQ
- Links
 - Search ASIC
 - Search ABR



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[How to apply for voluntary deregistration](#)

Select the director

1. Select the **relevant director** from the drop-down list.
2. Select **Next** to continue.



  **ASIC**
Australian Securities & Investments Commission

Forms Manager
Company Officers/Officers

Form 6010

- Account Balance
- Declaration
- Capacity
- Select Director**
- Select Address
- Applicant Details
- Add Nominee Name
- Add Nominee Address
- Submit

Company: EXAMPLE COMPANY PTY LTD/ACN 000 000 000
Reference: 12345678

Details of the Applicant Form 6010

Select a current director

EXAMPLE, USER **1**

2 [Next](#)

[Print form](#)

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

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

Links
[Search ASIC](#)

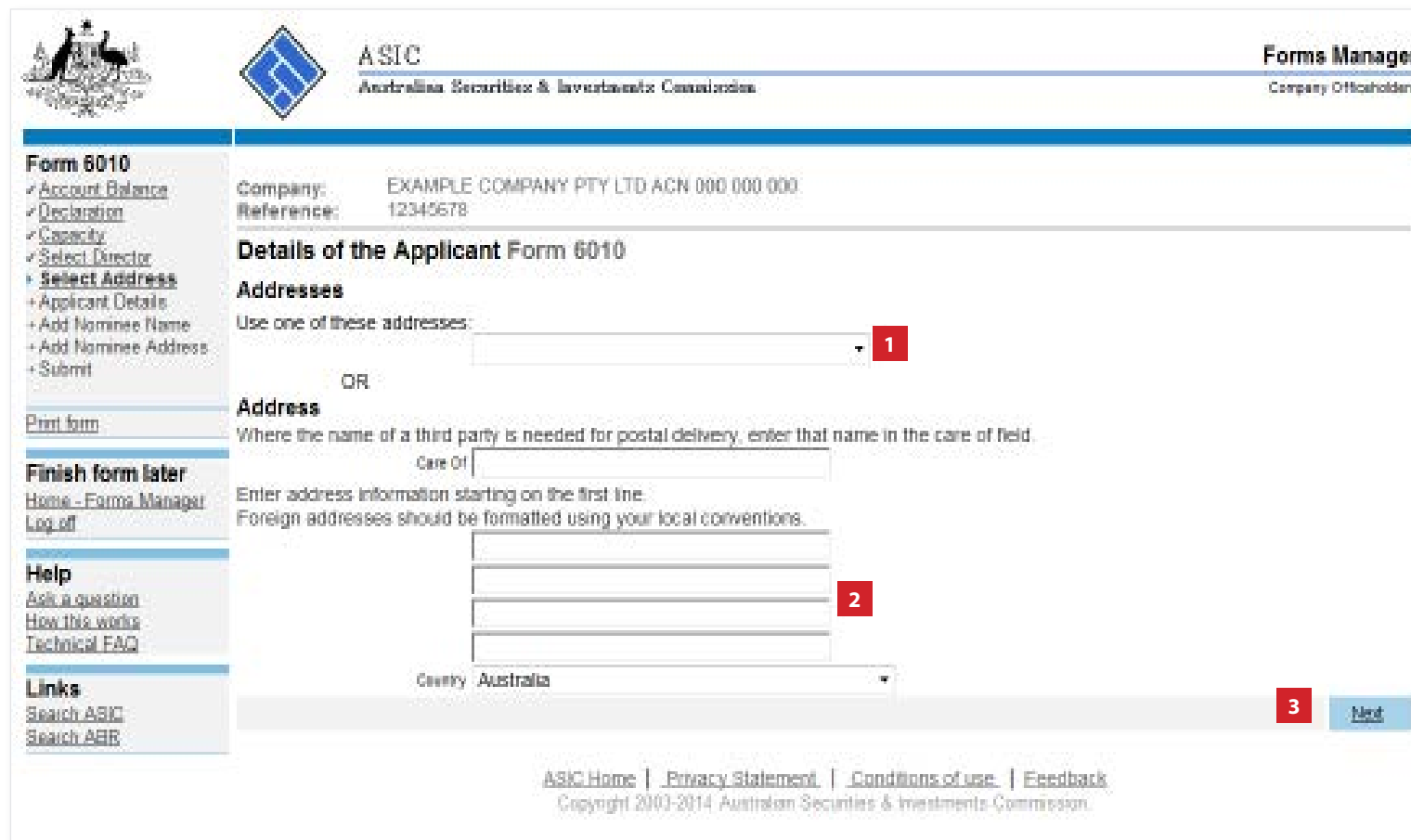
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[How to apply for voluntary deregistration](#)

Provide applicant address details

1. Select an **address** from the drop down list, or
2. **Enter an address** in the field provided.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 6010. The page header includes the ASIC logo and the text 'ASIC Australia Securities & Investments Commission' and 'Forms Manager Company Officersholders'. The left sidebar contains navigation options: 'Form 6010' (with sub-options: Account Balance, Declaration, Capacity, Select Director, Select Address, Applicant Details, Add Nominee Name, Add Nominee Address, Submit), 'Print form', 'Finish form later', 'Home - Forms Manager', 'Log off', 'Help' (with sub-options: Ask a question, How this works, Technical FAQ), and 'Links' (with sub-options: Search ASIC, Search ABR).

The main content area displays 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'. Below this is the 'Details of the Applicant Form 6010' section, specifically the 'Addresses' part. It prompts the user to 'Use one of these addresses:' followed by a dropdown menu (callout 1). Below this is the 'OR' section for 'Address', which includes a 'Care Of' field and a text area for 'Enter address information starting on the first line. Foreign addresses should be formatted using your local conventions.' (callout 2). At the bottom of the address section is a 'Country' dropdown menu set to 'Australia' (callout 3). A 'Next' button is located at the bottom right of the form area.

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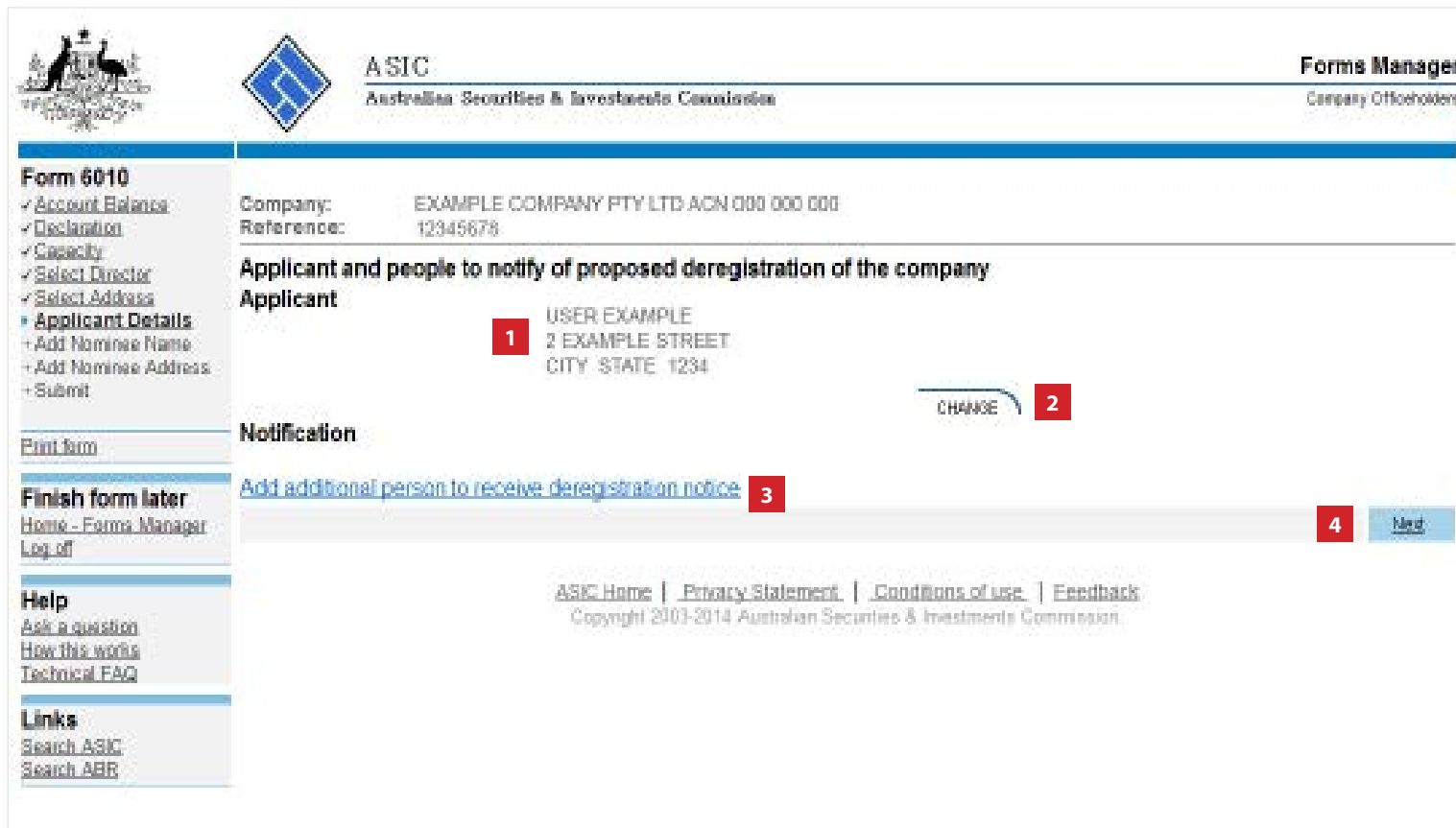
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[How to apply for voluntary deregistration](#)

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Review applicant details

1. **Review** applicant details.
2. Select **Change** to amend details if required.
3. Select **Add additional person to receive deregistration notice** if necessary, and go to page 11.
4. If an additional person is not required to receive the deregistration notice, select **Next** to continue, and go to page 14.





ASIC
 Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 6010

- ✓ Account Balance
- ✓ Declaration
- ✓ Capacity
- ✓ Select Director
- ✓ Select Address
- **Applicant Details**
 - + Add Nominee Name
 - + Add Nominee Address
 - + Submit

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Applicant and people to notify of proposed deregistration of the company

Applicant

1 USER EXAMPLE
2 EXAMPLE STREET
CITY STATE 1234

CHANGE 2

Notification

Add additional person to receive deregistration notice 3

4 **Next**

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

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

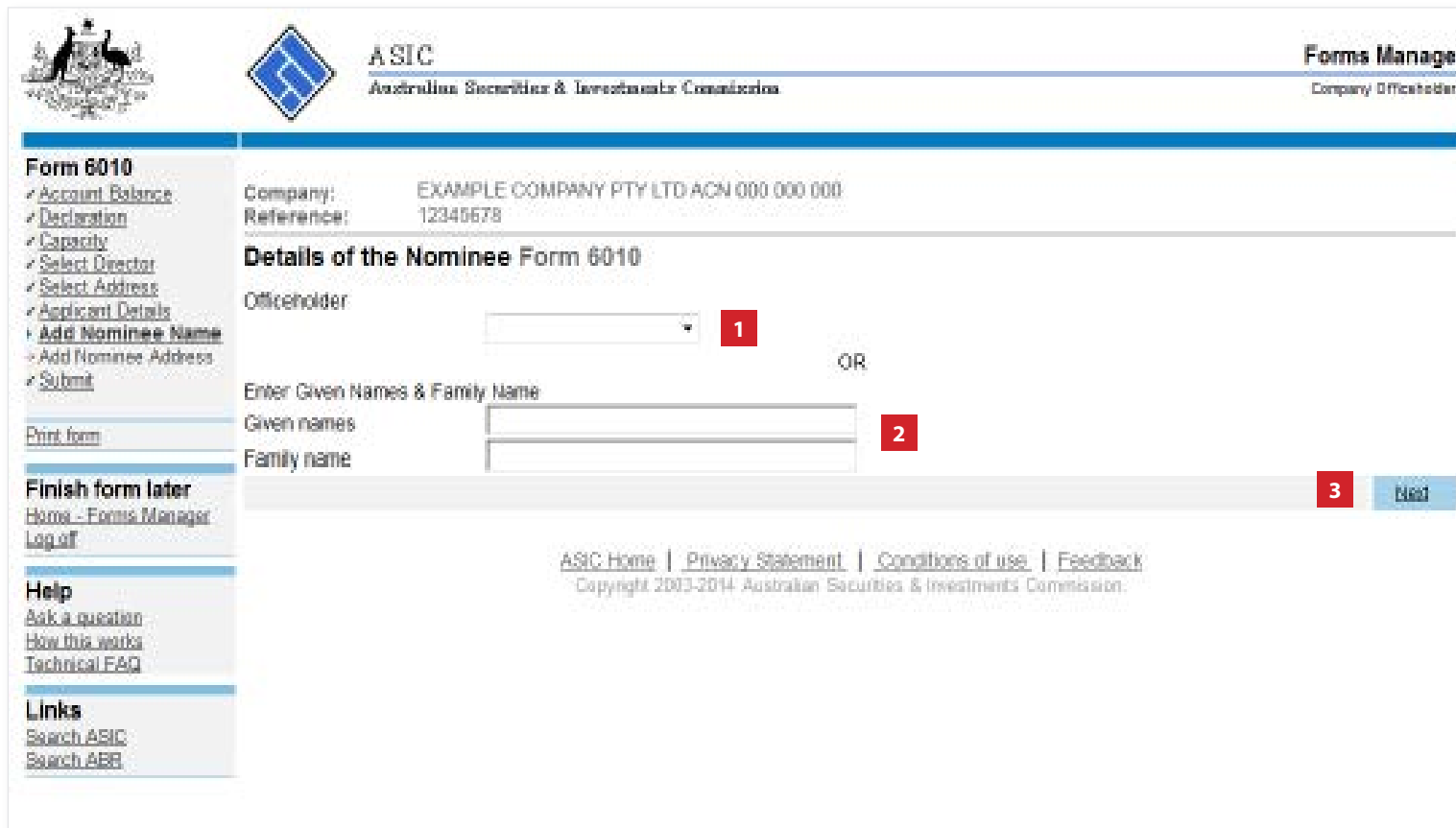
Links
[Search ASIC](#)
[Search ABE](#)



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[How to apply for voluntary deregistration](#)

Add additional nominees

1. Select an **additional nominee** from the drop down list, or
2. Enter a **given and family name**.
3. Select **Next** to continue.



  **ASIC**
Australian Securities & Investments Commission

Forms Manager
Company Officers

Form 6010

- Account Balance
- Declaration
- Capacity
- Select Director
- Select Address
- Applicant Details
- Add Nominee Name**
- Add Nominee Address
- Submit

Print form

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

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

Links
[Search ASIC](#)
[Search ABB](#)

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Details of the Nominee Form 6010

Officerholder: **1** OR

Enter Given Names & Family Name

Given names: **2**

Family name: **2**

3 [Next](#)

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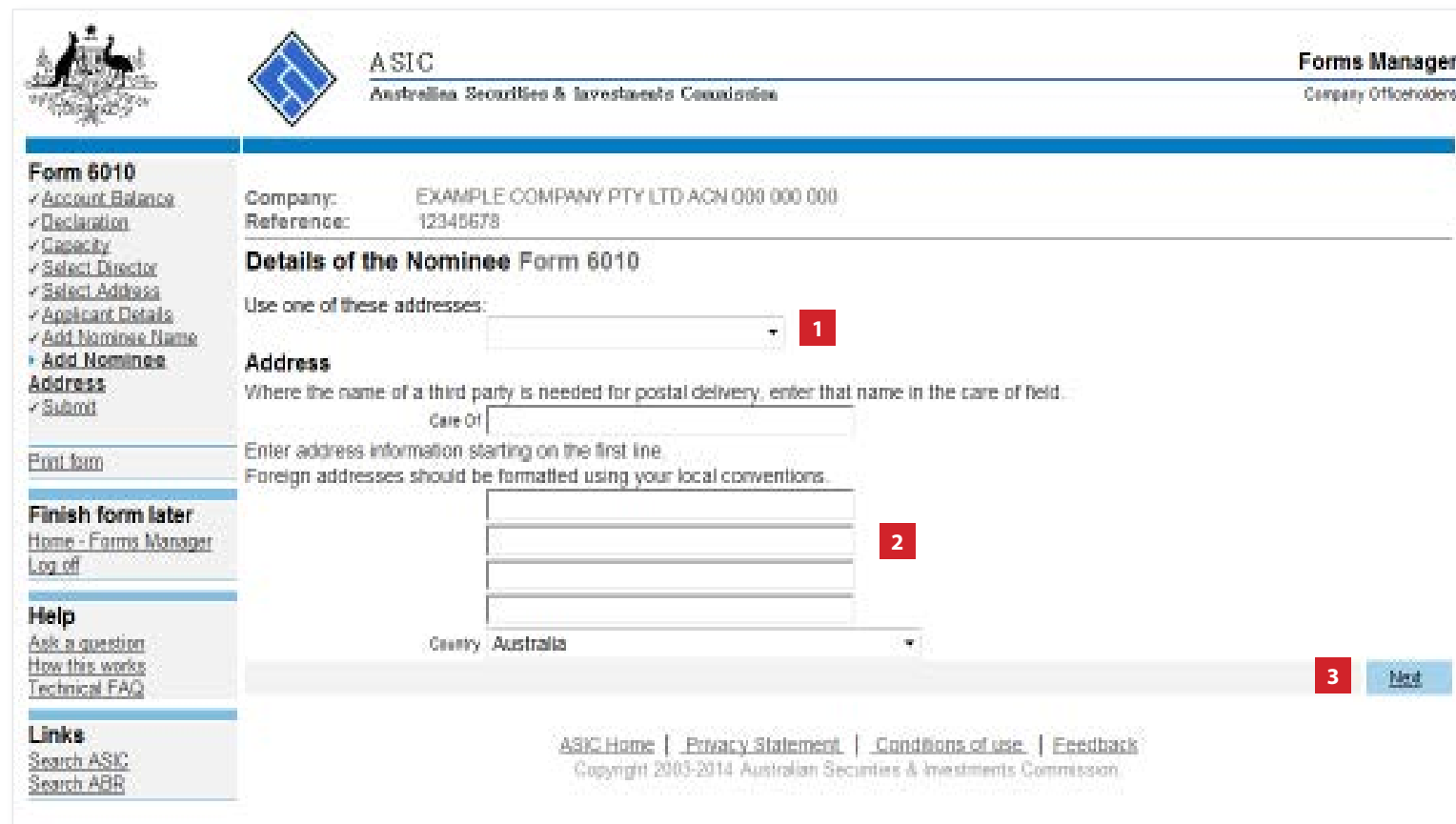
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[How to apply for voluntary deregistration](#)

Enter address details for the additional nominee

1. Select an **address** from the drop-down list for the additional nominee, or
2. **Enter the address details** in the fields provided.
3. Select **Next** to continue.

Note: only one nominee can be specified.





ASIC
 Australia Securities & Investments Commission

Forms Manager
Company Officers/holders

Form 6010

- [Account Balance](#)
- [Declaration](#)
- [Capacity](#)
- [Select Director](#)
- [Select Address](#)
- [Applicant Details](#)
- [Add Nominee Name](#)
- [Add Nominee](#)**
- [Address](#)**
- [Submit](#)

[Print form](#)

Finish form later

[Home - Forms Manager](#)

[Log off](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

Links

[Search ASIC](#)

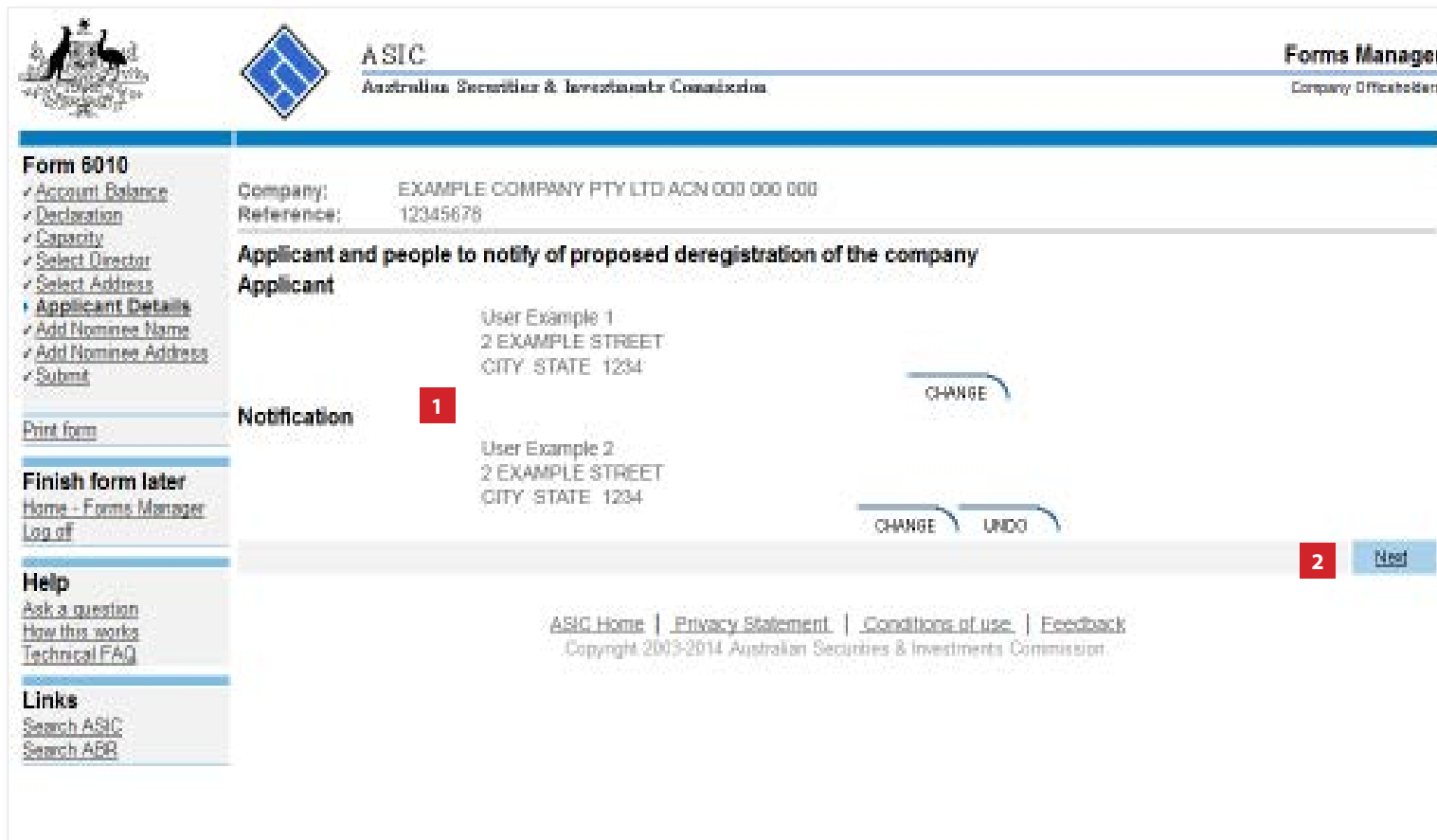
[Search ABR](#)

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[How to apply for voluntary deregistration](#)

Confirm applicant and additional nominee details

1. **Review** both the applicant and additional nominee details. You can change this information if necessary.
2. If you are satisfied the information is correct, select **Next** to continue.



Form 6010

- Account Balance
- Declaration
- Capacity
- Select Director
- Select Address
- Applicant Details**
- Add Nominee Name
- Add Nominee Address
- Submit

Print form

Finish form later

[Home - Forms Manager](#)

[Log off](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

Links

[Search ASIC](#)

[Search ABR](#)

ASIC
Australian Securities & Investments Commission

Forms Manager
Company Officers/Share

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Applicant and people to notify of proposed deregistration of the company

Applicant

User Example 1
2 EXAMPLE STREET
CITY STATE 1234

Notification **1** CHANGE

User Example 2
2 EXAMPLE STREET
CITY STATE 1234

CHANGE UNDO

2 [Next](#)

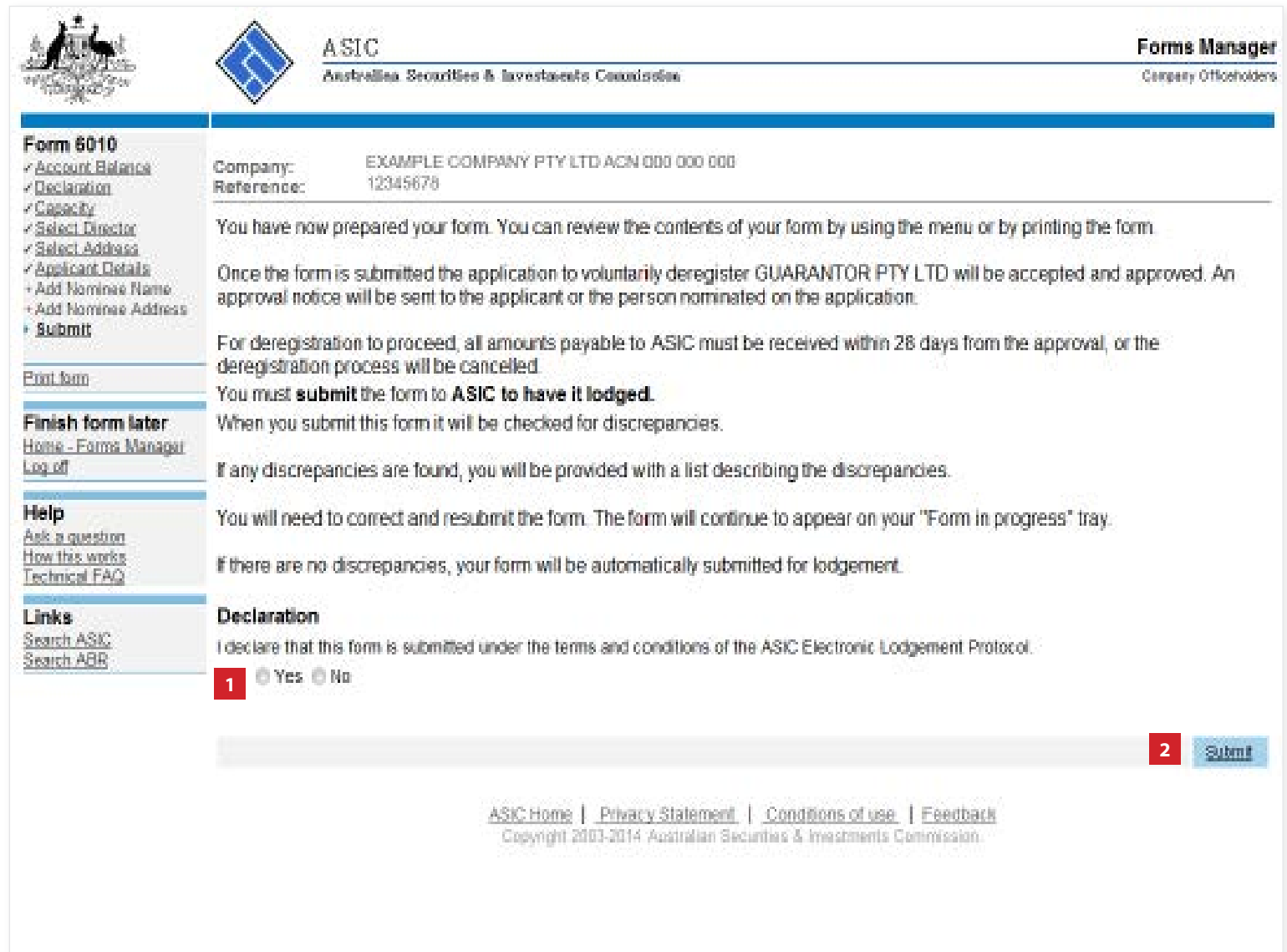
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Complete the declaration

1. Select **Yes** to complete the declaration, when you are satisfied the document is being lodged within the terms and conditions of ASIC's Electronic Lodgement Protocol.
2. Select **Submit** to lodge this form with ASIC.







ASIC
Australia Securities & Investments Commission

Forms Manager
Company Officersholders

Form 6010

- [✓ Account Balance](#)
- [✓ Declaration](#)
- [✓ Capacity](#)
- [✓ Select Director](#)
- [✓ Select Address](#)
- [✓ Applicant Details](#)
- [+ Add Nominee Name](#)
- [+ Add Nominee Address](#)
- [+ **Submit**](#)

[Print form](#)

Finish form later

[Home - Forms Manager](#)

[Log off](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

Links

[Search ASIC](#)

[Search ABR](#)

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.

Once the form is submitted the application to voluntarily deregister GUARANTOR PTY LTD will be accepted and approved. An approval notice will be sent to the applicant or the person nominated on the application.

For deregistration to proceed, all amounts payable to ASIC must be received within 28 days from the approval, or the deregistration process will be cancelled.

You must **submit** the form to **ASIC to have it lodged**.

When you submit this form it will be checked for discrepancies.

If any discrepancies are found, you will be provided with a list describing the discrepancies.

You will need to correct and resubmit the form. The form will continue to appear on your "Form in progress" tray.

If there are no discrepancies, your form will be automatically submitted for lodgement.

Declaration

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

1 Yes No

2 [Submit](#)

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[How to apply for voluntary deregistration](#)


Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

Note:

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.

  **ASIC**
Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 6010
▶ **Confirmation**

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

[Print form](#)

Confirmation of Form Submission

Your document was submitted for validation to ASIC on 21/08/2014 at 14:23:59.

1 [Next](#)

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

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

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

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[How to apply for voluntary deregistration](#)

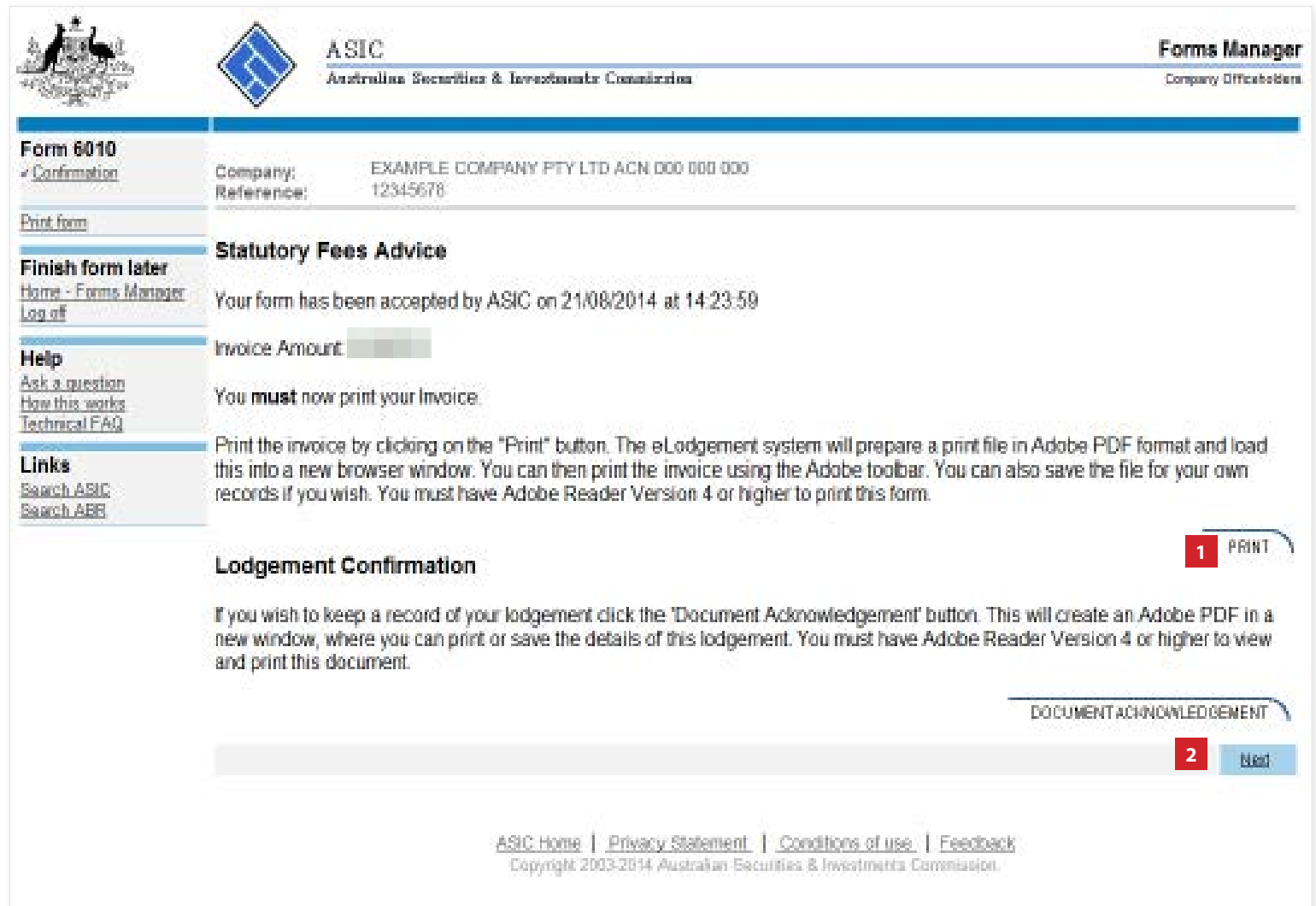
Statutory fees advice

This screen confirms your document was accepted by ASIC.

1. Select **Print** to print the invoice.

Note: payment must be made within 28 days.

2. Select **Next** to continue.



Form 6010
 ✓ Confirmation
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
 Reference: 12345678

[Print form](#)

Statutory Fees Advice
 Your form has been accepted by ASIC on 21/08/2014 at 14:23:59

Invoice Amount:

You **must** now print your invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.

Lodgement Confirmation

If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.

1 PRINT

2 Next

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