



ASIC

User guide

# Registered Agent Portal

## How to extend the reservation of a company name

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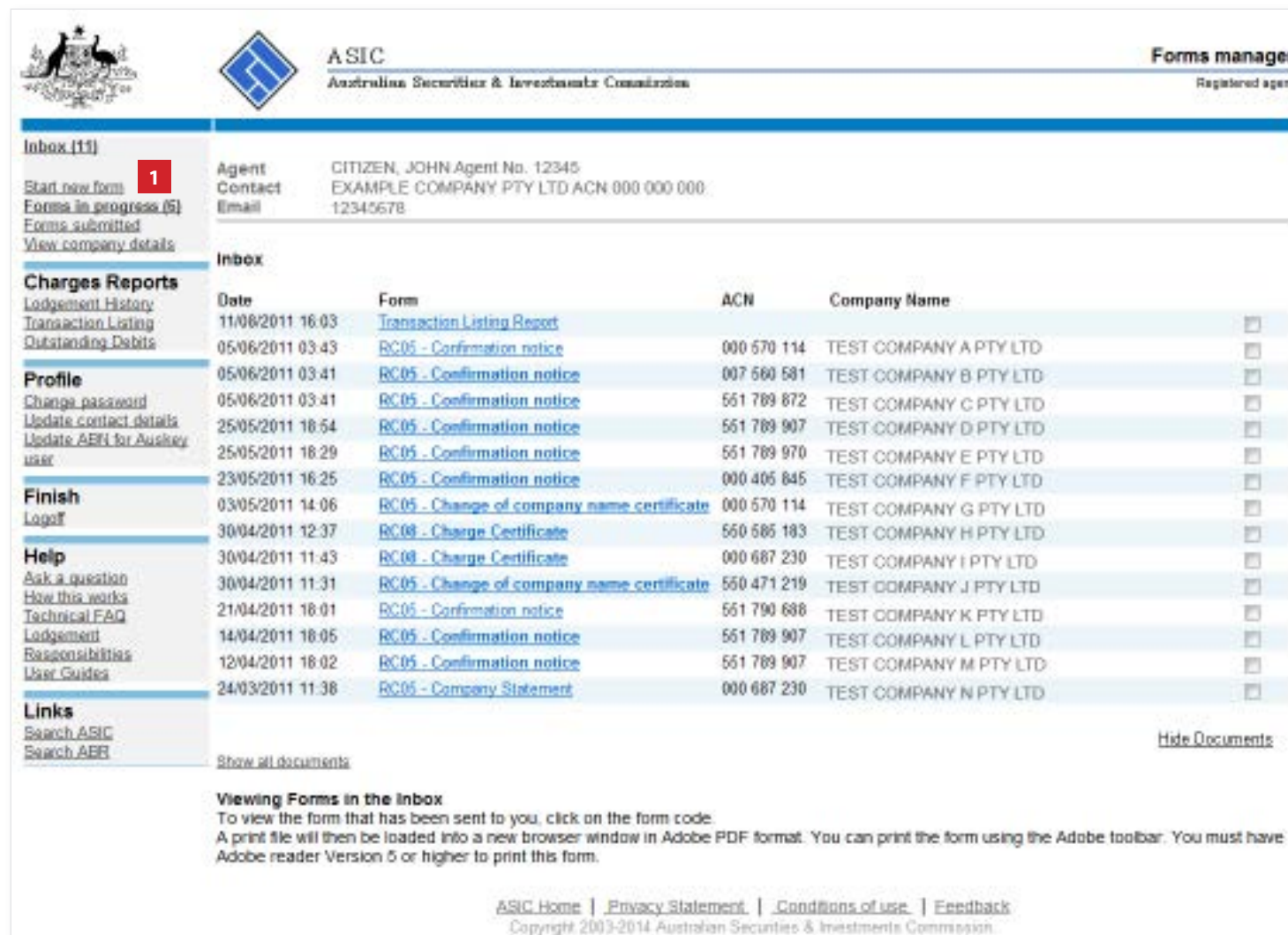
## How to extend the reservation of a company name

- This is an optional transaction and should be completed when you want to extend the reservation period for a company name. You must have already lodged an application to reserve a company name.
- You will need to log in to your [online account](#) before you begin.

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## Start transaction

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



The screenshot shows the ASIC Forms manager interface. The left-hand menu is expanded, and the 'Start new form' option is highlighted with a red box and the number 1. The main content area displays the user's profile information and a list of forms in the inbox.

**Forms manager**  
Registered agent

**Agent** CITIZEN, JOHN Agent No. 12345  
**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Email** 12345678

**Inbox (11)**

**Start new form** **1**  
**Forms in progress (5)**  
**Forms submitted**  
**View company details**

**Charges Reports**  
**Lodgement History**  
**Transaction Listing**  
**Outstanding Debts**

**Profile**  
**Change password**  
**Update contact details**  
**Update AER for Auskey user**

**Finish**  
**Logout**

**Help**  
**Ask a question**  
**How this works**  
**Technical FAQ**  
**Lodgement**  
**Responsibilities**  
**User Guides**

**Links**  
**Search ASIC**  
**Search AER**

**Inbox**

Date	Form	ACN	Company Name	
11/08/2011 16:03	<a href="#">Transaction Listing Report</a>			<input type="checkbox"/>
05/06/2011 03:43	<a href="#">RC05 - Confirmation notice</a>	000 570 114	TEST COMPANY A PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	007 560 581	TEST COMPANY B PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	551 789 872	TEST COMPANY C PTY LTD	<input type="checkbox"/>
25/05/2011 18:54	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY D PTY LTD	<input type="checkbox"/>
25/05/2011 18:29	<a href="#">RC05 - Confirmation notice</a>	551 789 970	TEST COMPANY E PTY LTD	<input type="checkbox"/>
23/05/2011 16:25	<a href="#">RC05 - Confirmation notice</a>	000 405 845	TEST COMPANY F PTY LTD	<input type="checkbox"/>
03/05/2011 14:06	<a href="#">RC05 - Change of company name certificate</a>	000 570 114	TEST COMPANY G PTY LTD	<input type="checkbox"/>
30/04/2011 12:37	<a href="#">RC08 - Charge Certificate</a>	550 585 183	TEST COMPANY H PTY LTD	<input type="checkbox"/>
30/04/2011 11:43	<a href="#">RC08 - Charge Certificate</a>	000 687 230	TEST COMPANY I PTY LTD	<input type="checkbox"/>
30/04/2011 11:31	<a href="#">RC05 - Change of company name certificate</a>	550 471 219	TEST COMPANY J PTY LTD	<input type="checkbox"/>
21/04/2011 18:01	<a href="#">RC05 - Confirmation notice</a>	551 790 688	TEST COMPANY K PTY LTD	<input type="checkbox"/>
14/04/2011 18:05	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY L PTY LTD	<input type="checkbox"/>
12/04/2011 18:02	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY M PTY LTD	<input type="checkbox"/>
24/03/2011 11:38	<a href="#">RC05 - Company Statement</a>	000 687 230	TEST COMPANY N PTY LTD	<input type="checkbox"/>

[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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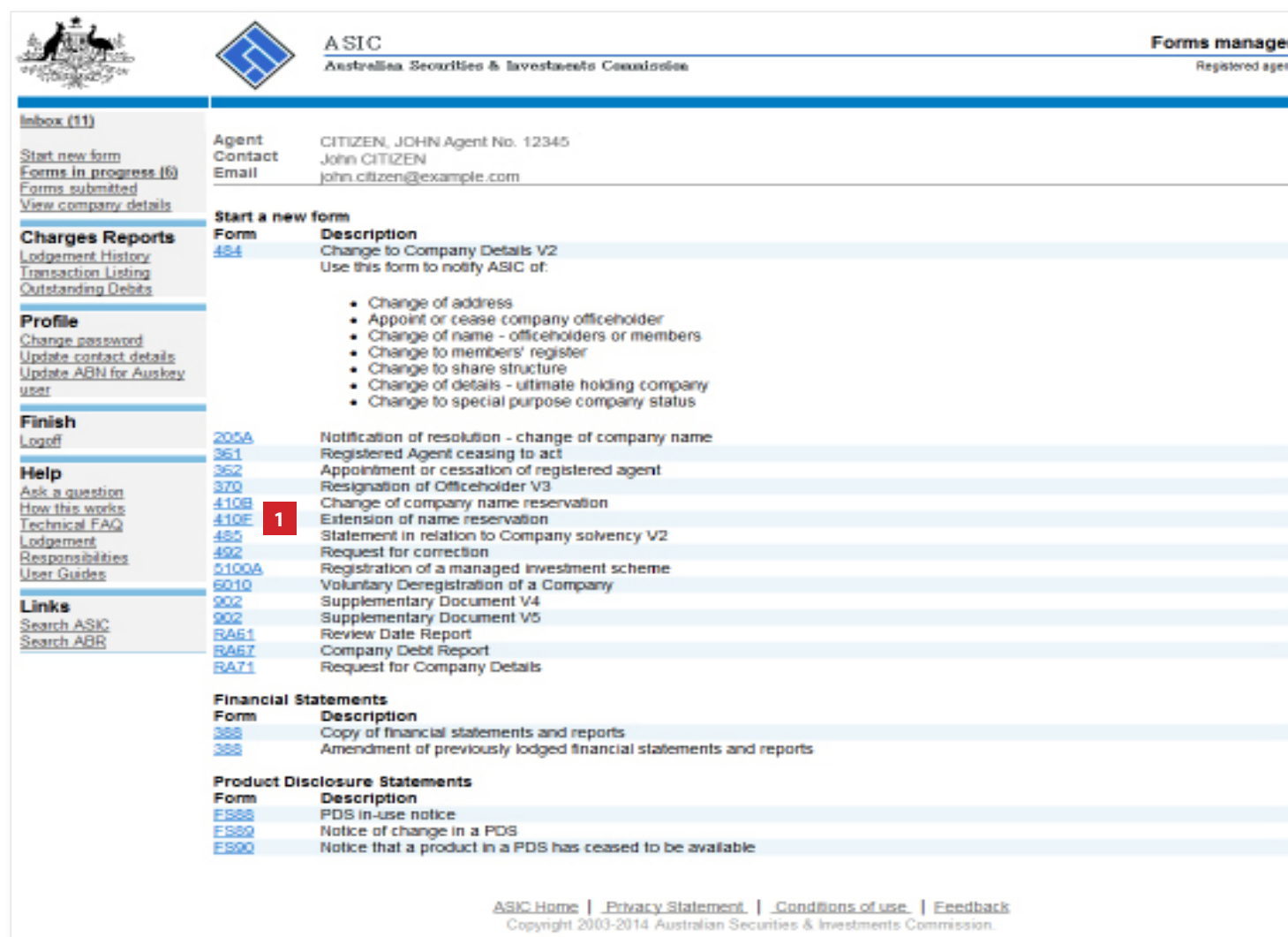
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[How to extend the reservation of a company name](#)

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## Select form type

- From the list of available forms, select **410F**.



The screenshot shows the ASIC Forms manager interface. The top navigation bar includes the ASIC logo, the text 'ASIC Australia Securities & Investments Commission', and the 'Forms manager' title with a 'Registered agent' status. The left sidebar contains links for 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', 'View company details', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main content area is titled 'Start a new form' and displays a table of available forms. A red box with the number '1' highlights form 410F, 'Change of company name reservation'. Below this, there are sections for 'Financial Statements' and 'Product Disclosure Statements'.

Form	Description
434	Change to Company Details V2 Use this form to notify ASIC of:
	<ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officeholder</li> <li>Change of name - officeholders or members</li> <li>Change to members' register</li> <li>Change to share structure</li> <li>Change of details - ultimate holding company</li> <li>Change to special purpose company status</li> </ul>
205A	Notification of resolution - change of company name
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
5100A	Registration of a managed investment scheme
6010	Voluntary Deregistration of a Company
902	Supplementary Document V4
902	Supplementary Document V5
RA61	Review Date Report
RA67	Company Debt Report
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

Product Disclosure Statements	
Form	Description
ES88	PDS in-use notice
ES89	Notice of change in a PDS
ES90	Notice that a product in a PDS has ceased to be available

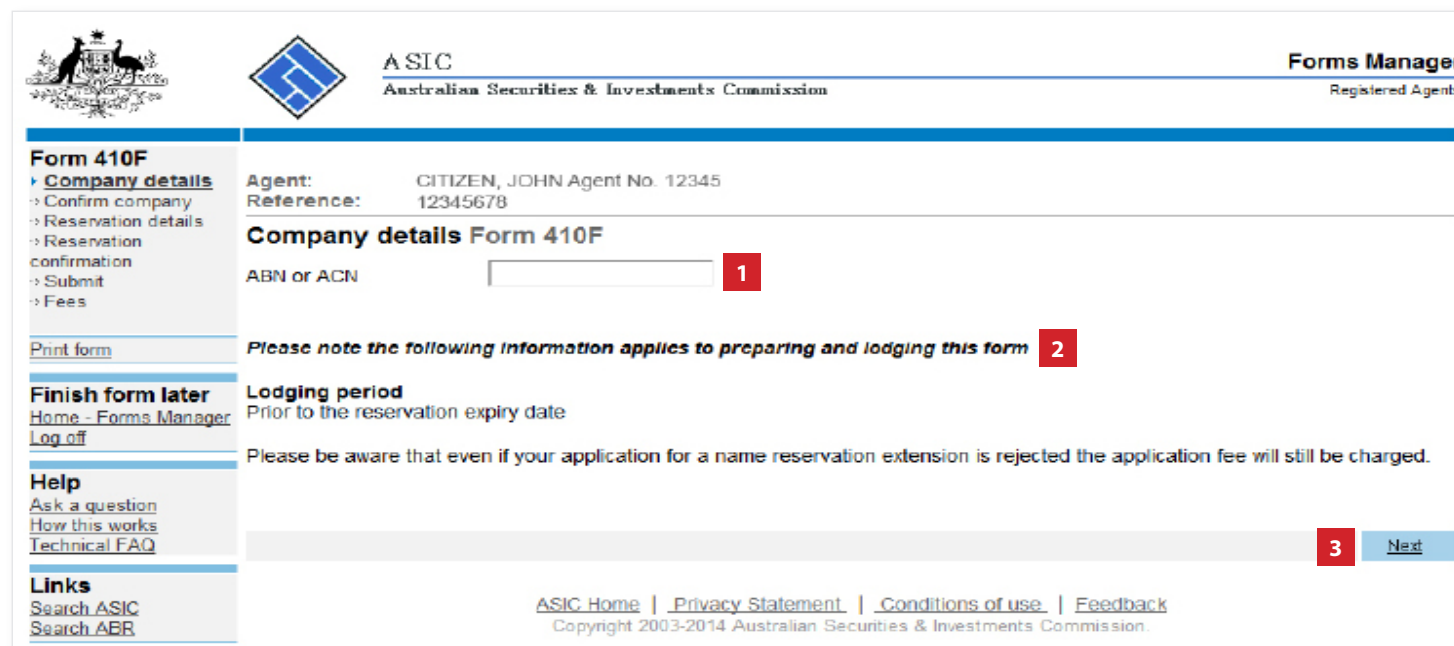
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## Enter the company ACN/ABN

1. Enter the relevant **ACN/ABN**.
2. Please carefully **read the information** that relates to lodging this form.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 410F. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The left sidebar contains links for "Form 410F", "Company details", "Reservation details", "Submit", "Fees", "Print form", "Finish form later", "Home - Forms Manager", "Log off", "Help", "Ask a question", "How this works", "Technical FAQ", "Links", "Search ASIC", and "Search ABR". The main content area displays the "Company details Form 410F" with fields for "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678". A red box labeled "1" highlights the "ABN or ACN" input field. Below this, a red box labeled "2" highlights the text "Please note the following information applies to preparing and lodging this form". The "Lodging period" section states "Prior to the reservation expiry date" and includes a warning: "Please be aware that even if your application for a name reservation extension is rejected the application fee will still be charged." At the bottom right, a red box labeled "3" highlights the "Next" button. The footer contains links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2014 Australian Securities & Investments Commission".

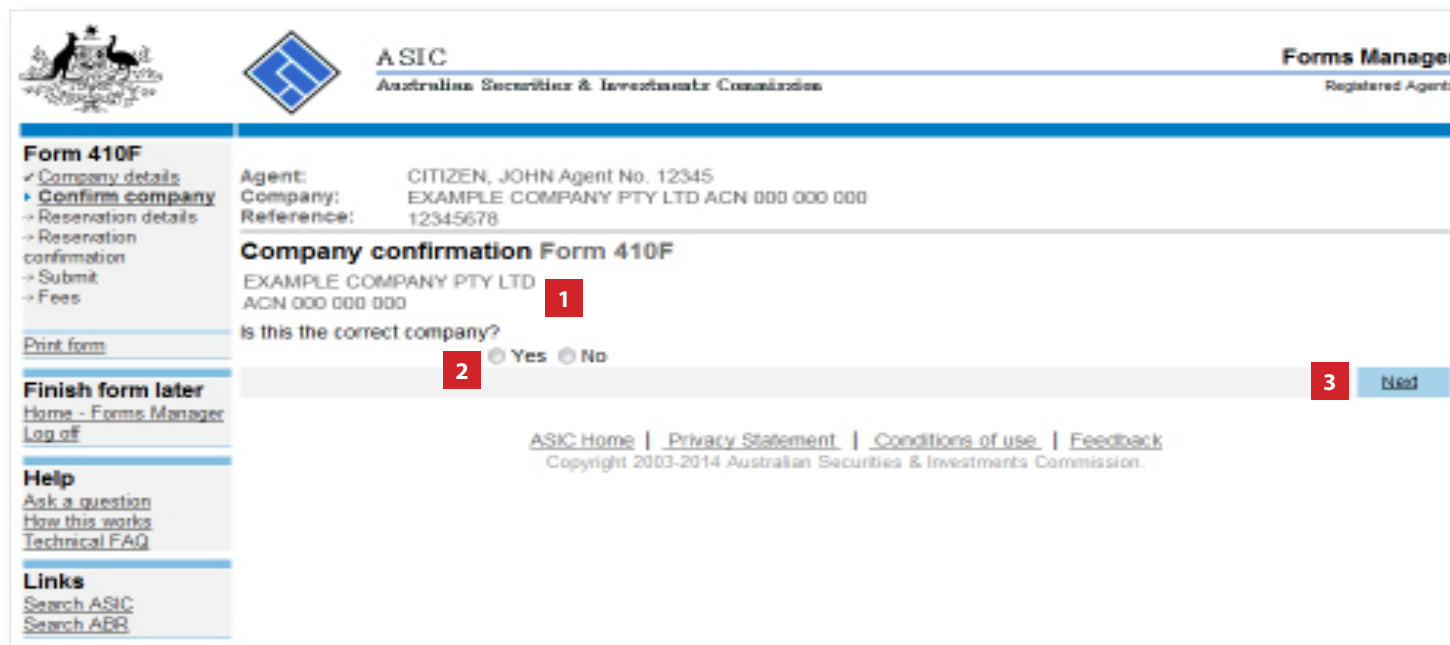
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## Company confirmation

1. Review the **company details**.
2. Select **Yes** to confirm the information is correct.
3. Select **Next** to continue.



The screenshot displays the ASIC Forms Manager interface for Form 410F. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

**Form 410F**

- ✓ Company details
- **Confirm company**
- Reservation details
- Reservation confirmation
- Submit
- Fees

Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

**Company confirmation Form 410F**

EXAMPLE COMPANY PTY LTD  
ACN 000 000 000

Is this the correct company?

☒ Yes ☐ No

**Next**

**Finish form later**

[Home - Forms Manager](#)  
[Log off](#)

**Help**

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

**Links**

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

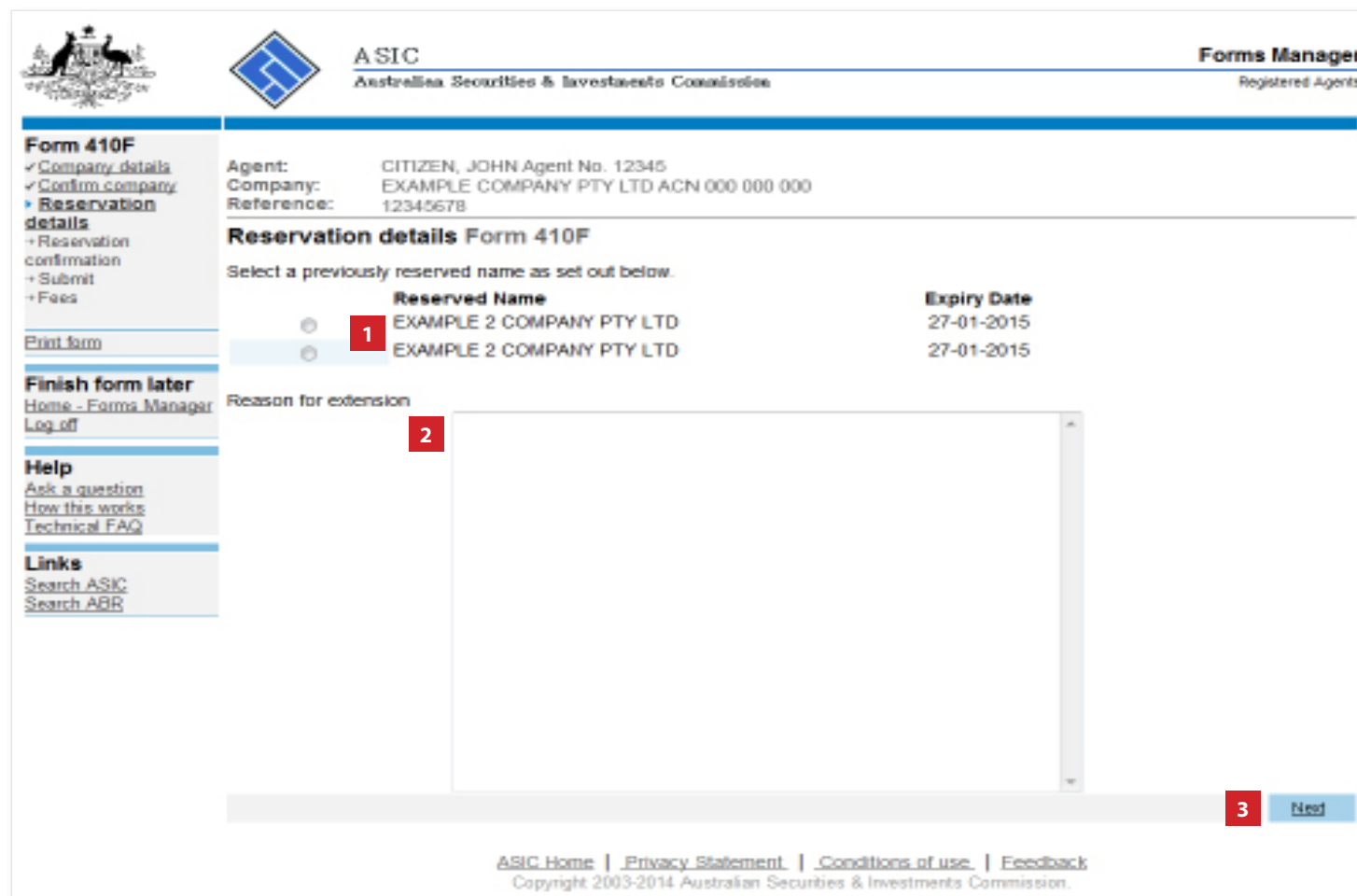
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## Enter reservation details

1. Select the **previously reserved name** to be extended.
2. Enter the **reason for extension** in the text box provided.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 410F. The header includes the ASIC logo and the text "ASIC Australia Securities & Investments Commission" and "Forms Manager Registered Agents".

**Form 410F**

- ✓ Company details
- ✓ Confirm company
- ▶ **Reservation details**
  - Reservation confirmation
  - Submit
  - Fees
- Print form
- Finish form later
  - Home - Forms Manager
  - Log off
- Help
  - Ask a question
  - How this works
  - Technical FAQ
- Links
  - Search ASIC
  - Search ABR

Agent: CITIZEN, JOHN Agent No. 12345  
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Reference: 12345678

**Reservation details Form 410F**

Select a previously reserved name as set out below.

Reserved Name	Expiry Date
<input type="radio"/> 1 EXAMPLE 2 COMPANY PTY LTD	27-01-2015
<input type="radio"/> 2 EXAMPLE 2 COMPANY PTY LTD	27-01-2015

Reason for extension

**3** [Next](#)

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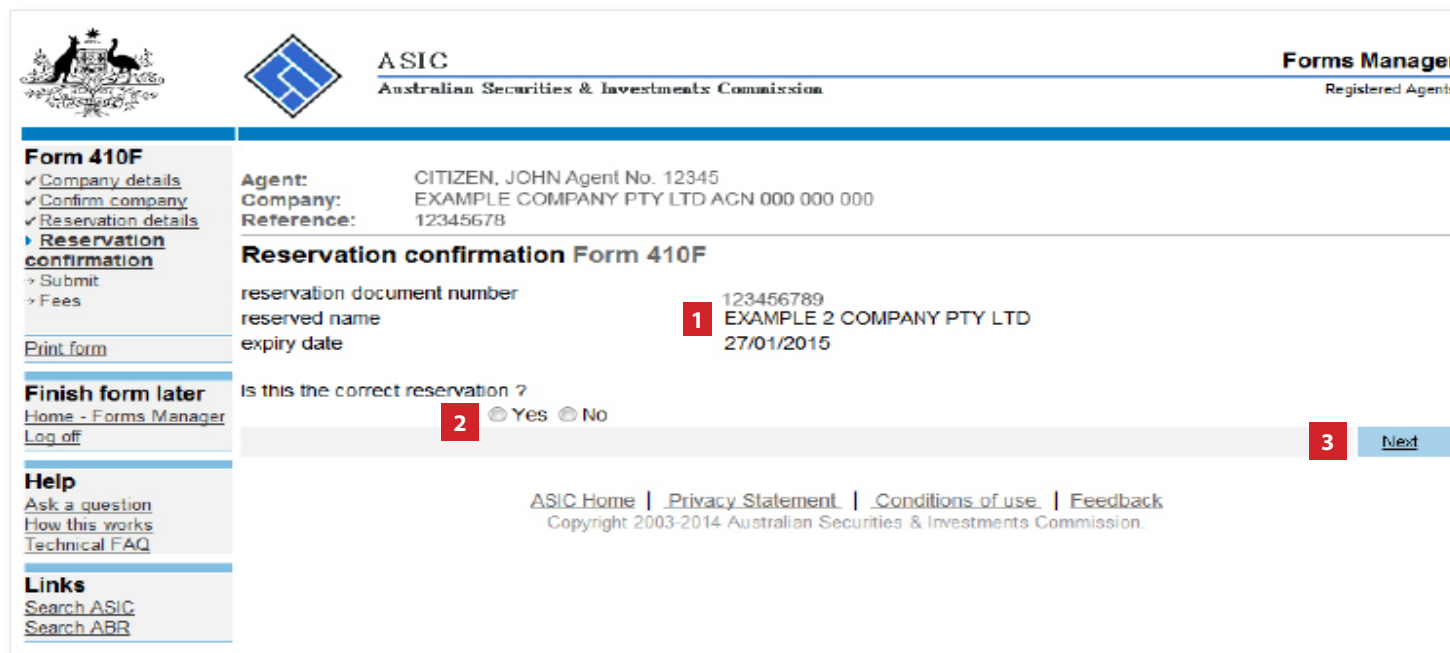
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## Enter reservation details

1. Review the reservation details.
2. Select **Yes** if this is the correct reservation.
3. Select **Next** to continue.



The screenshot displays the ASIC Forms Manager interface for Form 410F. The header includes the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. The 'Forms Manager' title is in the top right corner, with 'Registered Agents' below it.

The left sidebar contains a navigation menu for 'Form 410F' with the following items: 'Company details', 'Confirm company', 'Reservation details', 'Reservation confirmation' (highlighted), 'Submit', and 'Fees'. Below this are links for 'Print form', 'Finish form later', 'Home - Forms Manager', and 'Log off'. A 'Help' section includes 'Ask a question', 'How this works', and 'Technical FAQ'. A 'Links' section includes 'Search ASIC' and 'Search ABR'.

The main content area shows reservation details: 'Agent: CITIZEN, JOHN Agent No. 12345', 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', and 'Reference: 12345678'. Below this is the 'Reservation confirmation Form 410F' section, which includes 'reservation document number 123456789', 'reserved name 1 EXAMPLE 2 COMPANY PTY LTD', and 'expiry date 27/01/2015'. A question 'Is this the correct reservation?' is followed by radio buttons for 'Yes' (labeled 2) and 'No'. A 'Next' button (labeled 3) is at the bottom right. The footer contains 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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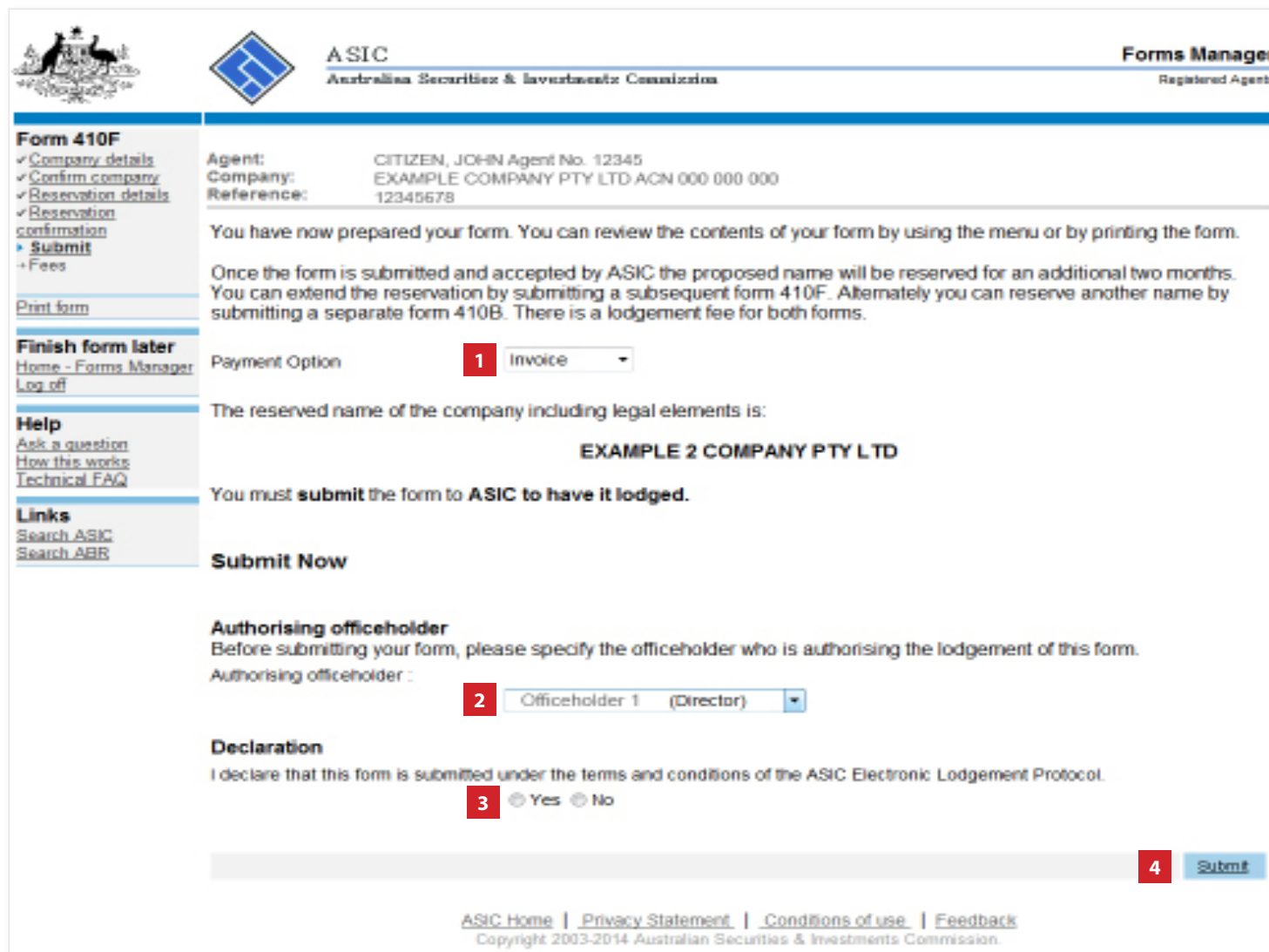
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## Make the declaration

1. Select a **payment option** from the drop-down list. You can only select direct debit if you are registered for direct debit with ASIC.
2. Select the company's **authorising officeholder** from the drop-down list.
3. 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.
4. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Form 410F submission page. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission". The right side of the header says "Forms Manager Registered Agents".

On the left side, there is a navigation menu with the following items:

- Form 410F**
  - Company details
  - Confirm company
  - Reservation details
  - Reservation confirmation
  - Submit**
  - Fees
- Print form
- Finish form later**
  - Home - Forms Manager
  - Log off
- Help**
  - Ask a question
  - How this works
  - Technical FAQ
- Links**
  - Search ASIC
  - Search ABR

The main content area shows the following information:

Agent: CITIZEN, JOHN Agent No. 12345  
 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 and accepted by ASIC the proposed name will be reserved for an additional two months. You can extend the reservation by submitting a subsequent form 410F. Alternately you can reserve another name by submitting a separate form 410B. There is a lodgement fee for both forms.

Payment Option **1** Invoice

The reserved name of the company including legal elements is:

**EXAMPLE 2 COMPANY PTY LTD**

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

**Submit Now**

**Authorising officeholder**  
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.  
 Authorising officeholder : **2** Officeholder 1 (Director)

**Declaration**  
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.  
**3** Yes No

**4** Submit

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

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# 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**  
 Registered Agents

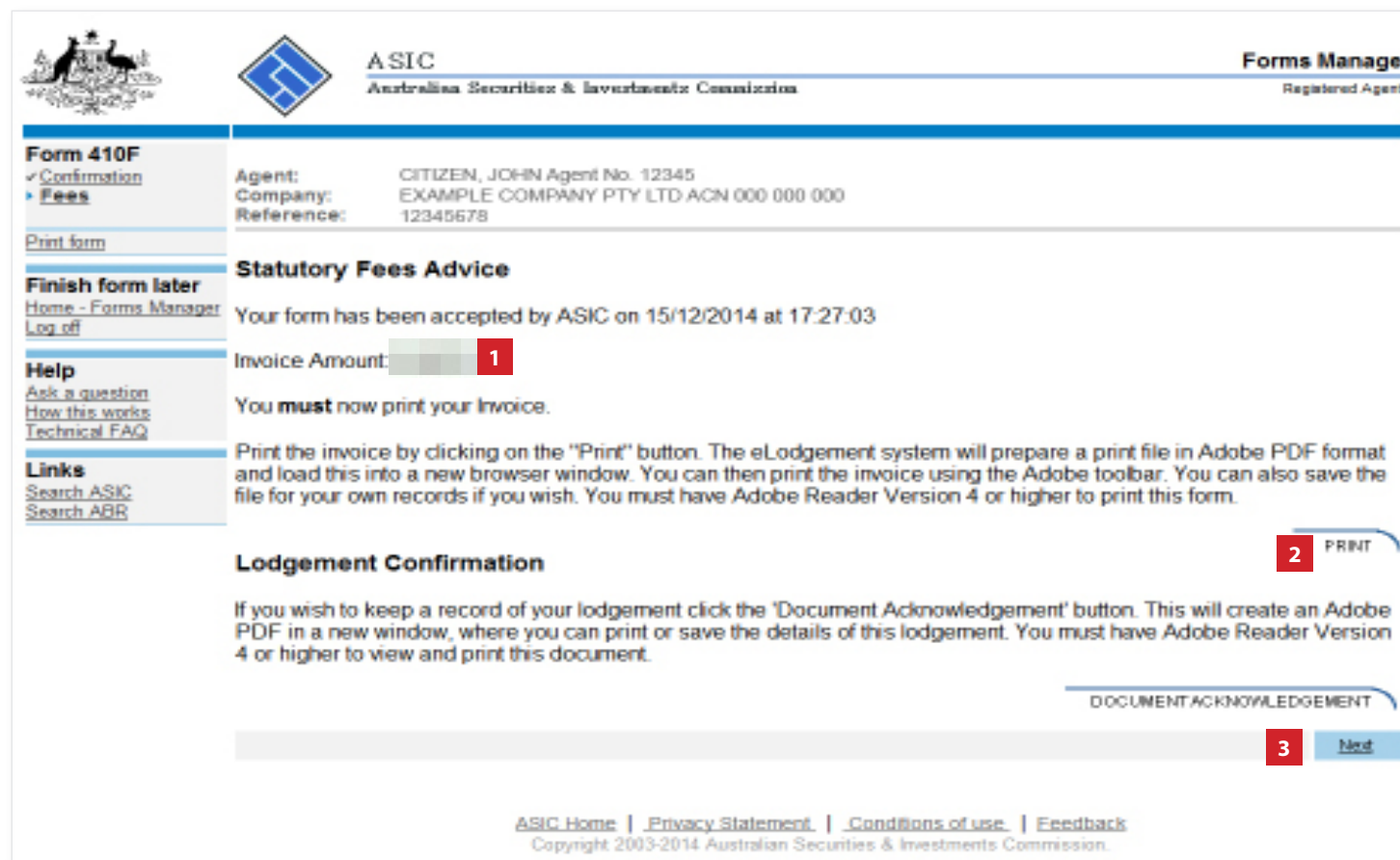
<b>Form 410F</b> <a href="#">Confirmation</a> <a href="#">Fees</a> <a href="#">Print form</a> <b>Finish form later</b> <a href="#">Home - Forms Manager</a> <a href="#">Log off</a> <b>Help</b> <a href="#">Ask a question</a> <a href="#">How this works</a> <a href="#">Technical FAQ</a> <b>Links</b> <a href="#">Search ASIC</a> <a href="#">Search ABR</a>	<div>           Agent: CITIZEN, JOHN Agent No. 12345            Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000            Reference: 12345678         </div> <div> <b>Confirmation of Form Submission</b>            Your document was submitted for validation to ASIC on 15/12/2014 at 17:27:03.         </div> <div> <div>1</div> <div>Next</div> </div>
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## Fees advice

1. Note: the **invoice amount** is displayed.
2. Select **Print** to print your invoice.
3. Select **Next** to continue and finalise the transaction.



**Form 410F**  
[Confirmation](#)  
[Fees](#)  
[Print form](#)  
**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)  
**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)  
**Links**  
[Search ASIC](#)  
[Search ABR](#)

Agent: CITIZEN, JOHN Agent No. 12345  
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Reference: 12345678

### Statutory Fees Advice

Your form has been accepted by ASIC on 15/12/2014 at 17:27:03

Invoice Amount: 1

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.

[DOCUMENT ACKNOWLEDGEMENT](#)

[PRINT](#)

[Next](#)

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