



ASIC

User guide

Registered Agent Portal

How to submit a PDS in-use notice

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



How to submit a PDS in-use notice

- Complete this task when a Product Disclosure Statement (PDS) has been given to someone in a recommendation, issue or sale situation for the first time.
- You only need to tell us about a Supplementary PDS if it changes the fees and charges set out in the original PDS or an existing Supplementary PDS.
- This form must be lodged within 5 business days from when a copy of the PDS is first given to someone in a recommendation, issue or sale situation.
- Late fees will apply if the document is lodged outside the lodgement period.
- You will need to log in to your [online account](#) before you begin.

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

Start transaction

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

ASIC
Australian Securities & Investments Commission

Forms manager
Registered agent

Inbox (11)

[Start new form](#) 1

[Forms in progress \(6\)](#)

[Forms submitted](#)

[View company details](#)

Charges Reports

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debits](#)

Profile

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

Finish

[Logoff](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent Contact CITIZEN, JOHN Agent No. 12345

Contact EXAMPLE COMPANY PTY LTD ACN 000 000 000

Email 12345678

Inbox

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

[Hide Documents](#)

[Show all 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.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

Select form type

- From the list of available forms, select **FS88**.

ASIC
 Australian Securities & Investments Commission

Forms manager
Registered agent

Inbox (11)

[Start new form](#)

Forms in progress (6)

[Forms submitted](#)

[View company details](#)

Charges Reports

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debts](#)

Profile

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

Finish

[Logoff](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent	CITIZEN, JOHN Agent No. 12345
Contact	John CITIZEN
Email	john.citizen@example.com

Start a new form

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 officeholder Change of name - officeholders 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
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
FS88	PDS in-use notice
FS89	Notice of change in a PDS
FS90	Notice that a product in a PDS has ceased to be available

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)

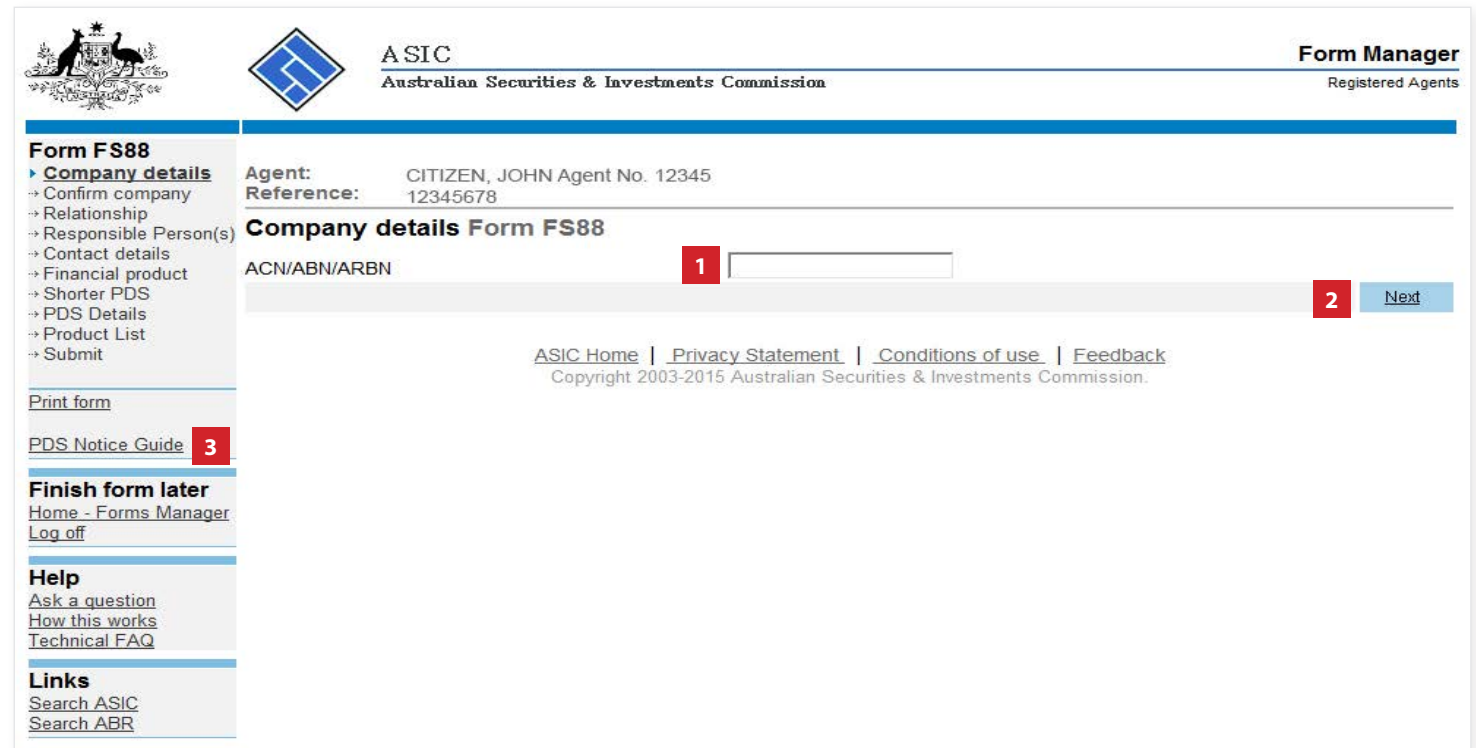
Copyright 2003-2014 Australian Securities & Investments Commission.



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

[How to submit a PDS in-use notice](#)

Enter the company ACN/ABN

1. Enter the relevant **ACN/ABN/ARBN**.
2. Select **Next** to continue, or
3. From this point, you can select **PDS Notice Guide** in the left hand menu. This guide contains information for preparing and lodging this form.



  **ASIC**
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

▶ **Company details**
→ Confirm company
→ Relationship
→ Responsible Person(s)
→ Contact details
→ Financial product
→ Shorter PDS
→ PDS Details
→ Product List
→ Submit

Agent: CITIZEN, JOHN Agent No. 12345
Reference: 12345678

Company details Form FS88

ACN/ABN/ARBN **1**

2 [Next](#)

[Print form](#)

[PDS Notice Guide](#) **3**

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

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

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

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Company confirmation

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



  **ASIC**
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ Company details
- ▶ Confirm company**
- Relationship
- Responsible Person(s)
- Contact details
- Financial product
- Shorter PDS
- PDS Details
- Product List
- Submit

Print form

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Confirm company Form FS88

EXAMPLE COMPANY PTY LTD **1**
ACN 000 000 000

Is this the correct company?

2 Yes No

3 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)



Enter primary responsible person details

1. Select the reason that best describes your relationship to the financial product(s), which is the subject of the PDS.

Note: the primary responsible person for the PDS will be responsible for:

- the payment of the lodgement fees for this notice, and
- ongoing notifications in respect to the PDS.

2. Select **Next** to continue.

ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ▶ **Relationship**
- [Responsible Person\(s\)](#)
- [Contact details](#)
- [Financial product](#)
- [Shorter PDS](#)
- [PDS Details](#)
- [Product List](#)
- [Submit](#)

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Primary Responsible Person Form FS88
Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product).
EXAMPLE COMPANY PTY LTD
ACN 000 000 000

[Print form](#)

What best describes your relationship to the financial product(s) that is the subject of the PDS?

1
 the issuer of the financial product(s)
 the person making the offer to sell the financial product(s)

Please note the following information applies to preparing and lodging this form
Refer to the PDS Notice Guide.

Lodgement period
As soon as practicable, and in any event within 5 business days after a copy of the PDS is first given to someone in a recommendation, issue or sale situation.

Lodgement fee
[] within the prescribed lodging period.

Late fees
Standard late fees apply

A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001 (Cth).

2 [Next](#)


[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.


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

[How to submit a PDS in-use notice](#)

Review responsible person details

1. Review the responsible person details. From here you can:
2. Select **Add another responsible person** if you wish (go to page 9), or
3. Select **Next** to continue (go to page 11).





ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Relationship](#)
- ▶ **Responsible Person(s)**
 - Contact details
 - Financial product
 - Shorter PDS
 - PDS Details
 - Product List
 - Submit

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Responsible Person(s) Form FS88

Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	000 000 000	1 EXAMPLE COMPANY PTY LTD

[Add another responsible person](#) **2**

3
[Next](#)

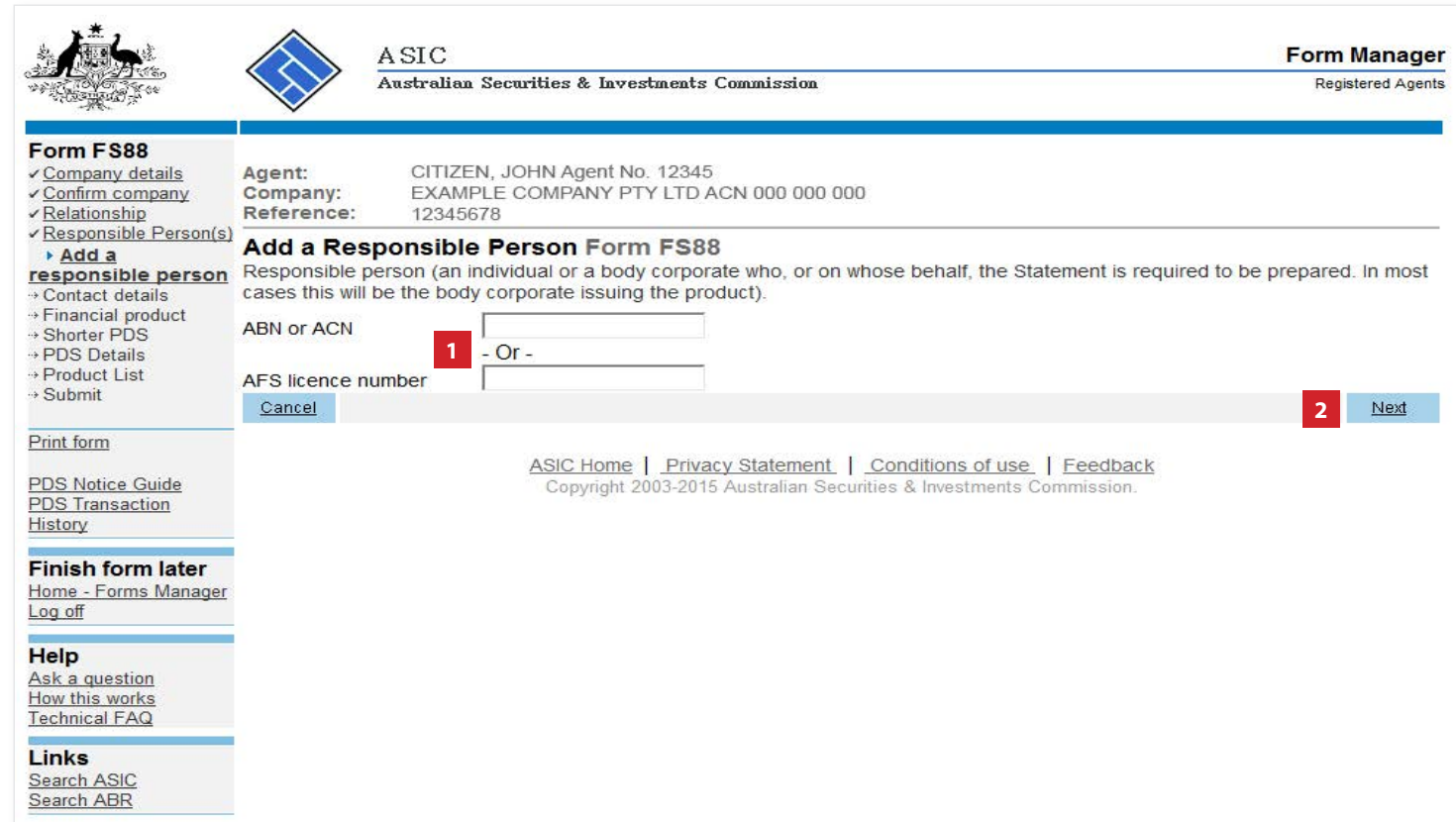
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Add additional responsible person

1. Enter the **ABN/ACN** or **AFS licence number** for the additional responsible person.
2. Select **Next** to continue.



The screenshot shows the ASIC Form Manager interface for adding a responsible person. The page header includes the ASIC logo and the text "ASIC Australia Securities & Investments Commission" and "Form Manager Registered Agents".

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Relationship](#)
- ✓ [Responsible Person\(s\)](#)
- ▶ [Add a responsible person](#)
- [Contact details](#)
- [Financial product](#)
- [Shorter PDS](#)
- [PDS Details](#)
- [Product List](#)
- [Submit](#)

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

Add a Responsible Person Form FS88
 Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product).

ABN or ACN **1** - Or -

AFS licence number

[Cancel](#) [Next](#) **2**

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

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

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



[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Review additional responsible person details

1. Review the additional responsible person details. From here you can:
2. Remove a responsible person, or
3. If the list of responsible person(s) is correct, select **Next** to continue .

ASIC
 Australian Securities & Investments Commission

Form Manager
 Registered Agents

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Relationship](#)
- ▶ **Responsible Person(s)**
 - Contact details
 - Financial product
 - Shorter PDS
 - PDS Details
 - Product List
 - Submit

[Print form](#)

[PDS Notice Guide](#)

[PDS Transaction History](#)

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

Responsible Person(s) Form FS88

Responsible person (an individual or a body corporate who, or on whose behalf, the Statement is required to be prepared. In most cases this will be the body corporate issuing the product). When there are multiple responsible persons, select 'Add another responsible person' below to add additional responsible persons.

AFSL	ABN/ACN	Name
	123 456 789	EXAMPLE 1 COMPANY PTY LTD
	234 567 891	EXAMPLE 2 COMPANY PTY LTD

[Add another responsible person](#)

3 [Next](#)

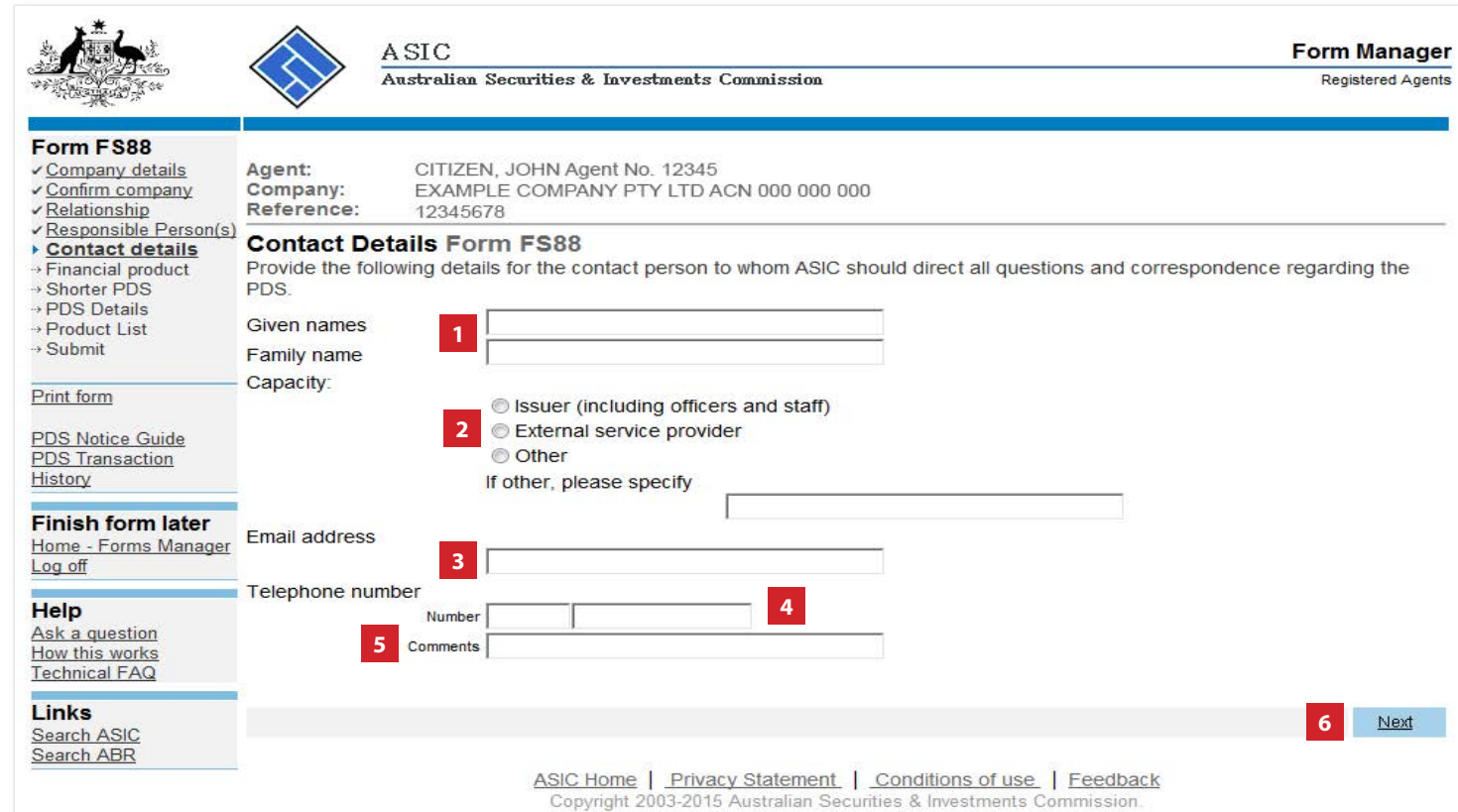
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2015 Australian Securities & Investments Commission.


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

Provide contact details

ASIC will direct all questions and correspondence regarding the PDS to the contact person.

1. Enter the **given and family names** for the contact person.
2. Select the **capacity** of the contact person.
3. Enter the contact person's **email address**.
4. Enter the contact person's **telephone number**.
5. Enter any **additional information** in the comments field if you wish.
6. Select **Next** to continue.





ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Relationship](#)
- ✓ [Responsible Person\(s\)](#)
- ▶ **[Contact details](#)**
 - Financial product
 - Shorter PDS
 - PDS Details
 - Product List
 - Submit

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Contact Details Form FS88

Provide the following details for the contact person to whom ASIC should direct all questions and correspondence regarding the PDS.

Given names 1

Family name

Capacity:

2 Issuer (including officers and staff)
 External service provider
 Other

If other, please specify

Email address 3

Telephone number 4

5 Comments

6 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

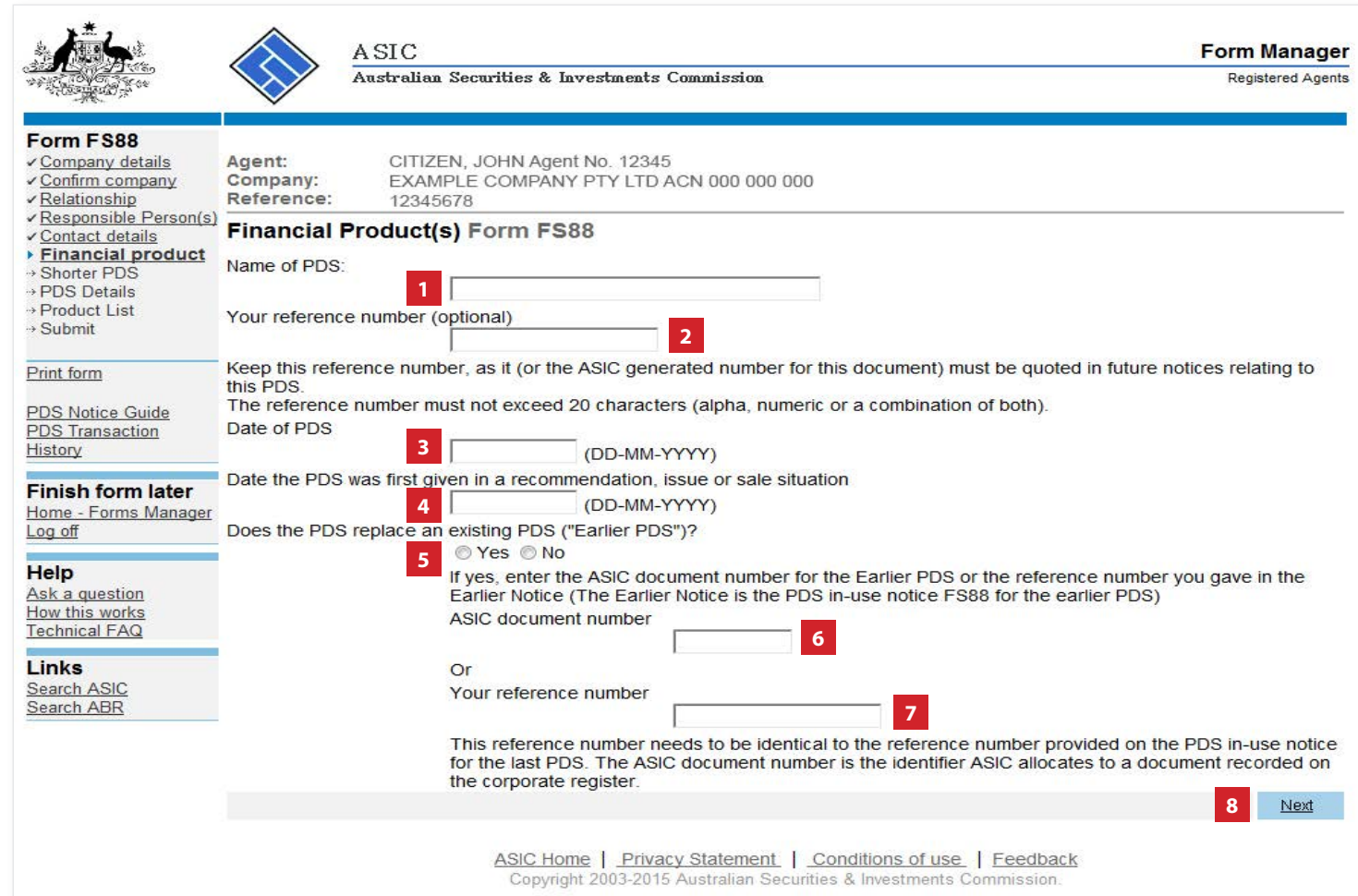
Provide PDS details

1. Enter the **name of the PDS**. It must not exceed 100 characters.
2. Enter a **reference number** if you wish. It must not exceed 20 characters. Please note, if you provide a reference number you will need to record this number for future reference.
3. Enter the **date** the PDS was first prepared. The date must be in DD-MM-YYYY format and cannot be a future date.
4. Enter the **date** the PDS was first given in a recommendation, issue or sale situation. The date must be in DD-MM-YYYY format and cannot be a future date.
5. Select **Yes** or **No** to confirm if the PDS replaces an existing PDS.
6. If you selected **Yes** to question 5, enter the **ASIC document number** for the earlier PDS, or
7. Enter your **reference number** for the earlier PDS.
8. Select **Next** to continue.

Note: you can search for existing PDS reference numbers and document numbers by selecting the **PDS Transaction History** link in the left-hand menu.

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

[How to submit a PDS in-use notice](#)



ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ Company details
- ✓ Confirm company
- ✓ Relationship
- ✓ Responsible Person(s)
- ✓ Contact details
- ▶ **Financial product**
 - Shorter PDS
 - PDS Details
 - Product List
 - Submit

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Financial Product(s) Form FS88

Name of PDS: **1**

Your reference number (optional) **2**

Keep this reference number, as it (or the ASIC generated number for this document) must be quoted in future notices relating to this PDS.
The reference number must not exceed 20 characters (alpha, numeric or a combination of both).

Date of PDS **3** (DD-MM-YYYY)

Date the PDS was first given in a recommendation, issue or sale situation **4** (DD-MM-YYYY)

Does the PDS replace an existing PDS ("Earlier PDS")?
 Yes No **5**

If yes, enter the ASIC document number for the Earlier PDS or the reference number you gave in the Earlier Notice (The Earlier Notice is the PDS in-use notice FS88 for the earlier PDS)

ASIC document number **6**

Or
Your reference number **7**

This reference number needs to be identical to the reference number provided on the PDS in-use notice for the last PDS. The ASIC document number is the identifier ASIC allocates to a document recorded on the corporate register.



8 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

Provide PDS details

Select **Yes** or **No** to confirm if the PDS is a short PDS for:

1. a FHSA product, or
2. a standard margin lending facility, or
3. superannuation, or
4. a simple managed investment scheme.
5. Select **Next** to continue.

ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- [Company details](#)
- [Confirm company](#)
- [Relationship](#)
- [Responsible Person\(s\)](#)
- [Contact details](#)
- [Financial product](#)
- Shorter PDS**
 - [PDS Details](#)
 - [Product List](#)
 - [Submit](#)

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Shorter PDS Form FS88

PDS Name: Example PDS

Is the PDS a shorter PDS for:

		<i>Maximum PDS size</i>
a FHSA product?	1 <input type="radio"/> Yes <input type="radio"/> No	4 A4, 8 A5 or 12 DL pages
a standard margin lending facility?	<input type="radio"/> Yes <input type="radio"/> No 2	4 A4, 8 A5 or 12 DL pages
Superannuation?(excluding a superannuation product that is solely an interest in a defined benefit fund or solely a pension product)?	3 <input type="radio"/> Yes <input type="radio"/> No	8 A4, 16 A5 or 24 DL pages
a simple managed investment scheme?	<input type="radio"/> Yes <input type="radio"/> No 4	8 A4, 16 A5 or 24 DL pages

A shorter PDS can only cover one of the above product types and is NOT the same as a short form PDS. Shorter PDSs are governed by Schedules 10A, 10B, 10C, or 10D of the Corporations Regulations ("regs" or "regulations") and short form PDSs by Schedule 10BA of the regulations.

5
Next

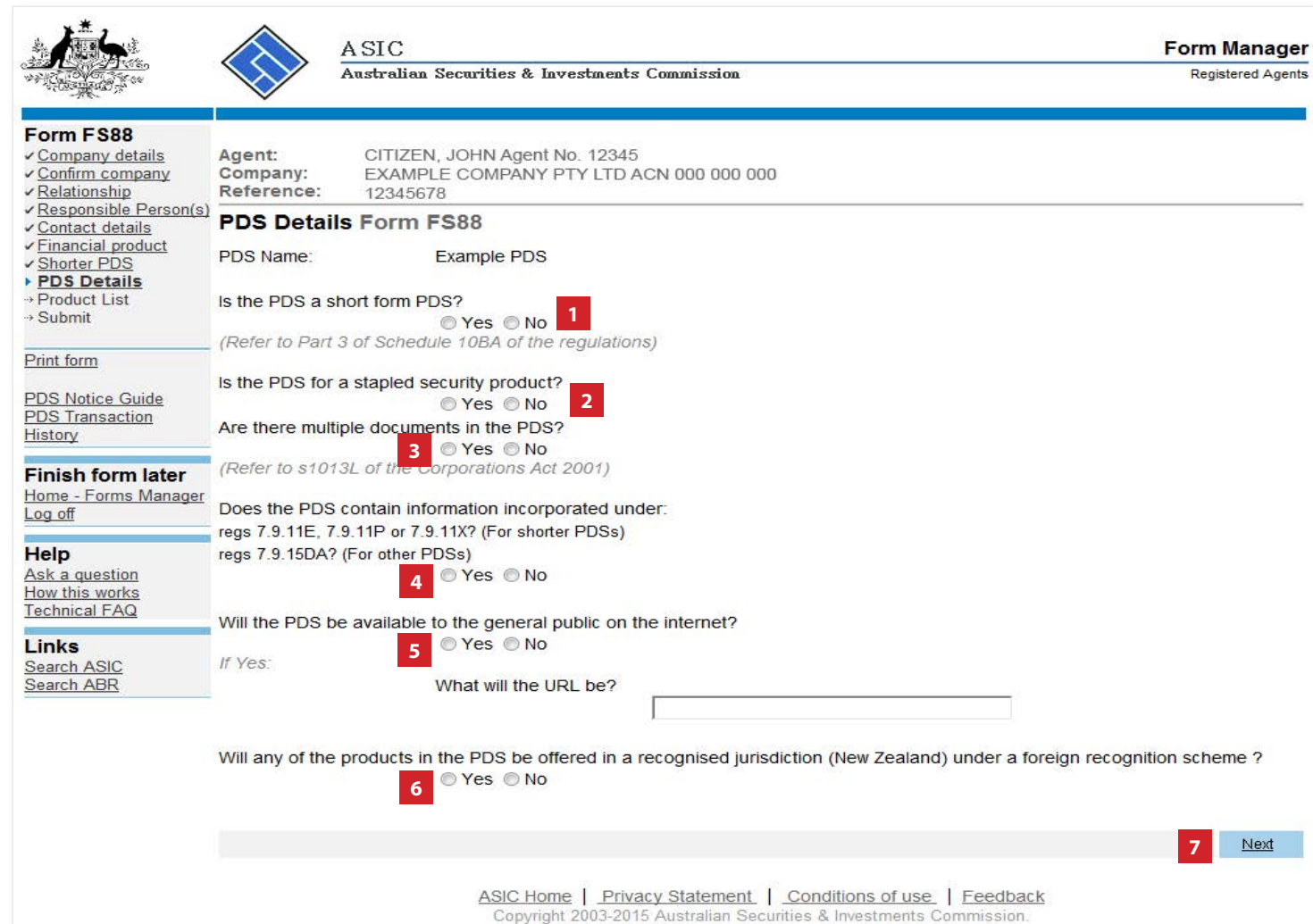
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Provide PDS details

1. Select **Yes** or **No** to confirm if the PDS is a short term PDS.
2. Select **Yes** or **No** to confirm if the PDS is for a stapled security product.
3. Select **Yes** or **No** to confirm if there are multiple documents in the PDS.
4. Select **Yes** or **No** to confirm if the PDS contains information incorporated under regs 7.9.11E, 7.9.11P or 7.9.11X (for shorter PDSs) or regs 7.9.15DA (for other PDSs).
5. Select **Yes** or **No** to confirm if the PDS will be available online to the general public. Provide the URL in the field provided, if you answer **Yes** to this question.
6. Select **Yes** or **No** to confirm if any of the products in the PDS will be offered in a recognised jurisdiction (New Zealand) under a foreign recognition scheme.
7. Select **Next** to continue.



ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- ✓ Company details
- ✓ Confirm company
- ✓ Relationship
- ✓ Responsible Person(s)
- ✓ Contact details
- ✓ Financial product
- ✓ Shorter PDS
- ▶ **PDS Details**
- Product List
- Submit

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

PDS Details Form FS88

PDS Name: Example PDS

Is the PDS a short form PDS?
 Yes No **1**
(Refer to Part 3 of Schedule 10BA of the regulations)

Is the PDS for a stapled security product?
 Yes No **2**

Are there multiple documents in the PDS?
 Yes No **3**
(Refer to s1013L of the Corporations Act 2001)

Does the PDS contain information incorporated under:
regs 7.9.11E, 7.9.11P or 7.9.11X? (For shorter PDSs)
regs 7.9.15DA? (For other PDSs)
 Yes No **4**

Will the PDS be available to the general public on the internet?
 Yes No **5**

If Yes: What will the URL be?

Will any of the products in the PDS be offered in a recognised jurisdiction (New Zealand) under a foreign recognition scheme ?
 Yes No **6**

7 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Add a product

1. Enter the **name of the financial product**. This field is alphanumeric and a maximum of 100 characters can be entered.
2. Select the **type of financial product**. Only one product type can be selected for each financial product.
3. Select **Next** to continue.

Notes:

- If the product type is **'managed investment scheme (registered)'** the ARSN of the scheme must be entered.

- Where the product is an **unregistered managed investment scheme**, select the category 'miscellaneous financial facility', then select 'Miscellaneous Financial Investment Products'.

- Where the product type is **'Superannuation'** you must complete the APRA/defined benefit membership question at the bottom of the screen.

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

Form FS88

- [Company details](#)
- [Confirm company](#)
- [Relationship](#)
- [Responsible Person\(s\)](#)
- [Contact details](#)
- [Financial product](#)
- [Shorter PDS](#)
- [PDS Details](#)
- [Product List](#)
- [Add a product](#)
- [Submit](#)

[Print form](#)

[PDS Notice Guide](#)

[PDS Transaction History](#)

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

Add a product Form FS88
 Provide details of a product covered by the product disclosure statement.

Name of financial product 1

Type of financial product 2

Deposit Products:

Payment Products:

Derivatives - exchange traded:

Derivatives - over the counter:

First Home Saver Accounts:

Foreign Exchange Contracts:

General Insurance:

Government Debentures, Stocks or Bonds:

Life Products:

Managed investment scheme (registered). For an unregistered managed investments scheme, select a Miscellaneous financial facility:

Superannuation:

Margin lending facility:

Miscellaneous financial facility:

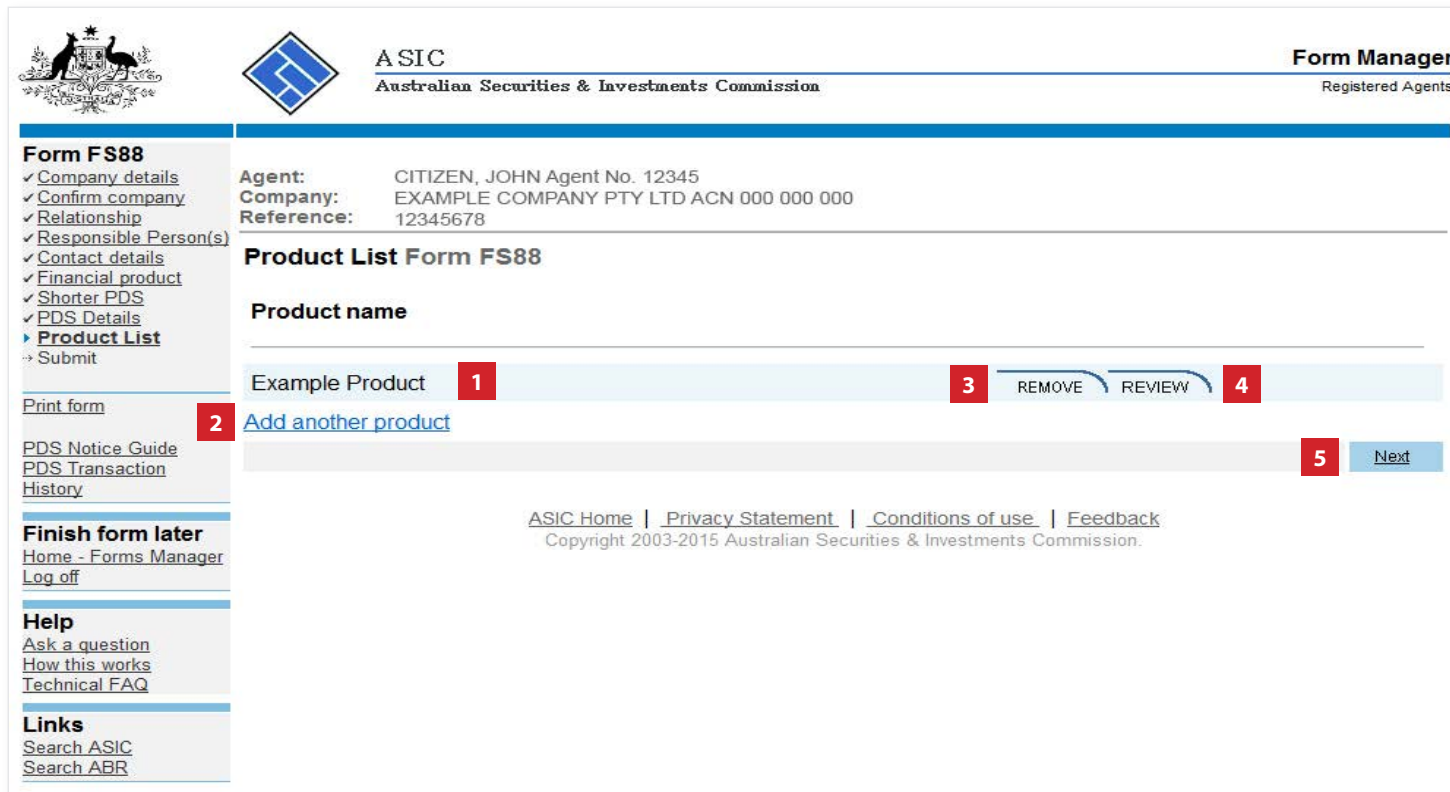
If the product is a registered managed investment scheme: provide the ARSN


For superannuation products, is the product a small APRA fund and/or offering defined benefit membership?
 Yes No


3

Review product list

1. Review the list of products for the PDS. From here you can:
2. Select **add another product**, or
3. Delete a listed product by selecting **Remove**, or
4. Review a listed product (this will take you to a previous screen), or
5. If you are satisfied the product list is correct, select **Next** to continue.







ASIC
 Australian Securities & Investments Commission

Form Manager
 Registered Agents

Form FS88

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Relationship](#)
- ✓ [Responsible Person\(s\)](#)
- ✓ [Contact details](#)
- ✓ [Financial product](#)
- ✓ [Shorter PDS](#)
- ✓ [PDS Details](#)
- ▶ [Product List](#)
- [Submit](#)

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

Product List Form FS88

Product name

Example Product
1
3 REMOVE 4

2 [Add another product](#)

5 [Next](#)



[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)

Make the declaration

1. Select the company's **authorising officeholder** from the drop-down list.
2. 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.
3. Select **Submit** to lodge the form with ASIC.

ASIC
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88

- [Company details](#)
- [Confirm company](#)
- [Relationship](#)
- [Responsible Person\(s\)](#)
- [Contact details](#)
- [Financial product](#)
- [Shorter PDS](#)
- [PDS Details](#)
- [Product List](#)
- [Submit](#)

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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

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

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

Submit Now

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.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :
 1

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

2 Yes No

3 [Submit](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2015 Australian Securities & Investments Commission.

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

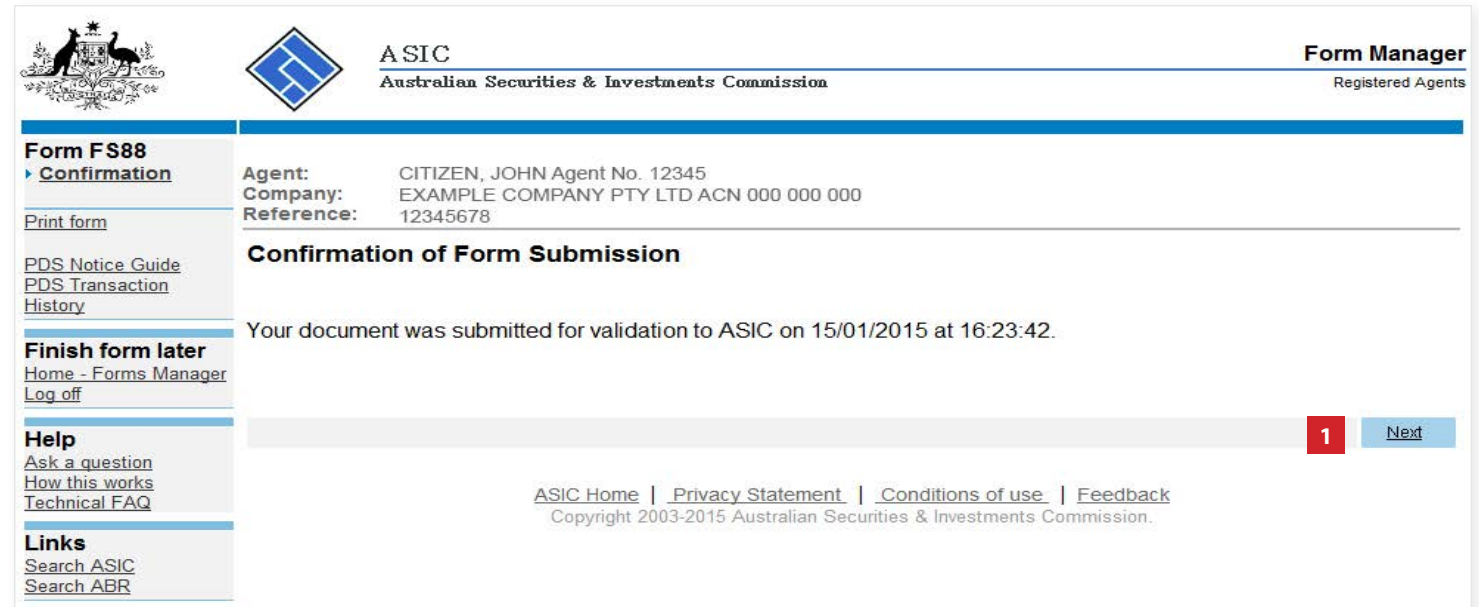
Confirmation of form submission

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.



The screenshot shows the ASIC Form Manager interface. At the top, there are logos for the Australian Coat of Arms and ASIC, followed by the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Form Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and contains the text: 'Your document was submitted for validation to ASIC on 15/01/2015 at 16:23:42.' Below this text is a navigation bar with a red box containing the number '1' and a 'Next' button. At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice: 'Copyright 2003-2015 Australian Securities & Investments Commission.'

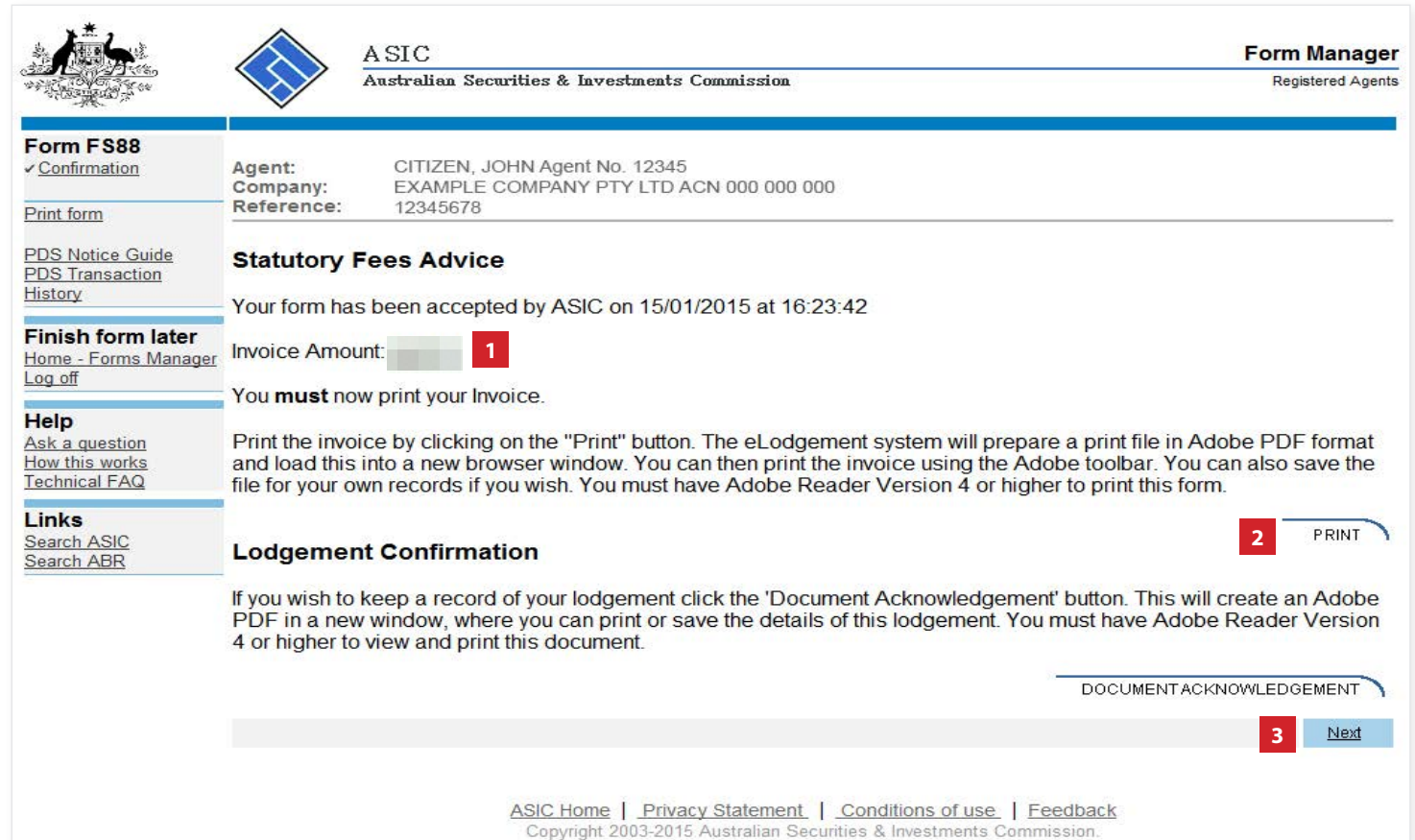
 	ASIC Australian Securities & Investments Commission	Form Manager Registered Agents
Form FS88 Confirmation	Agent: CITIZEN, JOHN Agent No. 12345 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678	
Print form		
PDS Notice Guide PDS Transaction History	Confirmation of Form Submission	
Finish form later Home - Forms Manager Log off	Your document was submitted for validation to ASIC on 15/01/2015 at 16:23:42.	
Help Ask a question How this works Technical FAQ		1 Next
Links Search ASIC Search ABR	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2015 Australian Securities & Investments Commission.	



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

[How to submit a PDS in-use notice](#)

Fees advice

1. Note the **invoice amount** is displayed.
2. Select **Print** to print your invoice. Details on how payments to ASIC can be made are on the invoice.
3. Select **Next** to continue and finalise the transaction.



  **ASIC**
Australian Securities & Investments Commission

Form Manager
Registered Agents

Form FS88
[✓ Confirmation](#)

[Print form](#)

[PDS Notice Guide](#)
[PDS Transaction History](#)

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 15/01/2015 at 16:23:42

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.

2 [PRINT](#)

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](#)

3 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2015 Australian Securities & Investments Commission.

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

[How to submit a PDS in-use notice](#)