



ASIC

User guide

Company Officeholder

How to lodge financial statements and reports with ASIC

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

How to lodge financial statements and reports with ASIC

Financial statements and reports must be lodged each year by:

- public companies
- a Tier 2 public company limited by guarantee
- registered schemes
- large proprietary companies
- foreign-controlled small proprietary companies
- a small proprietary or small company limited by guarantee that is requested by ASIC.

This guide covers how to complete the Form 388, appoint an auditor and attach financial statements and reports.

This form can also be used:

- to notify the appointment of an auditor to the company (but not a scheme) when lodging financial statements and reports, or
- when amending previously lodged financial statements and reports.

Your financial statements and reports should be in either TIF, PDF or RTF format in order to be attached to this form.

The system allows up to 5 attachments.

The maximum file size for each attachment is 10MB. File sizes vary depending on the type of file being used; some files provide the user with the option of reducing the file size. For information on reducing the file size refer to your software support.

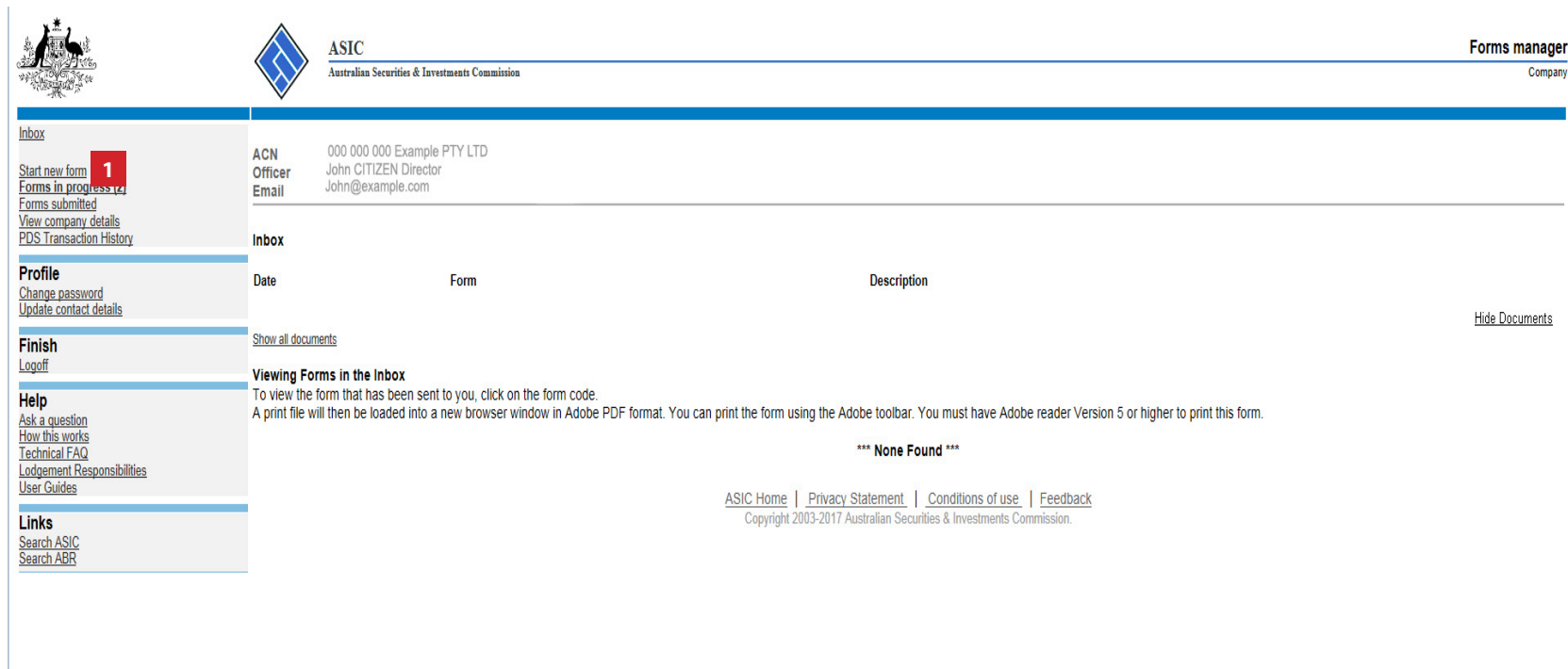
For security reasons ASIC rejects PDF documents containing encrypted data, active content (eg. JavaScript, PostScript), external references and PDF documents with attached objects or executables. For help removing these from your document, refer to your software support.

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. On the left is a navigation menu with sections: **Inbox** (containing 'Start new form' with a red '1' badge, 'Forms in progress', 'Forms submitted', 'View company details', and 'PDS Transaction History'), **Profile** (containing 'Change password' and 'Update contact details'), **Finish** (containing 'Logoff'), **Help** (containing 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement Responsibilities', and 'User Guides'), and **Links** (containing 'Search ASIC' and 'Search ABR'). The main header includes the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and a 'Forms manager' link with a 'Company' dropdown. The main content area shows user details: 'ACN 000 000 000 Example PTY LTD', 'Officer John CITIZEN Director', and 'Email John@example.com'. Below this is an 'Inbox' section with a table header: 'Date', 'Form', and 'Description'. A 'Show all documents' link is present. A message states: '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.' The table currently displays '*** None Found ***'. At the bottom right, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice: 'Copyright 2003-2017 Australian Securities & Investments Commission.'

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Select form type

- From the list of available forms, select **388 - Copy of financial statements and reports**.

Note: if you are lodging an amendment to previously lodged financial statements and reports, select **388 - Amendment of previously lodged financial statements and reports**. Confirm the company and the original document you are amending, and go to **page 23**.

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Forms manager
Company

Inbox

[Start new form](#)
[Forms in progress \(2\)](#)
[Forms submitted](#)
[View company details](#)
[PDS Transaction History](#)

Profile
[Change password](#)
[Update contact details](#)

Finish
[Logoff](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[Lodgement](#)
[Responsibilities](#)
[User Guides](#)

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

ACN 000 000 000 Example PTY LTD

Officer John CITIZEN Director

Email John@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
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 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

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Enter reason for lodgement

1. Select the **reason for lodgement** that best describes why you are lodging financial statements and reports.

Note: To help you make this decision, you may wish to refer to the links at the bottom of the page - 'What is a large proprietary company?' and 'What is a public company limited by guarantee who qualifies under Tier 2?'.

2. Select **Next** to continue.

Note:

If you selected 'A large proprietary company that is not a disclosing entity', **go to page 6.**

If you selected any of the other options, **go to page 7.**

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[How to lodge financial statements and reports with ASIC](#)

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ASIC

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ASIC

Form Manager

Company Officeholders

Form 388

Reason for lodgement

- Financial year date
- Auditor's report
- Confirm attachment
- Certification
- Capacity
- 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

Reason for lodgement Form 388

A prescribed interest undertaking that is a disclosing entity is required to lodge in paper and cannot lodge electronically

Select one of the following types that best describes why you are lodging statements and reports

1

- ☐ A public company or a disclosing entity which is not a registered scheme or prescribed interest undertaking
- ☐ A public company limited by guarantee who qualifies under Tier 2
- ☐ A large proprietary company that is not a disclosing entity
- ☐ A small proprietary company that is controlled by a foreign company for all or part of the period and where the company's profit or loss for that period is not covered by statements lodged with ASIC by a registered foreign company, registered scheme or disclosing entity
- ☐ A small proprietary company or a small public company limited by guarantee that is requested by ASIC to prepare and lodge statements and reports

[What is a large proprietary company?](#)

[What is a public company limited by guarantee who qualifies under Tier 2](#)

2

[Next](#)

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Enter large proprietary company details

Note: Don't include symbols, commas, or decimal points when entering the following values.

1. Enter the **consolidated revenue** of the large proprietary company and the entities it controls.
2. Enter the value of the **consolidated gross assets** of the large proprietary company and the entities that it controls.
3. Enter how many **people are employed** by the large proprietary company and the entities it controls.
4. Enter the **number of members** the large proprietary company has.
5. Select **Next** to continue.

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Form Manager
Company Officeholders

Form 388

- ✓ Reason for lodgement
- ▶ **Proprietary company details**
 - Financial year date
 - Auditor's report
 - Confirm attachment
 - Certification
 - Capacity
 - 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

Details of large proprietary company Form 388

If the company is a large proprietary company that is not a disclosing entity, please complete the following information as at the end of the financial year for which the financial statements relate:

What is the consolidated revenue of the large proprietary company and the entities that it controls?

1

What is the value of the consolidated gross assets of the large proprietary company and the entities that it controls?

2

How many employees are employed by the large proprietary company and the entities that it controls?

3

How many members does the large proprietary company have?

4

5

[Next](#)

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Enter the financial year start and end dates

1. If the company has lodged a Form 388 for a previous financial year, you will be able to **select the financial year** to which this Form 388 applies from the drop-down list, or
2. If this is the first Form 388 lodged by this company, you will have to enter the new **financial year end date** in the text field.
3. Select **Next** to continue.

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Form Manager

Company Officeholders

Form 388

[Reason for lodgement](#)

[Financial year date](#)

- [Auditor's report](#)
- [Confirm attachment](#)
- [Certification](#)
- [Capacity](#)
- [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

Financial year start and end dates Form 388

Which financial year are the accounts for?

1

If the above date does not correspond with the entity end of financial year, you can change your financial year-end date under the provisions of Section 323D of the *Corporations Act 2001* (the Act). For further details on financial year end dates please see [Information sheet 17 – Changing a financial year](#).

If applicable, please enter the new financial year end date?

2

 (DD-MM-YYYY)

3

[Next](#)

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Enter auditor's report details

1. Select **Yes** or **No** to confirm if the financial statements were audited.

2. Select **Next** to continue.

Note: this guide follows the example of selecting **Yes** to this question.



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Australian Securities & Investments Commission



Form Manager

Company Officeholders

Form 388

✓ Reason for lodgement

✓ Financial year date

▶ Auditor's report

→ Confirm attachment

→ Certification

→ Capacity

→ 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

Auditor's report Form 388

Were the financial statements audited?

1

☐ Yes

☐ No

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 8 of 29

Enter auditor's report details

1. Select **Yes** or **No** to confirm if the opinion/conclusion in the report was modified.
2. Select **Yes** or **No** to confirm if the report contains an Emphasis of Matter and/or Other Matter paragraph.
3. Select **Next** to continue.

Note: this guide follows the example of selecting **No** to both of these questions.



ASIC

Australian Securities & Investments Commission

Form Manager

Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)

▶ Auditor's report detail

- [Auditors](#)
- [Confirm attachment](#)
- [Certification](#)
- [Capacity](#)
- [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

Auditor's report Form 388

Is the opinion/conclusion in the report:

1 Modified? (The opinion/conclusion in the report is qualified, adverse or disclaimed)

☐ Yes ☐ No

2 Does the report contain an Emphasis of Matter and/or Other Matter paragraph?

☐ Yes ☐ No

3

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 9 of 29

Review details of current auditor/s

1. Review the details of the **current auditor/s**.

Note: If this screen does not appear, this company does not have an auditor appointed. Go to **page 12**.

From this point you can:

2. appoint a new auditor (go to **page 11**), or
3. cease or replace an auditor (go to **page 19**), or
4. change address for an auditor (go to **page 17**), or
5. Select **Next** to continue if no changes are required (and go to **page 23**).



ASIC

Australian Securities & Investments Commission

Form Manager

Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report

✓ Auditor's report detail

Auditors

- Confirm attachment
- Certification
- Capacity
- 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

Details of current auditor(s) Form 388

1	Name	Address	Date of appointment	4
	EXAMPLE AUDITOR	14-22 Grey Street	30-03-2017	CHANGE ADDRESS
	PTY LTD	Traralgon VIC 3844		

[How to appoint a new auditor](#)

[How to cease or replace an auditor](#)

5

[Next](#)

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Appoint a new auditor

1. Select whether you want to **appoint a second auditor** or **replace your existing auditor**.

Note: you can only appoint a second auditor if the date of appointment of the second auditor is the same as the existing auditor ASIC has recorded on the register.

2. Select **Next** to continue and go to **page 12** if you selected to appoint a second auditor, or **page 19** if you selected to replace your existing auditor.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
- ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
 - ▶ [Appoint option](#)
 - [Confirm attachment](#)
 - [Certification](#)
 - [Capacity](#)
 - [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

Appoint new auditor Form 388

ASIC records show that you currently have an auditor appointed to your company.

Do you want to either

- 1** ☐ appoint a second auditor
☐ replace your existing auditor

[Cancel](#)

2

[Next](#)

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Enter new auditor details

1. Enter the **date of appointment**.
2. Select the **type of auditor** you wish to appoint.
3. Select **Next** to continue.

Note: If you selected to appoint:

- 'Auditor-General', go to **page 13**, or
- 'An ASIC registered auditor', go to **page 14**, or
- 'A firm of auditors', go to **page 15**.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report
- ✓ Auditor's report detail
- ✓ Auditors
 - **Add Auditor - type**
 - ➔ Auditor detail
 - ➔ Auditor Address
 - ➔ Confirm attachment
 - ➔ Certification
 - ➔ Capacity
 - ➔ 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

Details of auditor of financial statements Form 388

Date of appointment (DD-MM-YYYY) **1**

Type of auditor you wish to appoint

- 2**
- ☐ Auditor-General
 - ☐ An ASIC registered auditor
 - ☐ A firm of auditors

[Cancel](#)

3

[Next](#)

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Page 12 of 29

Provide Auditor-General details

1. Select an **Auditor-General** from the drop-down list.
2. Select **Next** to continue and go to page 17.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
 - ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
 - ✓ [Add Auditor - type](#)
 - ▶ [Auditor detail](#)
 - Auditor Address
 - Confirm attachment
 - Certification
 - Capacity
 - 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

Details of auditor of financial statements Form 388

Auditor-General

1 -- Select the following --

[Cancel](#)

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 13 of 29

Provide ASIC registered auditor details

1. Enter the **ASIC registered auditor number**.
2. Select **Next** to continue and go to **page 17**.



ASIC
Australian Securities & Investments Commission



Form Manager
Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report
 - ✓ Auditor's report detail
- ✓ Auditors
 - ✓ Add Auditor - type
 - ▶ **Auditor detail**
 - Auditor Address
 - Confirm attachment
 - Certification
 - Capacity
 - 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

Details of auditor of financial statements Form 388

ASIC registered auditor number (individual or authorised audit company)

1

[Auditor Number Inquiry](#)

[Cancel](#)

2

[Next](#)

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Page 14 of 29

Provide firm of auditor details

1. Enter the **business name** of the firm of auditors.
2. Select **Next** to continue.



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Form Manager
Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report
- ✓ Auditor's report detail
- ✓ Auditors
- ✓ Add Auditor - type
- ▶ **Auditor detail**
 - Auditor Address
 - Confirm attachment
 - Certification
 - Capacity
 - 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

Details of auditor of financial statements Form 388

Business Name

1

[Cancel](#)

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 15 of 29

Business name search

1. Select the correct **business name** from the list.
2. Select **Next** to continue.



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Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
- ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
- ✓ [Add Auditor - type](#)
- ✓ [Auditor detail](#)
- ▶ [Select business](#)

Name

- Auditor Address
- Confirm attachment
- Certification
- Capacity
- 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

Business name search Form 388

Select a business name:

Select Business name	State name and number	ABN	Address
<input type="radio"/> Example Business Name 1	ACT 00000		Canberra Airport ACT
<input type="radio"/> Example Business Name 2	VIC 00000		Melbourne VIC
<input type="radio"/> Example Business Name 3	NT 00000		Darwin NT
<input type="radio"/> Example Business Name 4	SA 00000		Adelaide SA
<input type="radio"/> Example Business Name 5	NSW 00000		Sydney NSW
<input type="radio"/> Example Business Name 6	WA 00000		Perth WA
<input type="radio"/> Example Business Name 7	TAS 00000		Launceston TAS
<input type="radio"/> Example Business Name 8	QLD 00000		Brisbane City QLD

[Cancel](#)

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 16 of 29

Provide auditor details

1. Enter or review the auditor **address details**.
2. Select **Next** to continue when you are satisfied the address details are correct.



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Form Manager
Company Officeholders

- Form 388**
- ✓ [Reason for lodgement](#)
 - ✓ [Financial year date](#)
 - ✓ [Auditor's report](#)
 - ✓ [Auditor's report detail](#)
 - ✓ [Auditors](#)
 - ✓ [Add Auditor - type](#)
 - ✓ [Auditor detail](#)
 - ▶ [Auditor Address](#)
 - [Confirm attachment](#)
 - [Certification](#)
 - [Capacity](#)
 - [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

Address of appointed auditor Form 388

Name : Example Business Name 1

Address

Enter address information starting on the first line.
Foreign addresses should be formatted using your local conventions.

1

Country

[Cancel](#)

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 17 of 29

Review auditor details

1. Review the **auditor details**. If you appointed a second auditor, both would now appear in the list.

From this point you can:

2. Appoint a new auditor (go back to **page 11**), or
3. Change any of the information that is displayed, or
4. Select **Next** to continue if no further changes are required, and go to **page 23**.



ASIC

Australian Securities & Investments Commission



ASIC

Form Manager

Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report
- ✓ Auditor's report detail

Auditors

- Confirm attachment
- Certification
- Capacity
- 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

Details of current auditor(s) Form 388

Name	Address	Date of appointment	
EXAMPLE AUDITOR	14-22 Grey Street	30-03-2017	CHANGE ADDRESS 3
1 PTY LTD	Traralgon VIC 3844		

[How to appoint a new auditor](#) **2**

[How to cease or replace an auditor](#)

4

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 18 of 29

Cease or replace an auditor

1. Select the **reason** why there is an auditor vacancy.

2. Select **Next** to continue.

Note: If the auditor resigned or was removed by the company, go to **page 20**.

If the auditor has otherwise ceased, go to **page 21**.



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ASIC

Form Manager

Company Officeholders

Form 388

✓ Reason for lodgement

✓ Financial year date

✓ Auditor's report

✓ Auditor's report detail

✓ Auditors

▸ Cease type

→ Cease details

→ Confirm attachment

→ Certification

→ Capacity

→ 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

Auditor vacancy Form 388

To appoint a new auditor there must be a vacancy for an auditor. However, ASIC records show that you currently have an auditor appointed to your company. ASIC is unable to record the details of the new auditor until the current auditor has been ceased.

If there is a vacancy for an auditor select one of the following

- 1 ☐ The auditor resigned or was removed by the company
☐ The auditor has otherwise ceased

[Cancel](#)

2

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 19 of 29

Resignation/ removal of auditor details

1. Select **Yes** to acknowledge that you have read the information about how to correctly change the auditor details.
2. Enter the **ASIC registered auditor number**.
3. Enter the ASIC registered auditor's:
 - **given and family names**, or
 - **company name and ACN**, or
 - **firm name**.
4. Enter the **auditor address details**.
5. Select **Next** to continue and go to **page 22**.

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[How to lodge financial statements and reports with ASIC](#)

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Australian Securities & Investments Commission



ASIC

Form Manager

Company Officeholders

Form 388

- ✓ Reason for lodgement
- ✓ Financial year date
- ✓ Auditor's report
 - ✓ Auditor's report detail
- ✓ Auditors
 - ✓ Cease type
 - ▶ **Cease details**
 - Confirm attachment
 - Certification
 - Capacity
 - 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

Resigned/Removed auditor details Form 388

Resignation

The company is required to lodge a [Form 315 Notification of resignation, removal or cessation of auditor](#) within 14 days of the receipt of the notice from the auditor.

NOTE: If the company holds an Australian financial services licence, the auditor is required to obtain ASIC consent prior to resigning from office.

Refer to [Information Sheet \(INFO 65\) Resignation of an auditor under the Corporations Act 2001 and s327\(5\)](#) of the Corporations Act 2001.

Removal

A company may remove an auditor by a resolution at a general meeting; a copy of the notice of intention to remove must be lodged.

Refer to [Information Sheet \(INFO 62\) Removal of an auditor under the Corporations Act 2001](#) and [Form 315 Notification of resignation, removal or cessation of auditor](#) and s329 Corporations Act 2001.

Continue lodging Form 388

You can continue to lodge Form 388. However, you are still required to correctly change your auditor details as outlined above. The information you enter on this screen about your current auditor will not be recorded on our register.

I acknowledge that I have read the information about how to correctly change the auditor details.

☐ Yes

Enter the details of the auditor of your financial statements.

1

2 ASIC Registered Auditor Number

3 Given names

Family name

Or

Company Name

ABN/ACN

Or

Firm Name

Address

Enter address information starting on the first line.

Foreign addresses should be formatted using your local conventions.

Country

4

[Cancel](#)

5

[Next](#)



Details of ceasing auditor

1. Select **Yes** to acknowledge when you have read the information about how to correctly change the auditor details.
2. Enter the **ASIC registered auditor number**.
3. Enter the ASIC registered auditor's:
 - **given and family names**, or
 - **company name and ACN**, or
 - **firm name**.
4. Enter the **auditor address details**.
5. Select **Next** to continue.



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[How to lodge financial statements and reports with ASIC](#)

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Form Manager
 Company Officeholders

Form 388
 ✓ Reason for lodgement
 ✓ Financial year date
 ✓ Auditor's report
 ✓ Auditor's report detail
 ✓ Auditors
 ✓ Cease type
 • **Cease details**
 → Confirm attachment
 → Certification
 → Capacity
 → 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

Details of ceasing auditor Form 388

A company must lodge with ASIC a [Form 315 Notification of resignation, removal or cessation of auditor](#) to advise of the cessation of the auditor in the following circumstances:

- The auditor is deceased; or
- The auditor has ceased to be capable of acting as an auditor because of Division 2 of Part 2M.4 of the Corporations Act; or
- The company is being wound up (s330 of the Corporations Act); or
- The company has become a subsidiary of another company (s327H of the Corporations Act)

I acknowledge that I have read the information about how to correctly change the auditor details. ☐ Yes

You can still lodge your financial statements and reports. Please provide the details of the auditor of the financial statements and reports you are lodging. Note: The auditor details will not be recorded on the ASIC register and you are still required to correctly change your auditor details as advised above.

ASIC Registered Auditor Number

Given names
Family name
Or
Company Name
ABN/ACN
Or
Firm Name
Address
Enter address information starting on the first line.
Foreign addresses should be formatted using your local conventions.
Country **Australia**

Second Auditor
ASIC Registered Auditor Number
Given names
Family name
Or
Company Name
ABN/ACN
Or
Firm Name
Address
Enter address information starting on the first line.
Foreign addresses should be formatted using your local conventions.
Country **Australia**

[Cancel](#) [Next](#)

Review auditor details

Note: ensure you read the note that advises the auditor details will not be recorded on the ASIC register.

1. Review the details of the auditor of financial statements.
2. Select **Change** or **Undo** to take you to a previous screen, where needed.
3. If the information is correct, select **Next** to continue.



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Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
- ✓ [Auditor's report detail](#)

Auditors

- Confirm attachment
- Certification
- Capacity
- 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

Details of current auditor(s) Form 388

1 Name	Address	Date of appointment	2
EXAMPLE AUDITOR PTY LTD	14-22 Grey Street Traralgon VIC 3844	30-03-2017	CHANGE ADDRESS

[How to appoint a new auditor](#)

[How to cease or replace an auditor](#)

3 [Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 22 of 29

Provide attachment

1. Read the requirements for providing attachments to ASIC.

2. Select **Browse** to find the relevant attachment.

Note: the choose file window will display. Choose the appropriate file and select **Open**.

3. The pathname field for the file will now be populated. Enter a **Description of Document**.

4. Select **Next** to continue.

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[How to lodge financial statements and reports with ASIC](#)

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Form Manager
Company Officeholders

Form 388

[Reason for lodgement](#)
[Financial year date](#)
[Auditor's report](#)
[Auditor's report detail](#)
[Auditors](#)
[Confirm attachment](#)
[Attachments](#)
[Certification](#)
[Capacity](#)
[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

Attachments Form 388

1

Set out below are the attachments you need to lodge.

A maximum of five (5) attachments can be added.

You can only attach documents in tif, pdf & rtf format.

For security reasons, we do reject PDF documents containing encrypted data, active content (e.g. JavaScript, PostScript), external references, and PDF documents with attached objects or executables. Ensure that attachments do not contain any active content prior to attaching.

If you require further instructions, please refer to the [Technical FAQ](#).

- Financial statements for the year (as required by s295(2) and accounting standards):
Statement of comprehensive income, may include a separate income statement for the year
Statement of financial position (formerly Balance sheet) as at the end of the year
Statement of cash flows for the year
Statement of changes in equity for the year
Or, if required by accounting standards – the consolidated statements of comprehensive income/income statement, financial position, cash flows and changes in equity.

- Notes to financial statements (see s295(3)):
Disclosures required by the regulations, and
Notes required by the accounting standards, and
Any other information necessary to give a true and fair view (see s297).

- The signed directors' declaration about the statements and notes (see s295(4))
- The signed directors' report for the year, including the copy of the auditor's or reviewer's independence declaration (see s298 to 300A).
- Signed auditor's report or, where applicable, reviewer's report (see s301, s307 to s308).
- Concise report (if any) (see s319)

Note: The maximum size of each attachment to this page is 10.0 MB(s).

Description of Document	Pathname
3	<div> <div></div> <div>Browse...</div> <div>2</div> </div>

4

Next

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Confirm attachments

From this point you can:

1. Select **View** to open the file in a new window, or
2. Remove the listed file (you will automatically return to **page 23** to add another file), or
3. Add more attachments (and return to **page 23**), or
4. If no further additions or changes are required, select **Next** to continue.



ASIC
Australian Securities & Investments Commission

Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
- ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
- ▶ **Confirm attachment**
 - Certification
 - Capacity
 - 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

Confirm attachment(s) Form 388

If you require further instructions, please refer to the Technical FAQ.



File name	Document	Size	File type			
Example Attachment.pdf	Example Attachment	607 KB	PDF	2	REMOVE	VIEW 1
Add more attachments 3						
						4 Next

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Certify the attachment

1. Select **Yes** to certify the attachments are a true copy of the original reports.
2. Select **Next** to continue.



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ASIC

Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
 - ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
- ✓ [Confirm attachment](#)
- ▶ **[Certification](#)**
 - Capacity
 - 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

Certification Form 388

I certify that the attached documents are a true copy of the original reports required to be lodged under section 319 of the Corporations Act 2001.

1

☐ Yes

2

[Next](#)



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Confirm your capacity

1. Select the **capacity** in which you are lodging the form.
2. Select **Yes** to certify the information in the form is true and complete, and lodged on behalf of the company.
3. Select **Next** to continue.

ASIC
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Form Manager
 Company Officeholders

Form 388
[Reason for lodgement](#)
[Financial year date](#)
[Auditor's report](#)
[Auditor's report detail](#)
[Auditors](#)
[Confirm attachment](#)
[Certification](#)
Capacity
[Submit](#)

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

Capacity Form 388
 Select the capacity in which you are lodging the form

1 ☐ Director
☐ Secretary

2 ☐ Yes

I certify that the information in this form is true and complete and that I am lodging these reports as, or on behalf of, the company.

3 [Next](#)

[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 Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
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Make 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 the form with ASIC.



ASIC
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Form Manager
Company Officeholders

Form 388

- ✓ [Reason for lodgement](#)
- ✓ [Financial year date](#)
- ✓ [Auditor's report](#)
 - ✓ [Auditor's report detail](#)
- ✓ [Auditors](#)
- ✓ [Confirm attachment](#)
- ✓ [Certification](#)
- ✓ [Capacity](#)
- ▶ [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.

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.

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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Notes:

- The lodgement process is not instantaneous – it may take some time to process.
- If the form is accepted by ASIC, it will appear in 'forms submitted'.
- If the form is not accepted, it will appear in 'forms in progress'. You will need to select it and correct the errors, before resubmitting the form.

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[How to lodge financial statements and reports with ASIC](#)

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Page 27 of 29

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



Form Manager

Company Officeholders

Form 388

Confirmation

[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

Confirmation of Form Submission

Your document was submitted for validation to ASIC on 11/09/2017 at 14:54:24.

1

[Next](#)

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[How to lodge financial statements and reports with ASIC](#)

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Page 28 of 29

Statutory fees advice

This screen informs you whether or not any fees are payable.

1. If fees are payable, select **Print** to print your invoice. A new browser window opens with your invoice in PDF format. From here you can:
 - **print** the invoice, and/or
 - **save** the invoice PDF file to print later.
2. Select **Next** to finalise this transaction.



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Form Manager
Company Officeholders

Form 388

[Confirmation](#)

[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

Statutory Fees Advice

Your form has been accepted by ASIC on 11/09/2017 at 14:54:24

Invoice Amount: \$323.00

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.

1

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

2

Next

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[How to lodge financial statements and reports with ASIC](#)

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Page 29 of 29