



ASIC

Connect


User guide

ASIC Connect

How to appoint authorised representatives

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

How to appoint authorised representatives

- You will need to use [ASIC Connect](#) to appoint authorised representatives.
- You can notify up to 25 appointments per transaction.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

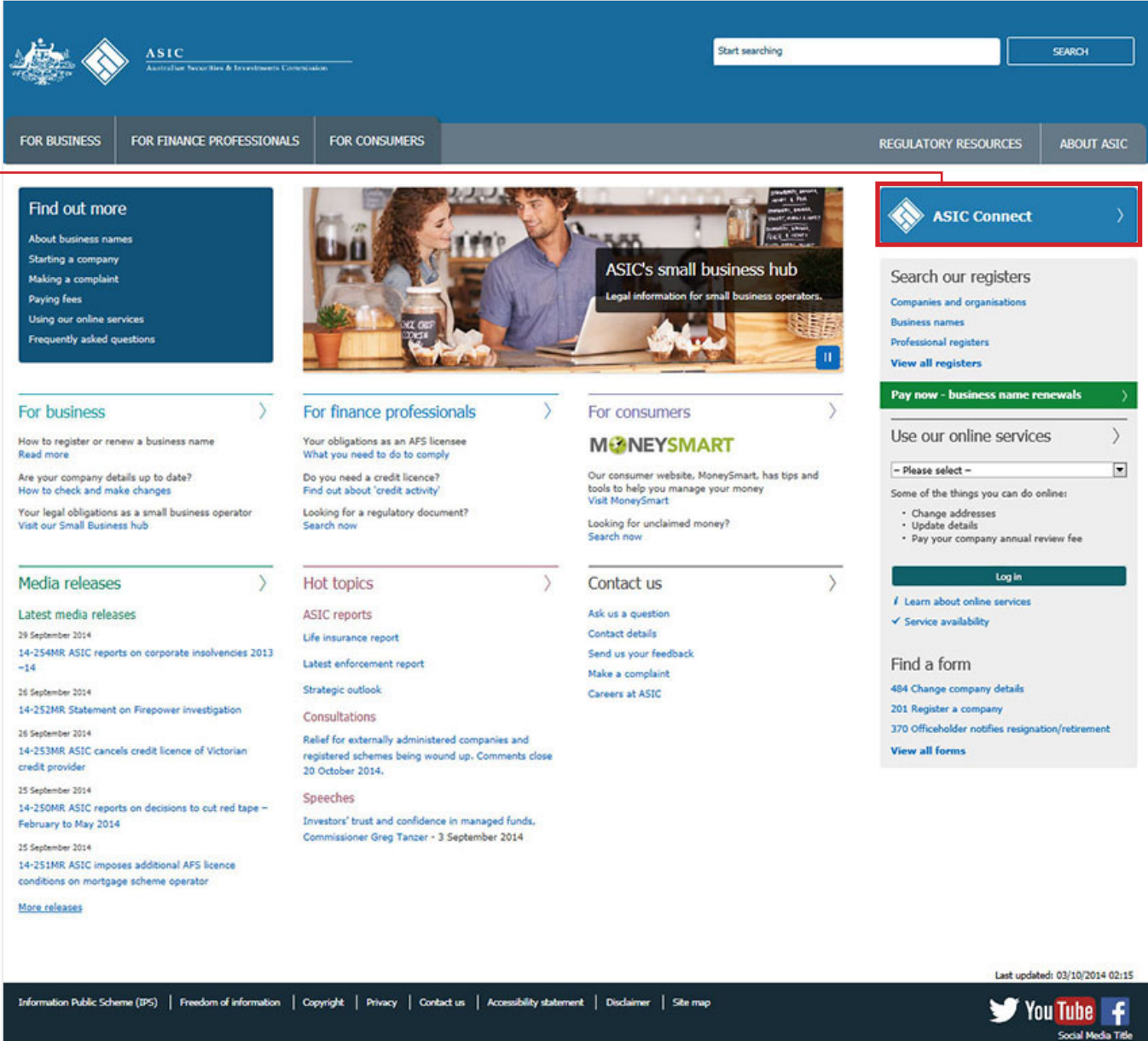
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar with the text "Start searching" and a "SEARCH" button. Below the search bar is a navigation menu with tabs for "FOR BUSINESS", "FOR FINANCE PROFESSIONALS", "FOR CONSUMERS", "REGULATORY RESOURCES", and "ABOUT ASIC".

On the left side, there is a "Find out more" section with links to "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".

In the center, there is a featured banner for "ASIC's small business hub" with the text "Legal information for small business operators." and an image of a woman and a man in a cafe setting.

Below the banner, there are three main content columns:

- For business:** Includes links to "How to register or renew a business name", "Are your company details up to date?", and "Your legal obligations as a small business operator".
- For finance professionals:** Includes links to "Your obligations as an AFS licensee", "Do you need a credit licence?", and "Looking for a regulatory document?".
- For consumers:** Promotes "MONEYSMART" with the text "Our consumer website, MoneySmart, has tips and tools to help you manage your money" and "Looking for unclaimed money?".

At the bottom of the main content area, there are sections for "Media releases", "Hot topics", and "Contact us".

On the right side, there is a "ASIC Connect" box with a right-pointing arrow. Below it is a "Search our registers" section with links to "Companies and organisations", "Business names", "Professional registers", and "View all registers".

Below that is a "Pay now - business name renewals" section with a right-pointing arrow. Underneath is a "Use our online services" section with a dropdown menu and a list of services: "Change addresses", "Update details", and "Pay your company annual review fee".

At the bottom right, there is a "Log in" button, a "Learn about online services" link, and a "Service availability" checkmark. Below that is a "Find a form" section with links to "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement".

At the very bottom, there is a footer with the text "Last updated: 03/10/2014 02:15" and a navigation bar with links for "Information Public Scheme (IPS)", "Freedom of information", "Copyright", "Privacy", "Contact us", "Accessibility statement", "Disclaimer", and "Site map". There are also social media icons for YouTube and Facebook.

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[How to appoint authorised representatives](#)

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Log in

Go to ASIC Connect and select **Log in**.
 If you do not have an ASIC Connect account select **Sign up**.



The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for registers and a navigation menu. The main content area is divided into several sections:

- Welcome:** A central banner with a photo of people working at computers. To the right, a box titled "Log in to ASIC Connect" contains three buttons: "Log in" (highlighted with a red box), "Sign up" (highlighted with a red box), and "AUSkey" (highlighted with a red box). Below this is a section for logging into other ASIC registers.
- Left Sidebar:** A vertical menu with options: "First time user?", "Information about business names", "Information about SMSF Auditors", "Search ASIC's registers", and "Log in to other ASIC registers".
- Do it now:** A section with two items: "Search" (with a magnifying glass icon) and "See more on YouTube" (with a person at a laptop icon).
- What's new:** A list of four recent updates, including browser recommendations and new services.
- Quick Links:** A vertical list of links on the right side, including "Australian Business Register", "ABN Lookup", "Find ACN", "Australian Business Account", "Australian Business Licence and Information Service", "Trade Mark (TM) Check", "Franchise Council of Australia", "NZ Companies Office", and "Information Brokers".
- Follow ASIC:** Social media links for Twitter, YouTube, and Facebook, plus an "ASIC WEBCAST" button.

At the bottom of the page, there is a footer with links for "Help", "Copyright", "Privacy", "Accessibility", and "Contact us".

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Log in

Log in using your email address and password.

If you do not have an ASIC Connect account select **Sign up**.

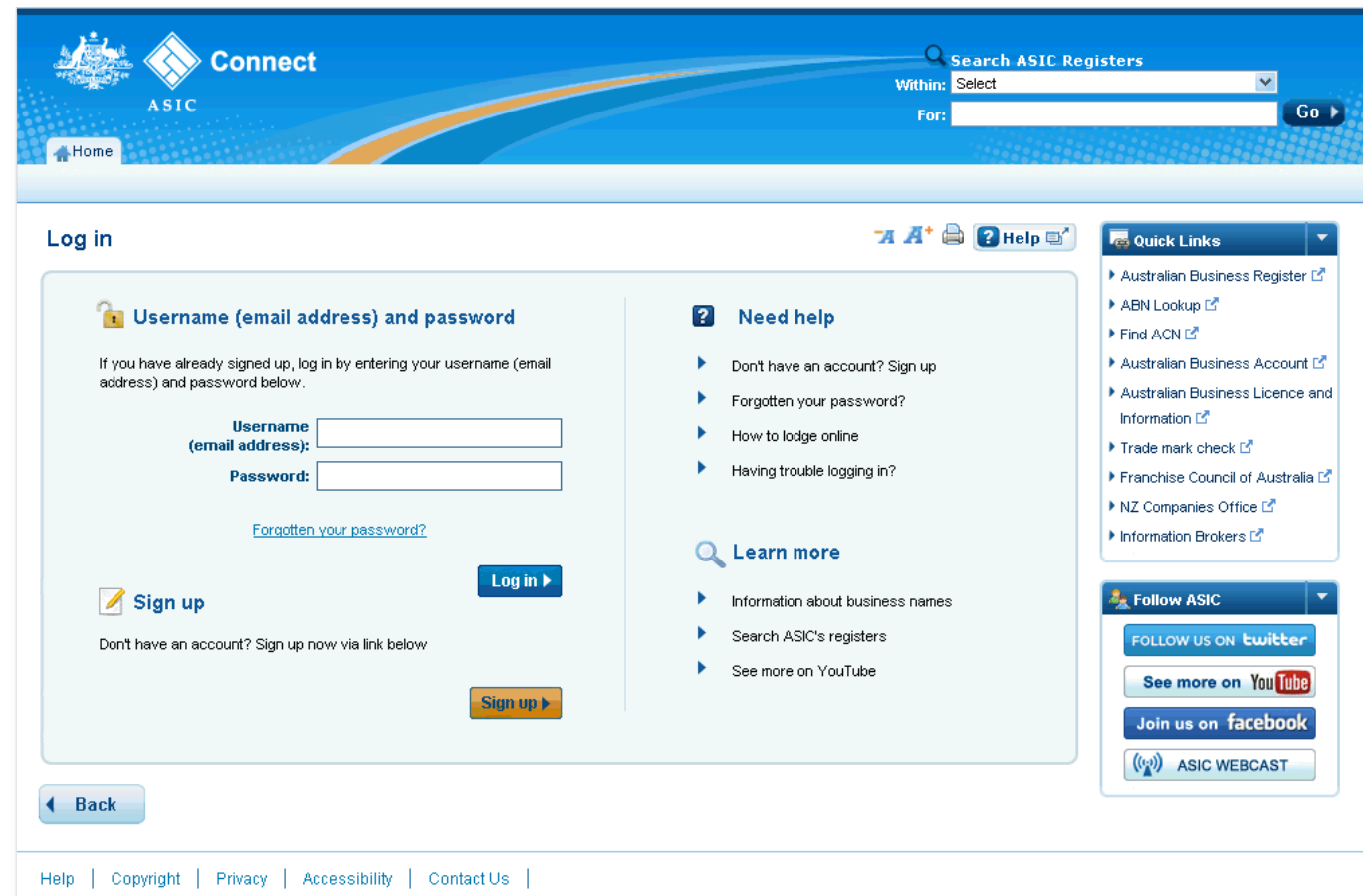
If you already have an ASIC Connect account, you will need to link the AFS licence or authorised representative to your ASIC Connect account before you can appoint any authorised representatives.

You will need an [ASIC key](#) to do this.

Our user guides below will show you how to link your AFS licence or authorised representative.

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

[How to sign up for an ASIC Connect account and link authorised representatives.](#)



The screenshot shows the ASIC Connect website's login interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the navigation bar, the main content area is titled 'Log in'. It features a central form with two input fields: 'Username (email address)' and 'Password'. Below these fields is a link for 'Forgotten your password?'. To the right of the form is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below the form is a 'Sign up' section with a link 'Don't have an account? Sign up now via link below' and a 'Sign up' button. To the right of the 'Sign up' section is a 'Learn more' section with links for 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there are two sidebars: 'Quick Links' with various service links like 'Australian Business Register' and 'ABN Lookup', and 'Follow ASIC' with social media buttons for Twitter, YouTube, and Facebook, and an 'ASIC WEBCAST' button. At the bottom of the page, there is a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

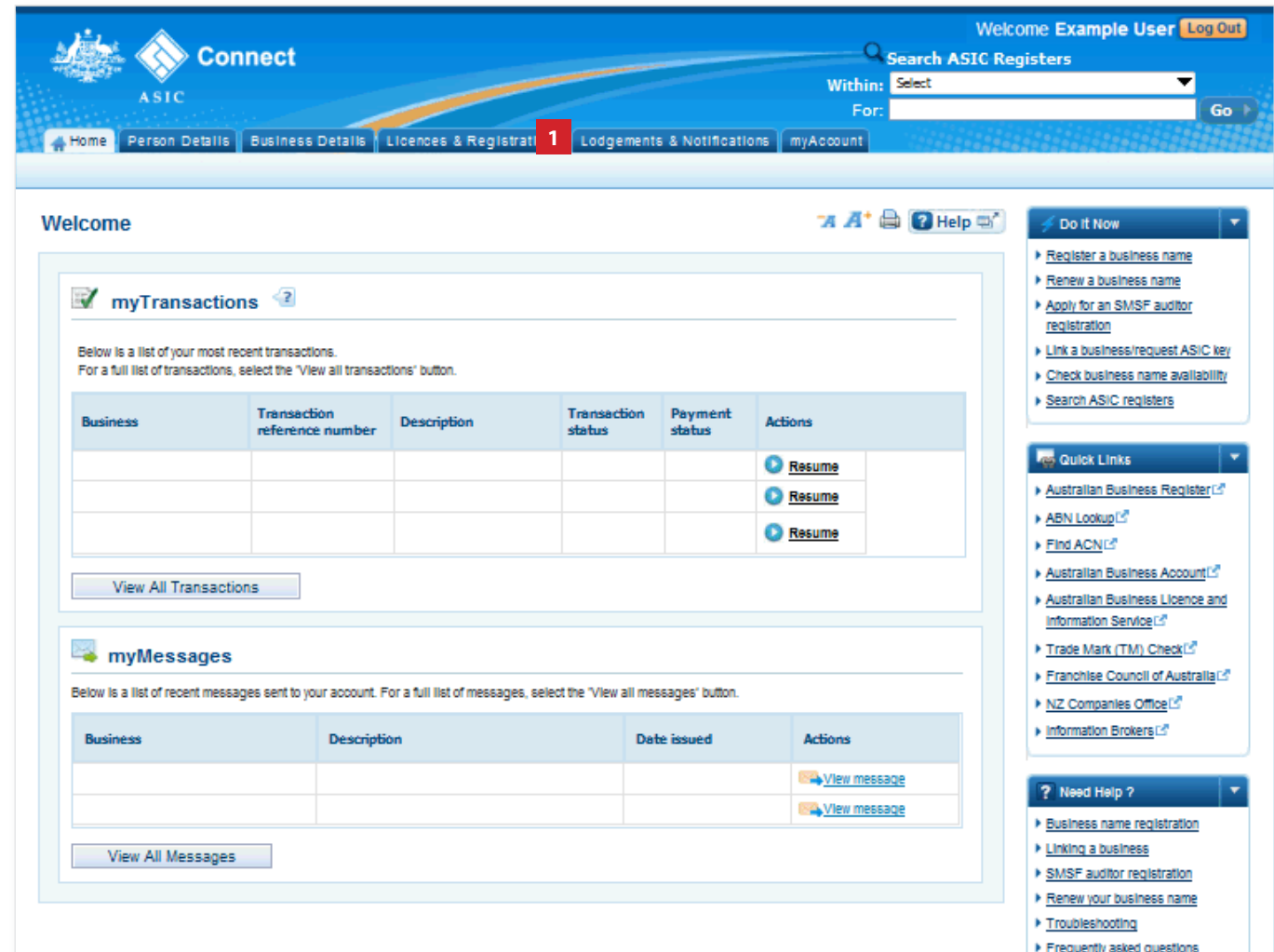
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Home

Once you have logged in, the home screen will be visible.

1. Select the **Lodgements & Notifications** tab at the top of the page.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

Home Person Details Business Details Licences & Registrations **1** Lodgements & Notifications myAccount

Welcome

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the "View all transactions" button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
					Resume
					Resume
					Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the "View all messages" button.

Business	Description	Date issued	Actions
			View message
			View message

[View All Messages](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Apply for an SMSF auditor registration](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
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- [Trade Mark \(TM\) Check](#)
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Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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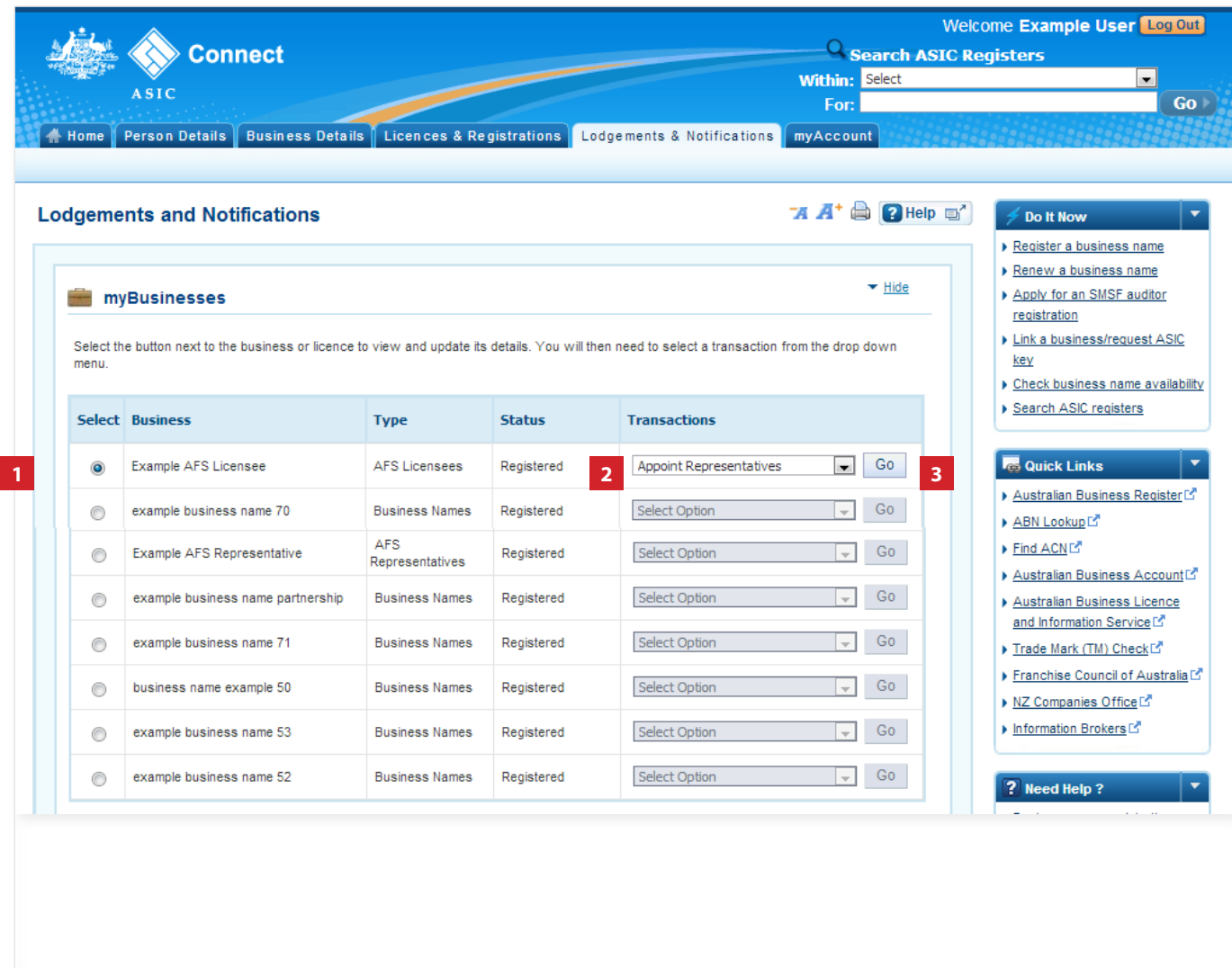
Appoint authorised representatives

1. Select the radio button next to the AFS licensee or AFS representative you want to appoint authorised representatives to.

2. In the transactions column, select *Appoint Representatives*.

This is the name of the transaction you use to appoint an authorised representative.

3. Select **Go** to proceed.



Lodgements and Notifications

myBusinesses

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

Select	Business	Type	Status	Transactions
<input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	Appoint Representatives <input type="button" value="Go"/>
<input type="radio"/>	example business name 70	Business Names	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	Example AFS Representative	AFS Representatives	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	example business name partnership	Business Names	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	example business name 71	Business Names	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	business name example 50	Business Names	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	example business name 53	Business Names	Registered	Select Option <input type="button" value="Go"/>
<input type="radio"/>	example business name 52	Business Names	Registered	Select Option <input type="button" value="Go"/>

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

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Appoint authorised representatives

1. You need to inform us if you, the licensee, are notifying of the appointment of a financial adviser or authorised representative who has been appointed by an authorised representative on your behalf.

Select **Yes** if the AFS licensee is telling us of a financial adviser or authorised representative that was appointed by one of their authorised representatives.

Select **No** if the AFS licensee is telling us of an appointment they made themselves.

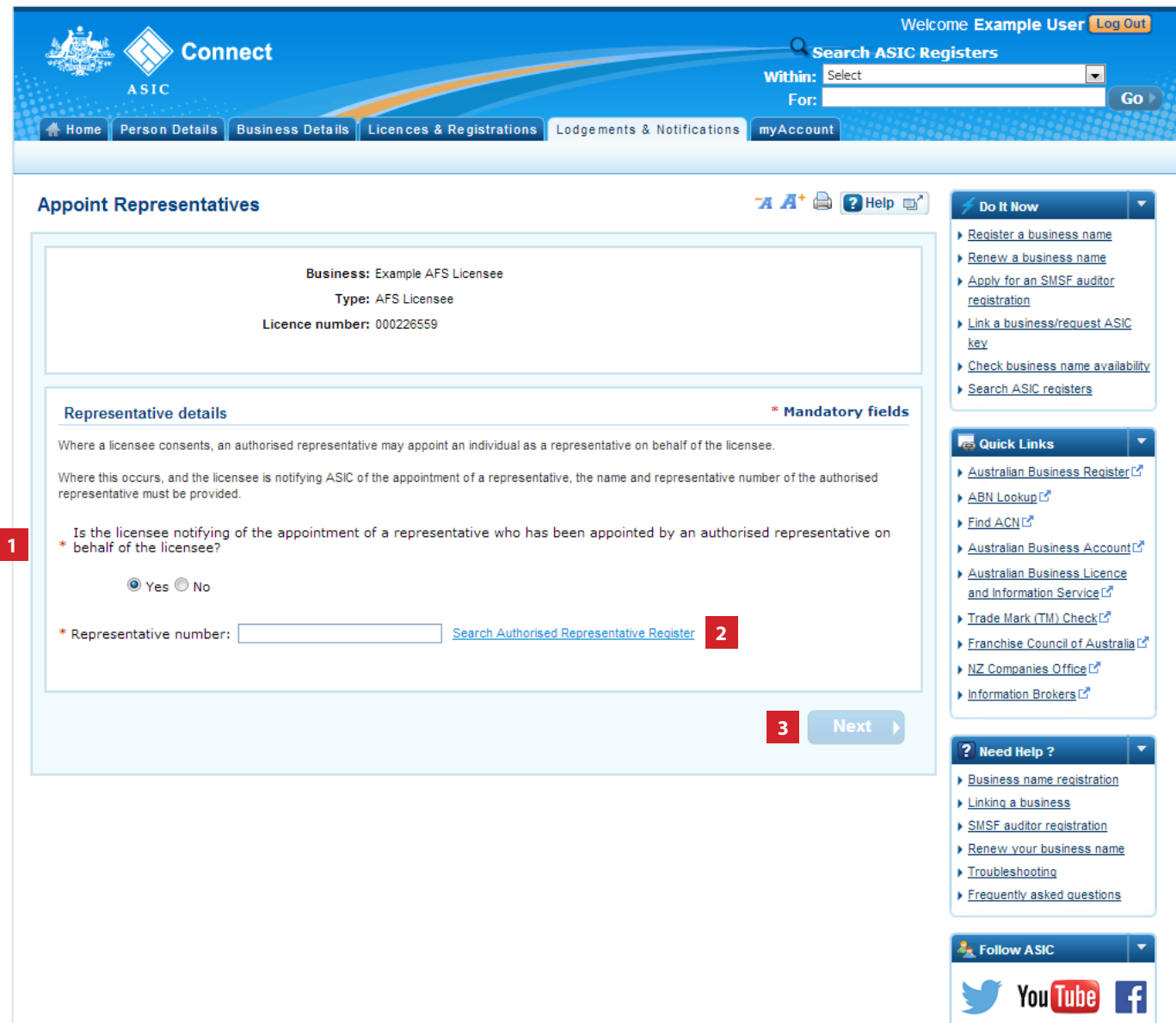
2. If you selected **Yes**, you need to provide the representative number of the authorised representative. Please enter their number in the box.

If you are not sure of their number, select the link '**Search Authorised Representative Register**' to search the authorised representatives register for it.

3. Select **Next** to continue

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How to appoint authorised representatives



Business: Example AFS Licensee
 Type: AFS Licensee
 Licence number: 000226559

Representative details * Mandatory fields

Where a licensee consents, an authorised representative may appoint an individual as a representative on behalf of the licensee.

Where this occurs, and the licensee is notifying ASIC of the appointment of a representative, the name and representative number of the authorised representative must be provided.

* Is the licensee notifying of the appointment of a representative who has been appointed by an authorised representative on behalf of the licensee?

Yes No

* Representative number: [Search Authorised Representative Register](#)

3 Next

Appoint authorised representatives

1. Enter the date of appointment. The appointment date must be a date on or after the AFS licence was granted by ASIC, or if appointed by an authorised representative, on or after the date the authorised representative was appointed by the licensee.
2. Select that the representative that is being appointed.

A **financial adviser** is a natural person that has been appointed by an AFS licensee or authorised representative to provide personal financial advice on their behalf.

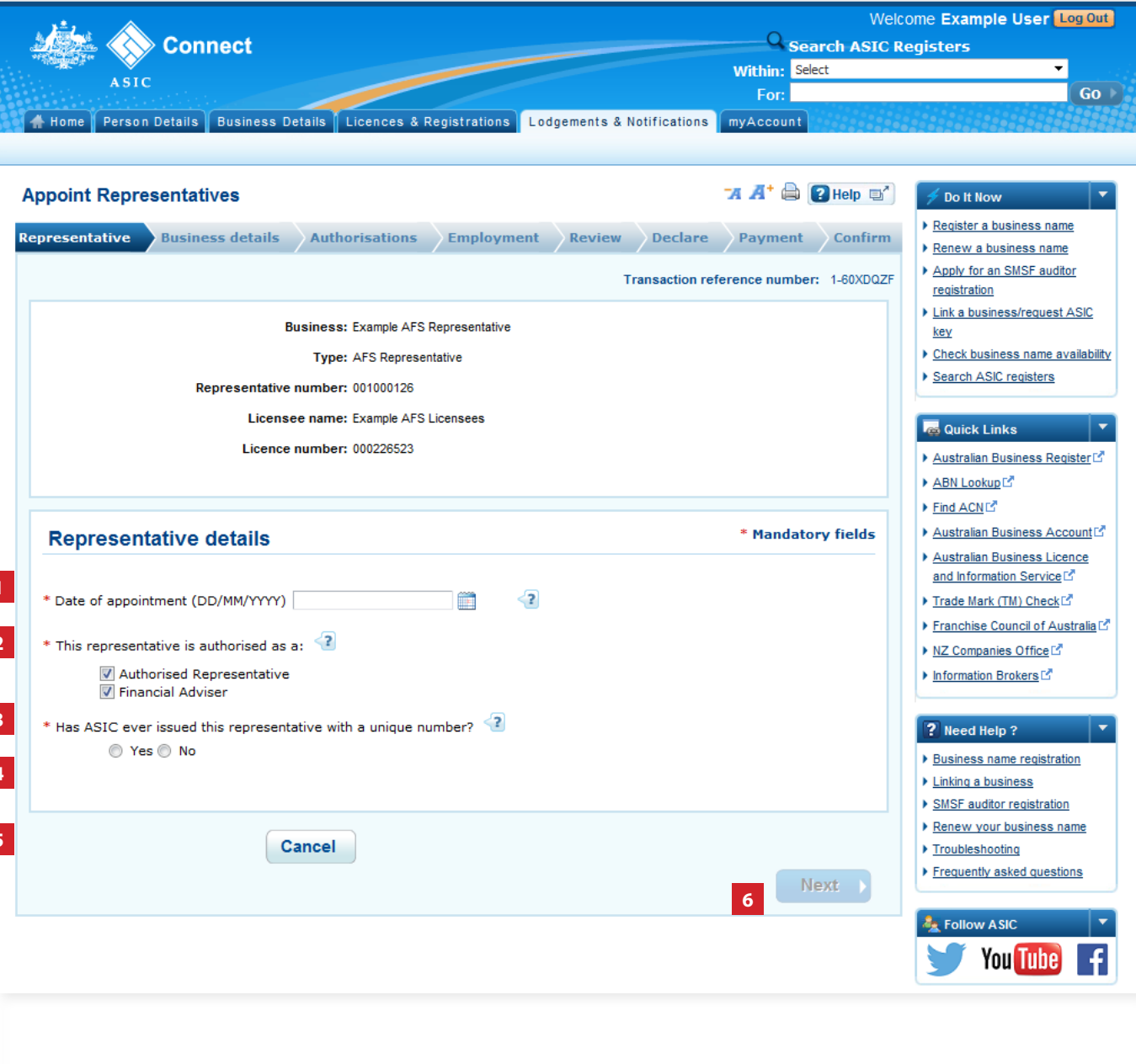
An **authorised representative** is a person or company or partnership that has been appointed by the AFS licensee to provide financial services on their behalf.

A person can be both a financial adviser and an authorised representative.

3. Select whether ASIC has issued this representative with a representative number.
4. Select whether the representative has an ABN.
5. Select whether the representative is a natural person.
6. Select **Next** to continue.

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How to appoint authorised representatives



Welcome **Example User** [Log Out](#)

Search ASIC Registers
Within:
For:
[Go](#)

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

Appoint Representatives

Transaction reference number: 1-60XDQZF

Business: Example AFS Representative
Type: AFS Representative
Representative number: 001000126
Licensee name: Example AFS Licensees
Licence number: 000226523

Representative details * Mandatory fields

- 1 * Date of appointment (DD/MM/YYYY)
- 2 * This representative is authorised as a:
 - Authorised Representative
 - Financial Adviser
- 3 * Has ASIC ever issued this representative with a unique number?
 - Yes No
- 4
- 5 [Cancel](#)
- 6 [Next](#)

Do It Now

- [Register a business name](#)
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- [Link a business/request ASIC key](#)
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Appoint authorised representatives

1. Enter the name of the representative.
If you have provided a representative number this information will be pre-populated.
2. Enter the birth details of the representative.
3. Select **Search Name**.
4. If the representative appears in the search results you can select them. Otherwise select none of the above.
5. Select **Next** to continue.

Appoint Representatives

Transaction reference number: 1-61HKLF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000226559

Representative details * Mandatory fields

Individual's details

* Given name:

Other given names:

* Family name:

Birth details

The birth details provided will not be displayed on the public register.

* Date of birth:

* Country:

* State/Territory:

* Suburb/City:

3

Matched details in the representative register * Mandatory fields

The representative's details match one or more existing representative(s) on the register. If the representative you are notifying about appears below, select their name. If you are notifying about a new representative, select 'None of the above'.

Select	Name (* indicates former name)	Number	ABI/ACI/ARBII
<input checked="" type="radio"/>	Example Representative	001000498	
<input type="radio"/>	None of the above		

4

5

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Appoint authorised representatives

1. Select **+Add** to provide principal place of business/practice details.
2. Select **+Add** to provide an email address.
3. Select **+Add** to provide the registered business name that the authorised representative trades under (optional).
4. Select **Next** to continue.

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: [Go](#)

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

Appoint Representatives

Transaction reference number: 1-81HKLF

Business details

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000226559

Representative details

Name: Example Representative

Addresses * Mandatory fields

Enter the principal place of business and email address of the authorised representative. The email address will be used to send ASIC notices and correspondence only, and will not be available to the public.

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

Address type	Address details	This address is	Actions
* Principal place of business/practice		Available to the public	1
* Email		Not available to the public	2

Business name details as an authorised representative

Provide the registered business name that this authorised representative trades under.

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

Business name	State Name and Number	ABN	Actions
business name			3

4

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

Do It Now

- Register a business name
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- Frequently asked questions

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Authorisations

1. Select whether the representative can appoint further authorised representatives or financial advisers on behalf of the AFS licensee.

2. Select whether the authorised representative has the same authorisations as the AFS licensee.

If the authorised representative does not have the same authorisations as the AFS licensee, select the financial services they are authorised to provide.

If applicable, provide details of further restrictions to the services and products that this authorised representative is authorised to provide.

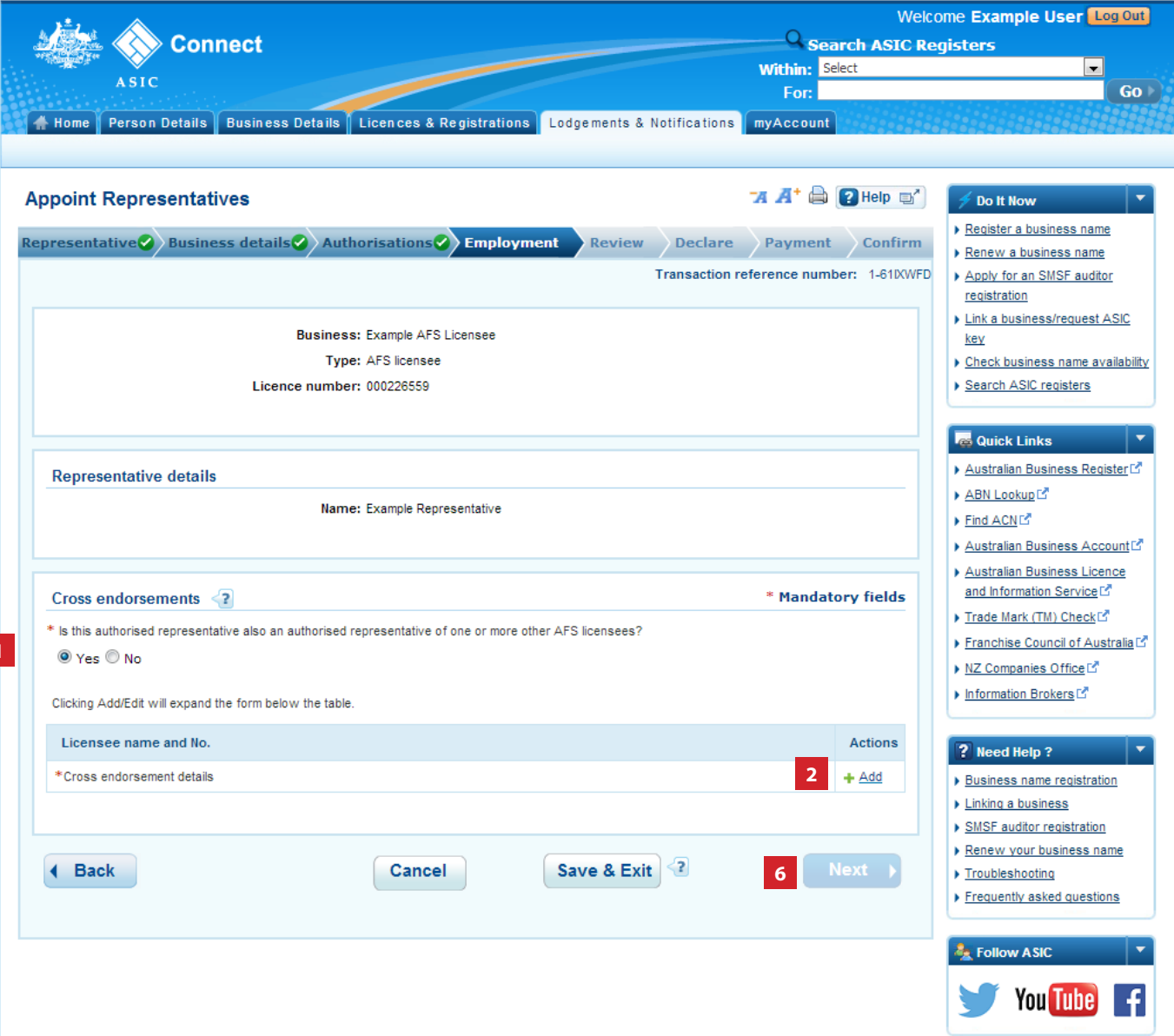
3. Select **Next** to continue.

The screenshot shows the 'Appoint Representatives' form in the ASIC Connect system. The 'Authorisations' step is active, with a progress bar showing 'Representative', 'Business details', 'Authorisations', 'Employment', 'Review', 'Declare', 'Payment', and 'Confirm'. The business details are: Business: Example AFS Licensee, Type: AFS licensee, Licence number: 000226559. The representative name is 'Example Representative'. The 'Authorised representative authorisation details' section includes a checkbox for 'Provide financial product advice' (highlighted with a red box '1') and a text area for further restrictions (highlighted with a red box '2'). The 'Next' button is highlighted with a red box '3'. The right sidebar contains 'Do it now', 'Quick Links', 'Need Help?', and 'Follow ASIC' sections.

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Cross endorsements

1. Select whether the authorised representative is also an authorised representative of one or more other AFS licensees.
2. If the authorised representative is authorised by one or more other AFS licensees, select **+Add** to enter the cross endorsement details.
3. Enter the licence number of the other AFS licensee.
4. Select whether the other AFS licensee has consented to this representative being appointed as a representative of the AFS licensee.
5. Select **Save** to save the cross endorsement details.
6. Select **Next** to continue.



Appoint Representatives Transaction reference number: 1-61XWFD

Business: Example AFS Licensee
 Type: AFS licensee
 Licence number: 000226559

Representative details
 Name: Example Representative

Cross endorsements * Mandatory fields

* Is this authorised representative also an authorised representative of one or more other AFS licensees?
 Yes No

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

Licensee name and No.	Actions
*Cross endorsement details	2 + Add

1 **6**

Buttons: Back, Cancel, Save & Exit, Next

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

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Need Help ?

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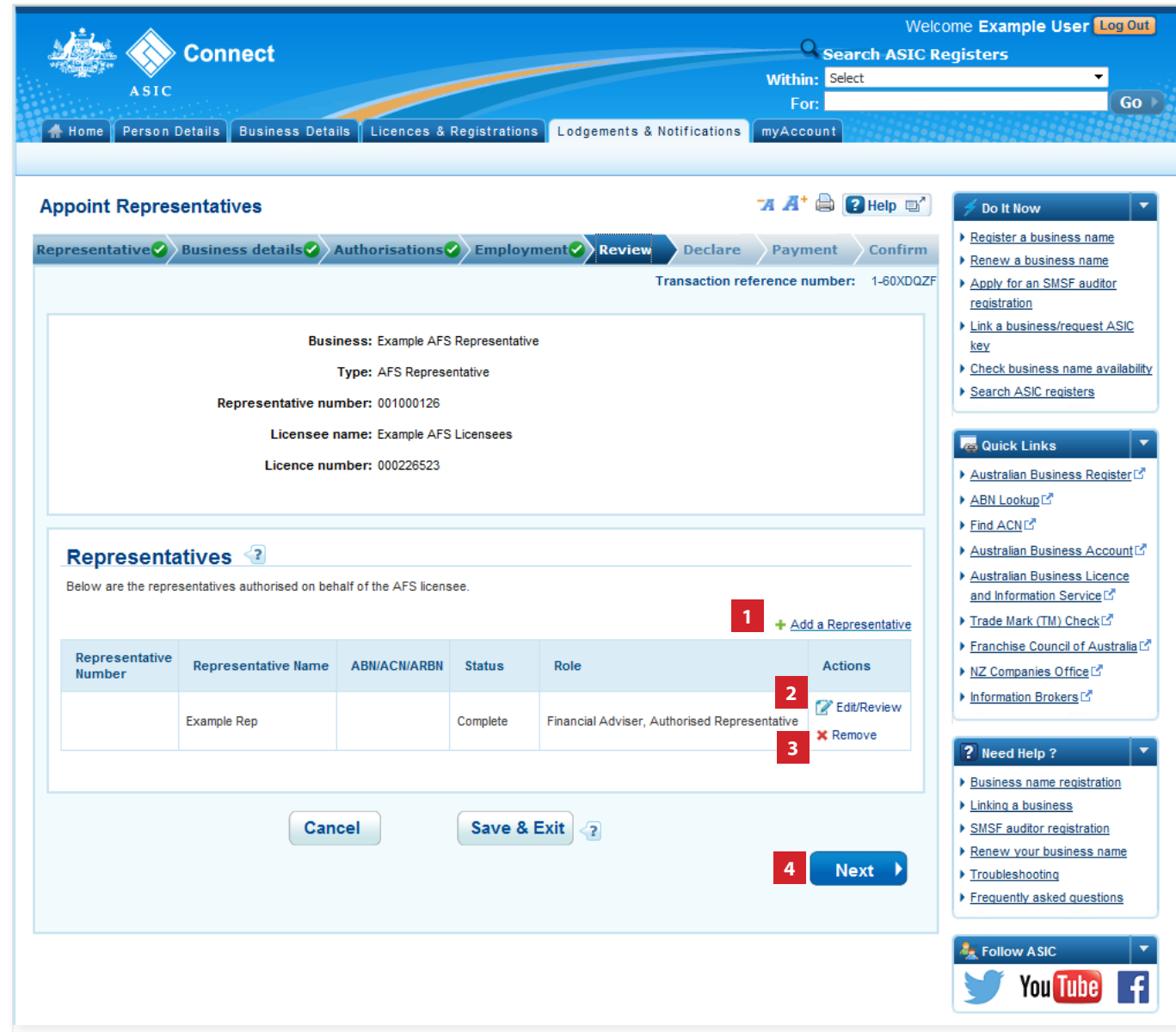
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Review

Check that the information you have entered is correct.

1. Select **+Add a representative** to add more authorised representatives.
You can notify up to 25 appointments per transaction.
2. Select **Edit/Review** if the information has been entered incorrectly for an authorised representative.
3. Select **Remove** to remove an authorised representative.
4. When all authorised representatives have been added correctly, select **Next** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers
 Within: Select
 For: [Go](#)

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

Appoint Representatives

Representative Business details Authorisations Employment **Review** Declare Payment Confirm

Transaction reference number: 1-60XDQZF

Business: Example AFS Representative
 Type: AFS Representative
 Representative number: 001000126
 Licensee name: Example AFS Licensees
 Licence number: 000226523

Representatives ?

Below are the representatives authorised on behalf of the AFS licensee.

1 + Add a Representative

Representative Number	Representative Name	ABN/ACN/ARBN	Status	Role	Actions
	Example Rep		Complete	Financial Adviser, Authorised Representative	2 Edit/Review 3 Remove

Cancel Save & Exit ? 4 Next

Do It Now

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Declarations

Read the declaration to ensure you agree with the conditions of the transaction.

1. If you agree, tick the boxes next to the declaration to proceed.
2. Select your authority for submitting the transaction.
3. Select **Next** to continue.

Appoint Representatives

Transaction reference number: 1-61HKLF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000226559

Declaration * Mandatory fields

1 * To the best of my knowledge, the information supplied in this notification is complete and accurate - it is an offence to provide false or misleading information to ASIC, and

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

Authority * Mandatory fields

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

3 **Next**

Do it Now

- Register a business name
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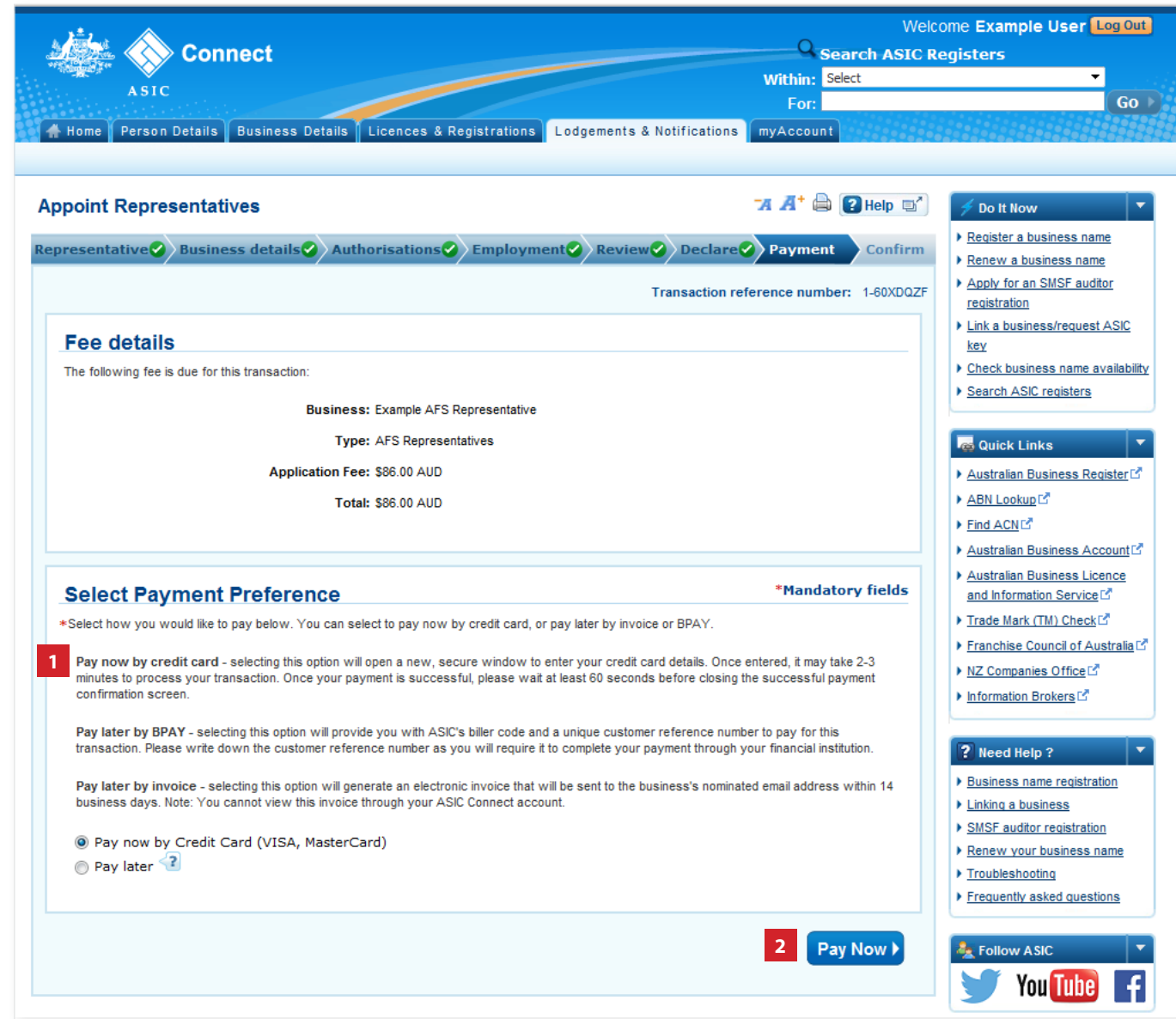
Payment

Pay Now

You can choose to pay using a credit card, or BPAY.

Alternatively, you can request an invoice to be sent to you.

1. Select the **Pay Now** option.
2. Select **Pay Now** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Appoint Representatives

Transaction reference number: 1-60XDQZF

Fee details

The following fee is due for this transaction:

Business: Example AFS Representative

Type: AFS Representatives

Application Fee: \$86.00 AUD

Total: \$86.00 AUD

Select Payment Preference *Mandatory fields

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

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

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

Pay later by invoice - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 14 business days. Note: You cannot view this invoice through your ASIC Connect account.

Pay now by Credit Card (VISA, MasterCard)

Pay later [?](#)

2 [Pay Now](#)

Do It Now

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Credit card payment



1. Enter your credit card details.
2. Select **Submit** to process the payment.

Pay Now Close x

**Connect**
ASIC

Credit Card Payment Transaction Reference Number: 1-611HKLF

Amount(AUD): \$43.00

Cards Accepted:  

* Card Number:


1 * Expiry Date: 03 / 2015

* CVV: ?

2

You are about to make a payment to the Australian Securities and Investment Commission, in Australia. Ensure you review our [refund policy](#) and [security policy](#) before making payment.

You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.



[Privacy](#) [Help](#) [Contact Us](#)

Please do not click on the back button on your browser while we complete this request.
Note: We do not accept American Express and Diners cards.

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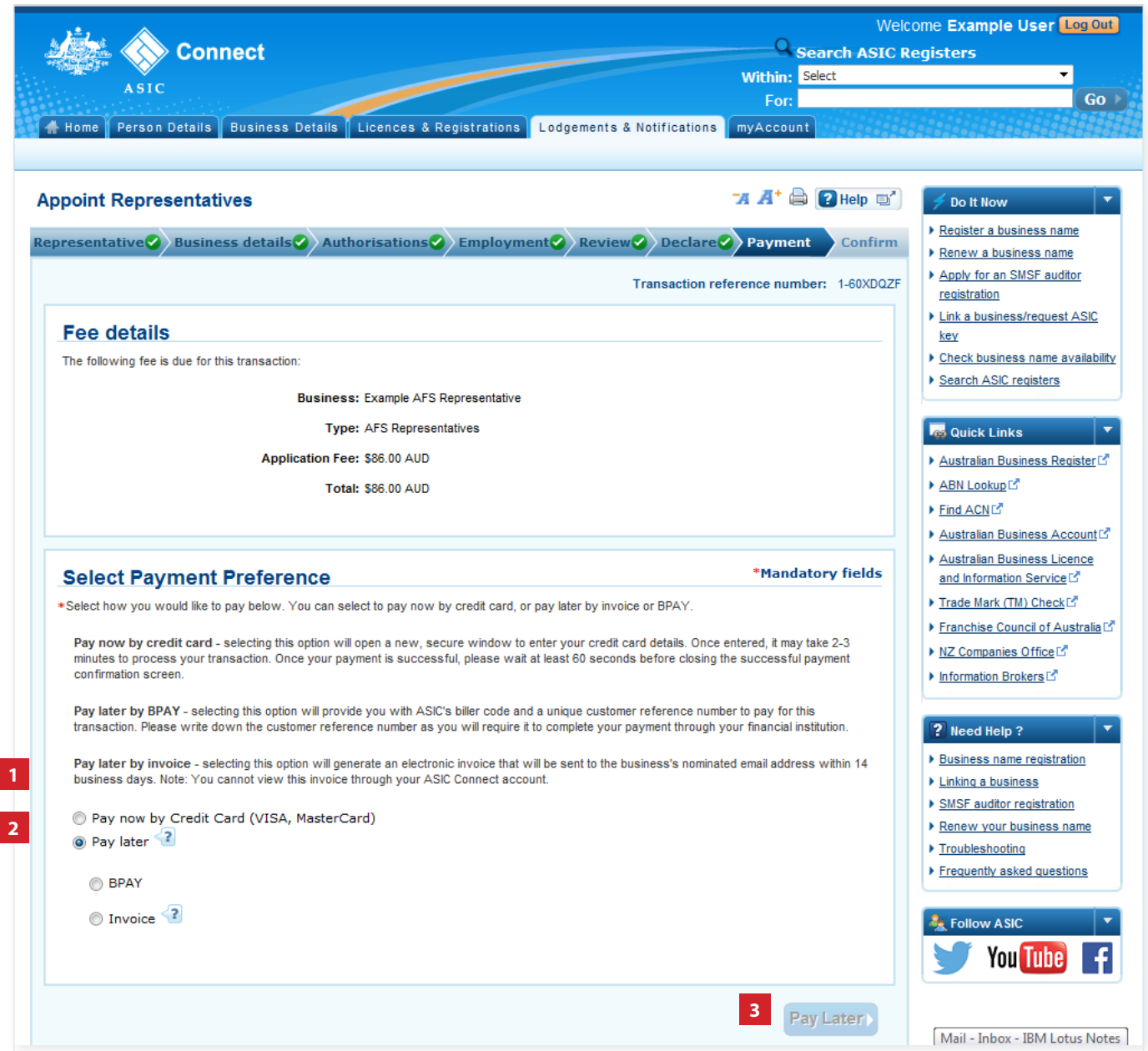
Payment

Pay Later

If you want to pay at a later date, you can do so by using BPAY or requesting an invoice to be sent to you.

1. Select the **Pay Later** option.
2. Select the **Invoice or BPAY** option.
 - If you select **Invoice** it will be sent to:
 - AFS licensee: the email address if one has been provided. Otherwise it will be sent to the service address.
 - AFS representative: the email address if one has been provided. Otherwise it will be sent to the principal place of business.
 - If you select **BPAY** you will need to print or make note of the BPAY details and process your payment.
3. Select **Pay Later**.

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Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Appoint Representatives

Representative Business details Authorisations Employment Review Declare **Payment** Confirm

Transaction reference number: 1-60XDQZF

Fee details

The following fee is due for this transaction:

Business: Example AFS Representative
Type: AFS Representatives
Application Fee: \$86.00 AUD
Total: \$86.00 AUD

Select Payment Preference

***Mandatory fields**

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

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

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

Pay later by invoice - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 14 business days. Note: You cannot view this invoice through your ASIC Connect account.

Pay now by Credit Card (VISA, MasterCard)

Pay later [?](#)

BPAY

Invoice [?](#)

3 [Pay Later](#)

Do It Now

- ▶ Register a business name
- ▶ Renew a business name
- ▶ Apply for an SMSF auditor registration
- ▶ Link a business/request ASIC key
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register [↗](#)
- ▶ ABN Lookup [↗](#)
- ▶ Find ACN [↗](#)
- ▶ Australian Business Account [↗](#)
- ▶ Australian Business Licence and Information Service [↗](#)
- ▶ Trade Mark (TM) Check [↗](#)
- ▶ Franchise Council of Australia [↗](#)
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Confirmation

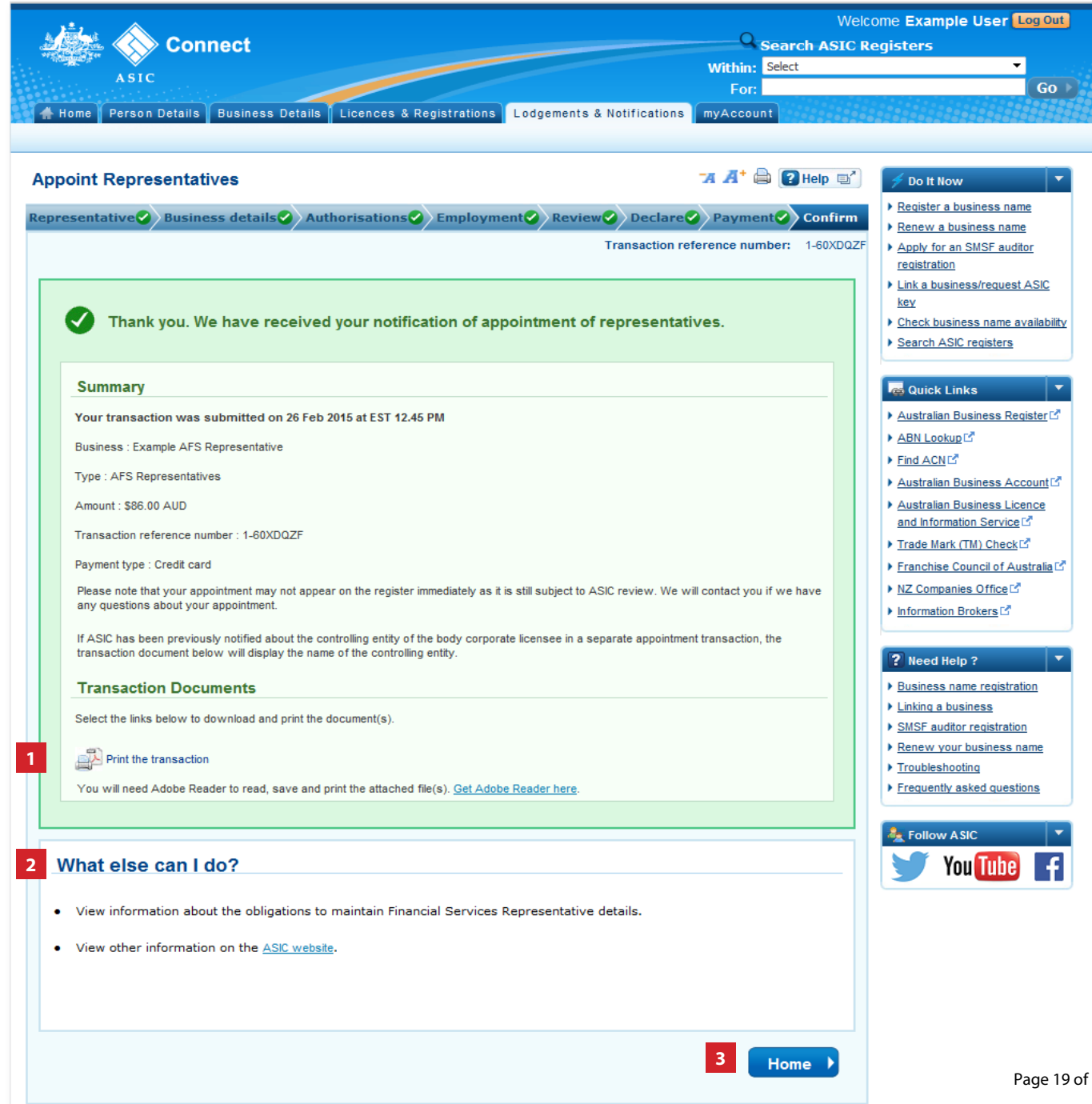
This screen confirms your transaction has been submitted.

1. Select **Print the transaction** to download a printable PDF version of the transaction.

2. Select one of the links under *What else can I do* for more information about other services.

Or

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



Appoint Representatives Transaction reference number: 1-60XDQZF

Representative ✓ Business details ✓ Authorisations ✓ Employment ✓ Review ✓ Declare ✓ Payment ✓ **Confirm**

Thank you. We have received your notification of appointment of representatives.

Summary

Your transaction was submitted on 26 Feb 2015 at EST 12.45 PM

Business : Example AFS Representative

Type : AFS Representatives

Amount : \$86.00 AUD

Transaction reference number : 1-60XDQZF


Payment type : Credit card

Please note that your appointment may not appear on the register immediately as it is still subject to ASIC review. We will contact you if we have any questions about your appointment.

If ASIC has been previously notified about the controlling entity of the body corporate licensee in a separate appointment transaction, the transaction document below will display the name of the controlling entity.

Transaction Documents

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

1  [Print the transaction](#)

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

2 **What else can I do?**

- View information about the obligations to maintain Financial Services Representative details.
- View other information on the [ASIC website](#).

3 [Home](#)

Do It Now

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