



# Notification to register, change details of, or cease as an agent

This form is used to register as an agent with ASIC, to change agent details or to cease as an agent with ASIC. Sections A, B, C may be lodged independently with this signed cover page to notify ASIC.

Agents are subject to ASIC's Registered Agent Terms and Conditions available at [www.asic.gov.au/reg-agent-terms](http://www.asic.gov.au/reg-agent-terms)

Related forms:

361 - Notification of a registered agent ceasing to act for a company

362 - Notification of appointment or cessation of a registered agent by a company

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.

## Lodgement details

### Who should ASIC contact if there is a query about this form?

ASIC registered agent number (not required for applications to register as an agent)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address

## Type of notification

Tick one box

- Register as an agent - complete section A
- Change details of an agent - complete section B
- Cease as an agent - complete section C

## Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ([www.asic.gov.au/privacy](http://www.asic.gov.au/privacy)) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

## Lodgement

Email completed and signed forms to:  
[agent.registration@asic.gov.au](mailto:agent.registration@asic.gov.au)

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

## Section A - Register as an agent

### Eligibility

See the guide for more information.

The applicant must be either a registered Australian company, a registered business name, or an individual over 18 years of age and reside in Australia. The applicant must have an ABN. The applicant must not be disqualified from managing corporations or have been cancelled by ASIC as an agent in the past 6 months.

The applicant must cancel their registration if, at any time, they cease to meet the eligibility requirements.

### Type of agent

The agent is an individual.

Family name

Given name

Date of birth

/   /    
[D] [D] [M] [M] [Y] [Y]

ABN

Place of birth (town/city)

(state/country)

The agent is an organisation.

Organisation name

ABN/ACN

Is the applicant registered with the Tax Practitioners Board?

Yes  No

Registration number

### Address details

#### Postal address

Office, unit, level

Street number and Street name

or

PO Box number

Suburb/City

State/Territory

Postcode

#### Street address

Is it the same as the postal address?

Yes

No (If 'No', please complete details below)

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

# A Continued ... Register as an agent

## Responsible person

The responsible person is accountable for the performance of the obligations under ASIC's Registered Agent Terms and Conditions.

ASIC will contact the responsible person for issues relating to the standard of conduct for registered agents.

See the guide for more information.

Family name	Given name
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Telephone number (...)	
<input type="text"/>	

## Contact person

A contact person may be nominated by the responsible person to complete the administrative and compliance functions relating to registration as an ASIC registered agent.

ASIC will use this contact in relation to document lodgement queries.

Is this person the same as the responsible person?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No (If 'No', please complete details below)	
Family name	Given name
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Telephone number (...)	
<input type="text"/>	

## Signature

This form must be signed by the responsible person.

<input type="checkbox"/>	I declare the applicant is eligible to register and the information provided on this form is complete and accurate.						
<input type="checkbox"/>	I have read and agree to the ASIC Registered Agent Terms and Conditions.						
Name							
<input type="text"/>							
<input type="checkbox"/>	Responsible person						
Signature							
<input type="text"/>							
Date signed							
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]	[M	M]	[Y	Y]		

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## Section B - Change details of an agent

You must keep your details up to date and notify ASIC of any changes within 14 days of the date of change.

If you have not previously provided ASIC the details of the agent's ABN or responsible person, please complete the relevant section below.

### Registered agent

Registered agent number

ABN

Registered agent name (person or organisation)

Telephone number

Email address

### What details are changing?

Select the relevant option.

Address Details

#### Postal address

Office, unit, level

Street number and Street name

or

PO Box number

Suburb/City

State/Territory

Postcode

#### Street address

Is it the same as the postal address?

Yes

No. (If 'No', please complete details below)

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Responsible person

The responsible person is accountable for the performance of the obligations under ASIC's Registered Agent Terms and Conditions.

ASIC will contact the responsible person for issues relating to the standard of conduct for registered agents.

Family name

Given name

Email address

Telephone number

## B Continued ... Change details of an agent

Contact person

A contact person may be nominated by the responsible person to complete the administrative and compliance functions relating to registration as an ASIC registered agent.

ASIC will use this contact in relation to document lodgement queries.

Is this person the same as the responsible person?

Yes

No (If 'No', please complete details below)

Family name

Given name

Email address

Telephone number

(...)

### Signature

This form must be signed by the responsible person.

I declare the information on this form is complete and accurate.

Name

Responsible person

Signature

Date signed

/   /    
[D] [D] [M] [M] [Y] [Y]

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## Section C - Cease as an agent

### Registered agent

Registered agent number

ABN

Registered agent name (person or organisation)

See the guide for steps to cancel

Email address

### Signature

This form must be signed by the responsible person.

I declare I have completed the steps to cancel my registration as an ASIC Registered Agent.

Name

Responsible person

Signature

Date signed

/   /    
[D] [D] [M] [M] [Y] [Y]

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# Guide: Notification to register, change details of, or cease as an agent

This form is used to register as an agent with ASIC, to change agent details or to cease as an agent with ASIC.

**Related forms:**

361 - Notification of a registered agent ceasing to act for a company

362 - Notification of appointment or cessation of a registered agent by a company

<b>Lodgement period</b>	Nil – to be lodged when required.
<b>Lodging fee</b>	Nil
<b>ASIC Registered Agent Terms and Conditions</b>	The ASIC Registered Agent Terms and Conditions are available at <a href="http://www.asic.gov.au/reg-agent-terms">www.asic.gov.au/reg-agent-terms</a>
<b>Eligibility to register as an ASIC registered agent</b>	<p>Before applying to register as an ASIC registered agent, please ensure the following eligibility requirements are met. An ASIC registered agent may be:</p> <ul style="list-style-type: none"> <li>• a registered Australian company, or</li> <li>• an entity that has a registered business name, or</li> <li>• an individual that carries on business under the individual's name. The individual must be over 18 years of age and must reside in Australia.</li> </ul> <p>At all times, the ASIC registered agent must have an Australian Business Number.</p> <p>The ASIC registered agent and the responsible person must not:</p> <ul style="list-style-type: none"> <li>• be disqualified from managing corporations under the Corporations Act 2001 (Cth),</li> <li>• have been cancelled as an ASIC registered agent by ASIC in the past six months for any reason.</li> </ul> <p>You must cancel your registration as an ASIC registered agent if, at any time, you cease to meet these eligibility requirements.</p>
<b>Responsible person</b>	<p>An ASIC registered agent that is a company or an entity that has a registered business name must appoint an individual to act as a responsible person. The responsible person is accountable for the performance of the obligations under the ASIC Registered Agent Terms and Conditions.</p> <p>The responsible person must:</p> <ul style="list-style-type: none"> <li>• be over 18 years of age and reside in Australia,</li> </ul> <p>and if the ASIC registered agent:</p> <ul style="list-style-type: none"> <li>• is a company – be currently registered with ASIC as an officeholder for that company, or</li> <li>• has a registered business name and is not a company – be currently registered with ASIC as the business name holder or a representative for that business name registration.</li> </ul>
<b>Changing your details</b>	<p>If any of your details change, you must complete and lodge a Form RA01 <i>Notification to register, change details of or cease as an agent</i> (Form RA01) within 14 days of the change.</p> <p><b>Please note:</b> You cannot submit a change of name for an ASIC registered agent. If a company is operating as a registered agent and a Form 205 <i>Notice of resolution to change a company name</i> (Form 205) is lodged, we will update the registered agent's name.</p>

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## Ceasing your registration

You may cancel your registration as an ASIC registered agent by completing the following steps:

### Step 1

If your address is the registered office for any company, you must either:

- (a) seek authorisation from the company to lodge with ASIC a change to the registered office, or
- (b) notify ASIC in writing that you withdraw consent for your premises to be the registered office

### Step 2

Lodge a Form 361 *Notification of a registered agent ceasing to act for a company* for each company for which you are the nominated registered agent.

### Step 3

Lodge this form to cancel your registration.

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