

Schedule B – Email Lodgement Form

EMAIL LODGEMENT FORM

For submissions to ASIC under the ASIC Email Lodgement Service: User Agreement for Corporations Team Documents

Date:	
Document(s) being submitted to ASIC: (See list of forms in Schedule A of the User Agreement. You can submit multiple documents in the one email and include each of them in the one Electronic Lodgement Form, or use separate Electronic Lodgement Forms for each document if you wish)	<i>Cover form:</i> (eg: CF07) <i>Attached documents (if any):</i> (eg: Prospectus, notice of meeting, etc)
Whose signature appears on the cover form and any attached document? (Please give the full name of the person(s) whose electronic signature is affixed to the form(s) and document(s))	
Who affixed the electronic signature on the document(s)? (Please give the full name of the person(s) who affixed the electronic signature(s) to the document. If the document is a scanned copy of a signed paper document, please state “Not applicable”)	
Name and contact details of person submitting this form and any attached document(s) (Please name the individual who is emailing these document(s) documents to ASIC, and the full name, email address, postal address and contact telephone number for that individual)	
Which Regulated Entity is this form being submitted for? (Please enter the full name and ACN or ARBN of the relevant Regulated Entity)	
Who is the Billing Contact for this Regulated Entity? (Please provide the full name, email address, postal address and contact telephone number for the individual who is the Billing Contact for the Regulated Entity)	
What is the fee for submitting the form to ASIC: (See Schedule 1 of the <i>Corporations (Fees) Act 2001</i>):	
Have you already posted or delivered the cheque to the Brisbane office and what method did you use?	

Declarations

(Please make the following declarations by completing your name and address details and ticking the relevant boxes below. If you are not able to make the declarations, we will not accept your submission)

Declaration		
I, _____ [<i>insert full name of the individual submitting the document</i>], of _____ [<i>insert address of the individual submitting the document</i>], declare that:		
1.	I am authorised to submit the document(s) named above to ASIC by the relevant Regulated Entity (unless you are acting on your own behalf).	<input type="checkbox"/>
2.	(a) I am authorised to electronically sign the document(s) and cover form(s) named above myself. OR (b) The electronic signature of _____ [<i>insert name of relevant individual</i>] has been applied to the document(s) including any cover form(s) named above on their express prior written authority.	<input type="checkbox"/> OR <input type="checkbox"/>
3.	The Corporations Act requires me to sign the attached form(s) and/or document(s): (a) Yes, and I have inserted or applied my own electronic signature to those form(s) and/or document(s): OR (b) No	<input type="checkbox"/> OR <input type="checkbox"/>
4.	I have read the ELS User Agreement and understand that each use of the ELS by me constitutes my acceptance of its terms and conditions.	<input type="checkbox"/>
5.	I have read and understood ASIC's Privacy Policy and ASIC's Privacy Collection Notice.	<input type="checkbox"/>

Signed by:

Full Name: _____

Signature: _____