



**ASIC**  
Australian Securities &  
Investments Commission

# How to cease authorised representatives and financial advisers

ASIC Connect user guide | Published June 2025



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

## Overview

- You will need to use [ASIC Connect](#) to cease authorised representatives and financial advisers.
- You can notify up to 25 cessations per transaction.

## Get started

1. Visit our website at [asic.gov.au](https://asic.gov.au).
2. Select the **ASIC portals** button to view further options.
3. Under **AFS licensees and AFS representatives** choose (from the drop-down menu):
  - **Appoint and update representative's details** and log in to ASIC Connect, or
  - **Learn more about ASIC's online services** for more information about how to access our portals.

Tips:

- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
  - [Financial advisers and authorised representatives](#) support page (contains user guides).
  - [Top call centre questions](#).

## myBusinesses

Select the **Lodgements & Notifications** tab at the top of the screen and myBusinesses.

### STEP 1

1. Select the radio button next to the **AFS licensee** or **AFS representative** whose authorised representatives/ financial advisers you want to cease.
2. In the *transactions* column, select **Cease Adviser / Authorised Representative** from the drop-down menu. (This is the name of the transaction you use to cease an authorised representative or financial adviser.)
3. Select **Go** to proceed.

**Lodgements and Notifications**

myBusinesses

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

Select	Business	Type	Status	Transactions
<b>1</b> <input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	<b>2</b> Cease Advisers/Authorised Reps <b>3</b> Go

**Do It Now**

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

**Quick Links**

- Australian Business Register
- ABN Lookup

### STEP 2

1. Select who appointed the representative you are ceasing in this transaction.

If the authorised representative of the AFS licensee appointed the representative, you must provide their representative number.

2. Select **Next** to continue.

**Cease Advisers/Authorised Reps**

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000031602

**Representative details** \* Mandatory fields

\* Who appointed the representative being updated?

☒ The AFS licensee

☐ An authorised representative of the AFS licensee

**2** Next

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- NZ Companies Office

## STEP 3

1. Enter the representative number of the authorised representative/ financial adviser you would like to cease.
2. You can use the link provided to search for the representative number.
3. Select **Next** to continue.

**Cease Advisers/Authorised Reps**

Transaction reference number: 1-9711YJN

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000031602

**Representative details** \* Mandatory fields

Enter the representative number of the representative that you would like to cease.

1 \* Representative number:  [Search Authorised Representative Register](#) 2 [Search Financial Adviser Register](#)

3 **Next**

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## STEP 4

1. Tick the box next to the role type you are ceasing. You can select one or both roles. If the representative only has one role, it will automatically be selected for ceasing.
2. Enter the date the authorised representative/financial adviser was ceased.
3. Select **Next** to continue.

**Cease Advisers/Authorised Reps**

Transaction reference number: 1-9711YJN

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000031602

**Cessation details** \* Mandatory fields

1 \* Role to be ceased : ☐ Authorised representative ☐ Financial adviser

**Effective date**  
The effective date is the date that the cessation for this representative took effect.

2 \* Effective date (DD/MM/YYYY)

**Representative details** [Show more details](#)

**Individual's details**

Representative number: 005150792  
Given name: Example Name  
Family name: Example Surname  
Role: Financial adviser, authorised representative  
Adviser appointment type: Financial Adviser  
Date of appointment: 6/10/2019  
Appointed by: AFS Licensees 000031602

**Birth details**

Date of birth: 01/01/1991  
Country: Example Country

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- Information Brokers
- Australian Charities and Not-for-profits Commission

**Need Help ?**

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Frequently asked questions

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**Back** **Cancel** 3 **Next**

## Review

Check that the information you have entered is correct.

1. Select **+Cease another representative** to cease more authorised representatives/financial advisers.

You can notify up to 25 cessations per transaction.

2. Select **Edit/Review** if the information has been entered incorrectly for an authorised representative or financial adviser.
3. Select **Remove** to stop an authorised representative or financial adviser from being ceased.
4. When all authorised representatives and financial advisers to be ceased have been added correctly, select **Next** to continue.

**Cease Advisers/Authorised Reps**

Transaction reference number: 1-971IXZ3

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000031602

**Representatives**

Below are the representatives and the roles that will be ceased. You can edit or remove a representative by selecting the action against the representative in the table. Up to 25 representatives can be added in a single transaction.

Representative number	Representative name	Role	Effective cease date	Status	Fees	Actions
005150794	Example representative	Financial adviser	21/10/2019	Complete	Lodgement fee: <input type="text"/>	<a href="#">+ Cease another representative</a> <a href="#">Edit/Review</a> <a href="#">Remove</a>
					Total: <input type="text"/>	

**Buttons:** Cancel, Save & Exit, Next

**Do It Now:**  
[Register a business name](#)  
[Renew a business name](#)  
[Link a business/request ASIC key](#)  
[Check business name availability](#)  
[Search ASIC registers](#)

**Quick Links:**  
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[NZ Companies Office](#)  
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[Australian Charities and Not-for-profits Commission](#)

**Need Help ?**  
[Business name registration](#)  
[Linking a business](#)

## Declare

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 lodging the application.
3. Select **Next** to continue.

The screenshot shows a web form titled "Cease Advisers/Authorised Reps". At the top, there is a progress bar with steps: "Cease representative" (checked), "Review" (checked), "Declare" (active), "Payment", and "Confirm". To the right of the progress bar is a "Transaction reference number: 1-97IYJN".

Below the progress bar, there is a box containing business information:

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000031602

Below this box is the "Declaration" section, marked with a red "1" on the left. It contains two mandatory fields (indicated by an asterisk and "Mandatory fields" text):

- ☐ 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](#).

Below the declaration is the "Authority" section, marked with a red "2" on the left. It contains one mandatory field (indicated by an asterisk and "Mandatory fields" text):

- ☐ 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.

At the bottom of the form, there is a "Back" button on the left and a "Next" button on the right, marked with a red "3".

On the right side of the form, there is a sidebar with two sections:

- Do It Now**:
  - Register a business name
  - Renew a business name
  - Link a business/request ASIC key
  - Check business name availability
  - Search ASIC registers
- Quick Links**:
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At the bottom of the sidebar is a "Need Help?" section.

## Payment

You can choose to pay for your registration using a credit card, or BPAY. Alternatively, you can request an invoice to be sent to you and pay later.

### Pay Now

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

**Cease Advisers/Authorised Reps**

Transaction reference number: 1-97IYJN

**Fee details**

The following fee is due for this transaction:

Business: Example AFS Licensee  
Type: AFS Licensees

Lodgement fee:	
Late fee:	
Total:	

**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 service address/principal place of business (or an email address if available). 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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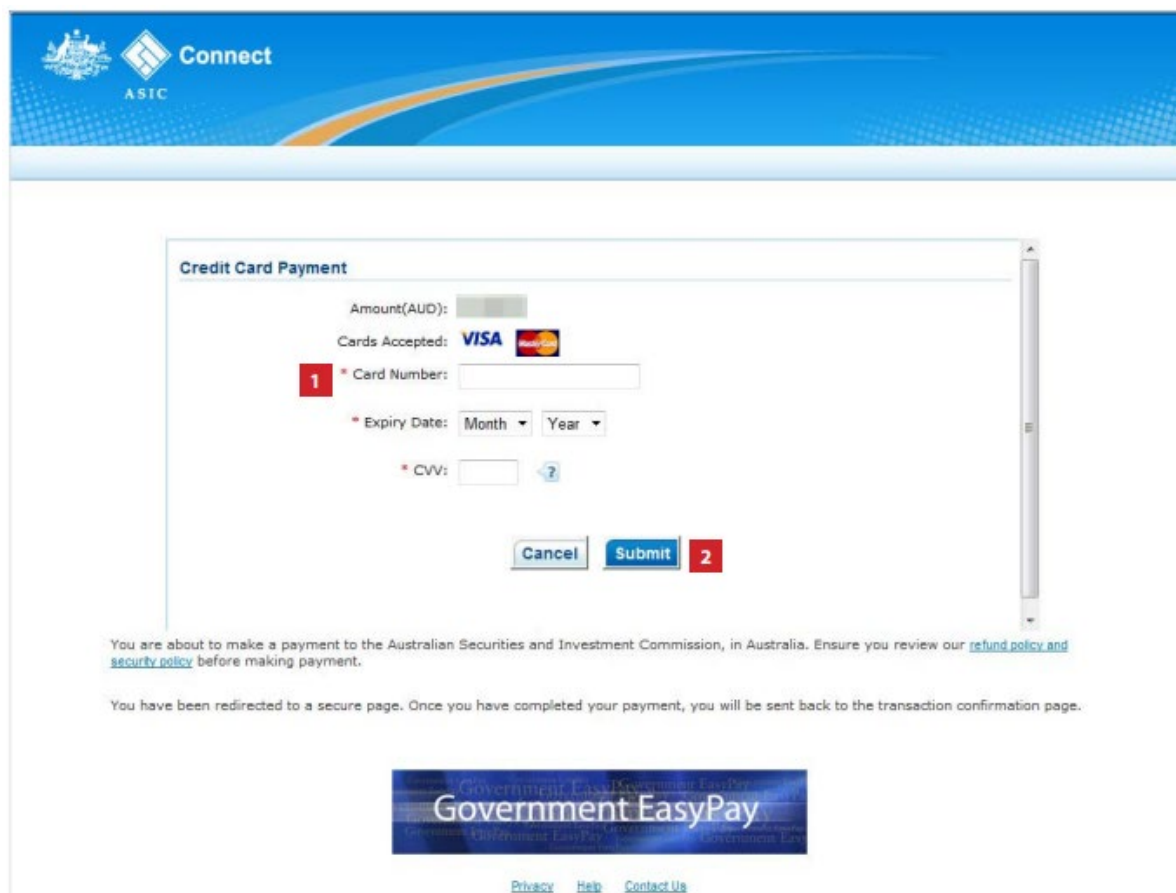
**Need Help?**

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting



## Pay Now - credit card payment

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



The screenshot shows the 'Credit Card Payment' form on the Connect ASTC website. The form includes fields for Amount(AUD), Cards Accepted (VISA and MasterCard logos), Card Number (marked with a red '1'), Expiry Date (Month and Year dropdowns), and CVV (marked with a red asterisk). There are 'Cancel' and 'Submit' buttons, with the 'Submit' button marked with a red '2'. Below the form, there is a disclaimer: '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.' and a note: 'You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.' At the bottom, there is a 'Government EasyPay' logo and links for 'Privacy', 'Help', and 'Contact Us'.

## 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.
3. If you select **BPAY** you will need to print or make note of the BPAY details and process your payment with your financial institution.
4. Select **Pay Later**.

The screenshot shows the ASIC Connect portal interface. At the top, there's a navigation bar with 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Cease Advisers/Authorised Reps' and shows a progress bar with steps: 'Cease representative', 'Review', 'Declare', 'Payment', and 'Confirm'. The 'Payment' step is currently active. Below the progress bar, there's a section for 'Fee details' showing a transaction reference number '1-971FYJN' and a table of fees for 'Example AFS Licensee'. The table includes 'Lodgement fee' and 'Late fee', with a 'Total' row. Below this is the 'Select Payment Preference' section, which has a 'Mandatory fields' label. It contains three options: 'Pay now by credit card (VISA, MasterCard)', 'Pay later by BPAY', and 'Pay later by invoice'. The 'Pay later by BPAY' option is selected. A red box with the number '1' highlights the 'Pay later' radio button. A blue box with the number '2' highlights the 'Pay Later' button at the bottom right. A third red box with the number '3' highlights the 'Pay Later' button at the bottom right. The right sidebar contains 'Do It Now' links, 'Quick Links', and 'Need Help?' links.

Transaction reference number: 1-971FYJN

**Fee details**

The following fee is due for this transaction:

Business:	Type:
Example AFS Licensee	AFS Licensees
Lodgement fee:	
Late fee:	
Total:	

**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.

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**Pay later by invoice** - selecting this option will generate an electronic invoice that will be sent to the business's nominated service address/principal place of business (or an email address if available). Note: You cannot view this invoice through your ASIC Connect account.

☐ Pay now by Credit Card (VISA, MasterCard)

☒ Pay later

☐ BPAY

☐ Invoice

**Pay Later**



## 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.

**Cease Representatives**

Cease representative ✓ Review ✓ Declare ✓ Payment ✓ **Confirm**

Transaction reference number: 1-9711YJN

**Thank you. We have updated your AFS representative information.**

**Summary**

Your transaction was submitted on **23 Oct 2019** at EST 09:36 AM

Business : Example AFS Licensee

Type : AFS licensee

Amount :

Transaction reference number : 1-6KWJNMV

Payment type : Credit card

**Transaction Documents**

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

[Print the transaction](#)

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

**What else can I do?**

- View information about the [obligations to maintain AFS representative details](#).
- View other information on the [ASIC website](#).

**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**

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