

User guide

# Company Officeholder

## How to register for online access

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

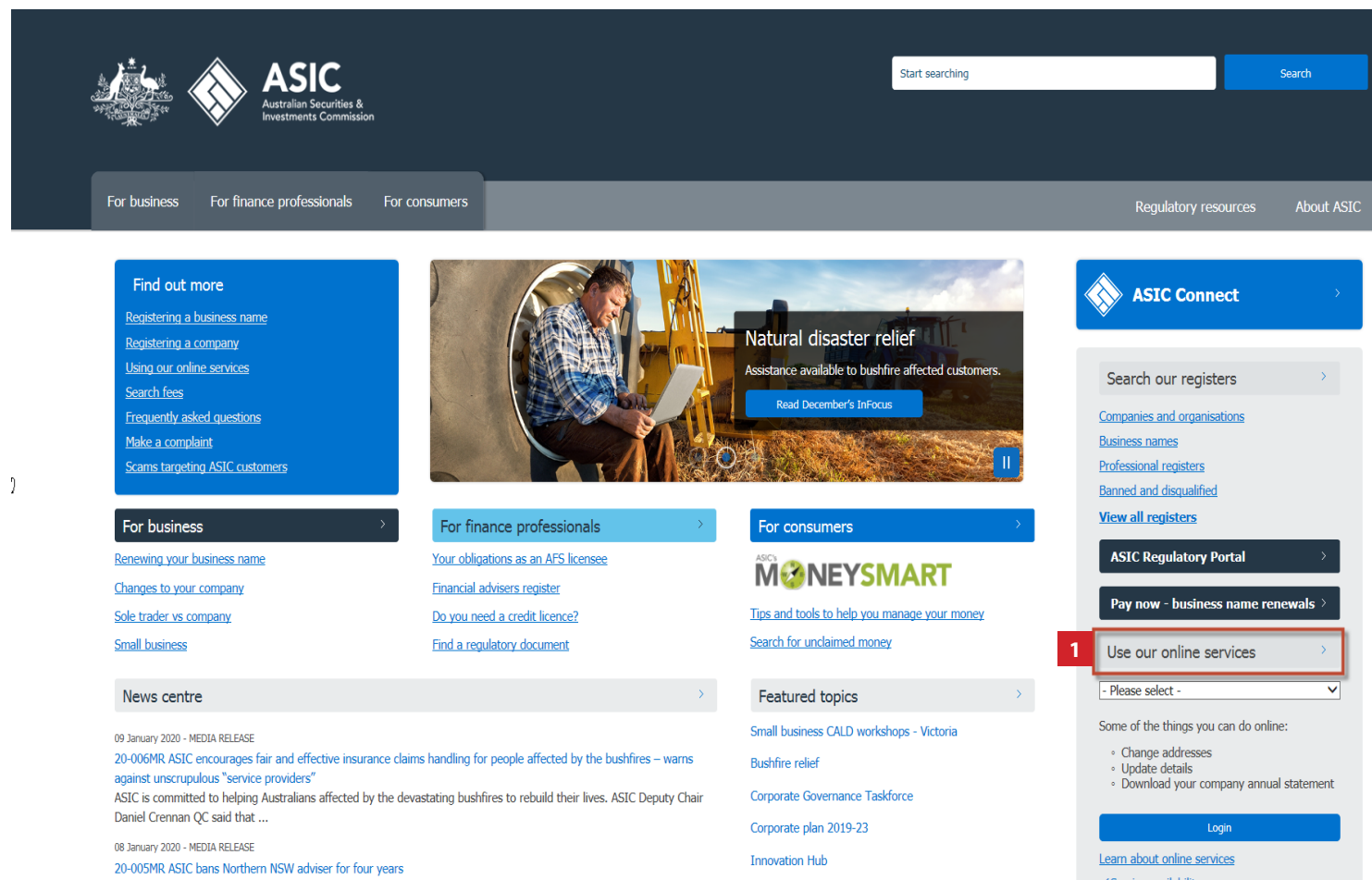
# Getting started

To check and change company details online, you will need to register for online access. You must have the following information:

- your ACN or ABN
- your Corporate Key

Visit the ASIC website at **www.asic.gov.au**.

1. Select **Use our online services** on the right-hand side of the screen.

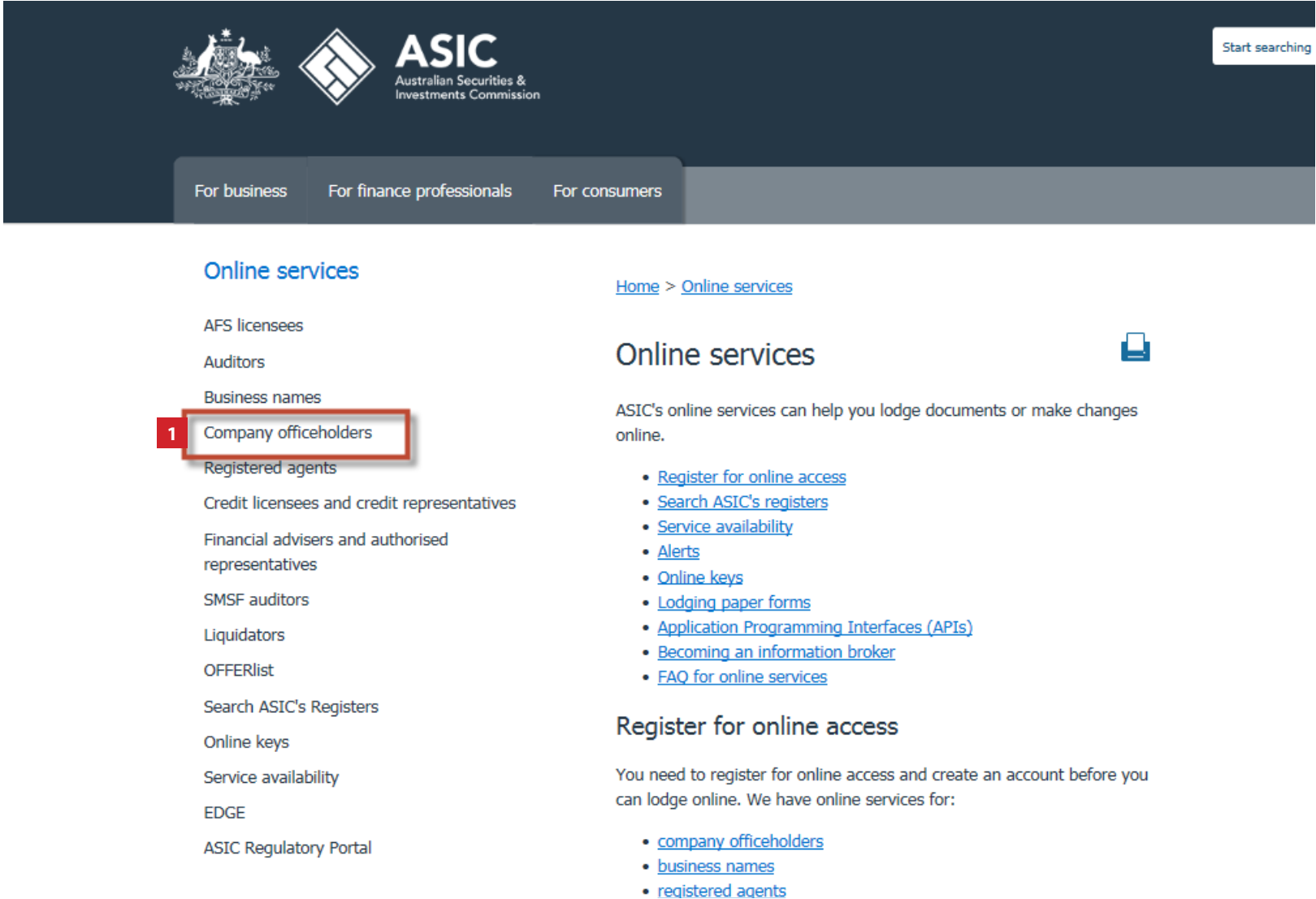


The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## How to register for online access

# Getting started

## 1. Select **Company officeholders**



The screenshot shows the ASIC website's 'Online services' page. At the top, there is a dark blue header with the ASIC logo and the text 'Australian Securities & Investments Commission'. Below the header, there are three tabs: 'For business', 'For finance professionals', and 'For consumers'. The 'For business' tab is selected. The main content area is titled 'Online services' and contains a list of services. The 'Company officeholders' link is highlighted with a red box and a red '1' in a square. To the right of the list, there is a 'Start searching' button. Below the list, there is a section titled 'Online services' with a printer icon and a brief description of the services. A list of links is provided, including 'Register for online access', 'Search ASIC's registers', 'Service availability', 'Alerts', 'Online keys', 'Lodging paper forms', 'Application Programming Interfaces (APIs)', 'Becoming an information broker', and 'FAQ for online services'. Below this list, there is a section titled 'Register for online access' with a brief description and a list of links: 'company officeholders', 'business names', and 'registered agents'.

[Home](#) > [Online services](#)

## Online services

ASIC's online services can help you lodge documents or make changes online.

- [Register for online access](#)
- [Search ASIC's registers](#)
- [Service availability](#)
- [Alerts](#)
- [Online keys](#)
- [Lodging paper forms](#)
- [Application Programming Interfaces \(APIs\)](#)
- [Becoming an information broker](#)
- [FAQ for online services](#)

### Register for online access

You need to register for online access and create an account before you can lodge online. We have online services for:

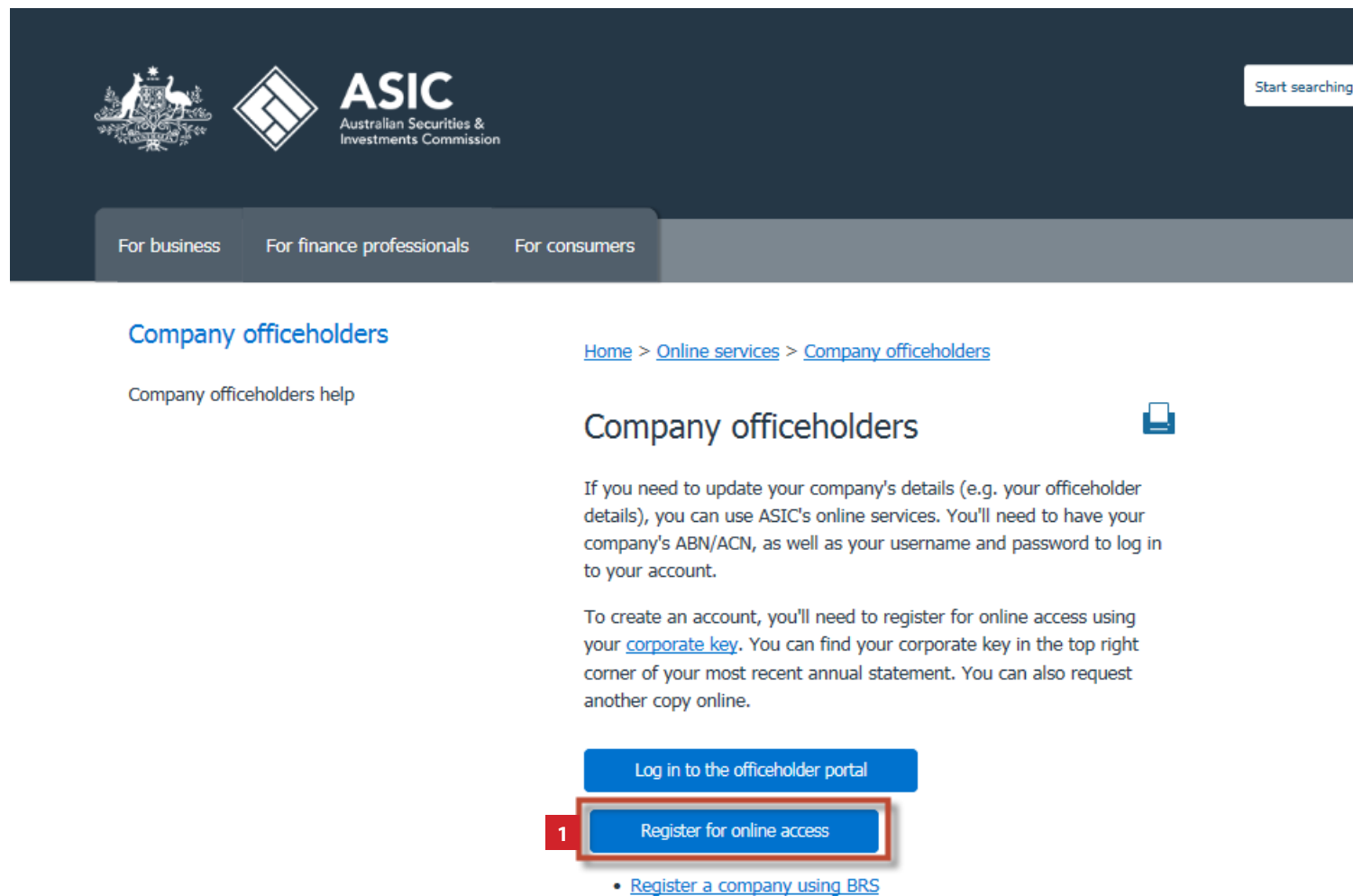
- [company officeholders](#)
- [business names](#)
- [registered agents](#)

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

[How to register for online access](#)

# Getting started

1. Select **Register for online access**



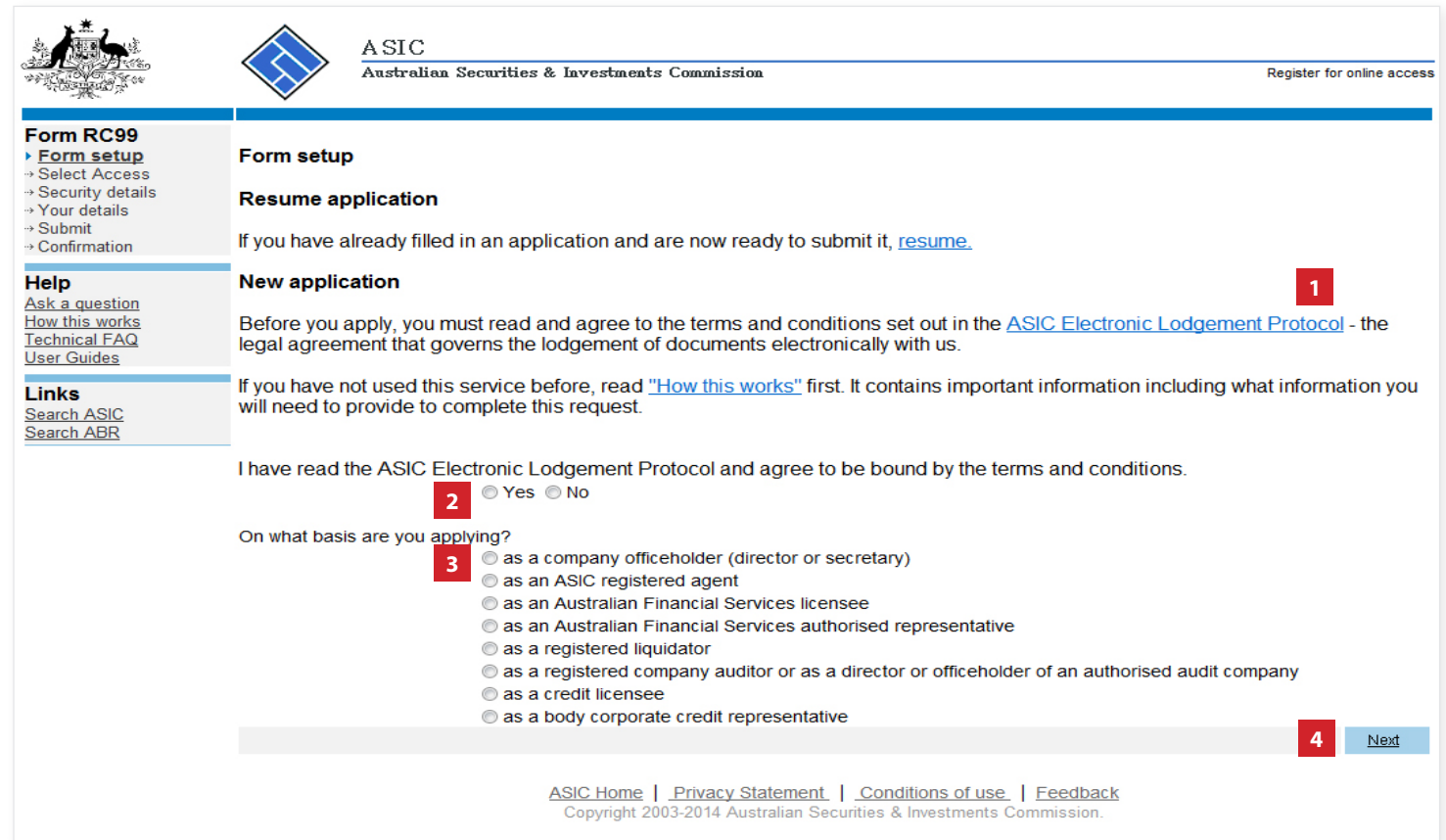
The screenshot shows the ASIC website interface. At the top, there is a dark blue header with the ASIC logo and the text 'Australian Securities & Investments Commission'. A search bar is located in the top right corner with the text 'Start searching'. Below the header, there are three navigation tabs: 'For business', 'For finance professionals', and 'For consumers'. The main content area is titled 'Company officeholders' and includes a breadcrumb trail: 'Home > Online services > Company officeholders'. The page content explains that users can use ASIC's online services to update company details, provided they have their company's ABN/ACN, username, and password. It also mentions that users need to register for online access using their corporate key. At the bottom of the page, there are two buttons: 'Log in to the officeholder portal' and 'Register for online access'. The 'Register for online access' button is highlighted with a red box and a red '1' next to it. Below this button, there is a link: 'Register a company using BRS'.

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

[How to register for online access](#)

# Form setup

1. Read the ASIC **Electronic Lodgement protocol**. It outlines the rules and obligations with which you must comply.
2. Select **Yes** to confirm you agree to be bound by the terms and conditions of the **ASIC Electronic Lodgement Protocol**.
3. Select **as a company officeholder (director or secretary)**, as the basis on which you are applying.
4. Select **Next** to continue.



**Form RC99**  
 ▶ **Form setup**  
 → Select Access  
 → Security details  
 → Your details  
 → Submit  
 → Confirmation

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

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

**Form setup**

**Resume application**

If you have already filled in an application and are now ready to submit it, [resume](#).

**New application**

Before you apply, you must read and agree to the terms and conditions set out in the [ASIC Electronic Lodgement Protocol](#) - the legal agreement that governs the lodgement of documents electronically with us.

If you have not used this service before, read "[How this works](#)" first. It contains important information including what information you will need to provide to complete this request.

I have read the ASIC Electronic Lodgement Protocol and agree to be bound by the terms and conditions.  
 Yes  No

On what basis are you applying?

as a company officeholder (director or secretary)  
 as an ASIC registered agent  
 as an Australian Financial Services licensee  
 as an Australian Financial Services authorised representative  
 as a registered liquidator  
 as a registered company auditor or as a director or officeholder of an authorised audit company  
 as a credit licensee  
 as a body corporate credit representative

**Next**

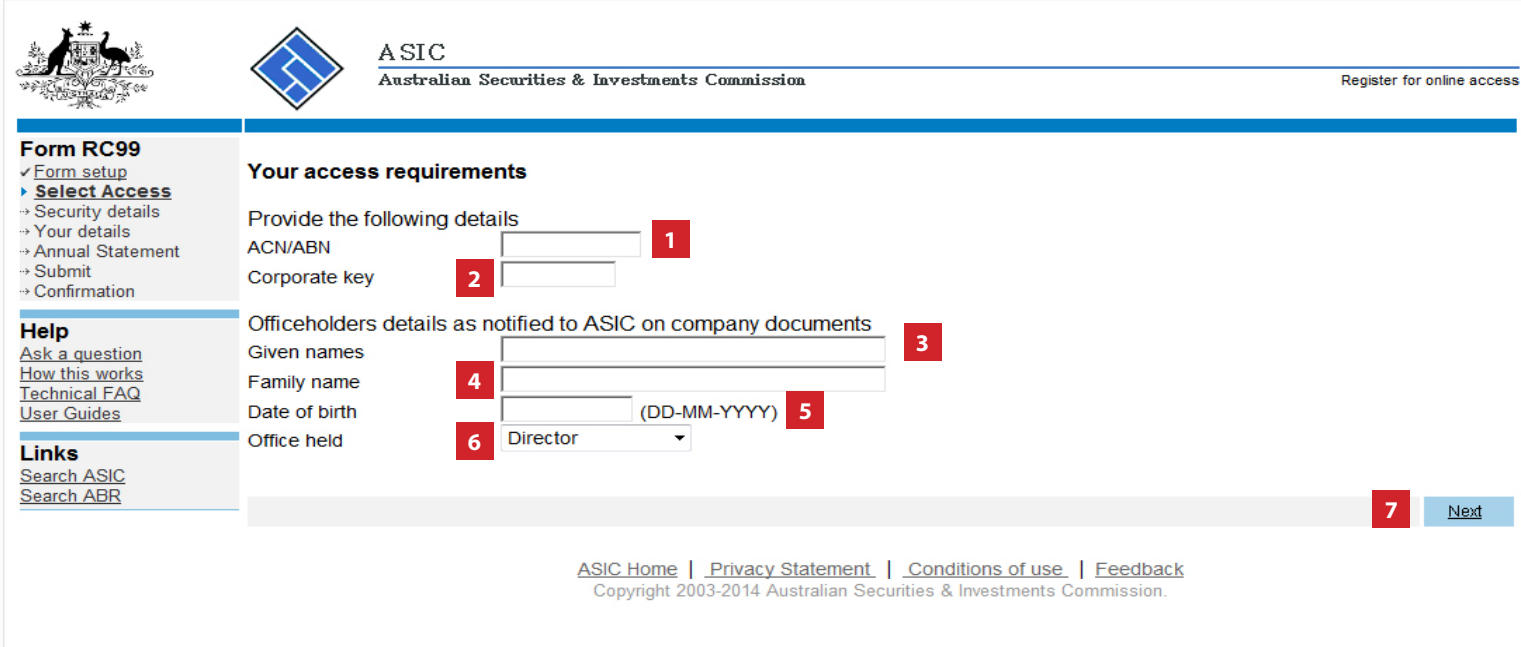
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

[How to register for online access](#)

# Enter your access requirements

1. Enter your **ACN/ABN**.
2. Enter your **Corporate Key**.
3. Enter your **Given name/s**.
4. Enter your **Family name**.
5. Enter your **Date of birth**.
6. Select the **Office held** from the drop down list.
7. Select **Next** to continue.



**Form RC99**  
 ✓ Form setup  
 ▶ **Select Access**  
 → Security details  
 → Your details  
 → Annual Statement  
 → Submit  
 → Confirmation

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

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

**Your access requirements**

Provide the following details

ACN/ABN  **1**

Corporate key  **2**

Officeholders details as notified to ASIC on company documents **3**

Given names

Family name  **4**

Date of birth  (DD-MM-YYYY) **5**

Office held  **6**

**7**

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

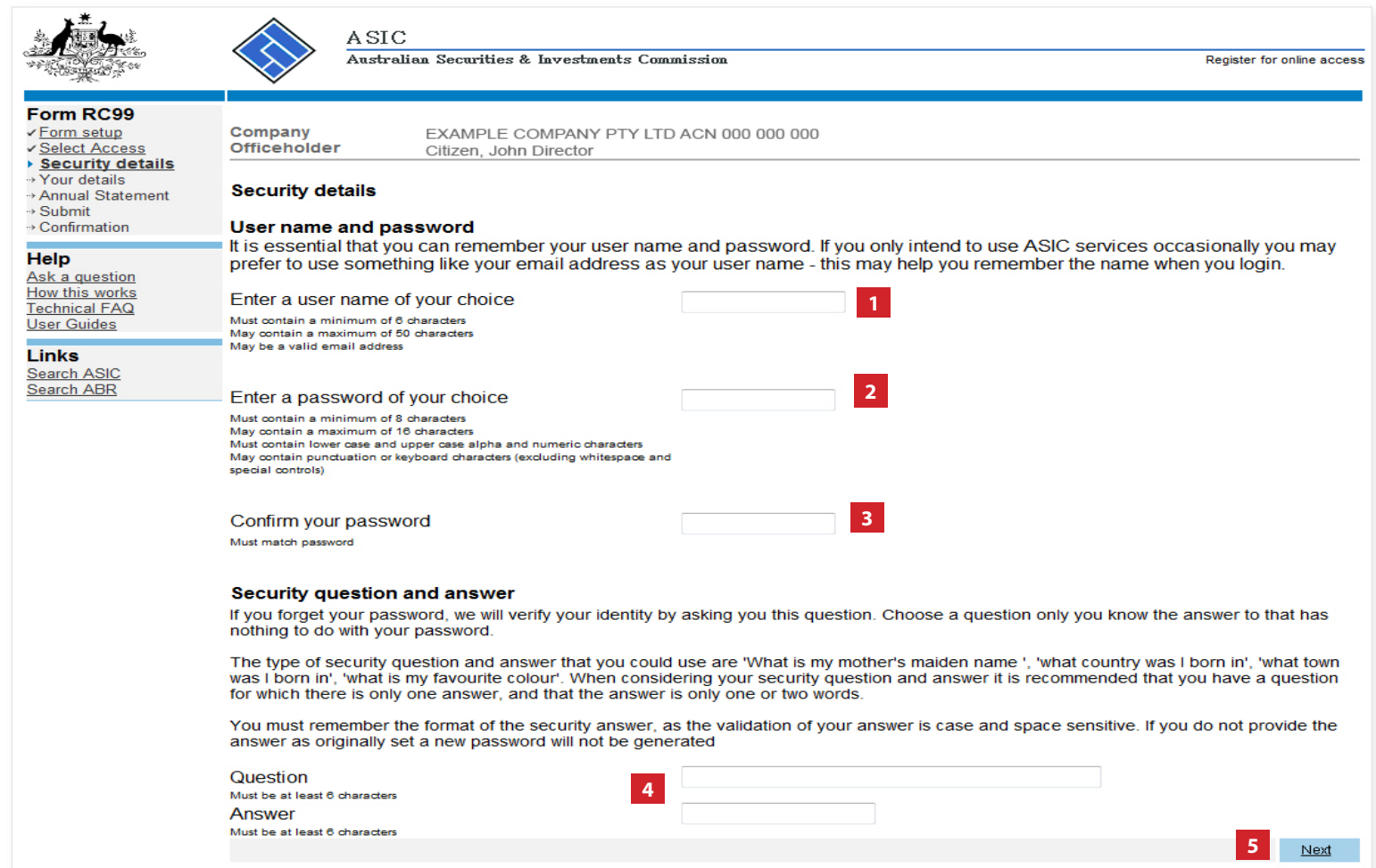
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to register for online access](#)

# Set up a user name and password

You will need to create a user name and password.

1. Enter a **user name** of your choice that meets the criteria listed.
2. Enter a **password** of your choice that meets the criteria listed. Your password may not contain special characters outside of the criteria listed.
3. Confirm your **password**.
4. Enter a **security question and answer** to help us confirm your identity if you forget your user name or password.
5. Select **Next** to continue.



The screenshot shows the ASIC Form RC99 registration page. The top navigation bar includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Register for online access". The main content area is titled "Form RC99" and includes a sidebar with navigation links: "Form setup", "Select Access", "Security details" (selected), "Your details", "Annual Statement", "Submit", and "Confirmation". The "Security details" section is titled "Security details" and "User name and password". It contains the following fields and instructions:

- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Officeholder:** Citizen, John Director
- Enter a user name of your choice:** Field with a red "1" next to it. Instructions: "Must contain a minimum of 6 characters", "May contain a maximum of 50 characters", "May be a valid email address".
- Enter a password of your choice:** Field with a red "2" next to it. Instructions: "Must contain a minimum of 8 characters", "May contain a maximum of 16 characters", "Must contain lower case and upper case alpha and numeric characters", "May contain punctuation or keyboard characters (excluding whitespace and special controls)".
- Confirm your password:** Field with a red "3" next to it. Instruction: "Must match password".
- Security question and answer:** Section with instructions: "If you forget your password, we will verify your identity by asking you this question. Choose a question only you know the answer to that has nothing to do with your password." and "The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words." and "You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated".
- Question:** Field with a red "4" next to it. Instruction: "Must be at least 6 characters".
- Answer:** Field with a red "5" next to it. Instruction: "Must be at least 6 characters".

A "Next" button is located at the bottom right of the form.

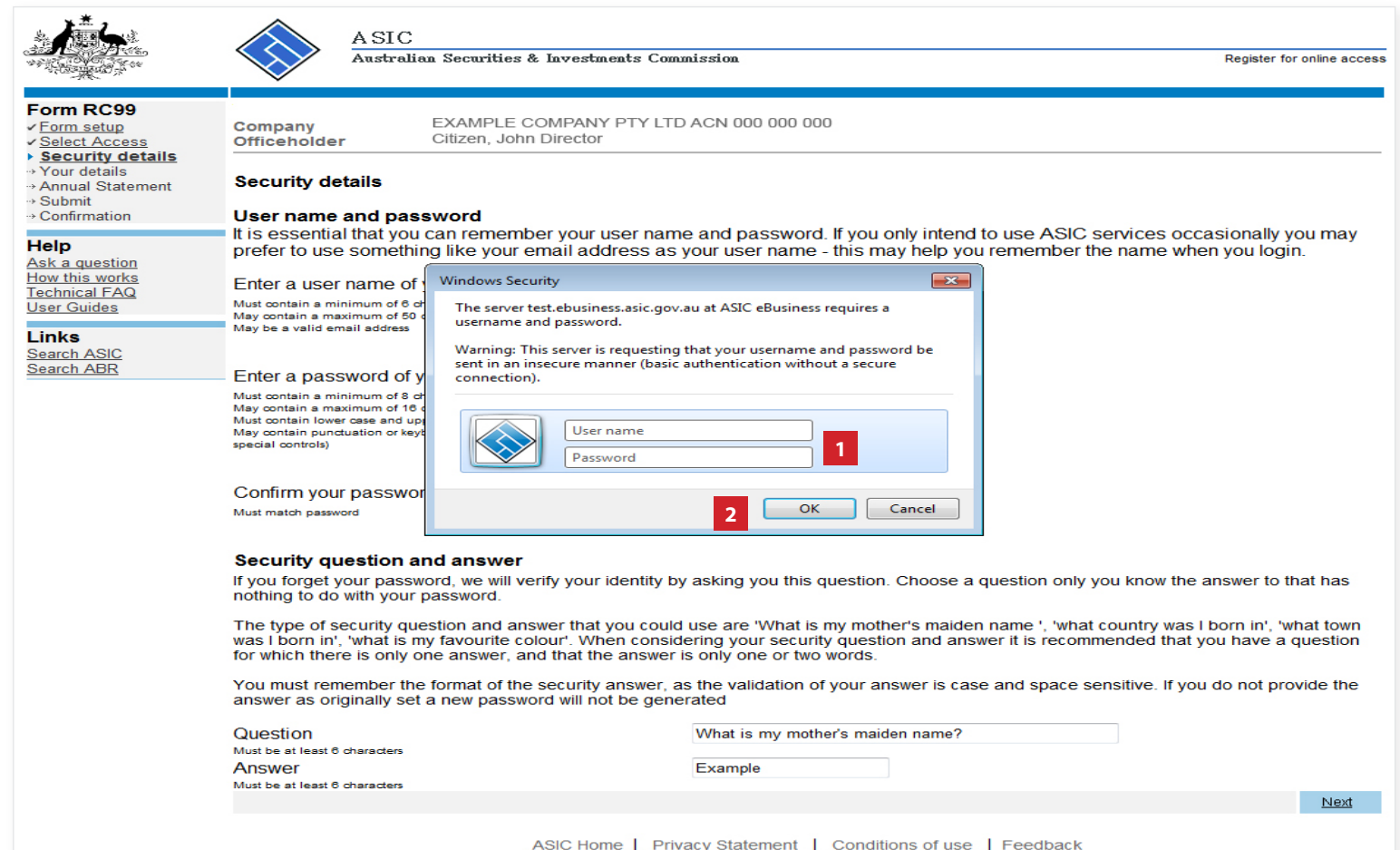
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to register for online access](#)

# Verify your new user name and password

You will be prompted to enter your new user name and password.

1. Enter your **user name** and **password**.
2. Select **OK** to continue.



The screenshot shows the ASIC Form RC99 'Security details' page. The page includes a navigation menu on the left with options like 'Form RC99', 'Help', and 'Links'. The main content area is titled 'Security details' and contains sections for 'User name and password' and 'Security question and answer'. A 'Windows Security' dialog box is overlaid on the page, displaying a warning about insecure authentication and fields for 'User name' and 'Password'. Red numbers '1' and '2' are placed next to the 'Password' field and the 'OK' button, respectively, to indicate the steps described in the guide.

**Form RC99**  
 ✓ Form setup  
 ✓ Select Access  
 ▶ **Security details**  
 → Your details  
 → Annual Statement  
 → Submit  
 → Confirmation

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

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

**Company** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Officeholder** Citizen, John Director

**Security details**

**User name and password**  
 It is essential that you can remember your user name and password. If you only intend to use ASIC services occasionally you may prefer to use something like your email address as your user name - this may help you remember the name when you login.

Enter a user name of   
Must contain a minimum of 6 characters  
 May contain a maximum of 50 characters  
 May be a valid email address

Enter a password of   
Must contain a minimum of 8 characters  
 May contain a maximum of 16 characters  
 Must contain lower case and upper case letters  
 May contain punctuation or key symbols (no special controls)

Confirm your password   
Must match password

**Security question and answer**  
 If you forget your password, we will verify your identity by asking you this question. Choose a question only you know the answer to that has nothing to do with your password.

The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words.

You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated

Question   
Must be at least 6 characters

Answer   
Must be at least 6 characters

[Next](#)

ASIC Home | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)

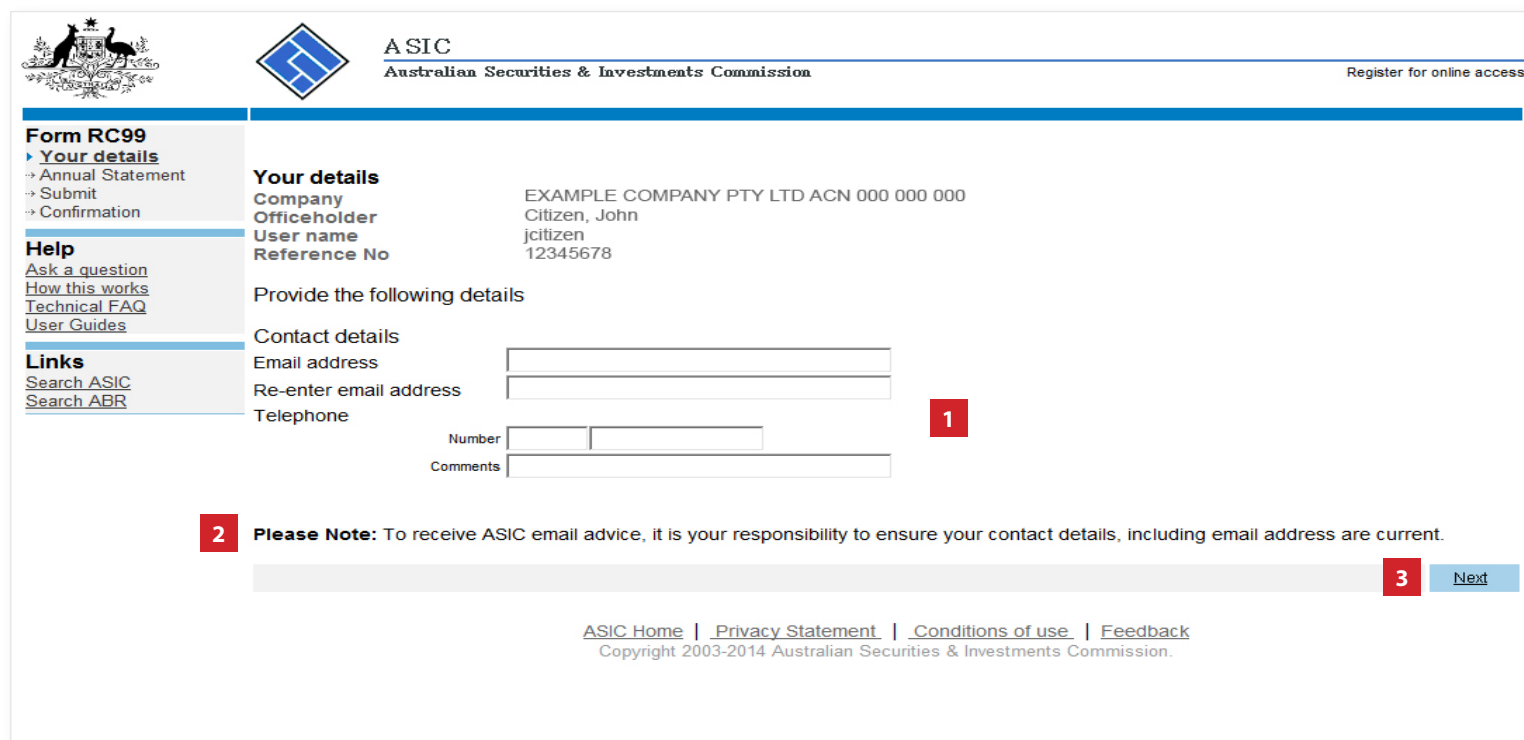
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to register for online access](#)



## Enter your personal details

1. Enter your **personal details** in the fields provided.
2. Ensure you read the **Note** at the bottom of the screen.
3. Select **Next** to continue.



**Form RC99**  
 ▶ **Your details**  
 → Annual Statement  
 → Submit  
 → Confirmation

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

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

**Your details**  
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Officeholder: Citizen, John  
 User name: jcitizen  
 Reference No: 12345678

Provide the following details

Contact details

Email address:

Re-enter email address:

Telephone:  Number:   **1**  
 Comments:

**2 Please Note:** To receive ASIC email advice, it is your responsibility to ensure your contact details, including email address are current.

**3** [Next](#)

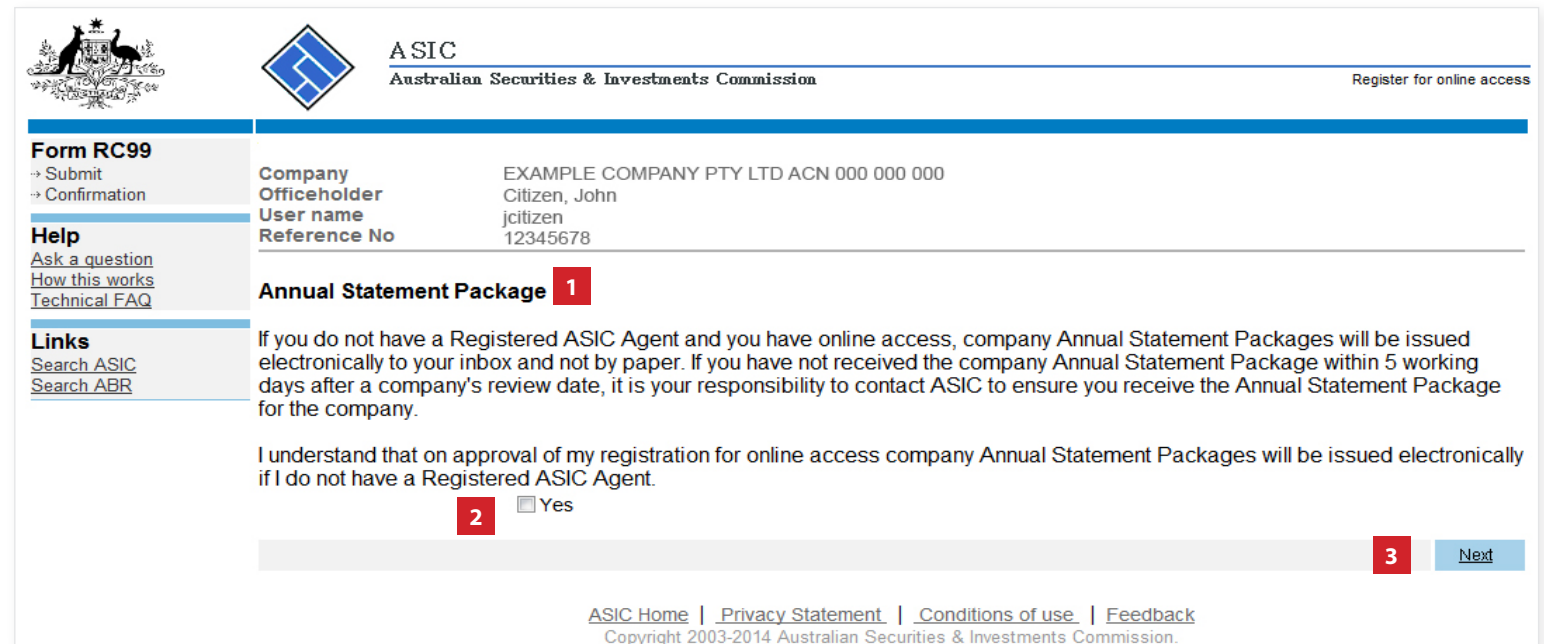
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

[How to register for online access](#)

# Annual Statement Package declaration

1. The information regarding **issuing of annual statement packages** is important. Please read this information carefully.
2. Select **Yes** to acknowledge your understanding.
3. Select **Next** to continue.



The screenshot shows the ASIC website interface for the Annual Statement Package declaration. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and a link to 'Register for online access'.

On the left side, there are navigation links for 'Form RC99' (with sub-links for 'Submit' and 'Confirmation'), 'Help' (with sub-links for 'Ask a question', 'How this works', and 'Technical FAQ'), and 'Links' (with sub-links for 'Search ASIC' and 'Search ABR').

The main content area displays the following information:

<b>Company</b>	EXAMPLE COMPANY PTY LTD ACN 000 000 000
<b>Officeholder</b>	Citizen, John
<b>User name</b>	jcitizen
<b>Reference No</b>	12345678

**Annual Statement Package 1**

If you do not have a Registered ASIC Agent and you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received the company Annual Statement Package within 5 working days after a company's review date, it is your responsibility to contact ASIC to ensure you receive the Annual Statement Package for the company.

I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically if I do not have a Registered ASIC Agent.

**2**  Yes

At the bottom right, there is a **3** [Next](#) button.

Footer text: ASIC Home | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
Copyright 2003-2014 Australian Securities & Investments Commission.



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

[How to register for online access](#)

# Submit application

To complete your application for online access you must:

1. Read the **declaration**.
2. Select **Yes** to confirm you agree to the declaration.
3. Select **Submit** to lodge your application.

**ASIC**  
 Australian Securities & Investments Commission

[Register for online access](#)

---

**Form RC99**

▶ **Submit**

→ Confirmation

---

**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

---

**Links**

[Search ASIC](#)

[Search ABR](#)

<b>Company</b>	EXAMPLE COMPANY PTY LTD ACN 000 000 000
<b>Officeholder</b>	Citizen, John
<b>User name</b>	jcitizen
<b>Reference No</b>	12345678

---

**Submit online application**

**Submit now**

I declare that

**1**

- This request is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol
- I am authorised to lodge documents on behalf of the entity

**2**  Yes  No

Date: 12-08-2014

Heavy penalties can be imposed for giving false or misleading information.

**3** **SUBMIT**

[Logoff](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)

Copyright 2003-2014 Australian Securities & Investments Commission.

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

[How to register for online access](#)

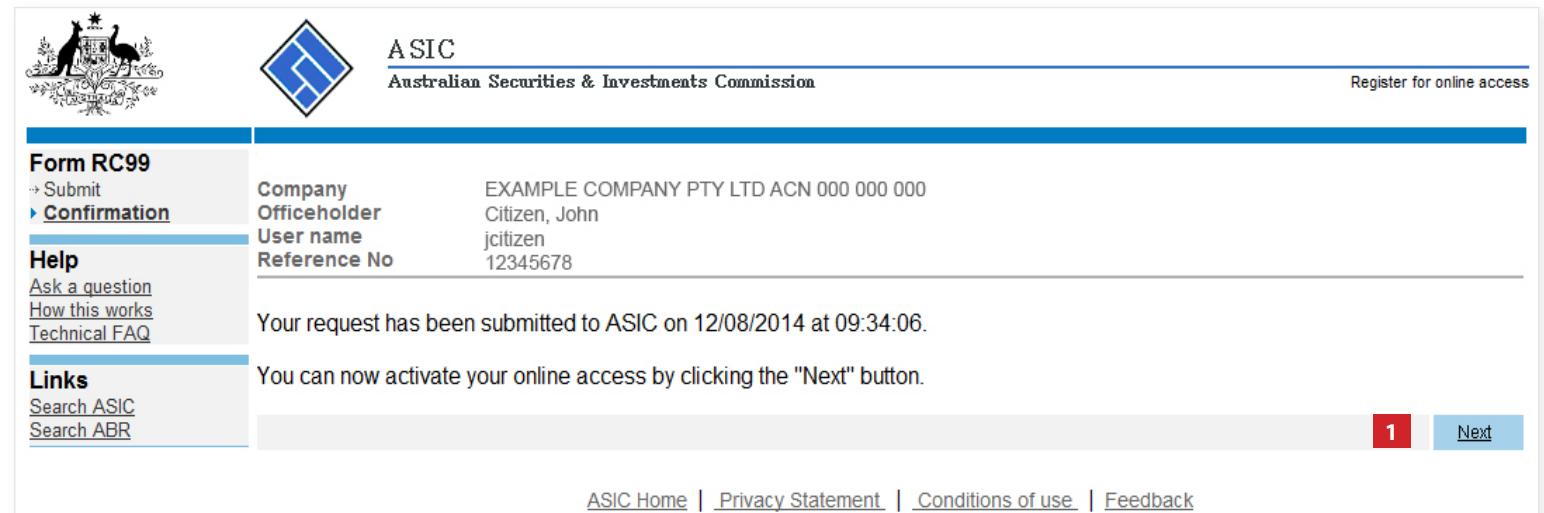
## Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to activate your online access.

**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.



The screenshot shows the ASIC website header with the Australian coat of arms and the ASIC logo. The page title is "Form RC99" and the breadcrumb trail is "Submit > Confirmation". The main content area displays the following information:

<b>Company</b>	EXAMPLE COMPANY PTY LTD ACN 000 000 000
<b>Officeholder</b>	Citizen, John
<b>User name</b>	jcitizen
<b>Reference No</b>	12345678

Below the table, the text reads: "Your request has been submitted to ASIC on 12/08/2014 at 09:34:06." and "You can now activate your online access by clicking the 'Next' button." At the bottom right, there is a red box with the number "1" and a blue button labeled "Next".

Footer links: [ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)

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

[How to register for online access](#)