



ASIC
Australian Securities &
Investments Commission

REGULATORY GUIDE 261

Crowd-sourced funding: Guide for companies

June 2020

About this guide

This guide is for companies seeking to raise funds through crowd-sourced funding.

This guide explains when a company is eligible to make an offer of shares under the crowd-sourced funding (CSF) regime in the Corporations Act and what obligations, including disclosure obligations, apply.

This guide also explains the reporting, audit and corporate governance requirements that apply to public companies and proprietary companies making CSF offers.

Note: From 27 July 2020, applications for relief should be submitted through the [ASIC Regulatory Portal](#). For more information, see [how you apply for relief](#).

About ASIC regulatory documents

In administering legislation, ASIC issues the following types of regulatory documents.

Consultation papers: seek feedback from stakeholders on matters ASIC is considering, such as proposed relief or proposed regulatory guidance.

Regulatory guides: give guidance to regulated entities by:

- explaining when and how ASIC will exercise specific powers under legislation (primarily the Corporations Act)
- explaining how ASIC interprets the law
- describing the principles underlying ASIC's approach
- giving practical guidance (e.g. describing the steps of a process such as applying for a licence or giving practical examples of how regulated entities may decide to meet their obligations).

Information sheets: provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.

Reports: describe ASIC compliance or relief activity or the results of a research project.

Document history

This guide was issued in June 2020 and is based on legislation and regulations as at the date of issue. The note on the front page was inserted on 27 July 2020.

Previous versions:

- Superseded Regulatory Guide 261 *Crowd-sourced funding: Guide for public companies*, issued September 2017 and October 2018

Disclaimer

This guide does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Corporations Act and other applicable laws apply to you, as it is your responsibility to determine your obligations.

Examples in this guide are purely for illustration; they are not exhaustive and are not intended to impose or imply particular rules or requirements.

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A Overview

Key points

Crowd-sourced funding allows start-ups and other small to medium-sized companies to access capital from a large number of investors.

Part 6D.3A of the *Corporations Act 2001* (Corporations Act) provides a regulatory framework for equity-based crowd-sourced funding by unlisted public companies and proprietary companies, enabling them to make offers of ordinary shares to retail investors, through a licensed intermediary's platform, using an offer document.

This guide will assist companies making offers of shares under the CSF regime to understand their role and comply with their obligations.

Specifically, this guide will help you understand:

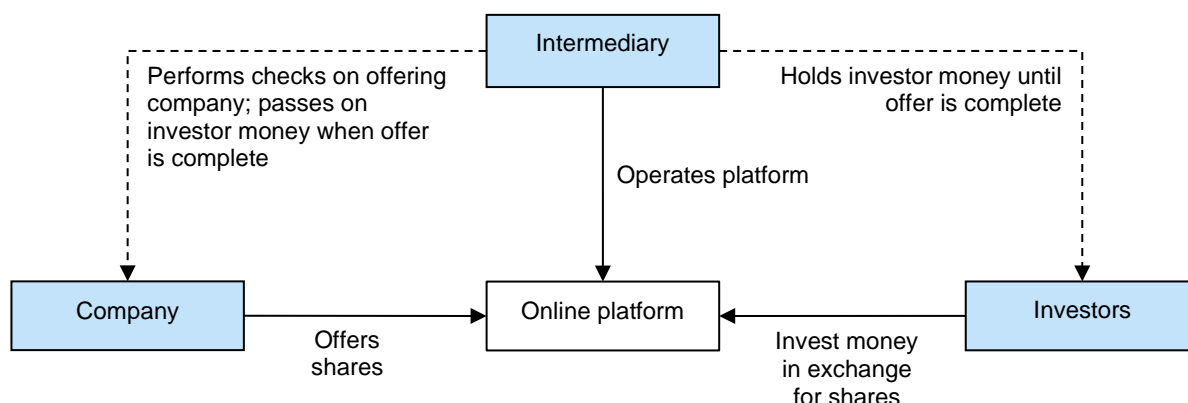
- whether your company is eligible to make an offer of its shares under the CSF regime;
- how to prepare a CSF offer document for your company's CSF offer;
- the process for making CSF offers, including what obligations and investor protections apply to your company's offer; and
- the reporting, audit and corporate governance obligations that apply to public companies and proprietary companies that have completed a successful CSF offer.

What is crowd-sourced funding?

RG 261.1 Crowd-sourced funding involves a company raising funds—usually through an online intermediary—from a large number of individual investors who make relatively small financial contributions to the company.

RG 261.2 While there are different types of crowd-sourced funding, this guide focuses specifically on equity-based crowd-sourced funding, which involves a company offering its ordinary shares to investors in return for a relatively small cash investment. Figure 1 illustrates how equity-based crowd-sourced funding works, with an intermediary performing checks on the offering company, operating an online platform (through which the company offers shares and investors invest money in exchange for shares), holding investor money and passing investor money to the company when the offer is complete.

Note: There are other types of crowd-sourced funding that are not equity-based—for example, non-investment crowd-sourced funding which involves a donation towards a cause or a down payment for goods or services.

Figure 1: How equity-based crowd-sourced funding works

Note: The process shown in Figure 1 is described in RG 261.2 (accessible version).

- RG 261.3 Crowd-sourced funding provides a fundraising option for start-ups or small to medium-sized companies. These companies are often at an early stage of their development and may not yet have a viable or profitable business.
- RG 261.4 This means investments through CSF offers may be highly speculative, with an increased risk of failure and loss to equity investors. Investments through CSF offers may also be illiquid, reducing investors' ability to exit.

How is crowd-sourced funding regulated?

- RG 261.5 The *Corporations Amendment (Crowd-sourced Funding) Act 2017* introduced a regulatory regime for equity-based crowd-sourced funding. The CSF regime aims to facilitate flexible and low-cost access to capital for small to medium-sized unlisted public and proprietary companies by reducing the regulatory requirements for making public offers of shares, while ensuring adequate protections for retail investors.

Note: See the [Explanatory Memorandum to the Corporations Amendment \(Crowd-sourced Funding\) Bill 2016](#) and the [Explanatory Memorandum to the Corporations Amendment \(Crowd-sourced Funding for Proprietary Companies\) Bill 2017](#).

- RG 261.6 The CSF regime contained in Pt 6D.3A allows unlisted public companies and proprietary companies with less than \$25 million in consolidated assets and annual revenue to make offers of ordinary shares to retail investors, through a licensed CSF intermediary's platform, using a CSF offer document. Eligible companies can raise up to \$5 million in any 12-month period under the CSF regime.
- RG 261.7 The key features of the CSF regime are summarised in Table 1, along with references to relevant guidance.

Table 1: Key features of the CSF laws

Key feature	Summary	Guidance
Is your company eligible to make CSF offers?	Unlisted public companies and proprietary companies (excluding investment companies) with less than \$25 million in consolidated assets and annual revenue that have their principal place of business and a majority of directors in Australia are eligible.	Section B of this guide
How much capital can your company raise?	Eligible companies can raise up to \$5 million in any 12-month period (the 'issuer cap').	Section B of this guide
What are the additional obligations to investors?	<p>Retail investors have an investment cap of \$10,000 per company in any 12-month period (the 'investor cap') and a cooling-off period allowing them to withdraw from a CSF offer up to five days after making an application.</p> <p>A prescribed general risk warning statement must be provided in the CSF offer document and on the CSF intermediary's platform. Retail investors must acknowledge that they have read and understood the warning before applying for shares.</p> <p>If a supplementary or replacement CSF offer document is published to correct a defective offer document, and the defect is materially adverse from the point of view of an investor, all investors have 14 days to withdraw their application and be repaid their application money.</p> <p>Advertising of CSF offers is permitted, subject to certain rules designed to direct investors to the general risk warning and CSF offer document for the offer.</p> <p>CSF offers can only be made via a licensed CSF intermediary's platform.</p>	<p>Section C and E of this guide</p> <p>See also Regulatory Guide 262 <i>Crowd-sourced funding: Guide for intermediaries</i> (RG 262)</p>
What must be disclosed in a CSF offer document?	Companies making CSF offers must prepare a CSF offer document that includes prescribed minimum information. There are consequences if the disclosure is defective.	Sections D and E of this guide
What are the gatekeeper role and obligations of the CSF intermediary?	<p>The CSF intermediary:</p> <ul style="list-style-type: none"> • must hold an Australian financial services (AFS) licence with an authorisation to provide a crowd-funding service; • performs checks on the offering company, its directors and the CSF offer document; • performs checks on investors, including assessing whether an investor is a retail client, and holds investor money on trust; • operates a platform for CSF offers; and • has an obligation to suspend or close a CSF offer in certain circumstances (e.g. where the CSF offer document is defective). 	RG 262

Key feature	Summary	Guidance
Does your company need to comply with all reporting, audit and annual general meeting (AGM) requirements?	<p>Public companies and proprietary companies that have completed a successful CSF offer must comply with certain financial reporting and corporate governance obligations. Audit obligations also apply when a company raises over \$3 million through CSF offers.</p> <p>Public companies that registered as or converted to a public company between 29 September 2017 and 18 October 2018 and also meet certain eligibility criteria do not have to comply with certain reporting, audit and AGM obligations that would usually apply to public companies, for up to five years.</p> <p>The concessions for public companies cease to apply where a company no longer meets the eligibility requirements or does not complete a successful CSF offer within a 12-month period. The audit concession ceases in the above circumstances or when a company raises over \$3 million through CSF offers.</p>	Sections F and G of this guide

Source: Part 6D.3A of the Corporations Act.

Purpose and scope of this guide

- RG 261.8 This guide will help you:
- (a) determine whether your company is eligible to make offers of its shares under the CSF regime (Section B);
 - (b) understand the process for making CSF offers through a CSF intermediary, including your obligations and the investor protections that apply (Section C);
 - (c) prepare a CSF offer document for your company's offer that complies with the minimum information requirements and understand the consequences if the document is defective (Sections D and E of this guide and the template CSF offer document in the appendix); and
 - (d) understand the reporting, audit and corporate governance obligations that apply to proprietary companies and public companies that have successfully completed a CSF offer, including any available temporary concessions (Sections F and G).
- RG 261.9 This guide does not cover the role and obligations of CSF intermediaries, which are covered in a separate guide: [RG 262](#). In addition, this guide does not cover other offers of securities, which are covered in [Regulatory Guide 254](#) *Offering securities under a disclosure document* (RG 254), or other forms of crowd-sourced funding (such as donation-based funding) that are not regulated by ASIC.

B Determining if your company and its offer are eligible

Key points

This section will help you and the CSF intermediary hosting your company's CSF offer on its platform to determine whether:

- your company is eligible to make offers under the CSF regime; and
- your company's offer is an eligible CSF offer that complies with the issuer cap and other requirements.

Determine if your company is eligible

RG 261.10 Table 2 sets out the requirements for your company to be eligible to make offers under the CSF regime. All requirements must be satisfied at the time the offer is made—that is, when the CSF offer document for the offer is first published on the CSF intermediary's platform.

Table 2: Requirements for company eligibility to make a CSF offer

Your company must	Corporations Act reference	Guidance
Be a proprietary company (with a minimum of two directors) or a public company limited by shares	s738H(1)(a)	RG 261.14–RG 261.16
Have its principal place of business in Australia	s738H(1)(b)	RG 261.14–RG 261.16
Have a majority of its directors (excluding alternate directors) ordinarily residing in Australia	s738H(1)(c)	RG 261.14–RG 261.16
Not exceed the assets and annual revenue caps of \$25 million (including the assets and revenue of its related parties)	s738H(1)(d)	RG 261.17–RG 261.28
Not be listed on a financial market in Australia or overseas (including its related parties)	s738H(1)(e)	RG 261.29–RG 261.30
Not have a substantial purpose of investing in other companies, entities or schemes (including its related parties)	s738H(1)(f)	RG 261.32

Source: Part 6D.3A of the Corporations Act.

RG 261.11 The CSF intermediary has an obligation to conduct checks, prior to publishing the CSF offer document, to satisfy itself that your company is eligible to make a CSF offer. If the intermediary determines that your company is not eligible, it must not publish the offer on its platform.

Note: The CSF intermediary must conduct these checks to a reasonable standard, including, for example, checking that the information is consistent with ASIC's records—see [RG 262](#) for further information.

RG 261.12 If your company does not meet each of the requirements in Table 2, it will not be able to use the CSF regime to make an offer of its shares. However, your company may still make offers of its shares:

- (a) using a prospectus or other disclosure document under Pt 6D.2; or
- (b) to investors who are not required to be given a prospectus or other disclosure document (for example, angel investors or venture capital funds) if one of the exceptions in s708 applies.

Note: For further information on when a prospectus is required, see [RG 254](#).

RG 261.13 ASIC has the power to grant relief from the provisions in the CSF regime in Pt 6D.3A, including the eligibility requirements in Table 2: see s741. We are generally unlikely to use this power, except in exceptional circumstances. For further guidance on the circumstances in which we may exercise our relief powers, see [Regulatory Guide 51 Applications for relief](#) (RG 51).

Note: ASIC also has a specific determination power in relation to the assets and revenue caps (see RG 261.24) and the issuer cap (see RG 261.48).

Registered proprietary or public company with its principal business and directors residing in Australia

RG 261.14 To be eligible, your company needs to be a proprietary company or public company limited by shares at the time of the CSF offer.

Note: To register as a company, you will need to lodge [Form 201 Application for registration as an Australian company](#). To convert your company type, you will need to lodge [Form 206 Application for change of company type](#) (as applicable).

RG 261.15 Your company must also have its principal place of business and a majority of directors (excluding any alternate directors) ordinarily residing in Australia. If your company is a proprietary company, it must have *at least* two directors, and if your company is a public company, it must have *at least* three directors, at the time of the CSF offer.

Note: There is also an ongoing obligation for public companies to have at least three directors (not counting alternate directors) at all times and at least two directors must ordinarily reside in Australia—see s201A(2). Proprietary companies that have CSF shareholders also have an ongoing obligation to have at least two directors at all times and a majority must ordinarily reside in Australia (unless there are only two directors, then at least one director must ordinarily reside in Australia)—see s201A(1A).

RG 261.16 Table 3 sets out the types of companies that meet these requirements and are therefore eligible, and companies that are not eligible.

Table 3: Company types and eligibility to make CSF offers

Types of eligible companies	Types of ineligible companies
<p>Eligible companies include:</p> <ul style="list-style-type: none"> • proprietary companies with share capital registered under Ch 2A; • public companies with share capital registered under Ch 2A; • bodies corporate registered as a proprietary company or a public company under Pt 5B.1; and • foreign companies registered as a proprietary company or a public company under Pt 5B.1. 	<p>Ineligible companies include:</p> <ul style="list-style-type: none"> • public companies that do not have share capital (e.g. companies limited by guarantee); • foreign companies and registrable Australian bodies registered under Pt 5B.2; and • any type of company with its principal business and/or a majority of its directors ordinarily residing overseas.

The assets and revenue caps

RG 261.17 To be an eligible company, the consolidated gross assets and annual revenue of your company and all of its related parties must not exceed the assets and annual revenue caps of \$25 million.

RG 261.18 This means that at the time you are determining eligibility:

- (a) the value of the consolidated gross assets of your company and all of its related parties must be less than \$25 million (the assets cap); and
- (b) the value of the consolidated annual revenue of your company and all of its related parties must be less than \$25 million (the revenue cap).

Rules for calculating the caps

RG 261.19 When calculating the caps, your company must:

- (a) for the annual revenue cap—use the 12-month period immediately prior to the time when your company’s eligibility is being determined; and
- (b) for both the assets and revenue caps—include the consolidated assets and revenue of all of your company’s related parties (if any).

Note: Your company’s eligibility must be determined at the ‘test time’—see s738H. For the purposes of making a CSF offer, your company must be eligible at the time the CSF offer is made, which requires your company to calculate its assets and revenue caps by reference to the 12-month period immediately prior to making the CSF offer.

RG 261.20 We recognise that your company may have difficulty determining its consolidated annual revenue for the 12-month period immediately prior to, or its consolidated assets at, the time it makes a CSF offer (for example, because it undertakes a month-end reconciliation of its financial records). In these circumstances, your company may calculate its annual revenue and assets by having reference to its most recent ‘month-end’, which should generally be no more than six weeks before the date of the CSF offer.

RG 261.21 To determine whether your company meets the assets and revenue caps, your company and the CSF intermediary should consider the company's financial records. Your company must keep up-to-date written financial records, accurately recording its transactions and its financial position and performance: see s286.

Note: A company's financial records must be retained for seven years and a failure to keep or retain financial records is an offence. 'Financial records' includes (among other things) invoices, receipts, entry books and working papers in relation to the preparation of financial statements.

Related parties

RG 261.22 For the assets and revenue caps (and all other requirements of the CSF regime in Pt 6D.3A), 'related party' means:

- (a) a 'related body corporate' of your company—that is, its holding company, its subsidiaries or a subsidiary of its holding company (i.e. a 'sister' company); or
- (b) an entity controlled by:
 - (i) a person who controls your company; or
 - (ii) an associate of that person.

Note: See the definitions of 'related body corporate' in s50 and 'subsidiary' in s46.

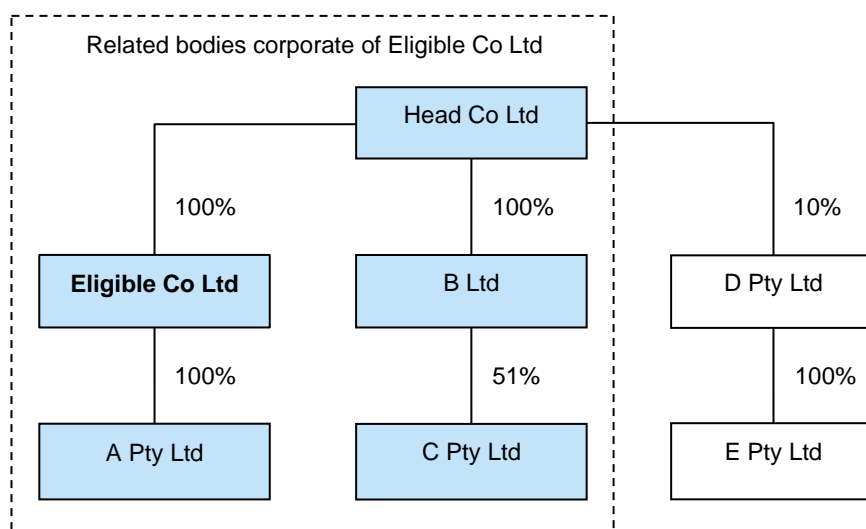
RG 261.23 In the 'related party' definition:

- (a) the concept of 'control' refers to persons with the capacity to determine the outcome of decisions about a company's financial and operating policies; and
- (b) the concept of 'associates', when referring to associates of a company, includes a director or secretary of that company or a director or secretary of a related body corporate of that company. It also includes persons who are acting, or propose to act, in concert with each other in relation to a company's affairs, which may include, for example, family members or persons with common investments and dealings.

Note: See the definition of 'control' in s50AA and the meaning of 'associate' in s10, 11, 15 and 16.

RG 261.24 ASIC has the power to make a determination that the assets or revenue of other closely related bodies should be included in the calculation of the assets or revenue caps: see s740. We may exercise this power in rare circumstances, for example, when we have concerns that entities that are closely related (but not 'related parties') are making multiple CSF offers to avoid the assets or revenue caps.

RG 261.25 An example of related bodies corporate, as described in RG 261.22(a), is shown in Figure 2 and explained in Table 4.

Figure 2: Example of related bodies corporate

Note 1: All holdings shown in this example are direct holdings. The example assumes there are no cross-holdings, associate relationships (other than through a corporate group), or practical control below 50%.

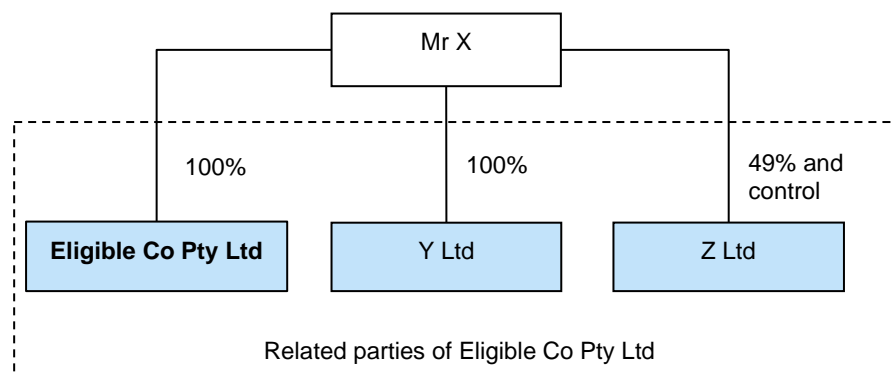
Note 2: The holdings shown in Figure 2 are explained in Table 4 (accessible version).

Table 4: Explanation of related bodies corporate in Figure 2

Entity	Related body corporate of Eligible Co Ltd?	Explanation
Head Co Ltd	Yes	Head Co Ltd is the holding company of Eligible Co Ltd.
A Pty Ltd	Yes	A Pty Ltd is a direct subsidiary of Eligible Co Ltd.
B Ltd	Yes	Head Co Ltd is the holding company of B Ltd, which means B Ltd has the same holding company as Eligible Co Ltd.
C Pty Ltd	Yes	C Pty Ltd is an indirect subsidiary (held through B Ltd's 51% interest) of Head Co Ltd, which is the holding company of Eligible Co Ltd.
D Pty Ltd	No	D Pty Ltd is not a subsidiary of Head Co Ltd (which only has a 10% interest) and Head Co Ltd does not 'control' D Pty Ltd.
E Pty Ltd	No	E Pty Ltd is a subsidiary of D Pty Ltd, which is not a related body corporate of Eligible Co Ltd.

RG 261.26 An example of related parties, through the control relationships described in RG 261.22(b), is shown in Figure 3 and explained in RG 261.27–RG 261.28.

Figure 3: Example of related party relationships as a result of control, for the assets and revenue caps



Note 1: All holdings shown in this example are direct holdings. The example assumes there are no cross-holdings, associate relationships or practical control below 50%, unless indicated. Where control is indicated, it is assumed that s50AA is satisfied.

Note 2: The control relationships shown in Figure 3 are explained in RG 261.27–RG 261.28 (accessible version).

RG 261.27 In Figure 3, Mr X holds 100% of Y Ltd and 49% plus control of Z Ltd, and also controls Eligible Co Pty Ltd through a 100% interest. Therefore, Y Ltd and Z Ltd are related parties of Eligible Co Pty Ltd.

RG 261.28 In Figure 3, because the definition of ‘related parties’ is not intended to cover natural person controllers of companies making CSF offers, Mr X is not a related party of Eligible Co Pty Ltd. However, any companies controlled by an associate of Mr X, which may include a family member of Mr X, would be related parties of Eligible Co Pty Ltd.

Must be an unlisted company

RG 261.29 To be eligible to make a CSF offer, your company and any related parties must not be listed on an Australian financial market or a financial market overseas.

RG 261.30 Australian financial markets that list companies include Australian Securities Exchange (ASX), National Stock Exchange of Australia (NSX) and Sydney Stock Exchange (SSX).

Note: A list of prescribed financial markets in Australia is contained in reg 1.0.02A of the Corporations Regulations 2001 (Corporations Regulations). We also keep an updated list of [Licensed domestic financial markets operating in Australia](#) on the ASIC website (although not all markets noted on our website are markets that list companies, as some relate to derivatives and other financial products).

RG 261.31 Overseas financial markets that list companies include New York Stock Exchange, NASDAQ Global Market, New Zealand Stock Exchange, London Stock Exchange and Toronto Stock Exchange (this is not an exhaustive list).

Must not be an investment company

- RG 261.32 To be eligible to make a CSF offer, your company and any related parties must not be an investment company—that is, if a substantial part of its business or a related party’s business involves investing in other companies, entities or schemes (e.g. a managed fund), including for the purpose of making a profit through that investment, then your company is not eligible.

Determine if your company’s offer is eligible

- RG 261.33 Table 5 sets out the requirements for an offer to be an eligible CSF offer. All requirements must be satisfied at the time the offer is made—that is, when the CSF offer document is first published on the CSF intermediary’s platform.

Table 5: Requirements for CSF offer eligibility

Your company’s offer must	Corporations Act and Regulations references	Guidance
Be made by an eligible company	s738G(1)(b), s738H	RG 261.10–RG 261.32
Expressly state that the offer is made under the CSF regime	s738B(b)	RG 261.36
Be an offer for the issue of fully-paid ordinary shares	s738G(1)(a), s738G(1)(c), reg 6D.3A.01	RG 261.37–RG 261.39
Not be used to raise funds to: <ul style="list-style-type: none"> invest in other companies, entities or schemes; or loan to related parties (other than wholly-owned subsidiaries) 	s738G(1)(e), reg 6D.3A.01	RG 261.40–RG 261.41
Comply with the issuer cap (offers to raise no more than \$5 million in any 12-month period)	s738G(1)(d), s738G(2)	RG 261.42–RG 261.52

Source: Part 6D.3A of the Corporations Act.

- RG 261.34 The CSF intermediary has an obligation to conduct checks, prior to publishing the CSF offer document, to satisfy itself that the offer is an eligible CSF offer. If the intermediary determines that your company’s offer is not eligible, then it must not publish the offer on its platform.

Note: The CSF intermediary must conduct these checks to a reasonable standard, including, for example, checking that the information is consistent with ASIC’s records—see [RG 262](#) for further information.

- RG 261.35 If your company’s offer does not meet each of the requirements in Table 5, then it will not be an eligible CSF offer. If your company proceeds with the

offer, it will require a prospectus or other disclosure document under Pt 6D.2, unless one of the exceptions in s708 applies.

Note: For further guidance on when a company is required to lodge a prospectus or other disclosure document for an offer of its shares, see [RG 254](#).

RG 261.36 If an offer is expressly stated to be made under the CSF regime, but is not an eligible CSF offer, ASIC may make a stop order to prevent the offer from proceeding: see RG 261.230–RG 261.234.

Offer for the issue of ordinary shares

RG 261.37 Your company’s CSF offer must be an offer of fully-paid ordinary shares—offers of other types of securities (e.g. partly-paid shares, preference shares, options or debentures) are not currently permitted under the CSF regime.

Note: The Corporations Regulations permit the CSF regime to be extended to a broader range of securities in the future—see reg 6D.3A.01.

RG 261.38 Your company’s CSF offer must be an offer for the issue, not the sale, of shares—that is, the offer can only cover primary issues and not transfers or sales of shares that are already issued (e.g. sales of shares issued to the founders or directors of the company).

RG 261.39 Offers to sell shares that have been issued under CSF offers are not covered by the CSF regime. Investors are not able to sell shares acquired under a CSF offer within 12 months of their issue without a prospectus or other disclosure document, unless an exemption in s708 applies (e.g. sales to sophisticated or professional investors) or unless ASIC gives relief.

Note: See the on-sale provisions in s707(3)–(4). [Regulatory Guide 173](#) *Disclosure for on-sale of securities and other financial products* (RG 173) provides further guidance on the on-sale provisions and the circumstances where we may provide relief from the disclosure requirements in Ch 6D for the on-sale of securities.

Use of funds raised under the offer

RG 261.40 Your company’s CSF offer will not be eligible if:

- (a) your company or its related parties intends to use any of the funds raised for investment purposes—that is, if any of the funds (even if only a small amount) will be used to invest in other companies, entities or schemes, then the offer is not eligible;
- (b) your company intends to use any of the funds raised to provide a loan (i.e. issue a ‘credit facility’) to a related party (other than a wholly-owned subsidiary) of the company or to facilitate a related party providing a loan to your company or another related party of your company—that is, if any of the funds (even if only a small amount) will be loaned to a related party, either directly (e.g. in the form of an inter-

company cash loan or mortgage) or indirectly (e.g. any form of financial accommodation), under any contract, arrangement or understanding (formal or informal), then the offer is not eligible.

Note: For the definition of a 'credit facility', see reg 7.1.06.

RG 261.41 Your company must include in its CSF offer document a description of how it intends to use the funds raised under the CSF offer. Further guidance on this is provided in Table 19 in Section D.

The issuer cap: \$5 million in 12 months

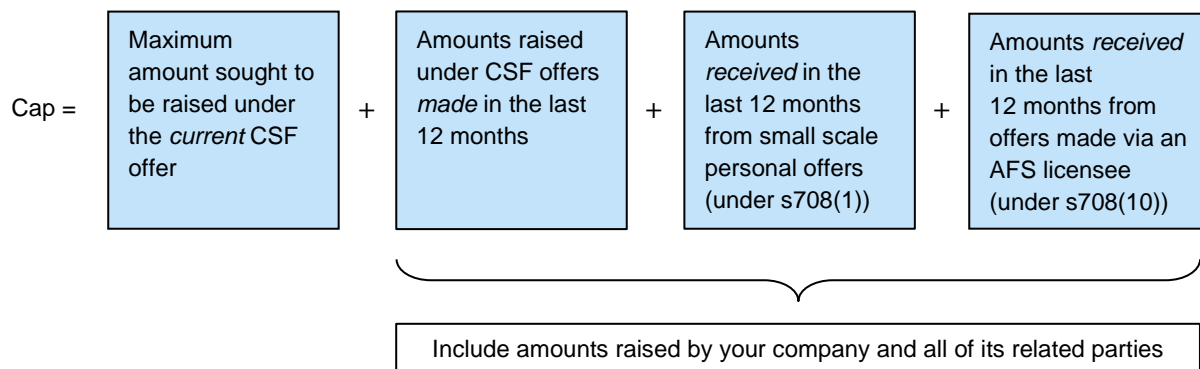
RG 261.42 Under the issuer cap, your company and its related parties must not raise more than \$5 million in any 12-month period through CSF offers and certain other offers.

Note: The Corporations Act allows regulations to be made in the future to adjust the maximum amount for the issuer cap.

Calculating the issuer cap

RG 261.43 Use the formula shown in Figure 4 and explained in RG 261.44–RG 261.51 to calculate the amounts that count towards the issuer cap.

Figure 4: Formula for calculating the issuer cap



Note: The formula shown in Figure 4 is explained in RG 261.45 (accessible version).

Amounts that count towards the issuer cap

RG 261.44 Figure 4 illustrates what amounts raised under certain offers must be counted towards the issuer cap, and the relevant time for determining whether these amounts fall within the 12-month period prior to your company's current CSF offer.

RG 261.45 As illustrated in Figure 4, when calculating the issuer cap, you must include:

- (a) the maximum amount sought to be raised by your company under the current CSF offer;

- (b) all amounts raised by your company and its related parties under any other CSF offers *made* in the last 12 months; and
- (c) all amounts *received* in the last 12 months by your company and its related parties under:
 - (i) small scale personal offers under s708(1); and

Note: Section 708(1) exempts from disclosure under Pt 6D.2 offers resulting in no more than 20 issues or sales in any 12-month period and raising no more than \$2 million in any 12-month period.

- (ii) offers made via an AFS licensee under s708(10).

Note: Section 708(10) exempts offers made via an AFS licensee from disclosure under Pt 6D.2, where the AFS licensee is satisfied on reasonable grounds that the person to whom the offer is made has previous experience in investing that allows them to assess the merits and risks of the offer.

RG 261.46 It is important to note that *all* funds raised from your company's current CSF offer, whether the funds are received from retail investors or sophisticated or professional investors (that may otherwise be exempt from disclosure under the exceptions in s708(8) and 708(11)), are included in the issuer cap. For example, this would include a cornerstone investor who makes a large investment in a company via a CSF offer (even if they are a sophisticated or professional investor).

RG 261.47 However, if your company makes a separate offer of shares (that is not a CSF offer) to sophisticated or professional investors (for example, a concurrent offer via the CSF intermediary's platform available only to certain sophisticated or professional investors), then funds raised from that offer do not count towards the issuer cap. Any such offer should be clearly differentiated from the CSF offer and the CSF intermediary must take care to ensure the offer (and funds raised under the offer) is not presented on the platform as a CSF offer (otherwise this may be misleading).

Note: Section 738E provides that a company that makes a CSF offer of shares may also make an offer of the same class of shares under an exception in s708. However, where the exceptions in s708 are relied on, the offer will not be a CSF offer (with all the investor protections under the CSF regime).

RG 261.48 In addition, ASIC has the power to make a determination that the amounts raised by other closely related bodies under CSF offers or other certain offers should be included in the calculation of the issuer cap: see s740. We may exercise this power in rare circumstances, for example, where we have concerns that entities that are closely related (but not 'related parties') are making multiple CSF offers or other offers of shares to avoid the issuer cap.

Timing of previous offers that count towards the issuer cap

RG 261.49 When determining whether to include amounts raised under previous CSF offers, you must look at when the offer was *made*—that is, when the CSF offer document was first published on the CSF intermediary's platform.

RG 261.50 When determining whether to include amounts raised under previous small scale personal offers or offers made through an AFS licensee, you must look at when the amount raised under the offer was *received*. That is, even if such offers were *made* more than 12 months ago, any funds *received* in the last 12 months under those offers will count towards the cap.

Amounts excluded from the issuer cap

RG 261.51 When calculating the issuer cap, do not count funds raised from other offers of shares that do not require disclosure because of an exception in s708 (other than s708(1) and s708(10)), unless these offers are made under a CSF offer: see RG 261.46. For example, funds raised under offers made to sophisticated or professional investors under the exceptions in s708(8) and s708(11) do not count towards the issuer cap.

RG 261.52 Below is an example of how to calculate the issuer cap using the rules explained at RG 261.43–RG 261.51.

Example 1: Calculating the issuer cap

New Co Ltd is intending to make an offer under the CSF regime on 30 June 2019. The minimum and maximum subscription amounts for that CSF offer are \$500,000 and \$1 million respectively.

New Co Ltd has previously made two CSF offers:

- on 31 January 2019, which raised \$2 million; and
- on 20 June 2018, which raised \$1 million.

In the period from 30 June 2018 to 31 December 2018, New Co Ltd received \$2 million from small scale personal offers made on 20 June 2018. New Co Ltd also received \$500,000 from these offers between 20 June and 30 June 2018.

In calculating the amounts that count towards the issuer cap, New Co Ltd must:

- *include* the \$1 million maximum subscription amount sought to be raised under its current CSF offer;
- *include* the \$2 million raised under the 31 January 2019 CSF offer, as that offer was made in the 12 months prior to the current CSF offer;
- *exclude* the \$1 million raised under the 20 June 2018 CSF offer, as that offer was made more than 12 months prior to the current CSF offer;
- *include* the \$2 million received on or after 30 June 2018 under the small scale personal offers; and
- *exclude* the \$500,000 received under the small scale personal offers prior to 30 June 2018.

The total amount counting towards the issuer cap is \$5 million (made up of \$1 million, \$2 million and \$2 million). As the total does not exceed the issuer cap of \$5 million, the current offer will be an eligible CSF offer.

C How to make a CSF offer

Key points

This section explains:

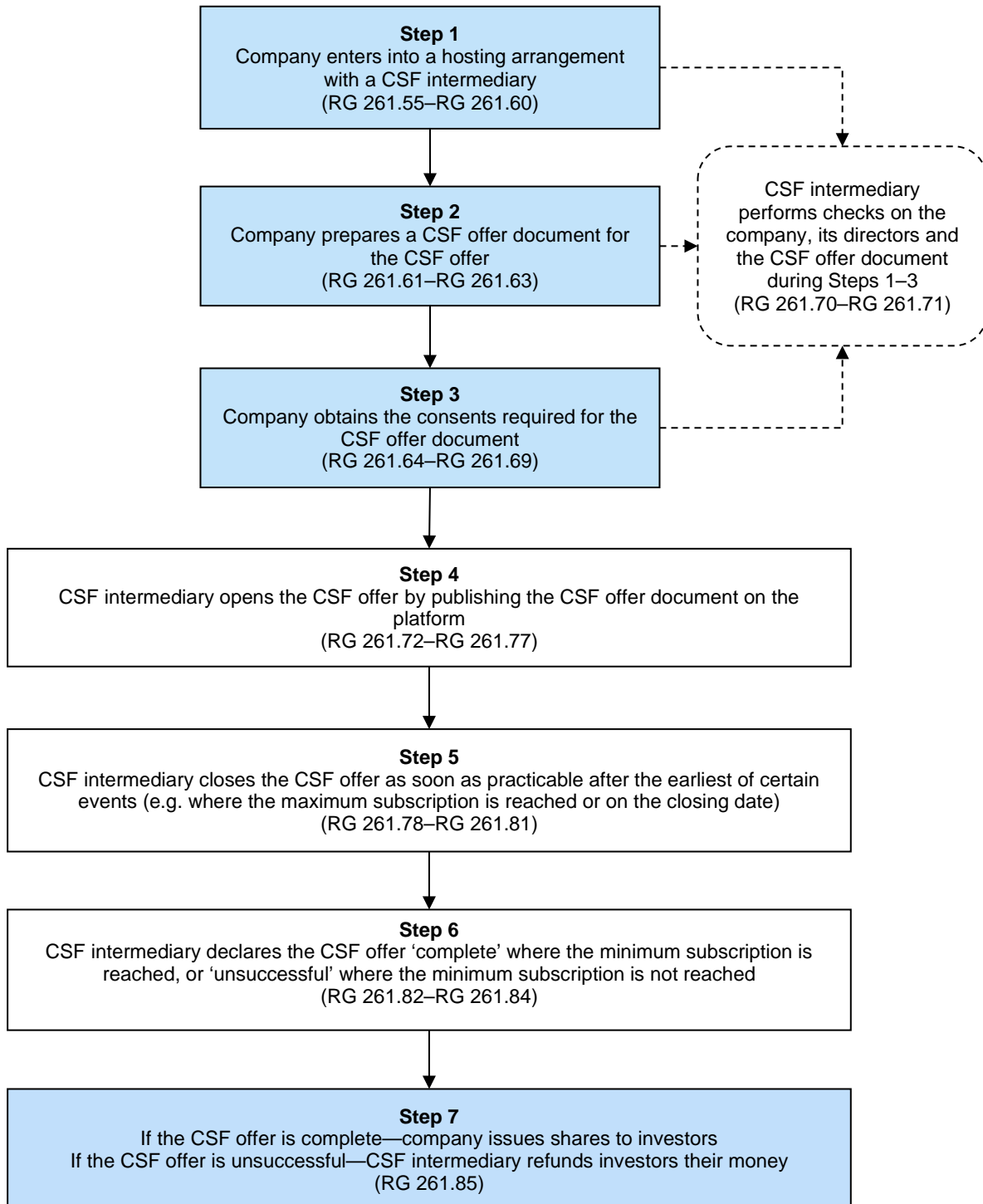
- the process for making offers of shares under the CSF regime; and
- the obligations and investor protections that apply to CSF offers.

Process for a making a CSF offer

- RG 261.53 If your company and its offer are eligible (see Section B), then your company may make an offer of its shares under the CSF regime.
- RG 261.54 Figure 5 illustrates a step-by-step process for making a CSF offer. The company making the offer is responsible for Steps 1, 2, 3 and 7. The other steps are completed by the CSF intermediary whose platform your company has selected to host its CSF offer. The process is also set out in detail at RG 261.55–RG 261.85, and the figure includes references to further guidance on each step.

Step 1: Enter into a hosting arrangement

- RG 261.55 Your company will need to choose a CSF intermediary to host the CSF offer, and enter into a hosting arrangement with the intermediary for the publication of the CSF offer document and the conduct of the offer on the intermediary's online platform.
- Note: The CSF intermediary must hold an AFS licence with the required authorisation to provide a crowd-funding service—see [RG 262](#).
- RG 261.56 Prior to entering into a hosting arrangement with a CSF intermediary, you should check that the CSF intermediary holds an AFS licence authorising it to provide crowd-funding services. This is important as some intermediaries may refer to themselves as a 'crowd-funding platform', without having the appropriate AFS licence.
- RG 261.57 The proposed CSF intermediary will likely conduct checks on your company—to be satisfied that it is eligible to make offers under the CSF regime—prior to entering into a hosting agreement: see RG 261.70–RG 261.71 for the checks that an intermediary is required to undertake.

Figure 5: Process for making a CSF offer

Note: The process for making a CSF offer shown in Figure 5 is set out in detail at RG 261.55–RG 261.85 (accessible version).

RG 261.58 The hosting arrangement between your company and the CSF intermediary will include the intermediary's services, the fees for their services and the intermediary's obligations (for example, to provide an application facility and a communication facility for the CSF offer).

Note 1: The 'application facility' allows the CSF intermediary to receive applications and application money from investors under a CSF offer. A 'communication facility' allows investors, your company and the intermediary to communicate with each other about the offer.

Note 2: There are no restrictions on the fees that may be agreed between your company and the CSF intermediary.

RG 261.59 In addition, the hosting arrangement:

- (a) must require all investor applications and all application money to be sent or paid to, and dealt with by, the CSF intermediary; and
- (b) may place limits on when the CSF intermediary may exercise its discretion to close the CSF offer, except where the intermediary is required by law to close the offer (see RG 261.78–RG 261.81).

RG 261.60 Your company may be a retail client of the CSF intermediary. If this is the case, you should make sure that your company receives a Financial Services Guide from the intermediary, which will include information about the intermediary's fees, compensation arrangements and the dispute resolution avenues available for complaints about the intermediary's services.

Note: Your company may be a retail client if it is a 'small business' (less than 100 employees if it is a manufacturer of goods, or otherwise 20 employees) and intends to raise less than \$500,000 under its CSF offer—see s761G. For further information on the obligations of AFS licensees, including the obligation to provide a Financial Services Guide and to have adequate internal and external dispute resolution procedures in place, see [RG 262](#).

Step 2: Prepare a CSF offer document for the offer

RG 261.61 Your company must prepare a CSF offer document for each offer it makes under the CSF regime. The offer document must contain certain minimum information, which is prescribed under the law. In addition, the offer document must be worded and presented in a 'clear, concise and effective' manner.

Note: See s738J and 738K.

RG 261.62 Section D sets out the minimum information that must be included and provides guidance to help you prepare a compliant CSF offer document. Section E explains when a CSF offer document is defective and ASIC's role and powers in relation to CSF offer documents.

Note: For the meaning of a defective CSF offer document, see s738U.

RG 261.63 The appendix contains a template to assist you in preparing a CSF offer document for your company's offer. The template is a guide (not a prescribed form) and use of the template is optional. We strongly encourage your company and the CSF intermediary to present and format the CSF offer document in a way that enhances the readability and accessibility of the document for retail investors.

Step 3: Obtain consents for publication of the CSF offer document

RG 261.64 Before arranging for the CSF intermediary to publish the CSF offer document, your company must obtain the written consent of each of the persons listed in Table 6. Consent is not required for citing certain statements made by government officials, statements in books, journals and geological reports and trading data: see RG 261.67–RG 261.69.

Table 6: Consents required for publication of the CSF offer document

Person	Nature of the consent
Every director of the company	Must consent to the publication of the CSF offer document on a platform of the CSF intermediary.
Every person named in the CSF offer document as a proposed director of the company	Must consent to the publication of the CSF offer document on a platform of the CSF intermediary.
A person named in the CSF offer document as having made a statement: <ul style="list-style-type: none"> • that is included in the offer document; or • on which a statement made in the offer document is based 	<p>Must consent to the statement being included in the CSF offer document in the form and context in which it is included.</p> <p>The CSF offer document must state that the person has given this consent. The consent must not have been withdrawn before the company arranges for the offer document to be published.</p>

Source: Section 738M of the Corporations Act.

RG 261.65 These consent requirements also apply to supplementary and replacement CSF offer documents, with some limited exceptions: see RG 261.218 for further guidance.

RG 261.66 Your company must keep a copy of these consents for seven years after the consent was given: see s738M(3). If your company does not obtain the required consent or does not retain copies of these consents, then it will commit an offence.

Relief from obtaining consent for certain statements

RG 261.67 We recognise that it may not be practical or may be difficult for a company to obtain the consent of particular people to include certain statements in a CSF offer document. Accordingly, we have provided relief in [ASIC Corporations \(Consents to Statements\) Instrument 2016/72](#) so that you may include in your company's CSF offer document the following statements without consent:

- (a) statements made by government officials or in a public official document;
- (b) statements already published in a book, journal or comparable publication;
- (c) statements referring to historical geological reports that are included in a current geological report set out in the CSF offer document; and
- (d) trading data relating to trading on a prescribed financial market or approved foreign exchanges.

RG 261.68 There are certain requirements that apply when relying on the relief in [ASIC Corporations \(Consents to Statements\) Instrument 2016/72](#). For example, the relief in RG 261.67(a) and RG 261.67(b) does not apply when the original statement was made in connection with your company, your company's CSF offer or any business, property or person that is the subject of the CSF offer document.

RG 261.69 For further detailed guidance on the relief in [ASIC Corporations \(Consents to Statements\) Instrument 2016/72](#) and the requirements for relying on the relief, see Section D of [Regulatory Guide 55](#) *Statements in disclosure documents and PDSs: Consent to quote* (RG 55).

CSF intermediary conducts prescribed checks

RG 261.70 Prior to entering into a hosting arrangement with your company and prior to the publication of the CSF offer and CSF offer document, the CSF intermediary will conduct a number of checks on your company, its officers and the CSF offer document. These checks (which are prescribed under the law) include checks on:

- (a) the identity (e.g. name, Australian Company Number (ACN), company type and address) and eligibility of your company and the eligibility of your company's offer;
- (b) your company's CSF offer document—in particular, whether the offer document contains the minimum information required and is worded and presented in a 'clear, concise and effective' manner; and

- (c) your company’s directors, senior managers and other officers (e.g. company secretary)—including:
 - (i) verifying their identity;
 - (ii) whether they are of good fame or character and whether legal or disciplinary actions against directors or senior managers, if any, have been disclosed in the CSF offer document; and
 - (iii) whether the CSF intermediary has reason to believe that the company or a director or other officer has *knowingly* engaged in misleading or deceptive conduct in relation to the CSF offer (for example, where the directors have made dishonest representations about their company or the offer).

Note: For further guidance on the gatekeeper role and the checks to be conducted by the CSF intermediary both prior to and during the course of your company’s CSF offer, see [RG 262](#).

RG 261.71 It is important to regularly communicate with the CSF intermediary hosting your company’s CSF offer prior to and during the preparation of the CSF offer document, as the intermediary must be satisfied that your company and its offer are eligible and that the offer document meets the requirements under the law, before the offer can proceed.

Step 4: CSF intermediary publishes the CSF offer document on its platform and opens the offer

RG 261.72 Once you have obtained the necessary consents, and the CSF intermediary has completed and is satisfied with its checks, the intermediary may publish your company’s CSF offer on its online platform.

RG 261.73 The offer opens when the CSF offer document is first published on the CSF intermediary’s platform, and remains open until closed by the intermediary. When an offer is suspended by an intermediary, it still remains open.

RG 261.74 It is an offence for your company to:

- (a) use more than one CSF intermediary’s platform—that is, your company can only use one intermediary for the same CSF offer (but can use a different intermediary for an earlier or later offer); or
- (b) make a CSF offer where the hosting agreement does not require all applications and application money to be handled via the CSF intermediary.

RG 261.75 The CSF offer can only be *made* by publishing a CSF offer document on the platform of the CSF intermediary. If your company also makes a copy of the CSF offer document available on its website or your company or the CSF intermediary otherwise distributes the offer document (e.g. by email or

on social media), you should include a statement directing investors to the intermediary's platform and you must comply with the rules about advertising a CSF offer.

Note: If your company advertises a CSF offer, it must include a prescribed statement that investors should consider the CSF offer document and the general risk warning in deciding whether to apply under the offer—see RG 261.91–RG 261.95 for further information.

Offer period

- RG 261.76 Under the law, your company's CSF offer can be open for a maximum of three months, or a shorter period specified in the CSF offer document. The CSF offer document must specify the period or date to which your company expects the offer to remain open.
- RG 261.77 The offer period cannot be extended for any reason, including if the offer document is found to be defective and a replacement or supplementary offer document is provided to investors. This means that a supplementary or replacement offer document cannot be used to vary the offer period or closing date.

Step 5: CSF intermediary suspends or closes the offer

- RG 261.78 A CSF offer is closed from the time when the CSF intermediary gives written notice on the platform that the offer is closed.
- RG 261.79 The CSF intermediary *must* close or suspend a CSF offer as soon as practicable after becoming aware that the CSF offer document is 'defective'. If the intermediary elects to suspend (rather than close) the offer, then it must decide whether to re-open the offer (i.e. if your company provides a supplementary or replacement offer document correcting the defect) or close the offer (i.e. if the defect is not corrected through further disclosure).

Note: Information on when a CSF offer document is defective is provided in Section E of this guide.

- RG 261.80 The CSF intermediary *must* also close the CSF offer as soon as practicable after the earlier of the following times:
- (a) three months from when the offer was made;
 - (b) any shorter period specified in the CSF offer document as the date that the offer will close;
 - (c) when the offer is fully subscribed to the maximum subscription amount;
 - (d) when your company withdraws the offer; or

Note: A company can withdraw a CSF offer at any time before the offer is complete. To do so, a company must notify the CSF intermediary that the offer is withdrawn—see s738S. The intermediary must, as soon as practicable, close the offer and remove the CSF offer document from its platform.

- (e) when the intermediary becomes prohibited from continuing to publish the CSF offer document under its gatekeeper obligations—that is, the intermediary is no longer satisfied with the results of its ongoing checks during the course of the offer (see Step 3 for details on the checks CSF intermediaries are required to undertake).

RG 261.81 The CSF intermediary *may* close a CSF offer at any time, although the hosting arrangement between your company and the intermediary can place limits on when the intermediary can close the offer (except where the intermediary is required to close the offer under the Corporations Act). While the CSF intermediary may close an offer early, if this is done in circumstances where the offer is not yet ‘complete’, then the intermediary must refund application money to all investors who have applied under the offer.

Step 6: CSF intermediary declares the offer ‘complete’ or ‘unsuccessful’

RG 261.82 When the CSF intermediary has closed a CSF offer (i.e. at the expiry of three months or the specified offer period, or because the offer is fully subscribed), the CSF intermediary must determine, after the expiry of all investor withdrawal rights, whether the offer:

- (a) is complete—that is, the minimum subscription amount for the offer has been raised (after taking into account any withdrawn or rejected applications) *and* the offer was closed because either the offer period has ended or the maximum subscription amount was raised; or
- (b) is unsuccessful—that is, the minimum subscription amount was not raised.

RG 261.83 A CSF offer cannot be complete unless all retail investor withdrawal rights—whether statutory or provided for by the CSF intermediary—have expired. This means an intermediary must wait for the expiry of:

- (a) the five-day cooling-off period—retail investors have an unconditional right to withdraw from a CSF offer within five business days of making an application; and

Note: The ‘cooling-off’ rights provide retail clients with time to reconsider their decision to invest and to withdraw their application. If the application is withdrawn, the intermediary must return the application money—see Table 10 and [RG 262](#) for further information.

- (b) all withdrawal rights—all investors have 14 days to withdraw their application where a company publishes a supplementary or replacement CSF offer document in relation to a defective CSF offer document and the defect is materially adverse from the point of view of an investor.

Note 1: If a CSF offer was made before 19 October 2018, then investors have one month to withdraw their application and be repaid if a supplementary or replacement CSF offer document is published in relation to that offer.

Note 2: For further information on when a CSF offer document is ‘defective’ and when a defect may be ‘materially adverse from the point of view of an investor’, see Section E.

- RG 261.84 If a CSF offer is closed for a reason other than the offer period has ended or the offer is fully subscribed—that is, it was withdrawn by the company, or the CSF intermediary had to close the offer under its gatekeeper obligations—it can never be complete. In these circumstances, the CSF intermediary must refund application money to all investors who have applied under the offer.

Step 7: Your company issues shares or the CSF intermediary refunds investor money

- RG 261.85 If the CSF intermediary determines that your company’s CSF offer:
- (a) is complete—your company will be required to issue shares to applicants under the offer and the intermediary will be required to pay the application money to your company (less fees payable to the intermediary under the hosting agreement) following the issue of the shares;
 - (b) is unsuccessful—the intermediary must refund application money to applicants; or
 - (c) is closed, but not complete (i.e. because it was withdrawn or closed under the intermediary’s gatekeeper obligations)—the intermediary must refund application money to applicants.

Note: For further information on how the CSF intermediary is required to deal with application money, see Table 4 in [RG 262](#).

What obligations apply to CSF offers?

- RG 261.86 Your company should be aware of the obligations and prohibitions that apply when making offers under the CSF regime—these are set out in Table 7. In most cases, a failure to comply with these obligations and prohibitions will mean your company will commit an offence.

Table 7: Obligations and prohibitions applying to CSF offers

When making a CSF offer	Corporations Act reference	Guidance reference
Your company and its related parties must not have more than one CSF offer open at a time.	s738R	RG 261.87
Your company and its related parties must not provide or arrange for any financial assistance to enable retail investors to invest in your company’s CSF offer.	s738ZE	RG 261.88–RG 261.90

When making a CSF offer	Corporations Act reference	Guidance
Your company must comply with the rules about advertising its CSF offer. This includes a requirement to include in all advertisements a statement directing investors to the general risk warning and CSF offer document.	s738ZG	RG 261.91–RG 261.110 See also Regulatory Guide 234 <i>Advertising financial products and services (including credit): Good practice guidance</i> (RG 234)
Your company must not engage in misleading or deceptive conduct. Advertising, and statements or information published on the CSF intermediary's platform or on the communication facility, must not be misleading or deceptive.	s1041E, s1041F, s1041H	RG 261.91–RG 261.110 See also RG 234
Your company must not give personal advice to investors in relation to its shares.	s766B reg 7.1.08(3)	RG 261.111–RG 261.113
Your company must only make the offer of its shares via a CSF offer document published on a CSF intermediary's platform. Offers of shares in the course of, or because of, an unsolicited meeting or telephone call are not permitted.	s738L, s736	RG 261.114–RG 261.117 Regulatory Guide 38 <i>The hawking prohibitions</i> (RG 38)
You must not make a CSF offer for a company that has not been formed or does not exist.	s738ZF	N/A
Your company must notify the CSF intermediary when it becomes aware that its CSF offer document is defective.	s738V	Section E
Your company must not offer shares under a CSF offer document if the document is defective.	s738Y	Section E

Source: Corporations Act.

Multiple CSF offers are prohibited

- RG 261.87 Your company and its related parties must not have more than one CSF offer open at any time—that is, an offer cannot be made at a time when another offer is open or suspended.

Your company must not provide financial assistance

- RG 261.88 Your company, its related parties and the CSF intermediary hosting your company's CSF offer must not provide financial assistance, or arrange for financial assistance to be provided, to a retail investor in connection with your company's offer. For example, your company must not provide a loan

(whether or not interest is charged to the borrower) to a retail investor so that the investor can purchase shares under your company's offer.

Note: The term 'financial assistance' has the meaning given in Pt 2J.3—if a company, its related parties or the CSF intermediary do not comply with this prohibition, they will commit an offence.

- RG 261.89 A company that financially supports the purchase of its own shares under a CSF offer may seek to artificially inflate investor demand for its shares, inappropriately induce investors to participate in the offer or cause the offer to appear more successful than it actually is.
- RG 261.90 This prohibition applies whether the financial assistance is provided before or after the investor acquires shares under the CSF offer.

Rules about advertising the CSF offer

- RG 261.91 We recognise that advertising plays an important role in crowd-sourced funding. We want to ensure that companies, CSF intermediaries and other promoters give clear, accurate and balanced messages when advertising CSF offers.

Prescribed statement must be included in advertisements

- RG 261.92 Your company may advertise its CSF offer or intended offer, both before and after the CSF offer document is published on the CSF intermediary's platform, provided that the advertisement or publication includes a statement that investors should consider the offer document and the general risk warning in deciding whether to apply under the offer.

Note 1: See s738ZG(6). If this statement is not included (and no other exceptions apply), your company and/or its officers will commit a strict liability offence, punishable by a maximum penalty of 30 penalty units.

Note 2: See www.asic.gov.au/penalties for more information about penalties, including the value of a penalty unit.

- RG 261.93 The requirement to include a statement directing investors to the CSF offer document and general risk warning in advertisements for CSF offers aims to alert investors to the information contained in the CSF offer document, before applying for shares under an offer. The requirement applies to all forms of advertising, including advertising on your company's website and on social media (e.g. Twitter, YouTube and Facebook).
- RG 261.94 Without the inclusion of a statement that investors should consider the CSF offer document and the general risk warning, your company, the CSF intermediary hosting the CSF offer and other persons must not:
- (a) advertise the offer or intended offer; or

- (b) publish a statement that:
 - (i) directly or indirectly refers to the offer or intended offer; or
 - (ii) is reasonably likely to induce people to apply for shares under the offer or intended offer.

Note: See s738ZG(1).

RG 261.95 In determining whether a statement indirectly refers to a CSF offer or intended offer, or is reasonably likely to induce investors to apply under an offer, the following three factors must be considered:

- (a) whether the statement is part of normal advertising directed at maintaining or attracting customers;
- (b) whether the statement contains information that deals with the affairs of the company; and
- (c) whether an investor would likely be encouraged to invest in shares on the basis of the statement rather than the CSF offer document.

Note: See s738ZG(3).

Advertising and information on the CSF intermediary's platform must not be misleading or deceptive

RG 261.96 Your company and the CSF intermediary must ensure that advertisements for a CSF offer are not misleading or deceptive. Advertising includes information published on the communication facility for the offer and advertising on social media. The obligation not to engage in misleading or deceptive conduct also applies to information on the CSF intermediary's platform.

Note: Whether a particular statement is misleading or deceptive will depend on all the circumstances of the particular case.

RG 261.97 [RG 234](#) provides detailed good practice guidance, which may assist you in ensuring that advertisements are not misleading or deceptive: see, in particular, Section B of [RG 234](#).

RG 261.98 When presenting information on the CSF intermediary's platform, your company and the intermediary should consider the prescribed minimum information in the CSF offer document. A statement in the CSF offer document may become misleading when it is taken out of context in an advertisement or when published on the intermediary's platform.

- RG 261.99 In particular, your company and the CSF intermediary should ensure the presentation of information on the intermediary's platform about your company and the CSF offer is not misleading. For example, it may be misleading to:
- (a) overstate or give unbalanced emphasis to the potential benefits (e.g. investment returns) and positive information (e.g. about the company and its management), or create unrealistic expectations by giving undue prominence to the benefits compared with the risks associated with your company's business;
 - (b) not clearly or prominently disclose information about the risks facing your company's business or adverse information about your company (e.g. convictions or penalties against the company or its directors)—information about risks should be given sufficient prominence compared to information about benefits and should be clearly signposted on the intermediary's platform; or
 - (c) present views about the offer as those of investors or unrelated parties, whether on the communication facility, the intermediary's platform or in advertising (including contributions to social media), if these are in fact the views of your company, the intermediary or any associates.

RG 261.100 Failure to give adequate prominence on the platform to key adverse information (e.g. risks facing the business and convictions or penalties against the company or its directors) otherwise contained in the CSF offer document may cause the information on the platform to be misleading. Generally, key information that may be important to an investor's decision should be clear, prominent and easily accessible on the platform.

Note: For further guidance on the need to prominently display certain information on the CSF intermediary's platform, including the general risk warning and the CSF offer document itself, see [RG 262](#).

RG 261.101 We encourage the use of digital media (e.g. video or audio presentations) to assist investors in understanding information about a CSF offer. Your company and the CSF intermediary should take care to ensure there is nothing misleading or deceptive in your advertisements and that your advertisements are sufficiently balanced, when using different media for communicating with investors about an offer.

Note: For more detailed guidance on how to ensure your advertisements are balanced and not misleading or deceptive, see [RG 234](#).

Statements made by your company on the communication facility

RG 261.102 While your company's CSF offer is open, the CSF intermediary must provide a communication facility for the offer on its platform.

RG 261.103 The purpose of the communication facility is to allow your company, the CSF intermediary and potential investors to communicate with each other

about your company's CSF offer. The facility must enable a person who accesses the CSF offer document to post comments about the offer, see posts made by others and ask your company and the intermediary questions about the offer. It also enables your company or the intermediary to respond to questions and comments posted on the facility.

- RG 261.104 Your company must ensure that all comments made by its officers and employees on the communication facility are made in good faith. Statements made in good faith on the communication facility for a CSF offer are permitted under the advertising rules. If comments are not made in good faith, then your company may breach the advertising rules.

Note: Officers, employees or agents of your company must clearly disclose their relationship to your company and/or the CSF intermediary when making posts on the communication facility.

- RG 261.105 You should ensure that all statements made by or on behalf of your company on the communication facility are not misleading or deceptive. This means that statements made by your company must be balanced (focusing on both benefits and risks of the CSF offer), accurately represent your company's business and not create misleading impressions.

Other publications and statements your company can make

- RG 261.106 There are several other types of publications and statements your company can make without breaching the rules about advertising CSF offers—these are set out in Table 8.

Table 8: Other publications and statements your company can make without breaching the advertising rules for CSF offers

Type of publication	Explanation
Notice or report of general meeting	A notice or report of a general meeting of your company is permitted.
Reports about your company, published by your company	Your company can make publications that consist solely of a report about your company and do not: <ul style="list-style-type: none"> • contain information that has a material effect on your company (other than information that has already been made public by your company in a CSF offer document, lodged disclosure document, annual report or notice of general meeting); and • refer (directly or indirectly) to your company's CSF offer or intended offer.

Source: Section 738ZG of the Corporations Act.

Publications and statements made by other persons

RG 261.107 Certain persons (such as publishers and media reporters) can publish or make statements about your CSF offer or intended offer without breaching the advertising rules—these are set out in Table 9.

Table 9: Publications and statements other persons can make without breaching the advertising rules for CSF offers

Type of person or publication	Explanation
Publishers	Media businesses (newspapers, magazines, radio and television broadcasters and their electronic equivalents) can publish an advertisement or publication about a CSF offer or intended offer in the ordinary course of their business.
Statements made on the communication facility on the CSF intermediary's platform	A person (including the CSF intermediary and investors) can make a statement in good faith on the communication facility for a CSF offer provided on the intermediary's platform.
News report or media comment	A person can publish a news report or make other genuine comment in the media that refers to a CSF offer document that is published on a CSF intermediary's platform, information in a CSF offer document and information that is contained in certain other permitted reports (e.g. a notice of general meeting or report published by the company).
Reports by independent third parties	An independent third party may publish a report about shares of your company. An entity will be an independent third party if it is not the company making the CSF offer, a director of that company, the CSF intermediary hosting the offer or anyone else who has an interest in the success of the offer. An entity will not be independent if they receive consideration or a benefit for the publication.

Source: Section 738ZG of the Corporations Act.

Consequences of breaching the advertising rules

RG 261.108 When advertisements or marketing activities are misleading or deceptive, or do not include the required statement advising investors to consider the CSF offer document and general risk warning for CSF offers, ASIC may:

- (a) contact your company and request the advertisements be amended or removed;
- (b) exercise our stop order powers to stop the advertisement from continuing to be published (see RG 261.230–RG 261.234); or

- (c) take action against the company making the offer, the CSF intermediary or the party responsible for the advertisement.

RG 261.109 When assessing whether an advertisement is misleading or deceptive, we will consider a range of factors that contribute to the overall impression of the advertisement. See Section D of [RG 234](#) for further guidance on the factors we will consider and ASIC's regulatory powers in relation to misleading or deceptive conduct.

RG 261.110 In addition, the CSF intermediary hosting your company's CSF offer must take action—by closing the offer—if it has reason to believe that the directors of your company have *knowingly* engaged in misleading or deceptive conduct in relation to the offer. This includes misleading advertisements or misleading statements by your company on the intermediary's platform or the communication facility for the offer.

Note: The CSF intermediary's obligation to close the CSF offer will only arise when the intermediary has reason to believe the company *knowingly* engaged in misleading or deceptive conduct. There may be cases when a company may have, for example, unintentionally provided information that is misleading.

Providing financial product advice

RG 261.111 Generally, persons providing financial product advice are required to hold an AFS licence under the Corporations Act.

RG 261.112 Your company will not be providing 'financial product advice' if it:

- (a) provides a CSF offer document for its CSF offer published on the CSF intermediary's platform—and the offer document does not contain personal advice;
- (b) provides information or makes a statement that is published on the intermediary's platform or on the communication facility for its offer that contains or draws on information otherwise contained in the CSF offer document (and attributes that information to the offer document)—and the statement does not contain personal advice; or
- (c) publishes an advertisement in relation to its offer or intended offer that contains or draws on information otherwise contained in the CSF offer document (and attributes that information to the offer document) and that complies with the advertising rules—and the advertisement or publication does not contain personal advice.

Note: See reg 7.1.08(3) of the Corporations Regulations. Personal advice generally is financial product advice that is given or directed to a person where the provider of the advice has considered one or more of the person's objectives, financial situation and needs—see s766B(2).

- RG 261.113 If your company gives general advice (but not personal advice) about its shares on the CSF intermediary's platform or on the communication facility for its CSF offer, then it should (at the same time as giving the advice):
- (a) advise investors that it is not licensed to provide financial product advice in relation to the company's shares; and
 - (b) notify retail investors about the availability of cooling-off rights.

Offers must be made via the CSF intermediary's platform

- RG 261.114 CSF offers can only be made via a CSF intermediary's platform. This ensures that investors are not able to apply for shares without receiving the CSF offer document published on the intermediary's platform, which contains the minimum information required to be provided to investors.

Note: See s738L(1). However, your company and the CSF intermediary may advertise the CSF offer and distribute or make available a copy of the CSF offer document (e.g. on the company's website, by email or on social media) provided that this complies with the rules about advertising a CSF offer.

- RG 261.115 Your company must not offer shares in the course of, or because of, an unsolicited meeting or telephone call. This includes inviting investors to apply for shares in your company. This is called the prohibition against securities hawking.

Note: See s736. While Pt 6D.3 does not generally apply to offers made under the CSF regime, the securities hawking prohibition in s736 may apply when an offer is made in the course of an unsolicited meeting or telephone call *and* is not expressed to be made under the CSF regime (meaning it will not be a CSF offer). If a company offering shares expresses the offer to be a CSF offer *and* the offer is eligible to be made under the CSF regime, the prohibition on securities hawking will not technically apply.

- RG 261.116 If your company—or other persons, including officers and employees of your company and the CSF intermediary—makes an unsolicited approach to investors in connection with your company's offer:
- (a) it will contravene the rules for making offers under the CSF regime, because the offer will have been made on the platform other than that of a CSF intermediary; and
 - (b) it may contravene the prohibition against securities hawking.
- RG 261.117 [RG 38](#) provides guidance on how we administer the prohibition on hawking in s736, including the circumstances in which we consider a telephone call or meeting may be 'unsolicited'.

Meeting your obligations to investors

RG 261.118 There are a number of obligations concerning the rights of investors participating in CSF offers that your company and the CSF intermediary are required to meet. These obligations are set out in Table 10.

RG 261.119 Although it is the CSF intermediary's role to monitor compliance with these obligations, it is important for your company to be aware of them, as they impact retail investors participating in the CSF offer.

Table 10: Obligations relating to rights of investors participating in CSF offers

Obligation	Explanation
Investor cap	<p>Retail investors can invest a maximum of \$10,000 through CSF offers by the same company via the same CSF intermediary in any 12-month period.</p> <p>When there are joint applicants, each applicant is taken to have made an individual application for the whole amount under the application (which counts towards each applicant's investor cap).</p> <p>The CSF intermediary must reject an investor's application when it will result in the investor breaching the cap, and refund the application money to the investor as soon as practicable.</p>
Unconditional cooling-off rights	<p>Retail investors have up to five days after making an application to reconsider their investment and withdraw their application.</p> <p>The investor must exercise their cooling-off rights using the method specified by the CSF intermediary on its platform.</p> <p>When an investor exercises their cooling-off rights, the intermediary must refund their application money in full as soon as practicable.</p>
Withdrawal rights	<p>If your company's CSF offer document is defective, a supplementary or replacement offer document is published and the defect is materially adverse from the point of view of an investor, all investors (including retail investors) have up to 14 days after the publication of the supplementary or replacement offer document to withdraw their application and be repaid their application money.</p> <p>Note: See Section E for guidance on when a CSF offer document is defective.</p>
General risk warning	<p>A general risk warning statement, using specified wording required by law, must be provided to retail investors in the CSF offer document and on the CSF intermediary's platform.</p> <p>The purpose of the general risk warning is to alert potential investors—particularly retail investors—to the potential risks and high failure rates of start-ups and early-stage companies, which are most likely to be making offers under the CSF regime.</p> <p>You must include the general risk warning in Section 1 of the CSF offer document: see RG 261.142.</p> <p>The intermediary must prominently display the general risk warning on its platform at all times while a CSF offer is open or suspended.</p>

Obligation	Explanation
Risk acknowledgement	<p>Retail investors must acknowledge that they have read and understood the general risk warning before applying for shares under a CSF offer.</p> <p>The CSF intermediary must reject an application from a retail investor where the investor has not completed the risk acknowledgement.</p>

Source: Sections 738D, 738Z, 738ZA, 738ZC and 738ZD of the Corporations Act and regs 6D.3A.03, 6D.3A.07 and 6D.3A.10 of the Corporations Regulations.

D Preparing the CSF offer document

Key points

This section will help you prepare a CSF offer document that complies with the minimum information requirements under the law.

It explains what information should generally be included in the CSF offer document. The guidance in this section is not intended to be a 'checklist' for your company's CSF offer document, as some of the information may not be relevant or material to your company.

The appendix to this guide contains a template to assist you in preparing a CSF offer document for your company's CSF offer. The template gives instructions on and examples of information to consider including in each section of the CSF offer document.

How to prepare a CSF offer document

- RG 261.120 A CSF offer document is required for each offer your company makes under the CSF regime. Your company and its directors are responsible and liable for the information contained in the offer document: see Section E of this guide.
- RG 261.121 Accordingly, it is important for the directors of your company to take steps to satisfy themselves that all information contained in the CSF offer document is accurate, that all of the required information has been included and that there is nothing misleading in the offer document.
- RG 261.122 We recommend 'fact-checking' your company's CSF offer document to ensure it is accurate and all statements have a reasonable basis.
- RG 261.123 It is critical that the directors are involved in this process, since directors of start-ups or small to medium-sized businesses are often intimately involved with and have a close understanding of the company's business. Management personnel should also be involved in this process, if they have knowledge of key commercial and financial information required to be included in a CSF offer document.
- RG 261.124 The CSF intermediary hosting your company's CSF offer will also undertake checks on the CSF offer document to satisfy itself that the minimum information has been included and that the 'clear, concise and effective' requirement has been met.

What are the key requirements for CSF offer documents?

RG 261.125 The key requirements under the law for CSF offer documents are set out in Table 11.

Table 11: Key requirements for CSF offer documents

The CSF offer document must	Corporations Act reference	Guidance
Include the minimum information required by law	s738J(2), regs 6D.3A.02– 6D.3A.06	RG 261.132– RG 261.186
Be worded and presented in a ‘clear, concise and effective’ manner	s738K	RG 261.187– RG 261.189
Not be misleading or deceptive	s738U	Section E RG 261.192– RG 261.202

Source: Part 6D.3A of the Corporations Act.

- RG 261.126 If your company’s CSF offer document does not meet the requirements in Table 11, then it may be defective. Further information about when a CSF offer document is defective and how your company may correct the deficiency is contained in Section E of this guide.
- RG 261.127 The CSF intermediary hosting the CSF offer has an obligation to check whether the CSF offer document complies with the minimum information and ‘clear, concise and effective’ requirements before it is published on the intermediary’s platform and during the course of the offer.
- RG 261.128 When the CSF offer document does not comply with the law, ASIC may make certain orders—on an interim or final basis—to prevent the CSF offer from proceeding. Section E contains further details on ASIC’s powers for defective offer documents.

Ensuring offer documents are accessible

- RG 261.129 Your company’s CSF offer document should be presented online in a commonly used digital format, so that it can be easily accessed, downloaded and saved by investors.
- RG 261.130 This is important so that an investor can access at any later time a copy of the CSF offer document that they viewed when they decided to invest, particularly when a supplementary or replacement offer document is published at a later date.
- RG 261.131 CSF intermediaries should consider continuing to make the CSF offer document accessible on their platform for a reasonable period after the offer

has closed, or emailing a copy of the offer document to investors after they have submitted an application.

What minimum information must be included?

RG 261.132 Table 12 sets out the information that must be included in a CSF offer document as prescribed by the law.

Table 12: Minimum information required by law to be included in a CSF offer document

Section	The CSF offer document must include	Guidance	Template CSF offer document
Contents page	A table of contents with specific sections and headings (prescribed by law).	N/A	Contents (p. 2)
Section 1: Risk warnings	A general risk warning about crowd-sourced funding (wording prescribed by law).	RG 261.142– RG 261.143	Section 1 (p. 3)
Section 2: Information about your company	Information about your company—including its: <ul style="list-style-type: none"> • company details; • business and organisational structure; • main risks; • capital structure; • financial statements; • directors and senior managers; and • details of certain convictions, penalties or administrative actions against your company and its directors or senior managers. 	RG 261.144– RG 261.179, Table 13– Table 18	Section 2 (pp. 4–10)
Section 3: Information about the offer	Information about the offer—including: <ul style="list-style-type: none"> • the rights associated with the shares on offer; • the offer period and the minimum and maximum subscription amounts under the offer; and • how the funds raised will be used. 	RG 261.180– RG 261.181 Table 19	Section 3 (pp. 11–14)
Section 4: Information about investor rights	Information about investor rights—including: <ul style="list-style-type: none"> • the cooling-off period; • the effect of the communication facility on the CSF intermediary's platform; and • for public companies—the effect of the reporting and corporate governance concessions (if your company is eligible to rely on these); or • for proprietary companies—the specific reporting and corporate governance obligations that proprietary companies with CSF shareholders must comply with. 	RG 261.182– RG 261.185 Table 20	Section 4 (pp. 15–18)

Source: Regulations 6D.3A.02–6D.3A.06 of the Corporations Regulations.

Facilitating concise disclosure and flexibility in the order and presentation of CSF offer documents

RG 261.133 The information in Table 12 is the *minimum* information that a company must include in the CSF offer document—you may include additional information that you consider relevant or helpful to assist retail investors in making a decision whether to invest in your company.

RG 261.134 In particular, you should consider if all material information about your company has been included in the CSF offer document, to minimise the risk of it being misleading or deceptive.

Note: If material price-sensitive information is not made publicly available, there is also a risk that your company may breach the prohibition against ‘insider information’ in s1043A, where your company procures applications for shares.

RG 261.135 Our guidance in this section explains:

- (a) information that should generally be included in the CSF offer document to meet the minimum information requirements; and
- (b) additional information that may be material and relevant for investors, which your company should consider including in its CSF offer document to help meet the obligation to ensure the offer document is not misleading or deceptive.

RG 261.136 Our guidance is not intended to be a prescriptive ‘checklist’ for your company’s CSF offer document, as some of the information may not be relevant or material to your company. We recognise that the content and length of a CSF offer document will vary depending on your company’s circumstances, including the complexity of its business.

RG 261.137 While the law prescribes the exact order of the four key sections of the CSF offer document and the information that must be included in each section (see Table 12), to facilitate concise and effective disclosure, the law also permits:

- (a) the prescribed information to be presented in any order *within* the relevant section of the offer document;
- (b) some of the prescribed information (namely, information about the capital structure and the rights associated with securities on issue and financial information) to be summarised within the relevant section of the offer document, with the more detailed information to be included in any of the other sections of, or an appendix to, the offer document (see RG 261.138); and
- (c) additional information beyond what is prescribed to be included in any of the sections of, or an appendix to, the offer document.

- RG 261.138 Where permitted by law, if you provide a summary of the prescribed information in a section of the CSF offer document, then you must ensure that:
- (a) you provide a cross-reference to more detailed information in another section of, or in an appendix to, the offer document;
 - (b) the summary is not misleading or deceptive (e.g. by omitting key adverse information from the summary); and
 - (c) any information presented in an appendix is also clear, concise and effective and not misleading or deceptive (as appendices form part of the CSF offer document).
- RG 261.139 To help facilitate concise disclosure and reduce the length of your CSF offer document, you may also wish to consider using appendices:
- (a) for additional information (not prescribed under the law) that is not key information (i.e. information of lower materiality or relevance) but that may still be useful or important for investors. This might include the notes to the financial statements or details of the terms of convertible securities, complex debt instruments or a debt facility; and
 - (b) to attach copies of other key documents, such as shareholder agreements or your company's constitution, to the CSF offer document.

Template CSF offer document

- RG 261.140 We have included a template CSF offer document in the appendix to this guide. The template provides you with a standard structure, accompanied by instructions and example content, to help your company prepare a CSF offer document that includes the minimum information required by law.
- RG 261.141 The template is a guidance tool (not a prescribed form) and use of the template is optional. We strongly encourage your company and the CSF intermediary to present and format the CSF offer document in a way that enhances the readability, accessibility and digital compatibility of the document for retail investors.

Section 1: Risk warning for investors

- RG 261.142 Section 1 of the CSF offer document must include a prominent general risk warning about crowd-sourced funding—in the exact wording contained in the Corporations Regulations—to investors.

Note: For the prescribed wording of the general risk warning (which is contained in reg 6D.3A.03), see Section 1 of the template CSF offer document in the appendix.

RG 261.143 The purpose of the general risk warning is to alert retail investors to the risks associated with investing in CSF offers, including the risk that investors may lose their money.

Section 2: Information about your company

RG 261.144 Section 2 of the CSF offer document must include certain information, set out in Table 13, about your company, its business and its directors and senior managers.

Table 13: Information about your company that must be included in the CSF offer document

Category	What to include	Guidance	Template CSF offer document
Company details	Your company's name, ACN, company type (e.g. proprietary company or public company limited by shares) and the address of its registered office and principal place of business.	N/A	Section 2.1 (p. 4)
Criminal and civil legal actions against your company	<p>Details of and a description of the circumstances giving rise to:</p> <ul style="list-style-type: none"> any convictions of criminal offences or civil penalties imposed under the Corporations Act against your company; any court enforceable undertaking given to ASIC by your company; and any other convictions or penalties (under other laws) against your company in the last 10 years. 	N/A	Section 2.2.5 (p. 6)
Your company's business	A description of your company's business and organisational structure.	Table 14	Section 2.2 (pp. 4–5)
Capital structure	<p>A description of your company's debt and equity capital structure, including all classes of issued securities (e.g. shares and options) and rights associated with all classes of securities.</p> <p>A description or summary of the key provisions of your company's constitution and any shareholder agreements (as applicable).</p>	Table 15	Section 2.3 (pp. 6–7)
Directors and senior managers	<p>Identity, skills and relevant experience of all current (and proposed) directors and senior managers.</p> <p>Details of any criminal or civil legal or disciplinary actions under the Corporations Act or any other laws (in the last 10 years) against, or court enforceable undertakings given to ASIC by, your company's directors and senior managers.</p>	Table 16	Section 2.4 (pp. 7–8)

Category	What to include	Guidance	Template CSF offer document
Key risks	A description of the main risks facing your company's business.	Table 17 RG 261.153– RG 261.160	Section 2.5 (pp. 8–9)
Financial information	<p>Your company's financial statements for the most recent financial year.</p> <p>These are the financial statements your company is required to prepare under the Corporations Act, which would generally include a statement of financial position, a profit and loss statement, a cash flow statement and a statement of changes in equity.</p> <p>Your financial statements must:</p> <ul style="list-style-type: none"> • be for a financial year (i.e. a 12-month period), unless your company has not yet had its first financial year; and • be prepared in accordance with the accounting standards. <p>Inclusion of a copy of your company's full financial report, directors' report and auditor's report is not mandatory.</p>	Table 18 RG 261.161– RG 261.179	Section 2.6 (p. 10)

Source: Regulation 6D.3A.04 of the Corporations Regulations.

Your company's business and organisational structure

RG 261.145 Table 14 sets out what information about your company's business and organisational structure should generally be included in the CSF offer document. Instructions on this information are provided in Section 2.2 of the template CSF offer document in the appendix, together with example content.

Table 14: Information about your company's business and organisational structure that should be included in the CSF offer document

Category	What to include
Nature of the business	<p>Explain what your company does and the main function of its business.</p> <p>This should generally include a description of:</p> <ul style="list-style-type: none"> • the stage of development (e.g. whether your company is a start-up or an existing business with an operating history); and • the sector or industry in which the business operates, provided you explain how the information is relevant to your company. <p>For example, this might involve providing information on the following:</p> <ul style="list-style-type: none"> • the industry maturity and size; • your company's market share, key competitors and barriers to entry; • details of your company's current business activities (if any); and • any external threats or opportunities (e.g. a new government initiative that is likely to increase demand for your company's product).
Business strategy	<p>Explain your company's business objectives and strategy at a high level.</p> <p>You should consider specifying the expected timeframe for achieving the objectives (if you have a reasonable basis for this).</p> <p>If your company does not expect to make money or generate income in the short term (e.g. if it is a start-up company), its business strategy may involve an explanation of its short-term objectives and how it proposes to meet those objectives. If your company does not expect to make money in the short term, this should be clearly stated.</p>
Business model	<p>Provide a description of your company's business model—that is, how your company proposes to make money and generate income or capital growth.</p> <p>You should consider including an explanation of the main components of your company's business model and the key assumptions underlying the business model. These are the factors your company depends on to make money or achieve its main objective—for example:</p> <ul style="list-style-type: none"> • key suppliers or customers and distribution channels; • intellectual property and its legal status (e.g. whether your company has a patent or licence); • the importance of key personnel to implementing your company's business model; and • key assets and whether they are owned or leased.
Organisational structure	<p>Provide a description of your company's organisational structure—that is, the various roles, responsibilities and reporting structures within your company and how these are arranged to achieve its organisational objectives.</p> <p>This might include explaining:</p> <ul style="list-style-type: none"> • how the various roles and responsibilities are allocated; and • any external management or outsourcing arrangements.

Your company's capital structure

RG 261.146 Table 15 sets out what information about your company's capital structure should generally be included in the CSF offer document. The information in Table 15 may be provided in summary form within Section 2 of your company's CSF offer document, with the full information contained in another section of, or an appendix to, the offer document.

Note: Where a summary of the information in Table 15 is provided in Section 2 of the CSF offer document, you must include a cross-reference in that summary to the more detailed information in another section of, or an appendix to, the offer document.

RG 261.147 Instructions on this information are provided in Section 2.3 of the template CSF offer document in the appendix, together with example content.

Table 15: Information about your company's capital structure that should be included in the CSF offer document

Category	What to include
Capital structure	<p>Your company's capital structure is how your company finances its business operations using different sources of funding—that is, debt and equity financing.</p> <p>Provide a description or summary of how your company finances its business operations. This may involve an explanation of how your company finances its start-up, cash flow and ongoing operations, and the extent to which your company depends on equity finance, external or internal debt finance, government loans or grants.</p>
Equity (pre- and post-offer)	<p>A description or summary of:</p> <ul style="list-style-type: none"> • all classes of shares (e.g. ordinary shares, non-voting shares, preference shares), the number of shares on issue and whether there are any unpaid amounts on issued shares; • the number of options on issue (if any) and the key terms of the options (e.g. the exercise period and exercise price); • details of any other securities on issue (e.g. convertible notes); and • the number of ordinary shares that may be issued under the CSF offer. <p>You should also consider providing details of your company's share capital after the offer on an undiluted basis and on a fully diluted basis (i.e. presuming all options and convertible securities are exercised).</p>

Category	What to include
Rights and liabilities associated with securities	<p>Summarise or describe the rights associated with all classes of securities on issue, and the key provisions contained in the company's constitution and any current or proposed shareholder agreements (if applicable) that deal with rights and liabilities of the securities, including any right of the directors to refuse a transfer of shares (if applicable).</p> <p>This generally includes a description or summary of:</p> <ul style="list-style-type: none"> • voting rights; • dividend rights; • any special rights held by majority shareholders, such as pre-emptive rights (e.g. majority shareholders may have the first right to buy the shares of a selling shareholder) or 'tag along' and 'drag along' rights; and • any restrictions on the issue or transfer of shares (e.g. if directors or majority shareholders have the power or right to refuse a transfer of shares). <p>Note: You should consider including a copy of your company's constitution and any shareholder agreements in an appendix to the offer document. Also consider explaining the implications of special shareholders' rights and any restrictions on transfers of shares for minority shareholders (e.g. shareholders may have limited opportunities to exit their investment).</p>
Debt	<p>If your company relies on debt financing (e.g. bank loans, director finance or related party loans), you should consider explaining:</p> <ul style="list-style-type: none"> • any key terms or conditions of your company's debt financing (e.g. term of the loan, principal amount borrowed, amount outstanding, interest rate and any security provided for the loan); • whether your company is able to meet repayments from earnings or otherwise (if there is a reasonable basis for predicting this); and • when key financing needs to be renewed (if known).
Other financing	<p>If your company relies on government funding, you should consider including:</p> <ul style="list-style-type: none"> • the amount and term of the funding; and • any key terms or conditions of the funding, including repayment terms (if any).

- RG 261.148 You might also consider disclosing the identity of all majority shareholders (e.g. founding directors and their associated entities) and their percentage shareholding and voting power in the company, before and after the CSF offer.

Directors and senior managers

- RG 261.149 Table 16 sets out what information about your company's current (and any proposed) directors and senior managers should generally be included in the CSF offer document.

Note: See s9 (as modified by [ASIC Corporations \(Disclosure Relief—Offers to Associates\) Instrument 2017/737](#)), which defines 'senior manager' as any person who is concerned in, or takes part in, the management of the body (regardless of the person's designation and whether or not the person is a director or secretary of the body). This would likely include persons that form part of your company's executive management or management team.

RG 261.150 Instructions on information about directors and senior managers are provided in Section 2.4 of the template CSF offer document in the appendix.

Table 16: Information about current and proposed directors and senior managers that should be included in the CSF offer document

Category	What to include
Identity and role	<p>You must disclose the person's full name.</p> <p>Consider describing the role the person will perform (e.g. managing director, non-executive director or chief financial officer). A brief description of their duties may also be relevant for investors.</p>
Skills and experience	<p>You must disclose details of the person's skills and experience that are relevant to the role they have in your company. You should consider explaining how their skills and experience are relevant to the role.</p>
Legal or disciplinary action	<p>You must disclose the following legal or disciplinary actions (if any) against your current and proposed directors and senior managers:</p> <ul style="list-style-type: none"> • convictions of criminal offences under the Corporations Act; • civil penalties imposed under the Corporations Act; • disqualifications from managing a company under the Corporations Act; • banning or disqualification orders (relating to an AFS licence) under s920A or 921A; • whether the person is or has been a director, company secretary or senior manager of a company when it became insolvent; • whether the person is or has been subject to a written undertaking accepted by ASIC under s93AA or 93A of the <i>Australian Securities and Investments Commission Act 2001</i> (ASIC Act); and • any other convictions or penalties against the director or senior manager (acting in that capacity in relation to your company or another company) under any other laws in the last 10 years. <p>You must include details of, and a description of the circumstances giving rise to, each of the offences, penalties, disqualifications, banning or court orders, insolvencies or undertakings (as applicable). This should generally include a summary of the facts and any formal judgment (e.g. court judgment) or decision (e.g. by ASIC) in relation to the legal or disciplinary action or undertaking.</p> <p>You should provide details of the director or senior manager's capacity and involvement with a previous company insolvency (if applicable).</p> <p>Note: The CSF intermediary also has an obligation to check whether the directors and senior managers of the company are of good fame and character, have had any legal or disciplinary actions against them and, if so, that these have been disclosed in the CSF offer document—see s738Q and RG 262.</p>

RG 261.151 You might also consider including other relevant information about directors and senior management, such as their interests in the company's securities, remuneration (including salary and bonus entitlements) and any other non-cash benefits (such as options).

- RG 261.152 The information about directors and senior managers should be:
- (a) appropriately balanced—for example, disclosure about a director’s disciplinary history should be given appropriate prominence compared to disclosure of the director’s experience and achievements; and
 - (b) appropriately explained—we recommend that information about a director’s or manager’s track record and achievements include an explanation of the context, to allow investors to assess what weight, if any, to place on the information about a director’s background.

Main risks facing your business

- RG 261.153 Section 2 of the CSF offer document must include a description of the main risks facing your company’s business—that is, the risks that are inherent in your company’s business model and that may impact its success or failure.
- RG 261.154 The main risks will generally be the strategic and operational risks that directors and management focus on when they are managing the business. They are usually the type of events that have a reasonable likelihood of occurring and, if they did occur, would have a very significant effect on your company’s financial position and the value of shareholders’ investments.
- RG 261.155 You do not need to list every risk that may impact your company’s business. That is, general risks relevant to all businesses (e.g. risks arising from general economic conditions, changes to interest rates or illiquidity of shares) or remote risks would not generally be included, unless they directly impact your business model. Generally, we would expect only the top three to five main risks to be disclosed—however, if there is a greater number of key risks facing your business, then all of those key risks must be disclosed.
- RG 261.156 You should consider explaining in your company’s CSF offer document:
- (a) why these risks are the main risks from the investor’s perspective;
 - (b) the likelihood of a risk occurring (often such disclosure would be general and at a high level); and
 - (c) the consequences of a risk occurring (e.g. loss of a key contract will adversely affect your company’s income and profitability).
- RG 261.157 Information about risks should be:
- (a) concise—the disclosure should focus on only the most important or main risks;
 - (b) specific and tailored to your company’s circumstances, rather than generic in nature; and
 - (c) presented in a way that gives prominence to the most important risks (for example, you may order the risks from most to least important).

- RG 261.158 While disclosure of risk mitigation strategies is not required, if you voluntarily include information about how your company mitigates its risks, then you should ensure that it is balanced with information about risks and that the risks themselves are more prominently disclosed. The disclosure of risk mitigation strategies should not detract from an investor's understanding and appreciation of the actual risks, and the potential impact of the risks, facing the business.
- RG 261.159 Table 17 sets out a non-exhaustive list of some common risks that may affect an early-stage or start-up company. The CSF offer document should not refer to a risk listed in Table 17 if it is not relevant to your company.
- RG 261.160 Instructions on risk disclosure are provided in Section 2.5 of the template CSF offer document in the appendix, together with example content.

Table 17: Common risks for an early-stage or start-up business

Type of risk	Examples to consider
Market or competition risk	Unproven market demand for product or service. Ability to compete successfully with existing or new competitors or to secure first mover advantage.
Failure to secure or loss of key personnel	Inability to engage key personnel with experience and expertise that is critical to the success of the business or loss of key personnel (e.g. founders of the company).
Failure to secure or loss of supplier or customer	Inability to secure or losing a major supplier or customer. Reliance on overseas suppliers or manufacturing.
Important contract	Early termination of an important contract that your business is highly dependent on.
Intellectual property	Adverse impact on the company's ability to compete due to the inability to obtain, maintain and enforce intellectual property protection covering its products.
Financing risk	Being unable to obtain finance. High dependence on government grants or assistance.
Legal or regulatory risks	Loss or timetable implications due to an inability to obtain regulatory and other approvals.
Technology and operational risks	Failure of technology required to successfully design, manufacture and market the product. Inability to secure distributors and vendors to sell the product.

Financial information about your company

RG 261.161 Section 2 of the CSF offer document must include your company's financial statements for the most recent financial year. Table 18 sets out the financial statements that must be included.

Note: The term 'financial statements' means the financial statements in relation to your company required under the accounting standards—see s295(2). This does not mean your full annual financial report, which also includes the directors' declaration and any notes to the financial statements—see s295(1).

RG 261.162 A summary of your financial statements may be provided in Section 2 of your company's CSF offer document, with a copy of the full financial statements contained in an appendix to the offer document. If you include a summary, this should generally include information on both your company's financial position (i.e. the 'balance sheet') and financial performance (i.e. the 'profit and loss' statement) and should be balanced—that is, information about company losses and expenses should be disclosed, especially where information about revenue or forecast financial information is provided.

Note: If a summary of the financial statements is provided in Section 2 of the CSF offer document, you must include a cross-reference in that summary to where a full copy of the financial statements can be found within the offer document (e.g. in an appendix).

RG 261.163 Instructions on the financial information required in a CSF offer document are provided in Section 2.6 of the template CSF offer document in the appendix.

RG 261.164 There may also be other financial information about your company that is material and relevant to an investor deciding whether to participate in a CSF offer (for example, information in the notes to the financial statements and events that have had a material effect on your company since the balance date of its most recent financial statements). This information is discussed in RG 261.170–RG 261.176.

Table 18: Financial statements that must be included in the CSF offer document

Category	What to include
Financial statements	<p>Your company must include its financial statements. These are the financial statements your company is required to prepare under the Corporations Act, which would generally include:</p> <ul style="list-style-type: none"> • a statement of financial position (also known as a 'balance sheet') for the most recent financial year—showing the major asset, liability and equity groups; • a profit and loss statement (also known as the 'income statement') for the most recent financial year—showing major revenues and expense items, and profit or loss, including earnings before interest and tax (EBIT) and net profit after tax (NPAT); • a statement of cash flows (the 'cash flow statement') for the most recent financial year—showing, at a minimum, operating cash flows; and • a statement of changes in equity—showing changes in owner's equity. <p>Your company is not required to include its full financial report, which includes the directors' declaration and any notes to the financial statements, or its directors' report or auditor's report (if applicable)—unless these contain material information, then you should consider including that information: see RG 261.170–RG 261.176.</p> <p>The financial statements in the CSF offer document do not need to be audited or reviewed by an auditor and your company does not need to include an auditor's opinion on the financial statements. However, if your company's most recent financial statements were audited or reviewed, then the audited or reviewed financial statements should be provided.</p> <p>The financial statements included in the CSF offer document must be prepared and presented in accordance with the accounting standards. Your company's directors should satisfy themselves of this.</p>
Consolidated or separate financial statements	<p>If your company is required under the accounting standards to prepare consolidated financial statements—that is, incorporating the financial statements of your company's controlled subsidiaries (if any)—then you must include the consolidated financial statements in the CSF offer document.</p> <p>If your company is not required under the accounting standards to prepare consolidated financial statements—then you must include your company's separate financial statements in the CSF offer document.</p>
Reporting period	<p>If your company has already had its first financial year (e.g. it has been at least 12 months since its incorporation as a company)—the financial statements included in the CSF offer document must be for its most recently completed financial year (being a 12-month period or a period of up to 18 months, if it was your company's first financial year).</p> <p>If your company has been incorporated for less than 12 months at the time of the CSF offer (i.e. it has not yet had a full financial year)—the financial statements included in the CSF offer document must be for the period from the date of incorporation to one month before the date of the offer.</p>

Companies incorporated for more than 12 months

RG 261.165 If your company has been incorporated for more than 12 months and has had its first financial year, then you must include the financial statements in

Table 18, even if your company has not commenced business or earned any income (i.e. your revenue is ‘zero’).

- RG 261.166 The financial statements included in the CSF offer document must be up-to-date—that is, they must relate to your company’s most recently completed financial year.

Note: A company’s first financial year starts on the day it is registered or incorporated as a company and lasts for 12 months or the period (not longer than 18 months) as determined by the directors. Each subsequent financial year must be 12 months long—see s323D.

Companies incorporated for less than 12 months

- RG 261.167 If your company is a start-up company and has been incorporated for less than 12 months at the time of the CSF offer (i.e. it has not yet had a full financial year), you must include the financial statements in Table 18 for the period from your company’s date of incorporation to the date that is one month before the date the CSF offer is made. An example is provided below.

Example 2: Financial statements if incorporated less than 12 months

New Co Ltd was registered as a public company on 29 September 2017 and intends to make a CSF offer on 30 June 2018. New Co Ltd does not have any subsidiary companies that it owns or controls.

New Co Ltd must include in the CSF offer document its company’s financial statements for the period from 29 September 2017 to 31 May 2018 (being a period of approximately 8 months, ending one month before the date of the offer).

Consolidated financial statements

- RG 261.168 The accounting standards require certain companies to prepare consolidated financial statements for a consolidated entity, which incorporates the financial position and performance of the company’s controlled subsidiaries and presents the financial statements of the group as a single economic entity.

Note: See, in particular, Australian Accounting Standard [AASB 10 Consolidated financial statements](#).

- RG 261.169 If the accounting standards require your company to prepare consolidated financial statements, then these must be included in the CSF offer document for your company’s CSF offer. Otherwise, your company’s separate financial statements must be provided (even if your company has a parent company and is part of that company’s consolidated group).

Other information associated with your company's financial statements

- RG 261.170 There may be circumstances when other information associated with your company's financial statements—such as information contained in the notes to the financial statements, or the directors' report or an expert report attached to the financial report—may also need to be included in the CSF offer document.
- RG 261.171 In particular, the notes to your company's financial statements provide important narrative descriptions of the items presented in the financial statements. The information in the financial statements, together with the notes, assists investors and other users of the financial statements to understand your company's financial position and performance.
- RG 261.172 When material and relevant information is contained in the notes to your company's financial statements or in other parts of the financial report, not including that information in the CSF offer document may cause the financial statements in the offer document to be misleading. You should consider whether there is any material and relevant information in the notes to your financial statements, directors' report or other documents associated with your financial statements and whether the exclusion of this information may mislead investors about your company's financial position or performance.
- RG 261.173 If there has been an event that has had a material effect on your company since the date of its most recent financial statements, then you should consider including a description of this event and the impact on your company to avoid the risk of your company's CSF offer document being misleading.
- RG 261.174 The financial statements included in the CSF offer document do not need to be audited or reviewed by an auditor and you do not need to include an auditor's opinion on the financial statements.
- RG 261.175 However, if your company's most recent financial statements have been audited (e.g. because it was a public or large proprietary company for prior financial years or it has raised more than \$3 million from CSF offers), then you should include the audited financial statements in the CSF offer document (as the law requires you to provide your company's most recent financial statements). In addition, any modified opinion or additional communication by the auditor (e.g. a going concern emphasis of matter or qualification) is likely to be material information that should be disclosed in the CSF offer document.
- RG 261.176 You should also consider including details of where your company's full financial reports can be accessed—for example, from the company on request or from ASIC (if the financial reports have been lodged with ASIC).

Prospective financial information

RG 261.177 The CSF offer document should only include financial forecasts, targets or other forward-looking statements if there are reasonable grounds for their inclusion—otherwise, the information will be misleading.

Note: Reasonable grounds means there must be a sufficient objective foundation for the statement—for example, if the information is underpinned by an independent expert’s report. Information supported by hypothetical assumptions or based on certain contingencies may not indicate reasonable grounds.

RG 261.178 If you have reasonable grounds to include forecasts or other prospective financial information in your company’s CSF offer document, then we expect the key assumptions and methodologies used to develop the information to also be disclosed in the offer document.

RG 261.179 Section E of this guide, specifically RG 261.192–RG 261.202, contains guidance on when a CSF offer document may be misleading or deceptive, including when prospective financial information or other forward-looking statements are included where there is no reasonable basis to do so. For further detailed guidance, see [Regulatory Guide 170](#) *Prospective financial information* (RG 170).

Section 3: Information about the offer

RG 261.180 Section 3 of the CSF offer document must include certain information about the CSF offer—the information that should generally be included is set out in Table 19. Instructions on information about the offer are provided in Section 3 of the template CSF offer document in the appendix, together with example content.

Table 19: Information about the CSF offer that should be included in the CSF offer document

Topic	What to include
Terms and conditions	<p>You must include a description of:</p> <ul style="list-style-type: none"> the type of shares being offered (i.e. fully-paid ordinary shares); the offer price (i.e. how much investors must pay for shares); the minimum and maximum subscription amounts (note that if the minimum subscription is not reached, the CSF offer will not be complete and application money must be refunded to investors); and the expected offer period, unless the offer is closed earlier (i.e. if the maximum subscription is reached, the CSF intermediary must close the offer).

Topic	What to include
Rights associated with shares	<p>You must include a description or summary of the rights associated with the shares contained in the company's constitution, which generally includes:</p> <ul style="list-style-type: none"> • voting rights; • dividend rights; • rights to call and receive notice of general meetings; • rights to elect and remove directors; • rights in the event of a winding-up of the company; and • any restrictions on the issue or transfer of shares (e.g. if approval of directors or majority shareholders is required). <p style="margin-left: 40px;">Note: If a summary of the rights associated with the shares is included in Section 3 of your company's CSF offer document, the full description must be contained in another section of, or an appendix to, the offer document, and must be cross-referenced.</p> <p>Information about shareholder rights should be explained in plain language and from the perspective of investors (i.e. what these rights mean in practice and how the different classes of shares rank against each other).</p>
Use of funds	<p>Describe how your company intends to use the funds raised under the CSF offer (based on minimum and maximum subscription amounts).</p> <p>If the funds are to be used for a variety of purposes, consider including a breakdown of how much will be applied to each purpose.</p> <p style="margin-left: 40px;">Note: If a significant portion of the funds will be allocated to working capital, you should explain what constitutes working capital. If funds will be used to pay the costs of the offer, then the aggregate costs of the offer should also be itemised.</p> <p>You should consider describing:</p> <ul style="list-style-type: none"> • when funds will be used (if there is a reasonable basis for predicting this); • whether the full offer amount and/or the minimum subscription amount are sufficient to meet your company's objectives. If not, clearly state if your company will need to raise more equity or debt capital (if this is known); and • why certain activities will be scaled back if only the minimum subscription is raised (i.e. why certain activities are prioritised over others).
Payments to related parties and other persons	<p>You must describe whether any of the funds raised will be paid (directly or indirectly) to:</p> <ul style="list-style-type: none"> • any current or proposed directors or senior managers of your company; • any related parties of your company; • any person that 'controls' your company or persons who hold more than 20% of the voting rights in the company (e.g. controlling or major shareholders); • the CSF intermediary publishing the CSF offer or any of the intermediary's related parties; and • any person promoting or marketing the offer. <p>This includes whether any of the funds will be paid through an interposed entity for the benefit of the person—for example, payments made to a nominee or trust for the benefit of the person.</p>

Topic	What to include
Previous CSF offers	<p>You must provide a description of all previous CSF offers (if any) made by:</p> <ul style="list-style-type: none"> • your company; • any other company in which your company's directors or senior managers were appointed (at the time of that CSF offer) as a director or senior manager; • any related parties of your company; or • any other company controlled by (at the time of the CSF offer) a person that 'controls' your company (e.g. controlling shareholders). <p>You must disclose the following details about the previous CSF offers:</p> <ul style="list-style-type: none"> • who made the offer and when; and • a description of the outcome of the offer (for example, whether the offer was complete and the minimum subscription amount was raised, or whether the offer was unsuccessful).

- RG 261.181 You might also consider including information about the tax implications for investors applying for shares under the CSF offer, including their eligibility for tax incentives that may be available for investing in qualifying early-stage innovation companies. This information may be useful and relevant for investors when deciding whether to participate in an offer. However, it should be accompanied by a statement advising investors to seek their own professional tax advice.

Note: See the *Tax Laws Amendment (Tax Incentives for Innovation) Act 2016*. Further information is available on the Australian Taxation Office website—see [Tax incentives for early stage investors](#).

Section 4: Information about investor rights

- RG 261.182 You must include specific information about investor rights—including cooling-off rights and the effect of your company's reporting and corporate governance obligations and concessions (if your company is relying on these concessions)—in Section 4 of the CSF offer document. This information is set out in Table 20.
- RG 261.183 Information about investor cooling-off rights is important, as retail investors have only a small window (five business days) to change their minds and withdraw from a CSF offer to receive a refund of their money. In addition, information about your company's corporate governance, audit and reporting obligations and concessions (if applicable) should be clearly stated in the offer document as this information is essential to ensure that investors understand their rights as potential shareholders in the company.
- RG 261.184 You should present this information in plain language and from the perspective of retail investors. For example, consider explaining the practical implications of the reporting obligations and concessions for investors.

RG 261.185 Instructions on information about investor rights are provided in Section 4 of the template CSF offer document in the appendix, together with example content.

Table 20: Information about investor rights that should be included in the CSF offer document

Topic	What to include	Guidance
Cooling-off rights	<p>You must include a description of the cooling-off rights in s738ZD.</p> <p>You should generally explain that:</p> <ul style="list-style-type: none"> a retail investor has an unconditional right to withdraw their application under a CSF offer within five business days of making an application, for any reason (e.g. if they change their mind); investors must exercise withdrawal rights via the CSF intermediary's platform using the method specified by the intermediary; and it is the intermediary's obligation to refund application money in full to investors. 	<p>Table 10 and RG 262</p> <p>Template CSF offer document Section 4.1 (p. 15)</p>
CSF intermediary's communication facility	<p>A description of the effect of s738ZA(5), which requires the CSF intermediary hosting the CSF offer to provide a communication facility for the offer on its platform.</p> <p>You should generally explain:</p> <ul style="list-style-type: none"> the purpose of the communication facility, which is to allow potential investors, your company and the CSF intermediary to communicate with each other about your company's CSF offer; how the communication facility works—that is, investors who access the CSF offer document will be able to post comments and questions about the offer and see the posts of other investors, and that the company or intermediary is able to respond to questions and comments posted on the facility; that officers, employees or agents of your company, and related parties or associates of your company or the intermediary, must clearly disclose their relationship to your company and/or the intermediary when making posts on the facility; and that comments on the communication facility must be made in good faith, otherwise the advertising rules may be breached. 	<p>RG 262</p> <p>Template CSF offer document Section 4.2 (p. 15)</p>
AGM concession—eligible public companies	<p>If your company is a public company relying on the relief in s250N(5) and (6) and is therefore not required to hold an AGM, it must provide a description of the effect of the relief.</p> <p>You should generally explain that:</p> <ul style="list-style-type: none"> shareholders will not be provided with an opportunity to directly question directors and management in an open forum about the management, business operations, financial position or performance of the company; if shareholders have any concerns, they will need to directly approach the company to obtain answers to their queries or concerns; and the directors of the company may still be required to hold a general meeting in other circumstances (e.g. when requested to by shareholders with at least 5% of the votes that may be cast at a general meeting). 	<p>Section F</p> <p>RG 261.246– RG 261.248</p> <p>Template CSF offer document Section 4.4 (p. 17–18)</p>

Topic	What to include	Guidance
Audit concession—eligible public companies	<p>If your company is a public company relying on the relief in s301(5) from the requirement to audit its financial reports, it must provide a description of the effect of the relief.</p> <p>You should generally explain that your company's financial reports will not be subject to auditor oversight—which means there is no independent assurance as to whether the financial statements provide a true and fair view of the company's financial position and performance, or whether the accounting standards have been complied with—unless the company raises \$3 million or more from CSF offers.</p>	<p>Section F</p> <p>RG 261.249– RG 261.251</p> <p>Template CSF offer document Section 4.4.2 (p. 18)</p>
Audit requirement—small proprietary companies with CSF shareholders	<p>If your company is a small proprietary company that is or will be required to prepare and lodge financial reports because it has CSF shareholders—it must provide a description of the effect of the audit requirements in s301(2).</p> <p>You should generally explain that your company's financial reports will not be audited, unless the company raises \$3 million or more from CSF offers.</p> <p>Note 1: See s45A and RG 261.275–RG 261.276 for the definition of a 'small' proprietary company.</p> <p>Note 2: Large proprietary companies, including those making CSF offers, are required to audit their financial reports. The audited financial statements should be included in the CSF offer document (see RG 261.175).</p>	<p>Section G</p> <p>RG 261.284– RG 261.288</p> <p>Template CSF offer document Section 4.3.1 (p. 16)</p>
Annual report distribution—eligible public companies and small proprietary companies with CSF shareholders	<p>If your company is covered by the concession in s314(1AF) and (2A), which provides reduced requirements for distributing the annual reports to members, it must provide a description of the effect of the relief.</p> <p>You should generally explain that:</p> <ul style="list-style-type: none"> • shareholders will not be given the opportunity to elect to receive the annual report by way of email or post; • shareholders will need to access the annual report on the company's website or another readily accessible website (rather than be sent a copy); and • members may request a copy of the annual report free of charge. 	<p>Section F</p> <p>RG 261.252– RG 261.254</p> <p>Section G</p> <p>RG 261.289– RG 261.290</p> <p>Template CSF offer document Sections 4.3.2 and 4.4.3 (pp. 16 and 18)</p>
Exception to the takeover rules—proprietary companies with CSF shareholders	<p>If your company is a proprietary company with CSF shareholders, it must provide a description of the effect of the exception from the takeover rules in item 19A of s611, which means the general 20% prohibition does not apply to your company.</p> <p>Note: The usual takeover rules continue to apply for public companies with CSF shareholders.</p> <p>You should generally explain that:</p> <ul style="list-style-type: none"> • acquisitions of relevant interests in voting shares in your company that increase a person's voting power to more than 20% are permitted and not subject to the takeover rules; and • minority shareholders will not have the benefit of the protections under the takeover rules, which means they may not have the right to vote on or participate in a change of control of the company. 	<p>Section G</p> <p>RG 261.310– RG 261.325</p> <p>Template CSF offer document Section 4.3.4 (p. 17)</p>

Topic	What to include	Guidance
Related party transactions—proprietary companies with CSF shareholders	<p>If your company is a proprietary company with CSF shareholders, it must provide a description of the effect of s738ZK, which means the rules on related party transactions in Ch 2E apply to your company.</p> <p>Note: The usual rules on related party transactions in Ch 2E continue to apply for public companies with CSF shareholders.</p> <p>You should generally explain that your company is required to obtain shareholder approval before giving financial benefits to related parties of the company (e.g. directors and their spouses, children or parents), subject to certain exceptions.</p>	<p>Section G</p> <p>RG 261.292–RG 261.304</p> <p>Template CSF offer document Section 4.3.3 (p. 16)</p>

RG 261.186 You might also consider including information about:

- (a) how shareholders can exit their investment in your company (e.g. if there is a secondary market for selling the shares or whether investors may have the opportunity to participate in or benefit from an exit event); and
- (b) where shareholders can access ongoing information about your company (e.g. company updates)—this is particularly important if your company is relying on the AGM or reporting concessions.

Is the CSF offer document ‘clear, concise and effective’?

RG 261.187 The CSF offer document must be worded and presented in a ‘clear, concise and effective’ manner. This requirement applies to both:

- (a) the wording of information in the CSF offer document (i.e. choice of language); and
- (b) the presentation of the CSF offer document (i.e. choice of communication tools, layout, style and structure).

RG 261.188 [Regulatory Guide 228](#) *Prospectuses: Effective disclosure for retail investors* (RG 228) sets out some widely accepted communication tools to help you create a ‘clear, concise and effective’ offer document for your company’s CSF offer: see in particular Section B, Table 3 and Table 4 of [RG 228](#).

Note: Although the guidance in Section B of [RG 228](#) is stated to apply to prospectuses, the guidance is also relevant to CSF offer documents and the requirement for CSF offer documents to be ‘clear, concise and effective’.

RG 261.189 You should analyse how best to word and present the information in your company’s CSF offer document, keeping the possible readers of the document front of mind. You might also consider using other tools to help you create a ‘clear, concise and effective’ CSF offer document, including reviewing research on the communication needs of retail investors.

E Determining if the CSF offer document is defective

Key points

This section explains:

- when a CSF offer document is defective;
- what your company must do if its CSF offer document is defective;
- when your company must offer investors withdrawal rights; and
- what liability your company and its directors may have for an offer of shares made under a defective CSF offer document.

This section also explains ASIC's role in relation to CSF offer documents and what we might do when we have concerns that your company's offer document is defective.

When is a CSF offer document defective?

RG 261.190 Your company and its directors are liable to an investor who suffers loss or damage if an offer of your shares is made under a defective CSF offer document. It is important for you to know when the CSF offer document may be defective and what steps your company should take if it becomes aware that its CSF offer document is defective.

RG 261.191 The CSF offer document will be defective if:

- (a) it contains statements that are misleading or deceptive;
- (b) there is an omission of information—that is, it does not contain the minimum information required to be included in a CSF offer document (see Table 12, for the minimum information requirements); or
- (c) there is new information that requires disclosure—that is, since the CSF offer document was published, a new circumstance has arisen that would have been required to be included in the CSF offer document, if it had arisen before the document was published.

Note: See s738U. For guidance on the information required to be included in CSF offer documents, see Section D.

Misleading or deceptive statements

RG 261.192 You must ensure there are no misleading or deceptive statements in your company's CSF offer document. When drafting, it is important to consider whether there is any information in the offer document that is likely to mislead or deceive retail investors.

- RG 261.193 Whether a CSF offer document is misleading or deceptive relates not only to whether the *content* of a statement is misleading (e.g. whether it is inaccurate or creates a misleading impression), but also whether the *presentation* of information may cause it to be misleading even though the content is not.
- RG 261.194 Examples of misleading *content* include:
- (a) statements or representations about a future matter ('forward-looking statements')—for example, sales or production targets, where there are no reasonable grounds for making the statement;
 - (b) prospective financial information—for example, forecasts and projections of future revenue, profits or costs, where there are no reasonable grounds for that information; or
 - (c) only disclosing part, but not all, of the information material to a matter—for example, stating the company's revenue figure for the most recent financial year but not explaining that part of this revenue was due to a one-off transaction that is unlikely to occur again in the future.
- RG 261.195 Whether there are reasonable grounds to include forward-looking statements or prospective financial information is discussed at RG 261.197–RG 261.202.
- RG 261.196 Examples of misleading *presentation* include:
- (a) giving undue prominence to positive information and key benefits in a way that is potentially misleading; and
 - (b) not giving sufficient prominence to important risks in a way that creates a misleading impression that investors do not need to pay much attention to the risks.

Can you include forward-looking statements?

- RG 261.197 Examples of forward-looking statements include statements containing prospective financial information (such as financial forecasts, revenue or profit targets), and estimates of the timeline to complete a project.
- RG 261.198 The CSF offer document should only include forward-looking statements if there are reasonable grounds for their inclusion—otherwise, the information will be misleading.
- Note: See s738U(2). This applies even if your company has used the information to estimate future performance for internal planning purposes.
- RG 261.199 Forward-looking statements that relate to forward-sales contracts or leases, or are supported by independent industry experts' reports or independent accountants' reports, may indicate reasonable grounds. Short-term forecasts (up to two years) relating to an existing business and based on events management reasonably expects to take place may also indicate reasonable grounds.

- RG 261.200 However, forward-looking statements that are speculative or based only on hypothetical assumptions or on mere opinions will not be supported by reasonable grounds, and will therefore be misleading.
- RG 261.201 If ASIC is concerned that the CSF offer document contains misleading or deceptive information—including where we consider your company does not have reasonable grounds for the inclusion of forward-looking statements—we may exercise our stop order powers to prevent the CSF offer from proceeding: see RG 261.230–RG 261.234.
- RG 261.202 If you intend to include forward-looking statements or prospective financial information (such as short-term financial forecasts) in the CSF offer document, more detailed guidance can be found in [RG 170](#).

Note: While [RG 170](#) is stated to apply to prospective financial information in prospectuses, the guidance in [RG 170](#) is relevant to the inclusion of prospective financial information, and forward-looking statements more generally, in a CSF offer document.

What must your company do if its CSF offer document is defective?

- RG 261.203 Your company must not offer shares if its CSF offer document is defective, or your company, its directors and other people involved in the CSF offer may be exposed to liability: see RG 261.224–RG 261.227 for further information.

Note: See s738Y.

- RG 261.204 Your company should take the following steps if it becomes aware *after* the CSF offer document is published on the CSF intermediary's platform and while the CSF offer is open, that its offer document is defective.

Step 1: Notify the CSF intermediary

- RG 261.205 If your company becomes aware that its CSF offer document is defective, it must notify the CSF intermediary hosting the offer as soon as practicable.
- RG 261.206 If any of your company's directors or other persons liable for the CSF offer document become aware the offer document is defective, that person must notify your company and the CSF intermediary as soon as practicable.

Note: If the CSF intermediary first becomes aware that the CSF offer document is defective, it must notify your company as soon as practicable—see [RG 262](#).

- RG 261.207 If your company or its directors do not know that the CSF offer document is defective, then no obligation to notify the CSF intermediary arises.

RG 261.208 If your company or its directors fail to comply with their notification obligations they will commit an offence. We recommend that your company provide any notice in writing and retain a copy of the notice for its records.

Step 2: CSF intermediary suspends or closes the CSF offer

RG 261.209 Once the CSF intermediary becomes aware that the CSF offer document is defective (because your company notified the intermediary or otherwise), it must:

- (a) remove the offer document from its platform—this will prevent further applications from being received under a defective offer document; and
- (b) either:
 - (i) close the CSF offer—in this case, the intermediary must refund application money to all investors who have applied under the offer; or
 - (ii) suspend the CSF offer—in this case, your company may correct any deficiencies by way of a supplementary or replacement CSF offer document containing corrective disclosure (see Step 3).

Note: The intermediary suspends or closes the offer by giving notice on its platform.

RG 261.210 If the CSF intermediary suspends the CSF offer, the suspension continues until a supplementary or replacement CSF offer document is published on the intermediary's platform or the offer is otherwise closed by the intermediary (for example, when your company elects to withdraw the offer or does not provide a supplementary or replacement offer document).

Step 3: Prepare a supplementary or replacement CSF offer document

RG 261.211 When your company's original CSF offer document is defective, it may prepare a supplementary or replacement CSF offer document to correct any deficiencies in the CSF offer document. A supplementary CSF offer document accompanies or is attached to an original CSF offer document. A replacement CSF offer document replaces an original CSF offer document.

Note: See s738W.

RG 261.212 Your company may also prepare a supplementary or replacement CSF offer document if its offer document does not comply with the requirement to be 'clear, concise and effective'.

RG 261.213 However, your company cannot provide a supplementary or replacement CSF offer document in any other circumstances (i.e. to provide investors with additional information that is not otherwise required to be disclosed under the minimum information requirements in Table 12). For example,

your company cannot provide a supplementary or replacement CSF offer document to vary the terms of the offer or shorten the CSF offer period.

What to include in a supplementary or replacement offer document

- RG 261.214 At the beginning of a supplementary CSF offer document, there must be:
- (a) a statement that it is a supplementary CSF offer document;
 - (b) an identification of the original offer document it supplements; and
 - (c) a statement that it is to be read together with the original offer document (and any other supplementary documents that have been published).
- RG 261.215 At the beginning of a replacement CSF offer document, there must be:
- (a) a statement that it is a replacement CSF offer document; and
 - (b) an identification of the original offer document it replaces.
- RG 261.216 Your supplementary or replacement CSF offer document must not incorporate any changes made other than for the purpose of correcting a defect or complying with the requirement for it to be ‘clear, concise and effective’.
- RG 261.217 We recommend dating the supplementary or replacement CSF offer document so that investors know when the offer document was published on the platform.

Steps before publication of the supplementary or replacement offer document

- RG 261.218 Before publication of a supplementary or replacement CSF offer document:
- (a) your company will need to obtain fresh consents from each of the persons liable for the offer document. These persons (including directors and proposed directors) are listed in Table 6 at RG 261.64;

Note: As a replacement CSF offer document replaces the original CSF offer document, each of your company’s directors will need to consent to the publication of the replacement offer document in its entirety (the prior consent given in relation to the original offer document has no application to offers and applications made after the replacement offer document is published).
 - (b) if a person (other than a director or proposed director) had consented to a statement in the original CSF offer document and the supplementary or replacement offer document does not make a material change to the form or context of that statement, then your company will not need to obtain a fresh consent from that person; and
 - (c) the CSF intermediary will conduct its checks on your company’s supplementary or replacement offer document. These checks are the same checks the intermediary conducted on the original offer document,

set out in RG 261.70. The intermediary is not obliged to publish the offer document if the results of the checks are not satisfactory.

Step 4: Publication of the supplementary or replacement CSF offer document and offering applicant withdrawal rights

Investor withdrawal rights where the defect is ‘materially adverse’

- RG 261.219 If the defect in your CSF offer document is materially adverse from the point of view of an investor, the CSF intermediary must publish your company’s supplementary or replacement CSF offer document on its platform to correct the defect. You must also, as soon as practicable, give each applicant that has already applied under the CSF offer written notice that they have 14 days to withdraw their application and be refunded their application money.
- RG 261.220 You should apply an objective test when considering whether a misleading or deceptive statement, an omission or a new circumstance is ‘materially adverse from the point of view of an investor’—that is, it should be considered from the point of view of a hypothetical reasonable investor. The written notice of withdrawal rights must be accompanied by the supplementary or replacement CSF offer document.
- RG 261.221 An applicant who wants to withdraw their application must do so in writing within 14 days of receiving the notice from the CSF intermediary, and the intermediary must refund their application money as soon as practicable.

When the offer re-opens

- RG 261.222 Once the CSF intermediary publishes a supplementary or replacement CSF offer document on its platform, the CSF offer will be open again, which means new applications can be received via the application facility.
- RG 261.223 If there is a further defect in the supplementary or replacement CSF offer document, Steps 1–4 may be followed again.

Is your company liable for a defective CSF offer document?

- RG 261.224 Your company, its directors and other people involved in the CSF offer may be exposed to action for recovery of loss or damage by an investor where your company makes an offer of shares under a defective CSF offer document.
- RG 261.225 In addition, your company may commit an offence if it offers shares under a defective CSF offer document and the defect (i.e. the misleading statement, omission or new circumstance which led to the document being defective) is materially adverse from the point of view of an investor.

RG 261.226 Table 21 sets out which people are liable for offers of shares made under a defective CSF offer document and to what extent they may be liable, subject to any available defences: see RG 261.227.

Table 21: Persons liable on a defective CSF offer document

Liable persons	What they are liable for	When they are criminally liable (unless a defence applies)
Company making a CSF offer	Loss or damage caused by any part of a defective CSF offer document	When the defect is materially adverse
Each director of a company making a CSF offer	Loss or damage caused by any part of a defective CSF offer document	If they are involved in the company's contravention
A person named in a CSF offer document with their consent as a proposed director of the company	Loss or damage caused by any part of a defective CSF offer document	If they are involved in the company's contravention
An underwriter (but not a sub-underwriter) of a CSF offer named in a CSF offer document with their consent	Loss or damage caused by any part of a defective CSF offer document	If they are involved in the company's contravention
A person named in a CSF offer document with their consent as having made a statement: <ul style="list-style-type: none"> • that is included in the offer document; or • on which a statement made in the offer document is based 	Loss or damage caused by the inclusion of the statement in the CSF offer document	If they are involved in the company's contravention
A CSF intermediary that publishes a CSF offer document on its platform	Loss or damage caused by any part of a defective CSF offer document, but only when the CSF intermediary <i>knows</i> the offer document is defective	When the CSF intermediary <i>knows</i> the CSF offer document is defective and the defect is materially adverse
Any person whose conduct resulted in, or was involved in, offers of shares being made under a defective CSF offer document	Loss or damage caused by their conduct	If they are involved in the company's contravention

Source: Section 738Y of the Corporations Act.

RG 261.227 There are a number of defences available to your company and other persons who would otherwise commit an offence or be liable under Table 21 for an offer of shares under a defective CSF offer document—these are:

- (a) *lack of knowledge*—that is, where the person did not know the offer document was defective;
- (b) *reasonable reliance*—that is, where the person placed reasonable reliance on information given by another person (other than an

- employee, agent or director of the company) (for example, a professional or legal adviser); and
- (c) *withdrawal of consent*—that is, when a person publicly withdrew their consent to be named in the offer document.

What is ASIC’s role and what powers do we have?

Review of CSF offer documents

- RG 261.228 Your company and the CSF intermediary must ensure your company’s CSF offer document complies with the law before it is published and while the CSF offer remains open.
- RG 261.229 It is not our responsibility to review CSF offer documents at any time. Unlike prospectuses, CSF offer documents are not required to be lodged with ASIC.

What we do when there are disclosure concerns

- RG 261.230 If we have concerns about the disclosure in your company’s CSF offer document, we may seek corrective disclosure. We will generally notify your company and the CSF intermediary hosting your CSF offer about our concerns. We will generally ask the intermediary to consider suspending the offer until corrective disclosure has been published on the platform.
- RG 261.231 If our concerns are not resolved, we may exercise a range of administrative powers, including using ASIC’s stop order powers or taking enforcement action.
- RG 261.232 A stop order is an administrative mechanism that allows us to prevent the offer or issue of shares under a CSF offer document where we consider that:
- (a) the CSF offer document is defective;
 - (b) the CSF offer document is not worded and presented in a ‘clear, concise and effective’ manner; or
 - (c) the offer is expressly stated to be made under the CSF regime, but is not an eligible CSF offer.
- RG 261.233 We may also use our stop order powers when an advertisement or publication for a CSF offer contains a misleading or deceptive statement or does not include the required statement advising investors to consider the CSF offer document and general risk warning.
- RG 261.234 Further information on ASIC’s stop order powers and the process that we follow when exercising these powers can be found in [RG 254](#).

F Public company corporate governance and reporting obligations

Key points

There are certain corporate governance and reporting obligations that apply to public companies, including the obligations to:

- hold an AGM;
- appoint an auditor and have the company's financial reports audited; and
- distribute hard copies or electronic copies of the company's annual reports to shareholders.

There are temporary concessions from these obligations, available for up to five years, for certain public companies making CSF offers. These concessions are only available to public companies that registered as, or converted to, a public company between 29 September 2017 and 18 October 2018 and that meet the eligibility requirements in Table 23.

This section explains some of the key corporate governance and reporting obligations of public companies, when a public company is eligible to rely on the temporary concessions, what concessions are available and when the concessions cease to apply.

What obligations apply to public companies and their directors?

RG 261.235 As public companies raise funds from the public, they are required to comply with additional reporting and corporate governance obligations that ensure greater accountability and responsibility to the company's shareholders.

RG 261.236 Some of the key public company obligations (that are different to the obligations of a proprietary company) are set out in Table 22.

Table 22: Key obligations of public companies

Topic	Your company must	Corporations Act reference
AGM	Hold an AGM every year.	s250N
Reporting	Prepare and lodge audited annual financial reports and appoint an auditor to conduct a yearly audit of the financial reports. Distribute copies of the company's annual reports—being the annual financial report, directors' report and auditor's report—to shareholders within four months of the end of the financial year.	Ch 2M.3

Topic	Your company must	Corporations Act reference
Minimum number of officers	Have at least three directors and at least one company secretary.	s201A, 204A
Constitution	Lodge a copy of its constitution with ASIC and notify ASIC of changes to the constitution.	s136
Related parties	Obtain shareholder approval before giving financial benefits to related parties (which includes directors and their spouses, children or parents).	Ch 2E See also Regulatory Guide 76 <i>Related party transactions</i> (RG 76)
Directors	Your company's directors cannot be removed by other directors but are subject to removal by the company's shareholders. Your company's directors cannot be present or vote on matters where there is a material personal interest being considered at a directors' meeting.	s195, 203D, 203E See also Section B of RG 76

RG 261.237 In addition, it is important for directors of public companies raising funds through crowd-sourced funding to be aware of their directors' duties, particularly when dealing with money raised from the public. Chapter 2D imposes a number of statutory duties on directors to exercise their powers and discharge their duties with care and diligence, in good faith in the best interests of the company and for a proper purpose.

RG 261.238 It is important for public companies and their directors to be aware of their statutory obligations and ensure they have adequate internal systems and processes in place to comply with these obligations.

Is your company eligible for temporary concessions?

RG 261.239 Table 23 sets out the eligibility requirements for the temporary concessions from the AGM, audit and reporting requirements available to certain public companies making CSF offers.

RG 261.240 Your company must satisfy the requirements:

- (a) at the time of registration as, or conversion to, a public company; and
- (b) annually—at the end of each financial year for which your company seeks to rely on the concessions (for financial years that end within five years of the date of registration as, or conversion to, a public company).

Table 23: Eligibility requirements for the temporary concessions

Your company must	Explanation	Timing of requirement
Have become a public company during the eligibility period	<p>Your company must have registered as, or converted to, a public company <i>after</i> the commencement date of the CSF regime (i.e. 29 September 2017) and <i>before</i> the CSF regime was extended to proprietary companies (i.e. 19 October 2018).</p> <p>If your company was already a public company before 29 September 2017, or if your company became a public company after 19 October 2018, then it is not eligible to rely on the concessions.</p> <p>Note: See Form 201 and Form 206 (as applicable). See also Information Sheet 18 Changing a company type (INFO 18) for further information on lodging these forms.</p>	At registration or conversion to a public company
Intend to make a CSF offer at the time of registration as, or conversion to, a public company	<p>Your company must have stated in its application for registration or conversion that:</p> <ul style="list-style-type: none"> • it will be eligible under s738ZI for the temporary concessions on registration or conversion; and • it intends to make a CSF offer within the next 12 months. <p>If your company makes a false statement about its eligibility for the concessions or its intention to make a CSF offer (for example, to take advantage of the temporary concessions), it will commit an offence.</p> <p>Note: See s1308.</p>	At registration or conversion to a public company
Be eligible to make a CSF offer	<p>Your company must be eligible to make offers under the CSF regime.</p> <p>That is, your company must meet all of the eligibility requirements in Table 2, as discussed at RG 261.10–RG 261.32.</p>	At registration or conversion to a public company and at the end of each financial year
Be eligible to rely on the concessions	Your company must have been eligible for the concessions for <i>every</i> earlier financial year since registration or conversion as a public company (unless it is its first financial year).	At the end of each financial year
Complete a CSF offer within 12 months	<p>Your company must successfully complete a CSF offer within 12 months of registration as, or conversion to, a public company.</p> <p>Your company will not be able to rely on the concessions if:</p> <ul style="list-style-type: none"> • its CSF offer is still open at the end of the 12-month period, as it will not be a completed offer (even if the offer subsequently successfully completes); or • its CSF offer is closed but not complete (i.e. because the minimum subscription was not met). 	At the end of each financial year

Your company must	Explanation	Timing of requirement
Not make any other public offers	Your company must have not made any other offers of its shares that require a prospectus or other disclosure document since it started accessing the concessions.	At the end of each financial year
Not have raised more than \$3 million under all CSF offers Note: This is a requirement for the audit concession only.	To be eligible for the audit concession, your company must have raised less than \$3 million under all previous CSF offers. The \$3 million cap does <i>not</i> reset every financial year—that is, you must count all CSF offers made by your company at any time. If your company raises more than \$3 million, the audit concession ceases to apply (but your company can still rely on the AGM and reporting concessions if it meets the other requirements in this table).	At the end of each financial year

Source: Section 738Z1 of the Corporations Act.

RG 261.241 It is important to note that the temporary concessions are only available to companies that registered as or converted to a public company between the commencement of the CSF regime (i.e. 29 September 2017) and the CSF regime being extended to proprietary companies (i.e. 19 October 2018). This is because from 19 October 2018, companies can remain proprietary companies and no longer need to become public companies to make CSF offers.

Note: The *Corporations Amendment (Crowd-sourced Funding) Act 2017* received royal assent on 28 March 2017 and commenced on 29 September 2017. The *Corporations Amendment (Crowd-sourced Funding for Proprietary Companies) Act 2018* received royal assent on 21 September 2018 and commenced on 19 October 2018.

RG 261.242 A company that registered as or converted to a public company *before* the commencement of the CSF regime will not be able to access the concessions and will be subject to the same requirements as other public companies. This is to ensure that public companies already subject to the public company obligations do not reduce their reporting or corporate governance standards.

RG 261.243 However, a proprietary company that converted to a public company to make a CSF offer may convert back to a proprietary company if, for example, its CSF offer is unsuccessful, provided that it continues to satisfy the requirements to be a proprietary company, including the prescribed revenue, asset and shareholder limits.

Note: For the requirements to be a proprietary company, see s45A.

What concessions are available?

- RG 261.244 If your company meets the eligibility requirements in Table 23, it may rely on the temporary concessions for financial years that end within five years of the date of its registration as, or conversion to, a public company. The concessions are summarised in Table 24 and discussed in more detail below.
- RG 261.245 If your company is eligible to rely on the concessions, it should still consider having processes in place to facilitate ongoing communication with its shareholders and to provide them with information about the company (e.g. regular company updates).

Table 24: Summary of temporary public company concessions

Category	Concession	Corporations Act reference	Guidance
AGM	Your company is not required to hold an AGM for each calendar year.	s250N	RG 261.246– RG 261.248
Audit	Your company is not required to appoint an auditor or have its financial reports audited.	s301, s327A– 327D	RG 261.249– RG 261.251
Distribution of annual reports	Your company is not required to notify shareholders of the different ways to receive its annual reports or send the reports in hard copy or by email to shareholders.	s314	RG 261.252– RG 261.254

AGM concession

- RG 261.246 Generally, a public company must hold an AGM:
- within 18 months of registration; and
 - each subsequent calendar year, within five months of the end of the financial year.

Note: See s250N.

- RG 261.247 If your company is eligible for the public company concessions at the end of a financial year, then it *does not* need to hold an AGM for that year.

- RG 261.248 The directors of your company may still be required to hold a general meeting in other circumstances—for example, when requested to by shareholders with at least 5% of the votes that may be cast at a general meeting.

Note: See s249D.

Audit concession

RG 261.249 Generally, a public company must:

- (a) appoint an auditor within one month after the day on which the company is registered unless the company, at a general meeting, has appointed an auditor; and

Note: See s327A. The auditor holds office until the company's first AGM, where the appointment is confirmed by the members or another auditor is appointed (see s327B–327D).

- (b) have its financial reports audited and obtain an auditor's report.

Note: See s301. See also s300 for the information that must be included in the directors' report about the auditor, and s314 and 316, which relate to the provision of an auditor's report to the shareholders of a public company.

RG 261.250 If your company is eligible for the public company concessions at the end of a financial year, then for that financial year, it *does not* need to:

- (a) appoint an auditor; or
- (b) have the company's financial reports audited.

RG 261.251 If your company is relying on the audit concession, it is still required to prepare and lodge its (un-audited) financial report and directors' report with ASIC within four months after the end of the financial year.

Note: For the lodgement and timing requirements, see s319. For the content of the annual financial report and the directors' report (no auditor's report is required), see s295, 296, 297, 298, 299 and 300.

Annual reports distribution concession

RG 261.252 Generally, a public company must provide its annual reports—being the annual financial report, directors' report and auditor's report—or a concise report to shareholders each year.

Note: See s314. A 'concise report' includes, among other things, a concise financial report, directors' report and a statement by the auditor (see s314(2)).

RG 261.253 The company must, on at least one occasion, directly notify each shareholder in writing of the options to receive or access the annual reports—being either in hard copy or electronic copy free of charge, or accessed on the company's (or other specified) website—and provide the reports in the format elected by the shareholder.

RG 261.254 If your company is eligible for the public company concessions at the end of a financial year, then your company only needs to make a copy of its annual reports (or a concise report) readily accessible on its website and *does not* need to notify shareholders of alternative ways to receive the reports.

When do the concessions cease?

RG 261.255 Table 25 explains when each temporary concession ceases to apply.

Table 25: When the temporary concessions cease to apply

Category	Concession ceases to apply
AGM	<p>At the earlier of:</p> <ul style="list-style-type: none"> • five years from the date of registration as, or conversion to, a public company; or • when your company no longer meets all of the requirements in Table 23—that is, when it is not eligible to claim the concessions.
Audit	<p>At the earlier of:</p> <ul style="list-style-type: none"> • five years from the date of registration as, or conversion to, a public company; • when your company no longer meets all of the requirements in Table 23—that is, when it is not eligible to claim the concessions; or • when your company raises more than \$3 million from all CSF offers previously made. <p>Note: A company that loses its concession from having audited financial statements only because it has raised more than \$3 million from CSF offers will still have access to the AGM and reporting concessions until it is no longer eligible for them.</p>
Distribution of annual reports	<p>At the earlier of:</p> <ul style="list-style-type: none"> • five years from the date of registration as, or conversion to, a public company; or • when your company no longer meets all of the requirements in Table 23—that is, when it is not eligible to claim the concessions.

Source: Section 738Z1 of the Corporations Act.

RG 261.256 If your company's first financial year after registration as a public company is longer than 12 months, then all of the temporary concessions will cease to apply before the end of the company's fifth financial year.

Note: Under s323D(1), a company's first financial year starts on the day on which it is registered or incorporated. It lasts for 12 months or the period (not longer than 18 months) determined by the directors (that is, your first financial year may be up to 18 months long).

RG 261.257 An example of when the temporary concessions cease to be available is provided below. This example assumes that the first financial year of the company is 12 months from the date of registration as, or conversion to, a public company.

Example 3: When the temporary concessions start and cease to apply

New Co Ltd registers as a public company and satisfies the eligibility requirements in Table 23 at the time of its registration.

Financial year 1

New Co Ltd completes a successful CSF offer raising \$500,000 and meets the eligibility requirements in Table 23 at the end of the financial year.

The AGM, audit and reporting concessions *apply*.

Financial year 2

New Co Ltd completes a successful CSF offer raising \$250,000 and meets the eligibility requirements in Table 23 at the end of the financial year.

The AGM, audit and reporting concessions *apply*.

Financial year 3

New Co Ltd completes a successful CSF offer raising \$2,300,000 and meets the eligibility requirements in Table 23 at the end of the financial year.

The AGM and reporting concessions *apply*.

The audit concession ceases as New Co Ltd has raised over \$3 million from CSF offers. New Co Ltd appoints an auditor within one month, and lodges audited financial reports for this financial year and subsequent financial years.

Financial year 4

New Co Ltd does not complete a CSF offer but meets the eligibility requirements in Table 23 at the end of the financial year.

The AGM and reporting concessions *apply*.

New Co Ltd lodges audited financial reports for this financial year and subsequent financial years.

Financial year 5

New Co Ltd does not complete a CSF offer but meets the eligibility requirements in Table 23 at the end of the financial year.

The AGM and reporting concessions *apply*.

New Co Ltd lodges audited financial reports for this financial year and subsequent financial years.

Financial year 6

The AGM and reporting concessions *cease*.

New Co Ltd re-elects its auditor at the AGM for this financial year.

RG 261.258 If your company can no longer rely on the concessions, it must comply with the AGM, audit and reporting obligations that usually apply to public companies. A summary of these obligations is provided in Table 26.

Table 26: AGM, audit and reporting obligations of public companies not eligible for the concessions

Concession	If the concessions cease (i.e. your company is no longer eligible)	Corporations Act reference
AGM	Your company must hold an AGM each calendar year, within five months of the end of its financial year.	s250N
Audit	<p>Your company must appoint an auditor within one month of losing access to the concessions (unless an auditor has been appointed at a general meeting).</p> <p>Your company must take reasonable steps to ensure an auditor is appropriately appointed. Failure by the directors to do this is an offence.</p> <p>If the concession ceases because:</p> <ul style="list-style-type: none"> • your company no longer satisfies the eligibility requirements in Table 23—the auditor holds office until the company’s first AGM; or • your company raised over \$3 million under CSF offers—the auditor holds office until the auditor dies, is removed or a conflict of interest arises (in which case, a new auditor may not be elected until the next AGM is held, which may be a number of years if the AGM concession continues to apply). <p>Your company must have its financial reports audited and obtain an auditor’s report.</p>	s301, 327C–327F, 328C, 328D, 328E
Distribution of annual reports	<p>Your company must directly notify each shareholder in writing that:</p> <ul style="list-style-type: none"> • they may elect to receive, free of charge, a copy (hard copy or electronic) of the annual reports or a concise report; or • if they do not elect to receive a copy, they may access the annual reports or the concise report on the company’s website (or other specified website). <p>Note: The annual reports include the annual financial report, directors’ report and auditor’s report.</p> <p>If a shareholder elects to receive a copy, then your company must send its annual reports (or concise report) to the shareholder via their selected method.</p> <p>If a shareholder does not elect to receive a copy, your company must make a copy of its annual reports (or concise report) readily accessible on its website. Your company must also notify the shareholder in writing that the report is accessible on the website and of the website address where the report may be accessed.</p> <p>A shareholder’s election continues for each later financial year until the shareholder changes their election.</p>	s314

G Proprietary company corporate governance and reporting obligations

Key points

There are certain corporate governance and reporting obligations for proprietary companies that have shareholders who have invested in the company through a CSF offer (CSF shareholders).

This section explains what obligations proprietary companies with CSF shareholders must comply with under the law.

Why are there specific obligations for proprietary companies with CSF shareholders?

RG 261.259 Usually, proprietary companies must not have more than 50 non-employee shareholders (the 50 shareholder limit) or make a public offer of their shares. However, under the CSF regime, proprietary companies can make a public offer of their shares to retail investors through a CSF offer.

Note: See s113(3), which allows proprietary companies to make CSF offers. However, proprietary companies are still prohibited from making other offers of shares that require a prospectus under Ch 6D.

RG 261.260 Proprietary companies that successfully complete a CSF offer may have more than 50 shareholders—shareholders who bought their shares under a CSF offer and shareholders who subsequently buy those shares via an off-market transfer do not count towards the 50 shareholder limit: see RG 261.279–RG 261.305).

RG 261.261 Because proprietary companies making CSF offers will be accessing funds from the public and will have a larger number of shareholders compared to other proprietary companies, there are certain corporate governance and reporting obligations that they must comply with under the law. These obligations include some of the obligations that apply to public companies, and aim to ensure greater accountability and responsibility to the company's shareholders.

What obligations apply and when?

RG 261.262 The specific corporate governance and reporting obligations of proprietary companies with CSF shareholders are set out in Table 27. These obligations

apply *in addition* to the other obligations that all proprietary companies must ordinarily comply with under the Corporations Act.

Note: For further information about the other obligations that proprietary companies must ordinarily comply with under the Corporations Act, see [Running a company](#) and [Legal requirements for small business](#) on our website. See also the information sheets listed in the related information section of this guide.

RG 261.263 The obligations in Table 27 apply once a proprietary company starts to have one or more CSF shareholders—that is, once it has successfully completed a CSF offer and the shares have been issued to investors. Your company must keep its share register up to date, and notify ASIC once it has started to have one or more CSF shareholders.

Note: Your company must set up and maintain a register of members: see s168(1) and s169. See also the obligations to notify ASIC of changes to your company's share register and share structure in Table 27.

RG 261.264 The obligations in Table 27 cease to apply if your company no longer has any CSF shareholders (for example, in the event all CSF shareholders sell their shares, or participate in an exit event).

Table 27: Specific corporate governance and reporting obligations of proprietary companies with CSF shareholders

Company type	Your company must	Corporations Act reference	Guidance
All proprietary companies	Record certain details about shares issued under CSF offers and its CSF shareholders in its share register	s169(6AA)	RG 261.265– RG 261.267
All proprietary companies	Notify ASIC of certain changes to its share register and share structure, including when it issues shares under a CSF offer and cancels those shares and when it starts to have, or ceases to have, CSF shareholders	s178A, 178C, 254X, 254Y	RG 261.268– RG 261.271
All proprietary companies	Have a minimum of two directors with a majority of the directors ordinarily residing in Australia	s201A(1A)	RG 261.272– RG 261.273
All proprietary companies	Prepare an annual financial report and directors' report in accordance with accounting standards and lodge these reports with ASIC	s292, 296(1A), 298(3), 319	RG 261.279– RG 261.283
Large proprietary companies or small proprietary companies that have: <ul style="list-style-type: none"> • CSF shareholders; and • raised more than \$3 million from all CSF offers made 	Appoint an auditor and have its annual financial reports audited	s301(2), 308, 325, 327E	RG 261.284– RG 261.288

Company type	Your company must	Corporations Act reference	Guidance
Small proprietary company with CSF shareholders	Make a copy of its annual financial report, directors' report and auditor's report (if applicable) or a concise report readily accessible on its website	s314	RG 261.289– RG 261.290
Large proprietary companies	Notify shareholders in writing of the ways in which they can elect to receive a copy of its annual reports or a concise report and send the annual reports (or concise report) to the shareholder via their selected method	s314	RG 261.289– RG 261.291
All proprietary companies	Obtain shareholder approval before giving financial benefits to related parties (which includes directors and their spouses, children or parents)	Ch 2E and s738ZK	RG 261.292– RG 261.303 See also RG 76

Must record details about CSF offers and CSF shareholders in the share register

RG 261.265 All companies must keep a record of their shareholders and the shares they issue. This record is called the 'register of members' or the 'share register'. Generally, the share register must contain information about the shareholders of your company (e.g. name and address) and the shares held by them, and information about issues of shares by your company.

Note: Section 169 sets out the requirements for a company's share register. See [Information Sheet 70 Shares](#) (INFO 70) on our website for further guidance.

RG 261.266 If your company is a proprietary company that has one or more CSF shareholders it must record the following *additional* information in its share register:

- (a) the date of every issue of shares under a CSF offer;
- (b) the number of shares issued under each CSF offer;
- (c) the shares issued to each shareholder under a CSF offer; and
- (d) the date on which each shareholder ceases to be a CSF shareholder of the company for a particular share in the company.

RG 261.267 It is important for your company to maintain this information on its share register so that you know the number of CSF shareholders the company has at any given time, to determine whether your company is required to comply with the specific obligations in Table 27. It is also best practice to notify your investors of their respective holding once the offer has successfully closed.

Must notify ASIC of certain changes to the share register and share structure

RG 261.268 All proprietary companies must notify ASIC of certain changes to their share register and share structure, including information about shareholders and when the company issues or cancel shares.

RG 261.269 If your company is a proprietary company that has one or more CSF shareholders it must also notify ASIC (at the same time) of the following *additional* information:

- (a) any changes to the information in its share register set out in RG 261.266—being information about shares issued under CSF offers and CSF shareholders (but only if a CSF shareholder is in your company’s top 20 members, being the 20 largest shareholders by size of share holding);
- (b) changes to its share structure—specifically:
 - (i) that your company has started to have one or more CSF shareholders or has ceased to have any CSF shareholders;
 - (ii) in relation to a new issue of shares under a CSF offer, that your company has one or more CSF shareholders as a result of the issue of shares; and
 - (iii) in relation to cancellations of shares, whether the cancellation has resulted in your company ceasing to have any CSF shareholders.

Note: For the requirements to notify ASIC of changes to your company’s share register, see s178A. For the requirements to notify ASIC of changes to your company’s share structure, see s178C. For the requirements to notify ASIC of issues and cancellations of shares, see s254X and 254Y.

RG 261.270 You must notify ASIC of these changes by completing [Form 484](#) *Change to company details* on our online portal. See [INFO 70](#) and [Information Sheet 15](#) *Cancellation of Shares* (INFO 15) for further information.

RG 261.271 It is important for your company to comply with these notification obligations so that ASIC and other stakeholders can identify whether your company has CSF shareholders and is subject to the specific obligations in Table 27.

Must have at least two directors

RG 261.272 If your company is a proprietary company that has one or more CSF shareholders it must have at least two directors at all times. The purpose of

this requirement is to ensure robust decision making by your company's board.

Note: The company must also have at least two directors at the time of making a CSF offer, to be eligible to make a CSF offer (see RG 261.15).

RG 261.273 If your company has only two directors, then at least one of the directors must ordinarily reside in Australia. If your company has more than two directors, then a majority (i.e. more than half) of the directors must ordinarily reside in Australia.

Note: See s201A. A proprietary company that does not have any CSF shareholders is required to have at least one director, and that director must ordinarily reside in Australia.

Must comply with financial reporting obligations

RG 261.274 If your company is a 'small' proprietary company that has one or more CSF shareholders, it will have additional financial reporting obligations beyond those that ordinarily apply to small proprietary companies. If your company is a 'large' proprietary company, the usual financial reporting requirements of large proprietary companies will continue to apply.

RG 261.275 Section 45A defines when a company is a 'small' or 'large' proprietary company. For financial years commencing on or after 1 July 2019, your company will be a 'small' proprietary company if it satisfies at least two of the following:

- (a) the annual consolidated revenue of your company and any entities it controls is less than \$50 million;
- (b) the value of the consolidated gross assets of your company and any entities it controls is less than \$25 million; and
- (c) your company and any entities it controls have less than 100 employees at the end of the financial year.

RG 261.276 For financial years commencing before 30 June 2019, your company will be a 'small' proprietary company if it satisfies at least two of the following:

- (a) the annual consolidated revenue of your company and any entities it controls is less than \$25 million;
- (b) the value of the consolidated gross assets of your company and any entities it controls is less than \$12.5 million; and
- (c) your company and any entities it controls have less than 50 employees at the end of the financial year.

RG 261.277 It is important for your company to comply with its financial reporting obligations to ensure your shareholders, including CSF shareholders, have access to up-to-date, accurate and complete financial information about your

company and can track how the company is using the funds raised through CSF offers.

RG 261.278 To help comply with its financial reporting obligations, your company must keep accurate and up-to-date financial records that:

- (a) correctly record and explain the company's transactions and its financial position and performance; and
- (b) enable true and fair financial statements to be prepared and audited.

Note: See s286. A company's financial records must be retained for seven years and a failure to keep or retain financial records is an offence. See [Information Sheet 76](#) *What books and records should my company keep?* (INFO 76) for further information.

Must prepare and lodge annual financial reports and directors' reports

RG 261.279 Under the Corporations Act, all 'large' proprietary companies must prepare annual financial reports and directors' reports, and lodge these with ASIC. Usually, 'small' proprietary companies are only required to prepare and lodge annual financial reports and directors' reports if directed to do so by their shareholders or ASIC.

Note: See s292, 293 and 294. For further guidance on the financial reporting obligations of proprietary companies that do not have CSF shareholders, see [Information Sheet 183](#) *Directors and financial reporting* (INFO 183).

RG 261.280 However, if your company is a small proprietary company and has one or more CSF shareholders at any time during a financial year, it must prepare an annual financial report and directors' report for the financial year and lodge these reports with ASIC.

RG 261.281 The financial report includes your company's financial statements (which must be prepared in accordance with accounting standards), the notes to the financial statements and the directors' declaration about the financial statements and the notes.

Note: For the content of the annual financial report, see s295.

RG 261.282 The directors' report provides important information about your company's operations, financial position, and business strategies and prospects for future financial years.

Note: For the information that must be included in the directors' report, see s298, 299 and 300.

RG 261.283 Your company must lodge its financial report together with the directors' report with ASIC within four months of the end of the financial year.

Note: See s319. For further information, see also [Information Sheet 31](#) *Lodgement of financial reports* (INFO 31).

Must appoint an auditor and have the annual financial reports audited

RG 261.284 Under the Corporations Act, all large proprietary companies must appoint an auditor and have their financial reports audited. Usually, small proprietary companies are not required to have their financial reports audited unless directed to do so by their shareholders or ASIC.

RG 261.285 However, if your company is a small proprietary company that has one or more CSF shareholders *and* has raised at least \$3 million from all CSF offers it has made, then it must:

- (a) appoint an auditor within one month of the company raising \$3 million from its CSF offers—you must also ensure that an auditor remains appointed at all times, until such time as your company is no longer required to appoint one (for example, if the company ceases to have any CSF shareholders);
- (b) have your company's financial report audited and include the auditor's declaration of independence in the directors' report; and
- (c) lodge the auditor's report with ASIC (together with the financial report and directors' report) within four months of the end of the financial year.

Note: See s285, 301(2), 319(2), 324CH(3A) and 325. The audit threshold of \$3 million may be adjusted by the regulations.

RG 261.286 Your company's directors must do everything reasonable to ensure an auditor is appointed at all times. However, where there is a vacancy in the office of the auditor, the obligation to appoint an auditor will not apply for one month from when the vacancy arose (to allow the directors sufficient time to appoint a replacement auditor).

Note 1: Directors who do not do everything reasonably necessary to appoint an auditor will commit an offence and the maximum penalty for that offence is a pecuniary penalty of 60 penalty units or six months imprisonment or both.

Note 2: See www.asic.gov.au/penalties for more information about penalties, including the value of a penalty unit.

RG 261.287 If your company fails to appoint an auditor within the required timeframe, you must notify ASIC no later than seven days after the end of the 30-day period from when the company's directors failed to appoint an auditor. In these circumstances, ASIC will appoint an auditor for the company as soon as practicable and the auditor will hold office until your company's next general meeting.

Note: See s327E. In addition, ASIC also has a general power to appoint an auditor to a proprietary company with CSF shareholders that has raised \$3 million or more from CSF offers—see s327F.

RG 261.288 There are rules designed to ensure independence between a company and its auditor and to prevent conflicts of interest from arising. In addition, there are rules that prevent an auditor from becoming a director of a company it has audited within a two-year period. See [Auditor independence and audit quality](#) on our website for further information.

Note: See also s326CH, 324CI, 324CJ and 324CK.

Must make annual reports readily available on your company's website

RG 261.289 Usually, all companies that are required to prepare annual reports—being the annual financial report, directors' report and auditor's report (as required)—must:

- (a) notify each shareholder in writing on at least one occasion of the alternative ways to receive or access the annual reports—being either in hard copy or electronic copy free of charge, or accessed on the company's (or another specified) website;
- (b) distribute copies of the company's annual reports or a concise report to shareholders in the format elected by the shareholder, within four months of the end of the financial year; and
- (c) make a copy of its annual reports or a concise report readily accessible on its website (if a shareholder does not elect to receive a copy) and must also notify the shareholder in writing that the report is accessible on the website.

Note: See s314. A 'concise report' includes, among other things, a concise financial report, directors' report and a statement by the auditor (see s314(2)).

RG 261.290 However, if your company is a small proprietary company that has one or more CSF shareholders, then your company only needs to make a copy of its annual reports (or a concise report) readily accessible on its website and *does not* need to notify shareholders of alternative ways to receive the reports.

RG 261.291 If your company is a large proprietary company, then it must comply with the obligations in RG 261.289.

Must comply with the rules on related party transactions

RG 261.292 If your company is a proprietary company that has one or more CSF shareholders, then it must comply with the rules on 'related party transactions' in Ch 2E.

Note: While the rules in Ch 2E are expressed to apply only to public companies, they also apply to proprietary companies with CSF shareholders (see s738ZK).

RG 261.293 Related party transactions involve conflicts of interest because related parties of a company are often in a position to influence the decision of whether the benefit is provided to them. There is a risk that the interests of a related party

may influence the decision making of directors to the detriment of the interests of other shareholders of the company.

RG 261.294 To manage this risk, Ch 2E requires proprietary companies with CSF shareholders to obtain shareholder approval to give a financial benefit to a related party, unless an exception applies.

What is a related party transaction?

RG 261.295 A ‘related party transaction’ is any transaction through which your company provides a financial benefit to a related party. A ‘related party’ includes:

- (a) a director of your company and their spouse, and children and parents of the director and their spouse;
- (b) an entity that controls your company—that is, your company’s holding company or another entity (e.g. a trust or partnership) that controls your company. This may also be an individual person or persons (e.g. the founders) that control your company;
- (c) if your company is controlled by another company—the directors of that company, their spouses and certain other relatives (being children and parents of the directors or their spouses);
- (d) if your company is controlled by another entity that is not a company (e.g. a partnership or trust)—persons that make up that entity, their spouses and certain other relatives (being children and parents of the persons or their spouses); and
- (e) an entity controlled by a related party referred to in RG 261.295(a)–RG 261.295(d), unless the entity is also controlled by your company.

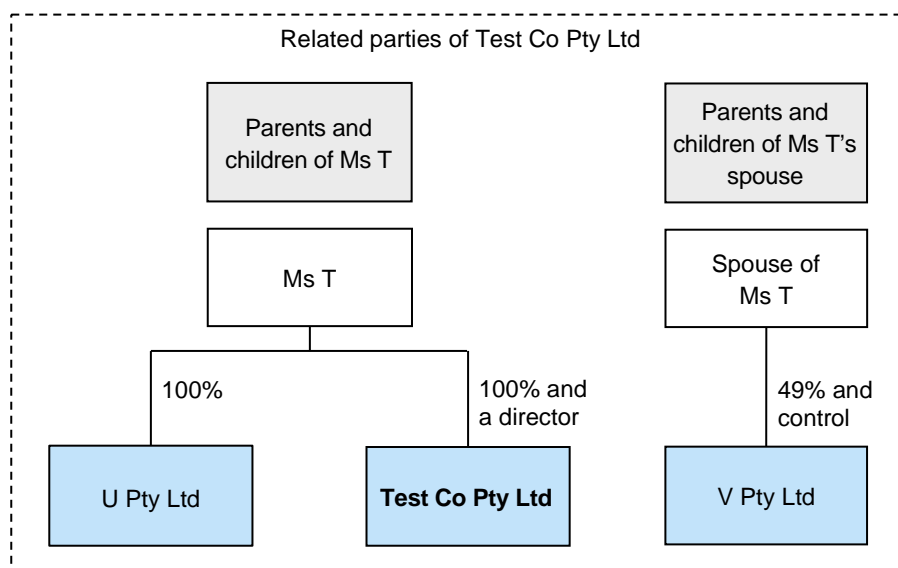
Note: The meaning of ‘related party’ is contained in s228 (the meaning of ‘related party’ for Ch 2E purposes is different to the meaning of ‘related party’ for the purposes of the eligibility criteria for CSF offers—see RG 261.22–RG 261.28).

RG 261.296 A ‘related party’ also includes an entity that was a related party of your company at any time in the last six months or an entity that reasonably believes it is likely to become a related party at any time in the future.

RG 261.297 In the ‘related party’ definition, the concept of ‘control’ refers to persons with the capacity to determine the outcome of decisions about a company’s financial and operating policies. An example is provided in Figure 6 and explained in RG 261.298–RG 261.299.

Note: See the definition of ‘control’ in s50AA.

Figure 6: Example of related party relationships as a result of control, for the related party transaction rules



Note 1: All holdings shown in this example are direct holdings. The example assumes there are no cross-holdings, associate relationships or practical control below 50%, unless indicated. Where control is indicated, it is assumed that s50AA is satisfied.

Note 2: The control relationships shown in Figure 6 are explained in RG 261.298–RG 261.299 below (accessible version).

- RG 261.298 In Figure 6, Ms T controls Test Co Pty Ltd through a 100% interest and through being a director. Therefore, Ms T is a related party of Test Co Pty Ltd and the spouse, children and parents of Ms T and her spouse are also related parties of Test Co Pty Ltd.
- RG 261.299 In Figure 6, Ms T holds 100% of U Pty Ltd and Ms T's spouse has 49% plus control of V Pty Ltd. Therefore, U Ltd and V Ltd are related parties of Test Co Pty Ltd. If Ms T's spouse, children or parents also control other entities, then those entities would be related parties of Test Co Pty Ltd.

When is shareholder approval required and what exceptions are available?

- RG 261.300 If your company is a proprietary company with CSF shareholders it must seek and obtain shareholder approval before providing a financial benefit to a related party.
- RG 261.301 The term 'financial benefit' has a broad meaning and includes benefits that do not involve paying money. Some examples include granting options to directors, giving a loan to a related party, or buying, selling or leasing assets to or from a related party. It also includes benefits paid or given indirectly to a related party—for example, through a nominee or trust for the benefit of the related party.

Note: For the meaning of 'giving a financial benefit', see s229.

RG 261.302 There are exceptions to the requirement to obtain shareholder approval. Generally you do not need to get shareholder approval for:

- (a) transactions that are on arm's-length terms;
- (b) benefits that are reasonable remuneration or reimbursement of directors' and employees' expenses; and
- (c) certain other transactions (such as transactions involving benefits valued at less than \$5,000) or financial benefits given under a court order.

Note: For more detail on the exceptions to the requirement to obtain shareholder approval, see s210–216.

RG 261.303 If you are required to obtain shareholder approval under Ch 2E, you must lodge with ASIC—14 days prior to convening a shareholder meeting—the material that will be provided to shareholders to vote on the transaction. We expect explanatory statements to the notice of meeting for the approval of related party benefits to include certain information.

Note: For more detail on the requirements for shareholder approval, see s217–227.

RG 261.304 [RG 76](#) provides detailed guidance on the related party rules, including the arm's-length exception and the shareholder approval process. It also sets out our expectations on the information that should generally be included in meeting materials for the approval of related party transactions.

The 50 shareholder limit: When do you need to become a public company?

RG 261.305 Usually a proprietary company must convert to a public company once it starts to have more than 50 non-employee shareholders.

RG 261.306 However, proprietary companies that successfully complete a CSF offer may have more than 50 non-employee shareholders—this is because the following shareholders do not count towards the 50 shareholder limit:

- (a) shareholders who are CSF shareholders—being shareholders that have been issued shares under a CSF offer; and
- (b) shareholders who bought shares that were originally issued under a CSF offer—provided the company's shares have not started trading on a financial market in Australia or overseas.

Note: The regulations may specify other circumstances or requirements where shareholders are not counted towards the 50 shareholder limit.

RG 261.307 The exception for shareholders in RG 261.306(b) will no longer be available when your company's shares start to trade on a financial market in Australia or elsewhere (e.g. a financial market for secondary trading of shares in

CSF companies). Once this occurs, shareholders who buy their shares from existing shareholders will count towards the 50 shareholder limit.

RG 261.308 In these circumstances, if your company starts to have more than 50 shareholders (excluding CSF shareholders) it must convert to a public company. Once a proprietary company's shares start trading on a financial market, it is appropriate for the company to be required to comply with a higher standard of corporate governance and reporting obligations.

Note: To change your company type, you will need to lodge [Form 206](#). ASIC may also direct a proprietary company to change to a public company within two months if we are satisfied that the company has contravened the 50 shareholder limit or other requirements for being a proprietary company in s113 (see s165).

RG 261.309 An example of when shareholders who buy shares after a CSF offer are counted towards the 50 shareholder limit is provided below.

Example 4: Shareholders who acquired shares after a CSF offer

Shaw and Suneeta invest \$5,000 each to acquire 5,000 shares under a CSF offer by Start-Up Co Pty Ltd.

After a few months, Shaw becomes dissatisfied with the management of Start-Up Co Pty Ltd and transfers all 5,000 shares to Kimberley. Kimberley will not be a CSF shareholder as she purchased the shares from Shaw rather than through a CSF offer. However, as Shaw's shares were originally issued under a CSF offer and Start-Up Co Pty Ltd's shares have not yet been traded on a financial market, Kimberley will not count towards the 50 shareholder limit.

After Kimberley acquires the shares, Start-Up Co Pty Ltd's shares start to be traded on a financial market that provides for secondary trading of shares.

Some months later Suneeta decides to sell half of her shares (2,500 shares) to Nero. As Nero has bought her shares after Start-Up Co Pty Ltd's shares started to trade on a financial market, Nero will count towards the 50 shareholder limit. However, Suneeta will still not count towards the shareholder limit as her remaining shares were issued under a CSF offer.

Takeovers and unsolicited offers to acquire shares of eligible proprietary companies with CSF shareholders

Do the takeover rules apply to your company?

RG 261.310 Generally, all listed companies and unlisted companies (including proprietary companies) with more than 50 shareholders are subject to the takeover rules in Ch 6. These rules regulate acquisitions of voting shares in a company that may have an effect on the control of the company.

RG 261.311 If your company is a proprietary company that has CSF shareholders and continues to be eligible to make CSF offers, then it is not subject to the takeover rules, even if it has over 50 shareholders. However, your company will be subject to the general takeover principles and the Takeovers Panel will continue to have jurisdiction to hear disputes relating to control of your company.

RG 261.312 The takeovers exception for proprietary companies with CSF shareholders, and the general takeover principles, are briefly summarised below. For more detailed information, see [Regulatory Guide 6 Takeovers: Exceptions to the general prohibition](#) (RG 6).

RG 261.313 It is important for your company to be aware of these rules and principles, as they affect the rights of shareholders (including CSF shareholders) if there is a change of control of your company in the future.

Exception to the general 20% prohibition

RG 261.314 Central to the takeover rules is the ‘general prohibition’ set out in s606. Subject to certain exceptions, a person is prohibited from acquiring a relevant interest in voting shares through a transaction that increases that person’s, or someone else’s, voting power in the company:

- (a) from 20% or below to more than 20%; or
- (b) from a starting point that is above 20% and below 90%.

Note: For further discussion on the concepts of relevant interests, association and voting power see [Regulatory Guide 5 Relevant interests and substantial holding notices](#) (RG 5).

RG 261.315 The 20% takeover threshold recognises that ‘practical’ or ‘effective’ control of a company may pass well below majority voting power.

RG 261.316 Section 611 sets out a table of exceptions to the general prohibition in s606. A summary of these exceptions is included in Table 1 in [RG 6](#) and includes (among others) acquisitions of ‘control’ through a formal takeover bid or with the approval of shareholders.

RG 261.317 Most relevant to your company is the exception to the general prohibition in s606 for proprietary companies that:

- (a) have one or more CSF shareholders; and
- (b) are eligible to make CSF offers—that is, where your company continues to meet the eligibility requirements in Table 2.

RG 261.318 This exception means persons seeking to acquire more than 20% voting power in your company do not have to make a formal takeover bid, seek shareholder approval or rely on one of the other exceptions in s611. This exception aims to reduce the commercial costs and increase flexibility for

potential buyers of your company and may also facilitate offers that provide an exit opportunity for CSF shareholders.

- RG 261.319 On the other hand, CSF shareholders, who will likely be minority shareholders, will not have the rights and protections afforded under the takeover rules. This may affect their ability to receive any premium being offered to majority shareholders for their shares in an exit event.
- RG 261.320 As noted in Table 20, your company is required by law to include information in the CSF offer document about the exception from the takeover rules (if applicable to your company) and this should generally include an explanation of the impact of this exception on your shareholder's rights and interests.
- RG 261.321 The exception will cease to apply if any of following happen:
- (a) your company ceases to have any CSF shareholders (i.e. because they have all sold their shares); or
 - (b) your company ceases to be eligible to make CSF offers (e.g. because its shares start to trade on a financial market or it has more than \$25 million in consolidated assets or revenue); or
 - (c) your company converts to a public company.

General takeovers principles that apply to your company

- RG 261.322 The overall objectives or principles of the takeover rules are to ensure that:
- (a) an acquisition of control of a company takes place in an efficient, competitive and informed market;
 - (b) shareholders of a company are given enough time to consider, and information to assess, the merits of the change of control proposal; and
 - (c) as far as practicable, shareholders all have a reasonable and equal opportunity to participate in any benefits through the proposal (see s602).
- RG 261.323 Even if your company is covered by the exception to the general prohibition in s606, the general principles above will continue to apply to transactions affecting 'control' of your company.
- RG 261.324 In addition, the Takeovers Panel has jurisdiction to declare unacceptable circumstances in relation to the affairs of proprietary companies with CSF shareholders.
- RG 261.325 There is no definition of unacceptable circumstances, and the Takeovers Panel's ability to make a declaration is broad. In short, the Takeovers Panel may make a declaration where (among other things) circumstances are unacceptable considering the purposes of Ch 6 (as set out in RG 261.322) or

the effect of the circumstances on control or the acquisition of a substantial interest.

Note: For further information, see the Takeovers Panel's [Guidance Note 1 Unacceptable circumstances](#), which provides an overview of the Takeovers Panel's approach to making a declaration of unacceptable circumstances, including its powers and the circumstances in which it may declare circumstances unacceptable.

Do the rules on unsolicited offers apply to your company?

- RG 261.326 Unsolicited offers, also known as 'unexpected' or 'uninvited' offers, are offers made by an individual, company or group of investors to purchase shares from an individual who was not actively seeking a buyer.
- RG 261.327 People making these offers sometimes try to take advantage of the fact that shareholders do not know the current value of the shares in order to offer a very low price—a risk which is greater for CSF shareholders, as their shares will likely not be traded on a financial market and, as such, there is no independently verifiable market price for the shares.

Note: For further general information on unsolicited offers, see [Information Sheet 191 Unsolicited \(or unexpected\) offers to buy your shares](#) (INFO 191).

- RG 261.328 There are rules in Div 5A of Pt 7.9 that regulate the making of unsolicited offers to purchase shares. These rules aim to ensure adequate investor protection in situations when an investor may not know the value of their shares.
- RG 261.329 There are also specific modifications to the standard rules for unsolicited offers for shares in a proprietary company with CSF shareholders (that continues to be eligible to make CFS offers), designed to give greater commercial flexibility to potential buyers and facilitate offers that may provide an exit opportunity for CSF shareholders.
- Note: More offers (that are not a formal takeover bid) to buy out shareholders of proprietary companies with CSF shareholders are likely to be caught by the rules on unsolicited offers than by the takeover rules, due to the exception from the takeover rules discussed in RG 261.310–RG 261.325. Formal takeover bids made under the Ch 6 takeover rules are not subject to the unsolicited offer rules.
- RG 261.330 The general rules on unsolicited offers and the modified rules applying to unsolicited offers for shares of eligible proprietary companies with CSF shareholders are set out in Table 28.
- RG 261.331 The 'modified rules' only apply while a proprietary company has CSF shareholders and continues to meet the eligibility requirements to make CSF offers in Table 2.
- RG 261.332 As a proprietary company with CSF shareholders, your company's shareholders *may* receive an unsolicited offer from a person to buy their shares. This may include, for example, a 'takeover'-type offer where a

person is seeking to buy some or all of your company's shares. Accordingly, it is important to be aware of the rules on unsolicited offers, as they affect the rights of your company's shareholders.

Table 28: General rules for unsolicited offers and modified rules for unsolicited offers for shares in eligible proprietary companies with CSF shareholders

General rules for persons making unsolicited offers	Modified rules for eligible proprietary companies with CSF shareholders	Corporations Act reference
<p>Must provide shareholders with a written offer document that states:</p> <ul style="list-style-type: none"> • the identity of the person making the offer; • the offer date and offer period; • the offer price; and • the market value of or a fair estimate of the value of the shares (and an explanation of the basis for the estimate). <p>The offer document must be worded and presented in a clear, concise and effective manner.</p>	None.	s1019I
<p>Must send the offer document to shareholders in printed or electronic form (e.g. by letter or email) as soon as practicable.</p>	None.	s1019E
<p>Must ensure the offer is open for a minimum of one month and a maximum of 12 months.</p>	The minimum offer period is 14 days (the maximum is still 12 months).	s1019G(1), reg 7.9.95B
<p>May withdraw the offer at any time, but not within one month of the offer.</p> <p>The withdrawal must be made by sending a written document to shareholders in the same way the offer document was sent.</p>	May withdraw the offer at any time, but not within 14 days of the offer.	s1019G(2) and (3), reg 7.9.95B
<p>Cannot change the terms of the offer once it is made.</p> <p>To change the terms, the person making the offer must withdraw the offer and make a new offer on different terms.</p>	<p>Can change the terms of offers not yet accepted by shareholders, but only to:</p> <ul style="list-style-type: none"> • <i>increase</i> the price or consideration offered; or • <i>extend</i> the offer period (but not beyond 12 months). <p>Changes to the terms must be made by sending a supplementary offer document to shareholders that:</p> <ul style="list-style-type: none"> • identifies the offer; • describes the change; and • is worded and presented in a clear, concise and effective manner. 	s1019H, reg 7.9.95C

General rules for persons making unsolicited offers	Modified rules for eligible proprietary companies with CSF shareholders	Corporations Act reference
<p>Must update shareholders if there is a 50% increase or decrease in the 'market value' of the shares while the offer is open.</p> <p>In these circumstances, the person making the offer must, within 10 business days, withdraw the offer or send a supplementary offer document that:</p> <ul style="list-style-type: none"> • identifies the offer; • states the market value of the share at the date of the supplementary document; • states the original offer price and states that this is still the price at which the person is offering to buy the shares (i.e. the terms of the offer have not changed); and • is worded and presented in a clear, concise and effective manner. 	<p>None.</p> <p>However, shares of proprietary companies with CSF shareholders are unlikely to have a 'market value' unless they are traded on a financial market. Therefore, the obligation to update shareholders with a supplementary offer document is unlikely to apply.</p> <p>The offer document for the unsolicited offer must, however, contain a 'fair value' estimate of the company's shares.</p>	s1019J
<p>Persons making offers must not make misleading or deceptive statements or fail to give or update the required information.</p> <p>In these circumstances, shareholders have 30 days from accepting the offer to refuse to transfer their shares or ask for their shares back (as applicable), and return the money to the offeror.</p>	None.	s1019K
<p>Must not invite a shareholder to make an offer to sell their shares. Such invitations are treated as unsolicited offers.</p>	None.	s1019F, reg 7.9.95D

Source: Division 5A of Pt 7.9 of the Corporations Act.

Key terms

Term	Meaning in this document
accounting standards	Standards issued by the Australian Accounting Standards Board under s334 of the Corporations Act
ACN	Australian Company Number
AFS licence	An Australian financial services licence under s913B of the Corporations Act that authorises a person who carries on a financial services business to provide financial services Note: This is a definition contained in s761A.
AFS licensee	A person who holds an AFS licence under s913B of the Corporations Act
AGM	An annual general meeting of a company that s250N of the Corporations Act requires to be held Note: This is a definition contained in s9.
ASIC	Australian Securities and Investments Commission
Ch 2A (for example)	A chapter of the Corporations Act (in this example numbered 2A), unless otherwise specified
communication facility	A facility provided by a CSF intermediary in relation to a CSF offer that can be used by investors, the company making the offer and the CSF intermediary to communicate about the CSF offer
Corporations Act	<i>Corporations Act 2001</i> , including any regulations made for the purposes of that Act
Corporations Regulations	Corporations Regulations 2001
crowd-funding service	Has the meaning given in s766F of the Corporations Act
CSF	Crowd-sourced funding
CSF intermediary	An AFS licensee whose licence expressly authorises the licensee to provide a crowd-funding service Note: See s738C of the Corporations Act.
CSF offer	An offer of ordinary shares that is made under the CSF regime in Pt 6D.3A of the Corporations Act Note: See s738B of the Corporations Act.
CSF offer document	A document setting out the terms of a CSF offer that complies with s738J of the Corporations Act
CSF regime	The statutory regime for crowd-sourced funding in Pt 6D.3A of the Corporations Act regulating CSF offers

Term	Meaning in this document
CSF shareholder	<p>An entity (including a natural person or body corporate) that holds one or more shares of a proprietary company as a result of being issued with the shares under a CSF offer</p> <p>Note: See the definition in s9 of the Corporations Act.</p>
defective	In relation to a CSF offer document, has the meaning given in s738U(1) of the Corporations Act
eligible CSF company	A company that meets the requirements in s738H of the Corporations Act to be eligible to make a CSF offer
Form 201 (for example)	An ASIC form (in this example numbered 201)
general risk warning	<p>A prescribed statement about the risks associated with investing in CSF offers</p> <p>Note 1: See s738ZA(2) of the Corporations Act and reg 6D.3A.10 of the Corporations Regulations for the wording of the general risk warning that must appear prominently on a CSF intermediary's platform.</p> <p>Note 2: See reg 6D.3A.03 of the Corporations Regulations for the wording of the general risk warning that must be included in a CSF offer document.</p>
platform	A website or other electronic facility provided by the CSF intermediary to host a CSF offer
Pt 6D.3A (for example)	A part of the Corporations Act (in this example numbered 6D.3A), unless otherwise specified
reg 6D.3A.01 (for example)	A regulation of the Corporations Regulations (in this example numbered 6D.3A.01), unless otherwise specified
related party	Has the meaning given in s738G(3) of the Corporations Act
retail investor	Has the same meaning as 'retail client in relation to a CSF offer' in s738D of the Corporations Act
RG 262 (for example)	An ASIC regulatory guide (in this example numbered 262)
s708 (for example)	A section of the Corporations Act (in this example numbered 708), unless otherwise specified
senior manager	<p>A person who is concerned in, or takes part in, the management of the company (regardless of the person's designation and whether or not the person is a director or secretary of the company)</p> <p>Note: This is a definition contained in s9 of the Corporations Act, as modified by ASIC Corporations (Disclosure Relief—Offers to Associates) Instrument 2017/737.</p>

Related information

Headnotes

advertising restrictions, concessions, cooling-off rights, corporate governance, crowd-sourced funding, CSF, disclosure, eligible company, eligible offer, financial reporting concession, general risk warning, hawking, intermediary, investor cap, investor rights, issuer cap, offer document, proprietary company, public company, risk acknowledgement, stop order

Legislative instruments

[ASIC Corporations \(Consents to Statements\) Instrument 2016/72](#)

[ASIC Corporations \(Disclosure Relief—Offers to Associates\) Instrument 2017/737](#)

Regulatory guides

[RG 5](#) *Relevant interests and substantial holding notices*

[RG 6](#) *Takeovers: Exceptions to the general prohibition*

[RG 38](#) *The hawking prohibitions*

[RG 51](#) *Applications for relief*

[RG 55](#) *Statements in disclosure documents and PDSs: Consent to quote*

[RG 76](#) *Related party transactions*

[RG 170](#) *Prospective financial information*

[RG 173](#) *Disclosure for on-sale of securities and other financial products*

[RG 228](#) *Prospectuses: Effective disclosure for retail investors*

[RG 234](#) *Advertising financial products and services (including credit): Good practice guidance*

[RG 254](#) *Offering securities under a disclosure document*

[RG 262](#) *Crowd-sourced funding: Guide for intermediaries*

Legislation

ASIC Act, s93AA, 93A

Corporations Act, Chs 2A, 2D, 2E, 2M.3, 6, 6D, Pts 2J.3, 5B.1, 5B.2, 6D.2, 6D.3, 6D.3A, 7.9, Div 5A, s9, 10, 11, 15, 16, 45A, 46, 50, 50AA, 113, 136, 165, 168, 169, 178A, 178C, 195, 201A, 203D, 203E, 204A, 210–216, 217–227, 228, 229, 249D, 250N, 254X, 254Y, 285, 286, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 308, 314, 316, 319, 323D, 324CH, 324CI, 324CJ, 324CK, 325, 326CH, 327A, 327B, 327C, 327D, 327E, 327F, 328C, 328D, 328E, 602, 606, 611, 707, 708, 736, 738B, 738D, 738E, 738G, 738H, 738J, 738K, 738L, 738M, 738Q, 738R, 738S, 738U, 738V, 738W, 738Y, 738Z, 738ZA, 738ZC, 738ZD, 738ZE, 738ZF, 738ZG, 738ZI, 738ZK, 740, 741, 761G, 766B, 920A, 921A, 1019E, 1019F, 1019G, 1019H, 1019I, 1019J, 1019K, 1041E, 1041F, 1041H, 1043A, 1308

Corporations Amendment (Crowd-sourced Funding) Act 2017

Corporations Amendment (Crowd-sourced Funding) Regulations 2017

Corporations Amendment (Crowd-sourced Funding for Proprietary Companies) Act 2018

Corporations Amendment (Crowd-sourced Funding) Regulations 2018

Corporations Regulations, regs 1.0.02A, 6D.3A.01–6D.3A.06, 7.1.06, 7.1.08, 7.9.95B–7.9.95D

Tax Laws Amendment (Tax Incentives for Innovation) Act 2016

Consultation papers and reports

[CP 288](#) *Crowd-sourced funding: Guide for public companies*

[CP 289](#) *Crowd-sourced funding: Guide for intermediaries*

[REP 544](#) *Response to submissions on CP 288 and CP 289 on crowd-sourced funding*

Information sheets

[INFO 15](#) *Cancellation of Shares*

[INFO 18](#) *Changing a company type*

[INFO 31](#) *Lodgement of financial reports*

[INFO 70](#) *Shares*

[INFO 76](#) *What books and records should my company keep?*

[INFO 183](#) *Directors and financial reporting*

[INFO 191](#) *Unsolicited (or unexpected) offers to buy your shares*

ASIC forms

[Form 201](#) *Application for registration as an Australian company*

[Form 206](#) *Application for change of company type*

[Form 484](#) *Change to company details*

Other references

[AASB 10](#) *Consolidated financial statements*

[Explanatory Memorandum to the Corporations Amendment \(Crowd-sourced Funding\) Bill 2016](#)

[Explanatory Memorandum to the Corporations Amendment \(Crowd-sourced Funding for Proprietary Companies\) Bill 2017](#)

Takeovers Panel, [Guidance Note 1](#) *Unacceptable circumstances*

Appendix: Template CSF offer document

About this document

This is a template crowd-sourced funding (CSF) offer document. It is the Appendix to [Regulatory Guide 261](#) Crowd-sourced funding: Guide for companies (RG 261), and should be read with that regulatory guide. The purpose of this template CSF offer document is to provide a standard structure, accompanied by instructions and example content, to help your company prepare a CSF offer document for a CSF offer.

The template does not contain detailed substantive content, but provides limited examples of the type of content that should generally be included in the CSF offer document. The examples provided are based on a hypothetical and limited scenario. We have designed the template as a guidance tool (not a prescribed form) and use of the template is optional. It is not a compliance tool or a mechanism to protect your company against liability.

Instructions

You may use this template as a starting point to draft your company's CSF offer document; however, you should remove all ASIC instructions, example text and headers/footers.

This template contains instructions about the minimum information that must be included in a CSF offer document under the Corporations Regulations, including the mandatory headings for the four key sections and the order of the sections. Although the illustrative example in this template uses a proprietary company, the information in this template document applies to both public companies and proprietary companies, with the exception of section 4 – which contains different information for public and proprietary companies.

Information within each section is not required to follow a prescribed order and you may use cross-references to information within the document, where information would otherwise be duplicated. You may attach other documents to the CSF offer document, but, in certain cases, a summary of the information in the appendices must also be contained in the CSF offer document itself. We have provided cross-references to where more detailed guidance can be found in Section D of [RG 261](#).

The information in your company's CSF offer document should be tailored to your company and we recognise that the content and length of a CSF offer document will vary from company to company. When drafting your company's CSF offer document, you should:

- *avoid making the document too long – focus on information that is required by law, is material to investors' decisions or may be useful for investors to know*
- *use plain language to assist investors in understanding the information*
- *where appropriate, use tables, charts and other visual tools to present information in a way that is easy for investors to read.*

We encourage you to present and format your company's CSF offer document in a commonly used digital format, so that it can be easily accessed, downloaded and saved by investors.

New Co Pty Ltd

Crowd-sourced funding offer document

dated [day] [month] [year]

Offer of fully-paid ordinary shares in New Co Pty Ltd at
\$1 per share to raise a maximum of \$1,000,000

This crowd-sourced funding (CSF) offer document relates to the Offer of fully-paid ordinary shares in New Co Pty Ltd. This Offer is made under the CSF regime in Part 6D.3A of the *Corporations Act 2001* (Corporations Act).

Issuer

New Co Pty Ltd ACN 123 456 789

Intermediary

CSF Intermediary Co Limited AFSL 123 456

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Section 1: Risk warning

Include the below risk warning in Section 1 of your CSF offer document. This is the mandatory wording prescribed under the Corporations Regulations 2001 (Corporations Regulations) (reg 6D.3A.03).

Crowd-sourced funding is risky. Issuers using this facility include new or rapidly growing ventures. Investment in these types of ventures is speculative and carries high risks.

You may lose your entire investment, and you should be in a position to bear this risk without undue hardship.

Even if the company is successful, the value of your investment and any return on the investment could be reduced if the company issues more shares.

Your investment is unlikely to be liquid. This means you are unlikely to be able to sell your shares quickly or at all if you need the money or decide that this investment is not right for you.

Even though you have remedies for misleading statements in the offer document or misconduct by the company, you may have difficulty recovering your money.

There are rules for handling your money. However, if your money is handled inappropriately or the person operating the platform on which this offer is published becomes insolvent, you may have difficulty recovering your money.

Ask questions, read all information given carefully, and seek independent financial advice before committing yourself to any investment.

Section 2: Information about the Company

2.1 Company details

Include your company name, company type, Australian Company Number (ACN), registered office address and the location or address of your company's principal place of business. An illustrative example is provided below.

This offer of shares is made by New Co Pty Ltd ACN 123 456 789 (the Company). The Company was incorporated on [date]. *[If your company is a public company, include the date your company converted to a public company].*

Registered office and contact details

[Include address and contact details]

Principal place of business

[Include address/location]

2.2 Description of the business

2.2.1 Who are we?

Include a description about what your company does, the main function of its business and any current activities. See Table 14 in [RG 261](#) for further guidance. An illustrative example is provided below.

We are an early-stage biomedical engineering and technology company based in Sydney, Australia.

Our core business is the research and development of a new bionic technology for use in prosthetic limbs. Our new technology design has been developed over the last two years and limited clinical trials have been conducted. We are currently undertaking additional limited clinical studies and are looking to move into the next phase of undertaking more extensive clinical trials and starting to manufacture our product for sale to the healthcare industry.

2.2.2 What is our business strategy?

Explain your company's business objectives and strategy. Specify the expected timeframe for achieving these objectives (but only if you have a reasonable basis for this). See Table 14 in [RG 261](#) for further guidance. An illustrative example is provided below.

We plan to expand the business through the development and manufacture of our product over the next one to three years.

Over this period, we intend to obtain patents and regulatory approvals for our product, undertake further clinical trials and commence manufacturing our product for commercial sale and licensing. We do not expect to make any income in the short to medium term.

2.2.3 What is our business model?

Provide a description of your business model – that is, how you propose to make money and generate income or capital growth. See Table 14 in [RG 261](#) for further guidance. An illustrative example is provided below.

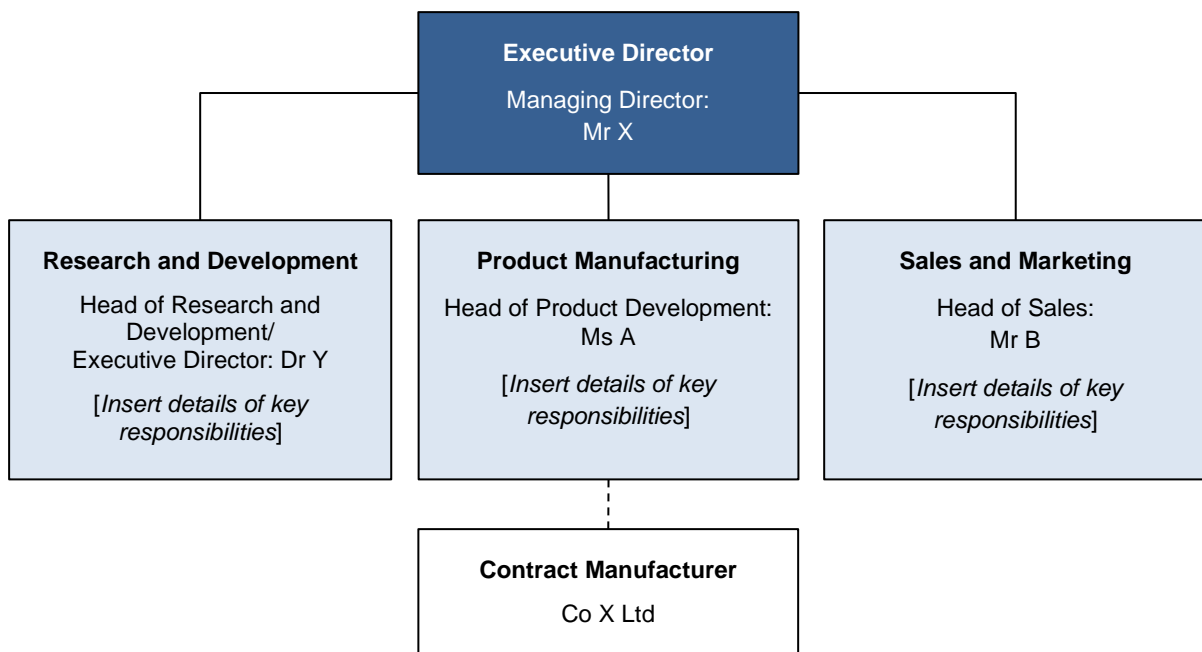
We anticipate that our main source of revenue will be the sale and licensing of our new bionics technology to the healthcare industry.

We will specifically target hospitals with a bionics research focus and private healthcare professionals/specialists that utilise bionic technologies in patient care. The success and profitability of the Company will depend on our ability to secure a long-term and large scale customer base or licensing arrangements in order to sell and license our product at a profit.

2.2.4 What does our organisation look like?

Provide a description of your organisational structure. See Table 14 in [RG 261](#) for further guidance on what information should be included. An illustrative example is provided below.

Figure 1: Organisational structure



As shown in Figure 1, Mr X is an Executive Director and Managing Director of the Company. The following directors and senior managers report to Mr X:

- Dr Y, Head of Research and Development/Executive Director [*insert details of key responsibilities*]
- Ms A, Head of Product Development [*insert details of key responsibilities*]
- Mr B, Head of Sales [*insert details of key responsibilities*].

The Company's contract manufacturer is Co X Ltd.

2.2.5 Legal or disciplinary actions against the Company

Include details of, and a description of the circumstances giving rise to, any criminal convictions or civil penalties imposed under the Corporations Act against your company, any enforceable undertakings given to ASIC by your company and any other convictions or penalties (under any other laws) against your company in the last 10 years. Include a summary of the facts and any formal judgment (e.g. court judgment) or decision (e.g. by ASIC) in relation to the legal action or court enforceable undertaking.

2.3 Capital structure

Include details of your company's debt and equity capital structure, including all classes of issued shares, options and other securities (e.g. convertible securities), if any. See Table 15 in [RG 261](#) for further guidance. An illustrative example is provided below.

2.3.1 Issued capital

As at the date of this CSF offer document, the Company has 2,500,000 Class A and 2,500,000 Class B shares, and 500 options on issue. As set out in Table 1 below, the 5,000,000 shares are held by two of the Company's Executive Directors, Mr X (Managing Director) and Dr Y (Executive Director), and Mr X also has 500 options.

Table 1: Issued capital of the Company before the Offer

Shareholder	Share Type	Shares	Options
Mr X	Class A	2,500,000	500
Dr Y	Class B	2,500,000	Nil
Total	N/A	5,000,000	500

Table 2 sets out the issued capital of the Company following the Offer.

Table 2: Issued capital of the Company following the Offer

Shares	Minimum Subscription	Maximum Subscription
Director shares (Mr X and Dr Y)	5,000,000 (91%)	5,000,000 (83%)
Offer shares	500,000 (9%)	1,000,000 (17%)
Total shares on issue (undiluted basis)*	5,500,000 (100%)	6,000,000 (100%)

* If Mr X exercises his 500 options, the fully diluted issued capital of the Company will be 5,500,500 shares (minimum subscription) and 6,000,500 (maximum subscription).

Rights associated with Class A shares, Class B shares and options

Include a description or summary of the key rights associated with all securities on issue and of the key provisions that deal with the rights and liabilities of the securities contained in the company's constitution and any current or proposed shareholder agreements (if applicable). You may wish to include a full description of the rights or key provisions in another section or in an appendix to the CSF offer document (with a summary and cross-reference in this section of the CSF offer document). Also consider providing a copy of your company constitution and/or any shareholder agreements in an appendix to the CSF offer document.

Mr X's Class A shares have additional voting rights, with 10 votes for every share held. Dr Y's Class B shares hold one vote for every share held. *[Insert a description of other key rights associated with the shares]*

There is also a shareholder agreement between the Company's current shareholders, Mr X and Dr Y. Under the shareholder agreement, Mr X and Dr Y each have a first right to purchase the shares of any shareholder wishing to sell their shares. If this right is exercised, this means that Mr X and Dr Y will maintain their majority ownership of the Company. If Mr X or Dr Y wish to sell their majority ownership of the Company to a third party, minority shareholders may be forced to sell their shares (this is known as a 'drag along' right).

Mr X may exercise his options at any time before 30 June 2018 at \$0.25 per share. *[Insert a description of other key rights associated with the options]*

Copies of the Company's constitution and the shareholder agreement between Mr X and Dr Y are attached in the Annexure and are available on the intermediary's platform.

2.3.2 Debt funding and other sources of funding

Include a description or summary of the key terms of any debt financing. If there are additional or complex terms that are not material or key information, you may consider including the more detailed terms in an appendix to the CSF offer document.

Director loans

To date, our activities have been primarily funded by the Company's founding shareholders (Mr X and Dr Y). Mr X and Dr Y have loaned funds of \$*[insert]* in total to the Company. The key terms of this loan are set out below. *[Include key terms of loan]*

Government grants

The Company has secured award funding of \$*[insert]* from the Minister for Industry, Innovation and Science. Details of the terms of this grant are below. *[Include terms of grant]*

2.4 Directors and senior managers

2.4.1 Our directors and management

Include details of the skills and experience of each director and senior manager that are relevant to their role/position in your company. See Table 16 in [RG 261](#) for further guidance.

2.4.2 Legal or disciplinary actions

Include details of, and a description of the circumstances giving rise to, the following legal or disciplinary actions, if any, against your company's current and proposed directors and senior managers:

- *convictions of criminal offences under the Corporations Act*
- *civil penalties imposed under the Corporations Act*
- *disqualifications from managing a company under the Corporations Act*
- *banning or disqualification orders (relating to an Australian financial services licence) under s920A or 921A of the Corporations Act*
- *whether the person is or has been a director, company secretary or senior manager of a company when it became insolvent*
- *any court enforceable undertakings given to ASIC under s93AA or 93A of the Australian Securities and Investments Commission Act 2001 (ASIC Act)*
- *any other convictions or penalties under any other laws in the last 10 years.*

See Table 16 in [RG 261](#) for further guidance on the details that should be included.

2.5 Risks facing the business

Describe the main risks facing your company's business. Only the risks that may impact the success or failure of the business should be included. See RG 261.153–RG 261.160 for further guidance. An illustrative example is provided below.

An investment in the Company should be seen as high-risk and speculative. A description of the main risks that may impact our business is below. Investors should read this section carefully before deciding to apply for shares under the Offer. There are also other, more general risks associated with the Company (e.g. risks relating to general economic conditions or the inability to sell our shares).

Table 3: Main risks

Type of risk	Description of risk
The Company's product is still in the development and clinical trial phase and may never be successfully commercialised	<p>The Company has a limited operating history and is not yet profitable, as our product is still in the development and clinical trial phase.</p> <p>The commercial success of our product will depend on many factors, including our ability to demonstrate the effectiveness of the product (which will involve collecting further data from clinical trials and increasing acceptance of our product by healthcare professionals).</p> <p>If the results of the Company's further clinical trials are not successful or we are unable to increase awareness and acceptance of our product within the healthcare profession, we may not be able to successfully commercialise our product. There is also a risk that we will not be able to successfully expand our manufacturing, sales and marketing programs. This will have a material adverse effect on the Company's potential revenue and prospects.</p>

Type of risk	Description of risk
<p>The Company may not obtain the regulatory approvals required to sell its product</p>	<p>The Company has not yet received regulatory approval to sell our product in Australia or in any overseas jurisdictions. Our growth strategy depends on obtaining approvals from the relevant regulatory authorities.</p> <p>The Company has applied to the Therapeutic Goods Administration (TGA), Australia’s regulatory approval authority, and is awaiting a response.</p> <p>There is no guarantee that we will receive all necessary regulatory approvals and we cannot predict with certainty the timelines for such approvals, or whether other requirements may be imposed by regulatory authorities (e.g. further clinical trials or other requirements to prove the effectiveness of our product).</p>
<p>The Company’s success relies on its ability to protect its intellectual property</p>	<p>The protection of the Company’s intellectual property is critical to our business and commercial success.</p> <p>If we are unable to protect or enforce the Company’s intellectual property rights, there is a risk that other companies will copy our product and technology, which could adversely affect our ability to compete in the bionic technology market.</p> <p>We have three pending patent applications and there is no assurance that these applications will result in issued patents.</p>
<p>The Company will need additional funding to implement its business strategy</p>	<p>The Company’s current cash reserves (plus the net proceeds of the Offer) will not be adequate for our funding requirements beyond the next 18–24 months.</p> <p>The Company will need to obtain additional funding to continue operations and execute its business strategy. We cannot guarantee the availability of funds in the future, or that the funds will be available on favourable terms. If we are unable to raise these funds, it could adversely impact the Company’s business and prospects.</p>

2.6 Financial information

Include your company's financial statements, including the balance sheet, profit and loss statement, cash flow statement and statement of changes in equity, for the most recent financial year. If your company has been incorporated for less than 12 months (i.e. it has not yet had a full financial year), the financial statements included in the CSF offer document must be for the period from the date of incorporation to one month before the date of the CSF offer.

The financial statements do not need to be audited or reviewed. However, if your company's most recent financial statements were audited or reviewed (e.g. because your company was a large proprietary company or was a public company that was not relying on the temporary audit concession at the end of your last financial year), you should include the audited or reviewed financial statements.

The financial statements must comply with the accounting standards. If your company is required under the accounting standards to prepare consolidated financial statements, you must include the consolidated financial statements. Otherwise, you must include your company's separate financial statements.

A summary of your financial statements may be included in this section, with the full financial statements included in an appendix to the CSF offer document and a cross-reference provided. Your company's full financial report (i.e. including the notes, directors' report and auditor's report, if applicable) is not required, but you may wish to include this in an appendix to the CSF offer document. You should also consider including any material information contained in the notes to the financial statements (which, if omitted, may cause the financial statements to be misleading). See Table 18 in [RG 261](#) and RG 261.161–RG 261.179 for further guidance.

Section 3: Information about the Offer

3.1 Terms of the Offer

Provide details about your company's CSF offer, including the type of shares being offered, the minimum and maximum subscription amounts, and the offer period. See Table 19 in [RG 261](#) for further guidance. An illustrative example is provided below.

The Company is offering up to 1,000,000 shares at an issue price of \$1 per share to raise up to \$1,000,000. The key terms and conditions of the Offer are set out in Table 4 below.

Table 4: Terms of the Offer

Term	Details
Shares	Fully-paid ordinary shares
Price	\$1 per share
Minimum Subscription	\$500,000
Maximum Subscription	\$1,000,000
Opening date	<i>[Insert the date the CSF offer document is published on the CSF intermediary's platform]</i>
Closing date	<i>[Insert a date no more than three months from the opening date], unless closed earlier by the Intermediary</i>

A description of the rights associated with the shares is set out in Section 3.3 below. To participate in the Offer, you must submit a completed application form together with the application money via the Intermediary's platform. The Intermediary's website provides instructions on how to apply for shares under the Offer.

The Intermediary must close the Offer early in certain circumstances. For example, if the Maximum Subscription is reached, the Offer must be closed. If the Minimum Subscription is not reached or the Offer is closed but not completed, you will be refunded your application money.

Investors may withdraw their application during the Cooling-off Period. Further information on investor cooling-off rights can be found in Section 4 of this CSF offer document.

The Offer is not underwritten.

3.2 Use of funds

Describe how you intend to use the funds raised under the CSF offer (including funds raised in excess of the minimum subscription amount), and include a breakdown of how much will be applied to each purpose.

Provide details of whether any of the funds raised will be paid (directly or indirectly) to:

- any current or proposed directors or senior managers of your company*
- any related parties of your company*
- any person that ‘controls’ your company or persons who hold more than 20% of the voting rights in the company (e.g. controlling or major shareholders)*
- the CSF intermediary publishing the CSF offer or any of the intermediary’s related parties*
- any person promoting or marketing the CSF offer.*

See Table 19 in [RG 261](#) for further guidance. An illustrative example is provided below.

Table 5 below sets out the intended use of funds raised under this Offer based on the minimum and maximum subscription amounts.

Table 5: Use of funds

Intended use	Year 1: Minimum Subscription	Year 1: Maximum Subscription	Year 2: Minimum Subscription	Year 2: Maximum Subscription
Research and development	\$230,000	\$280,000	\$50,000	\$150,000
Regulatory approvals	\$10,000	\$10,000	Nil	Nil
Sales and marketing	Nil	Nil	\$5,000	\$30,000
Production	Nil	Nil	\$5,000	\$140,000
Working capital	\$120,000	\$150,000	\$40,000	\$200,000
Offer costs	\$40,000	\$40,000	Nil	Nil
Total funds	\$400,000	\$480,000	\$100,000	\$520,000

In Table 5, ‘working capital’ includes overhead expenses, employee wages and director remuneration. Details of payments to be made to directors and senior managers are itemised below:

- directors’ remuneration: \$[insert]
- senior manager remuneration: \$[insert].

The costs of the Offer include the Intermediary’s fees under the hosting agreement between the Company and the Intermediary. These fees are \$[insert].

Other than as specified above, no other payments from the funds raised will be paid (directly or indirectly) to related parties, controlling shareholders, or any other persons involved in promoting or marketing the Offer.

We expect that the Maximum Subscription amount will be sufficient to meet the Company's short-term objectives over the next 18–24 months.

If only the Minimum Subscription amount is raised, the Company will require further funding to be able to carry out our intended activities over the next 12–18 months. In such circumstances, the Company may consider undertaking a further CSF offer under the CSF regime. Until additional funding is obtained, we will scale back sales and marketing and production activities, and continue to focus our cash resources on research and development and working capital costs to advance the clinical trials of our new technology.

3.3 Rights associated with the shares

Include a description or summary of the rights associated with the shares being offered. The illustrative example below includes only some of the common shareholder rights – there may be others that apply to your company. You may wish to include a full description of the rights in another section of, or in an appendix to, the CSF offer document (with a summary and cross-reference in this section of the CSF offer document). See Table 19 in [RG 261](#) for further guidance.

Immediately after issue, the shares will be fully-paid shares. There will be no liability on the part of shareholders and the shares will rank equally with the shares currently on issue.

The rights associated with the shares are set out in the Company's constitution. A summary of these rights is set out below. A copy of the constitution is attached in the Annexure to this CSF offer document and is available on the Intermediary's platform.

3.3.1 Voting rights

Each shareholder has one vote on a show of hands and, on a poll, one vote for each share held.

3.3.2 Election and removal of directors

Shareholders may vote to elect and remove directors at a general meeting by way of ordinary resolution (50%).

3.3.3 General meetings and notices

Directors have the power to call meetings of all shareholders or meetings of only those shareholders who hold a particular class of shares. Shareholders who hold at least 5% of the votes which may be cast at a general meeting of the Company have the power to call and hold a meeting themselves or to require the directors to call and hold a meeting.

3.3.4 Dividends

All shareholders have a right to receive any dividends declared and paid by the Company. The directors have a discretion and may resolve to pay dividends, subject to their obligations under the Corporations Act (e.g. they cannot pay dividends unless the Company's assets are sufficiently in excess of its liabilities immediately before the dividend is declared and where it may materially prejudice the Company's ability to pay its creditors).

3.3.5 Winding-up

If the Company is wound up and there are any assets left over after all the Company's debts have been paid, the surplus is distributed to holders of ordinary shares after secured and unsecured creditors of the Company. Holders of fully-paid ordinary voting shares rank ahead of other classes of shares (if any).

3.4 Details of previous CSF offers

Include a description of all previous CSF offers (if any) made by:

- *your company*
- *any other company in which your directors or senior managers were appointed (at the time of that CSF offer) as a director or senior manager*
- *any related parties of your company*
- *any other company controlled (at the time of that CSF offer) by a person that 'controls' your company (e.g. controlling shareholders).*

Include details about who made the CSF offer and when, and the outcome of the CSF offer (e.g. whether the CSF offer was 'complete' and the minimum subscription amount was raised, or whether the CSF offer was 'unsuccessful'). See Table 19 in [RG 261](#) for further guidance.

Section 4: Information about investor rights

4.1 Cooling-off rights

Include a description of the cooling-off rights, which allow investors to withdraw their application under a CSF offer within five days of their application. See Table 20 in [RG 261](#) for further guidance. An illustrative example is provided below.

You have the right to withdraw your application under this Offer and to be repaid your application money. If you wish to withdraw your application for any reason (including if you change your mind about investing in the Company), you must do so within **five business days** of making your application (the Cooling-off Period).

You must withdraw your application via the Intermediary's platform as follows: *[insert the method or instructions for withdrawing offers, as specified by the Intermediary]*

After your withdrawal has been processed, the Intermediary will refund the application money to your nominated account as soon as practicable.

4.2 Communication facility for the Offer

Include a description of the effect of the communication facility for your company's CSF offer on the CSF intermediary's platform. See Table 20 in [RG 261](#) for further guidance. An illustrative example is provided below.

You can ask questions about the Offer on the communication facility available on the Intermediary's platform. You can also use the communication facility to communicate with other investors, with the Company and with the Intermediary about this Offer.

You will be able to post comments and questions about the Offer and see the posts of other investors on the communication facility. The Company and/or the Intermediary will also be able to respond to questions and comments posted by investors.

Officers, employees or agents of the Company, and related parties or associates of the Company or the Intermediary, may participate in the facility and must clearly disclose their relationship to the Company and/or Intermediary when making posts on the facility.

Any comments made in good faith on the communication facility are not subject to the advertising restrictions in the Corporations Act.

4.3 Proprietary company corporate governance obligations

This subsection is for proprietary companies only. Delete if not needed.

If your company is currently or will be (following a successful CSF offer) a proprietary company with CSF shareholders that is required to comply with additional audit, reporting and corporate governance obligations, then you must include a description of the effect of these obligations (as applicable). See Table 20 in [RG 261](#) for further guidance. An illustrative example is provided below.

4.3.1 Annual report

This subsection is for small proprietary companies only. Delete if not needed.

While the Company is currently a small proprietary company that is not required to prepare annual financial reports and directors' reports, if we successfully complete this Offer, then we will be required to prepare and lodge these annual reports with ASIC (within four months of the financial year end). The Company has a 30 June year end and its financial reports must be lodged by 31 October each year.

Our financial reports are currently not required to be audited as we are a small proprietary company. This means that the Company's financial reports will not be subject to auditor oversight, and, therefore, there will be no independent assurance of the Company's financial statements. However, the directors are still required to ensure that the financial statements give a true and fair view of the Company's financial position and performance, and that the financial statements comply with the accounting standards.

We may be required to have our financial reports audited in the future if we raise more than \$3 million from CSF offers (including this current offer and any future offers), or, otherwise, become a large proprietary company.

4.3.2 Distribution of annual report

This subsection is for small proprietary companies only. Delete if not needed.

The Company is not required to notify shareholders in writing of the options to receive or access the annual report. Shareholders will not be able to elect to receive a copy of the annual report by way of email or post. However, shareholders can access the annual report on the Company's website at the following address [*insert link to website*] (free of charge) or can purchase the report from ASIC.

4.3.3 Annual report

This subsection is for large proprietary companies only. Delete if not needed.

The Company is required to prepare annual financial reports and directors' reports at the end of each financial year and lodge these with ASIC (within four months of the financial year end). The Company has a 30 June year end and its financial reports must be lodged by 31 October each year.

As a large proprietary company, our financial reports are audited by [*insert name of audit firm*] and an auditor's report is lodged with ASIC together with our financial report.

Shareholders can elect to receive the Company's annual reports in hard copy or electronic copy free of charge, or by accessing them on the Company's website.

4.3.4 Related party transactions

This subsection is for small and large proprietary companies.

If we successfully complete this Offer, the rules on related party transactions in Chapter 2E of the Corporations Act will apply to the Company (for so long as we continue to have CSF shareholders). This means that the Company is required to obtain shareholder approval before giving financial benefits to related parties of the company (e.g. directors and their spouses, children or parents), subject to certain exceptions (such as reasonable remuneration provided to directors).

4.3.5 Takeovers

This subsection is for small and large proprietary companies.

If we successfully complete this Offer and have more than 50 shareholders, the takeover rules in the Corporations Act will only apply to the Company in a very limited way. If someone wants to buy more than 20% of the voting shares in the Company, they will be able to do so without complying with the takeover rules. This means that a person may be able to get control of the Company without making a formal takeover bid to all shareholders or without seeking shareholder approval.

Shareholders will not have the benefit of the full protections under the takeover rules, which means you may not have the right to vote on or participate in a change of control of the company. However, the general principles of ensuring shareholders have sufficient information and time to consider a change of control, and all have a reasonable and equal opportunity to participate in any benefits, will apply to the Company. In addition, the Takeovers Panel has jurisdiction to hear disputes relating to control of the Company.

4.4 Public company corporate governance concessions

This subsection is for eligible public companies. Delete if not needed.

Although the illustrative example in this template uses a proprietary company, if your company is a public company relying on the temporary concessions from certain audit, reporting and corporate governance obligations of public companies, then include a description of the effect of these concessions (as applicable). See Table 20 in [RG 261](#) for further guidance. An illustrative example is provided below.

4.4.1 Annual general meetings

The Company is not required to hold an annual general meeting (AGM) for up to five years from its registration/conversion to a public company – being [*insert date*] (assuming the Company continues to meet the eligibility requirements).

This means that shareholders will not be provided with an opportunity to directly question the directors and management in an open forum about the management, business operations, financial position or performance of the Company, as this would usually take place at the AGM.

However, the directors of the Company may still be required to hold a general meeting in other circumstances, for example, where requested to by shareholders with at least 5% of the votes that may be cast at a general meeting.

If shareholders have any queries or concerns about the Company, they should contact the company secretary directly. [*Insert contact details for company secretary*]

4.4.2 Annual report

The Company is required to prepare annual financial reports and directors' reports at the end of each financial year and lodge these with ASIC (within four months of the financial year end). The Company has a 30 June year end and its financial reports must be lodged by 31 October each year.

Provided the Company continues to meet the eligibility requirements under the CSF regime, the Company is **not** required to have its financial reports audited for up to five years from its conversion to a public company – being [*insert date*].

This means that the Company's financial reports will not be subject to auditor oversight, and, therefore, there will be no independent assurance of the Company's financial statements.

However, the directors of the Company are still required to make a declaration that the financial statements give a true and fair view of the Company's financial position and performance and that the financial statements comply with the accounting standards.

4.4.3 Distribution of annual report

Provided the Company continues to meet the eligibility requirements under the CSF regime, the Company is **not** required to notify shareholders in writing of the options to receive or access the annual report.

Shareholders will not be able to elect to receive a copy of the annual report by way of email or post. However, shareholders can access the annual report on the Company's website at the following address [*insert link to website*] (free of charge) or can purchase the report from ASIC.

Glossary

You may wish to include a glossary containing definitions of the key terms used in your company's CSF offer document. The wording below is for illustrative purposes only.

Company means New Co Pty Ltd ACN 123 456 789

Cooling-off Period means the period ending five business days after an application is made under this Offer, during which an investor has a right to withdraw their application and be repaid their application money

CSF means crowd-sourced funding under Part 6D.3A of the Corporations Act

Intermediary means CSF Intermediary Co Limited AFSL 123 456

Maximum Subscription means the amount specified in this CSF offer document as the maximum amount sought to be raised by the Offer

Minimum Subscription means the amount specified in this CSF offer document as the minimum amount sought to be raised by the Offer

Offer means an offer of fully-paid ordinary shares by the Company under this CSF offer document

Annexure

To reduce the length of the CSF offer document, and to focus on the information prescribed by law and other key material and relevant information in the body of the document, you may wish to use annexures:

- to set out more detailed information, where a summary of the prescribed information is provided in the CSF offer document (summaries are permitted under the regulations for some of the prescribed information – for example, information about rights associated with securities in Sections 2 and 3 of the CSF offer document)*
- for additional information (not prescribed under the law) that is not key information but that may still be useful for or important to investors. This might include the notes to the financial statements or details of complex terms of convertible notes/securities or a debt facility*
- to attach copies of other key documents, such as shareholder agreements or your company’s constitution, to the CSF offer document.*

Where required by law, you must also include a summary of certain information contained in these documents in the CSF offer document itself, together with a cross-reference to where the more detailed information can be found. See RG 261.137–RG 261.139 for further guidance.