



**ASIC**

User guide

# Registered Agent Portal

## How to notify ASIC that a company officeholder has resigned

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

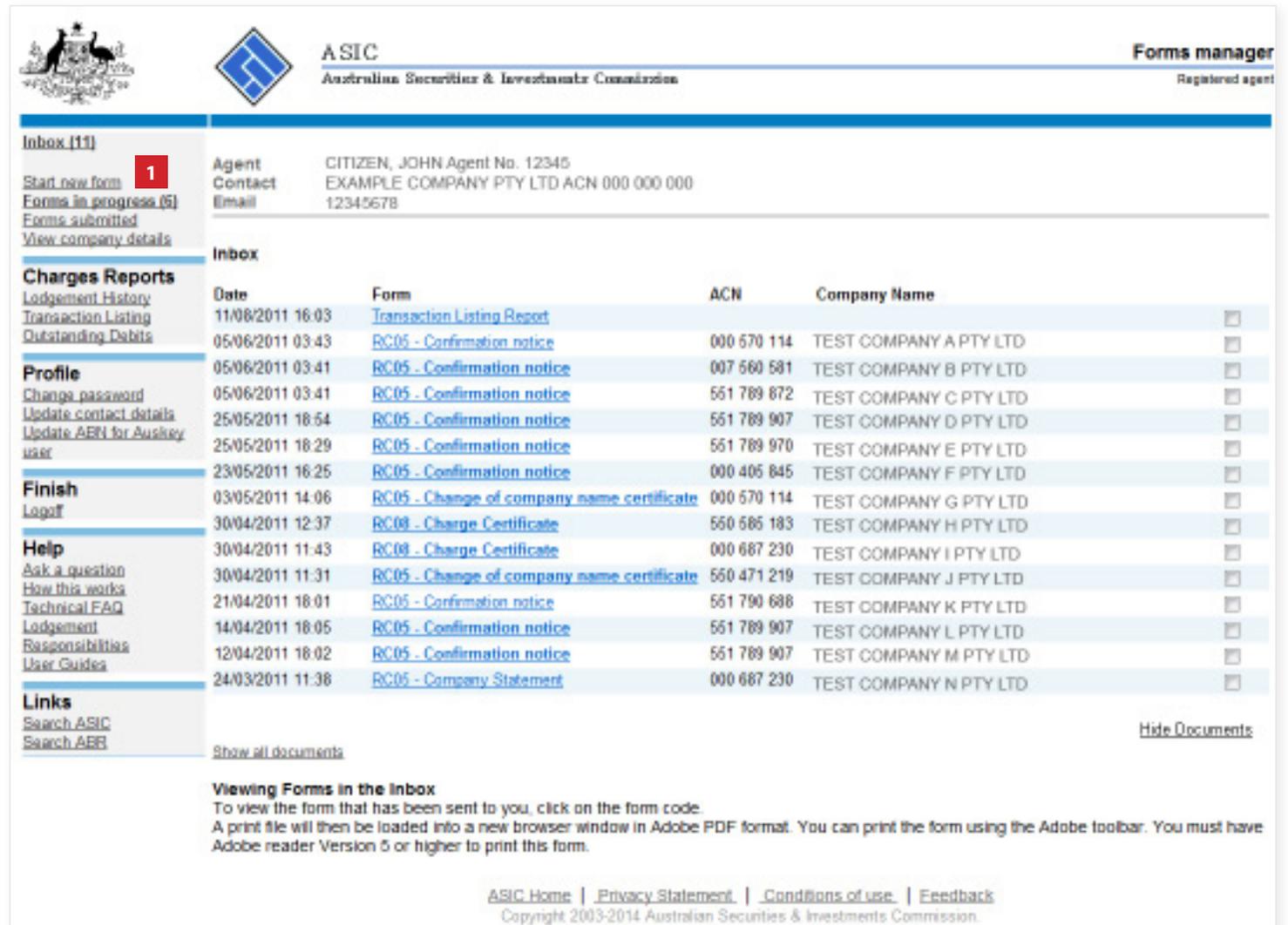
## How to notify ASIC that a company officeholder has resigned or retired

- Complete this transaction when you want to notify ASIC that a company officeholder has resigned.
- You will need to log in to your [online account](#) before you begin.
- You must have a copy of the resignation letter for the relevant officeholder.
- Director resignations that took place more than 28 days ago will have the effective date of the director resignation replaced with the lodgement date of this form.
- If you are resigning a person both as a director and secretary, this may result in two different cessation dates on our registers.
- If notification of a director resignation would leave the company without a current director, the lodgment will be rejected unless the company is being wound up.

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

## Start transaction

- Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. The left-hand menu is expanded, and the 'Start new form' option is highlighted with a red box containing the number '1'. The main content area displays the user's profile information and a list of forms in the inbox.

**Forms manager**  
Registered agent

**Agent** CITIZEN, JOHN Agent No. 12345  
**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Email** 12345678

**Inbox**

| Date             | Form  | ACN         | Company Name           |                          |
|------------------|---|-------------|------------------------|--------------------------|
| 11/08/2011 16:03 | <a href="#">Transaction Listing Report</a>                |             |                        | <input type="checkbox"/> |
| 05/06/2011 03:43 | <a href="#">RC05 - Confirmation notice</a>                | 000 570 114 | TEST COMPANY A PTY LTD | <input type="checkbox"/> |
| 05/06/2011 03:41 | <a href="#">RC05 - Confirmation notice</a>                | 007 560 581 | TEST COMPANY B PTY LTD | <input type="checkbox"/> |
| 05/06/2011 03:41 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 872 | TEST COMPANY C PTY LTD | <input type="checkbox"/> |
| 25/05/2011 18:54 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY D PTY LTD | <input type="checkbox"/> |
| 25/05/2011 18:29 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 970 | TEST COMPANY E PTY LTD | <input type="checkbox"/> |
| 23/05/2011 16:25 | <a href="#">RC05 - Confirmation notice</a>                | 000 405 845 | TEST COMPANY F PTY LTD | <input type="checkbox"/> |
| 03/05/2011 14:06 | <a href="#">RC05 - Change of company name certificate</a> | 000 570 114 | TEST COMPANY G PTY LTD | <input type="checkbox"/> |
| 30/04/2011 12:37 | <a href="#">RC08 - Charge Certificate</a>                 | 550 585 183 | TEST COMPANY H PTY LTD | <input type="checkbox"/> |
| 30/04/2011 11:43 | <a href="#">RC08 - Charge Certificate</a>                 | 000 687 230 | TEST COMPANY I PTY LTD | <input type="checkbox"/> |
| 30/04/2011 11:31 | <a href="#">RC05 - Change of company name certificate</a> | 550 471 219 | TEST COMPANY J PTY LTD | <input type="checkbox"/> |
| 21/04/2011 18:01 | <a href="#">RC05 - Confirmation notice</a>                | 551 790 688 | TEST COMPANY K PTY LTD | <input type="checkbox"/> |
| 14/04/2011 18:05 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY L PTY LTD | <input type="checkbox"/> |
| 12/04/2011 18:02 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY M PTY LTD | <input type="checkbox"/> |
| 24/03/2011 11:38 | <a href="#">RC05 - Company Statement</a>                  | 000 687 230 | TEST COMPANY N PTY LTD | <input type="checkbox"/> |

[Hide Documents](#)

**Viewing Forms in the Inbox**  
To view the form that has been sent to you, click on the form code.  
A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

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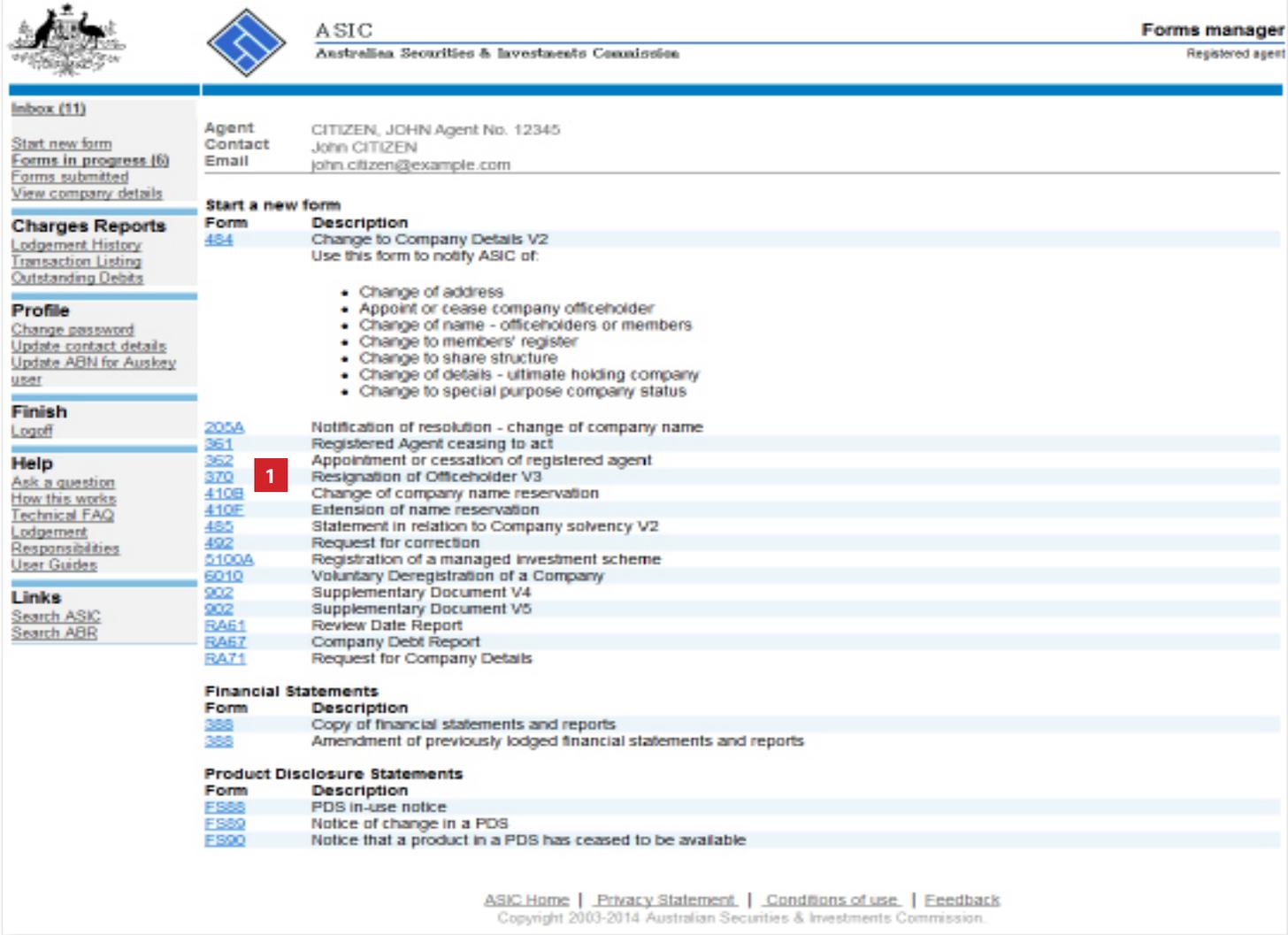
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to notify ASIC that a company officeholder has resigned](#)

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## Select form type

- From the list of available forms, select **370**.



The screenshot shows the ASIC Forms manager interface. The top navigation bar includes the ASIC logo, the text "ASIC Australia Securities & Investments Commission", and "Forms manager Registered agent". The main content area is divided into several sections:

- Inbox (11)**: Includes links for "Start new form", "Forms in progress (6)", "Forms submitted", and "View company details".
- Charges Reports**: Includes links for "Lodgement History", "Transaction Listing", and "Outstanding Debts".
- Profile**: Includes links for "Change password", "Update contact details", and "Update ARN for Auskey user".
- Finish**: Includes a "Logout" link.
- Help**: Includes links for "Ask a question", "How this works", "Technical FAQ", "Lodgement", "Responsibilities", and "User Guides".
- Links**: Includes links for "Search ASIC" and "Search ARR".

The "Start a new form" section contains a table of forms:

| Form                  | Description  |
|-----------------------|--|
| <a href="#">494</a>   | Change to Company Details V2<br>Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officeholder</li> <li>Change of name - officeholders or members</li> <li>Change to members' register</li> <li>Change to share structure</li> <li>Change of details - ultimate holding company</li> <li>Change to special purpose company status</li> </ul> |
| <a href="#">205A</a>  | Notification of resolution - change of company name  |
| <a href="#">361</a>   | Registered Agent ceasing to act  |
| <a href="#">362</a>   | Appointment or cessation of registered agent   |
| <a href="#">370</a>   | Resignation of Officeholder V3   |
| <a href="#">410B</a>  | Change of company name reservation   |
| <a href="#">410E</a>  | Extension of name reservation  |
| <a href="#">485</a>   | Statement in relation to Company solvency V2   |
| <a href="#">492</a>   | Request for correction   |
| <a href="#">2100A</a> | Registration of a managed investment scheme  |
| <a href="#">6010</a>  | Voluntary Deregistration of a Company  |
| <a href="#">902</a>   | Supplementary Document V4  |
| <a href="#">902</a>   | Supplementary Document V5  |
| <a href="#">BA61</a>  | Review Date Report   |
| <a href="#">BA67</a>  | Company Debt Report  |
| <a href="#">BA71</a>  | Request for Company Details  |

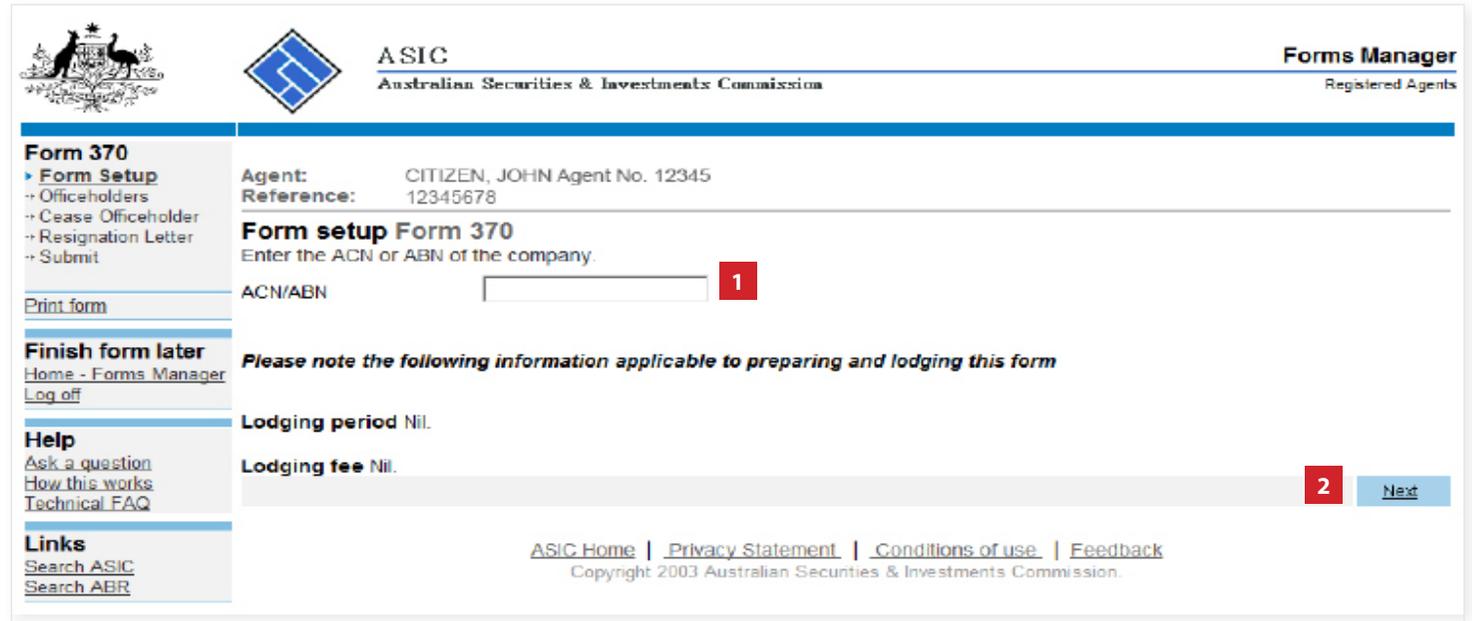
Below the forms list are sections for "Financial Statements" and "Product Disclosure Statements", each with a table of form numbers and descriptions. At the bottom, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with a copyright notice for 2003-2014.

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

[How to notify ASIC that a company officeholder has resigned](#)

## Enter the company ACN/ ABN

1. Enter the **ACN/ABN** of the company from which the officeholder has resigned.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 370. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The main content area is titled "Form 370" and "Form setup Form 370". It displays the agent information: "Agent: CITIZEN, JOHN Agent No. 12345" and "Reference: 12345678". Below this, there is a prompt "Enter the ACN or ABN of the company." followed by a text input field labeled "ACN/ABN" with a red "1" next to it. A note states "Please note the following information applicable to preparing and lodging this form" with details: "Lodging period Nil." and "Lodging fee Nil." A red "2" is next to the "Lodging fee Nil." text. At the bottom right, there is a "Next" button. The footer contains links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003 Australian Securities & Investments Commission".

**Form 370**  
▶ **Form Setup**  
→ Officeholders  
→ Cease Officeholder  
→ Resignation Letter  
→ Submit

Print form

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

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

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

Agent: CITIZEN, JOHN Agent No. 12345  
Reference: 12345678

**Form setup Form 370**  
Enter the ACN or ABN of the company.

ACN/ABN  1

*Please note the following information applicable to preparing and lodging this form*

Lodging period Nil.  
Lodging fee Nil. 2

[Next](#)

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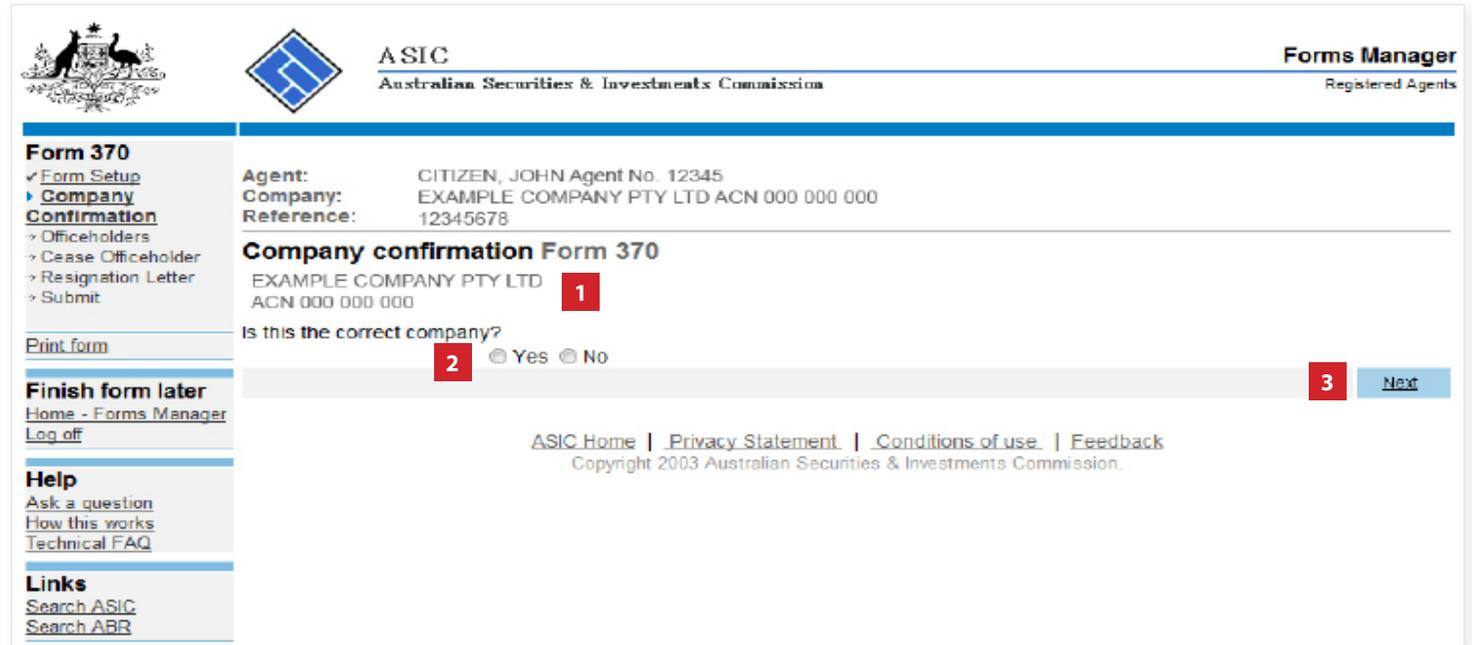
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[How to notify ASIC that a company officeholder has resigned](#)

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## Confirm company details

1. Review the company details.
2. Select **Yes** to confirm the company information is correct.
3. Select **Next** to continue.



  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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**Form 370**  
✓ [Form Setup](#)  
▶ [Company Confirmation](#)  
↳ [Officeholders](#)  
↳ [Cease Officeholder](#)  
↳ [Resignation Letter](#)  
↳ [Submit](#)

[Print form](#)

---

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

---

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

---

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

---

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

---

**Company confirmation Form 370**  
EXAMPLE COMPANY PTY LTD  
ACN 000 000 000

Is this the correct company?  
 Yes  No

**Next**

---

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[How to notify ASIC that a company officeholder has resigned](#)

## Select officeholder

1. Select the **company officeholder** who is resigning.
2. Select **Next** to continue.



 **ASIC**  
Australia Securities & Investments Commission

**Forms Manager**  
Registered Agents

**Form 370**

- Form Setup
- Officeholders**
- Cease Officeholder
- Resignation Letter
- Submit

[Print form](#)

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

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

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

Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

**Officeholders Form 370**  
Select the officeholder who is resigning:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>1</b> EXAMPLE, OFFICEHOLDER 1<br>Born 01-01-1234 at CITY VIC<br>1 EXAMPLE STREET, CITY STATE 1234 |
| <input type="checkbox"/> | EXAMPLE, OFFICEHOLDER 2<br>Born 02-02-1234 at CITY VIC<br>2 EXAMPLE STREET, CITY STATE 1234          |

**2** [Next](#)

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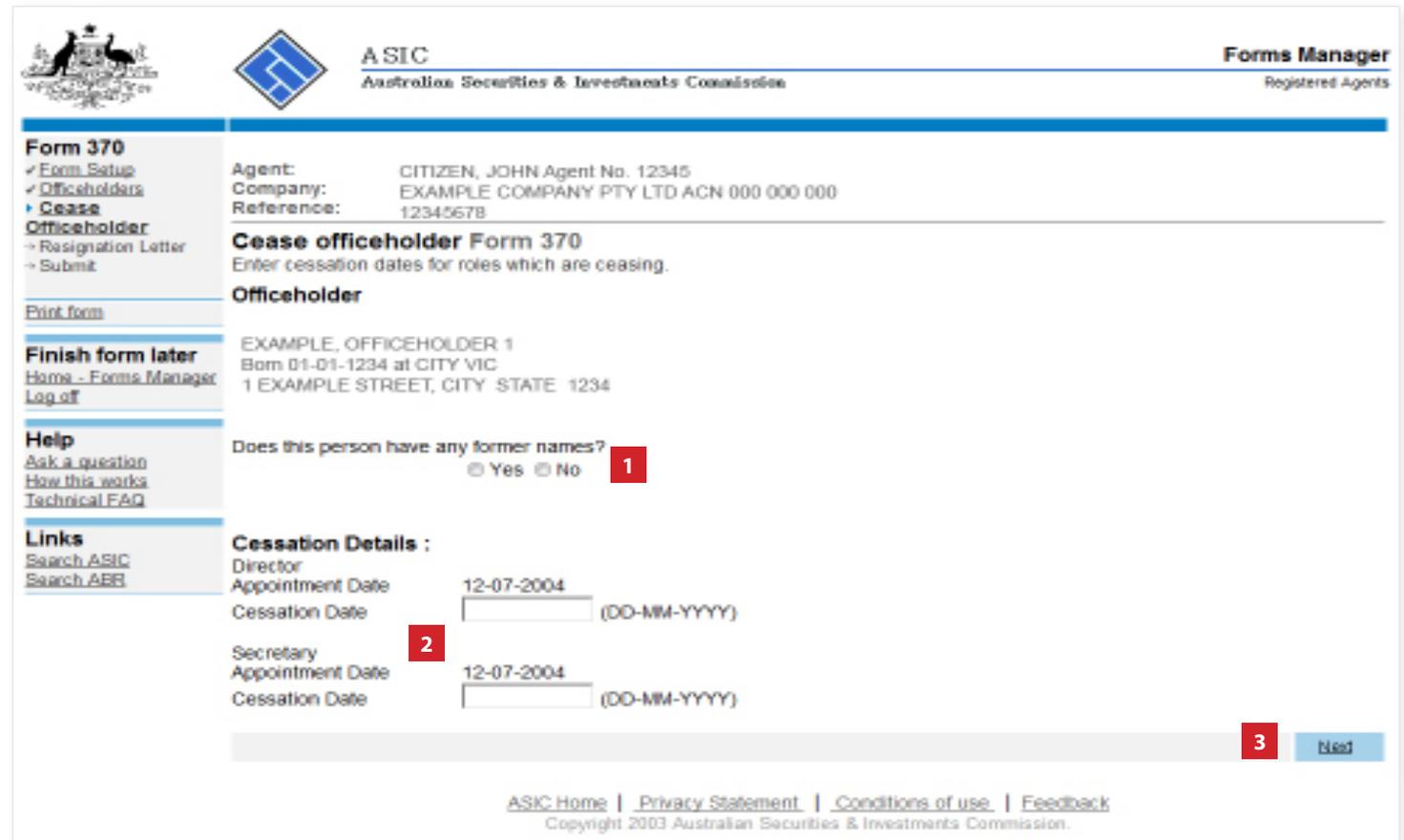
## Provide cessation details

1. Select **Yes** or **No** to confirm if the officeholder has any former names.
2. Enter the relevant **cessation date/s**.
3. Select **Next** to continue.

### Note:

If the officeholder has a former name/s, go to page 9.

If the officeholder does not have a former name/s, go to page 11.






**ASIC**  
 Australian Securities & Investments Commission

**Forms Manager**  
 Registered Agents

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**Form 370**

- ✓ Form Setup
- ✓ Officeholders
- ▶ **Cease**
- Officeholder
- Resignation Letter
- Submit

[Print form](#)

---

**Finish form later**

[Home - Forms Manager](#)

[Log off](#)

---

**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

---

**Links**

[Search ASIC](#)

[Search ABR](#)

Agent: CITIZEN, JOHN Agent No. 12345  
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Reference: 12345678

---

**Cease officeholder Form 370**  
 Enter cessation dates for roles which are ceasing.

**Officeholder**

EXAMPLE, OFFICEHOLDER 1  
 Born 01-01-1234 at CITY VIC  
 1 EXAMPLE STREET, CITY STATE 1234

Does this person have any former names?  
 Yes  No 1

---

**Cessation Details :**

Director  
 Appointment Date 12-07-2004  
 Cessation Date  (DD-MM-YYYY)

Secretary 2  
 Appointment Date 12-07-2004  
 Cessation Date  (DD-MM-YYYY)

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3 [Next](#)

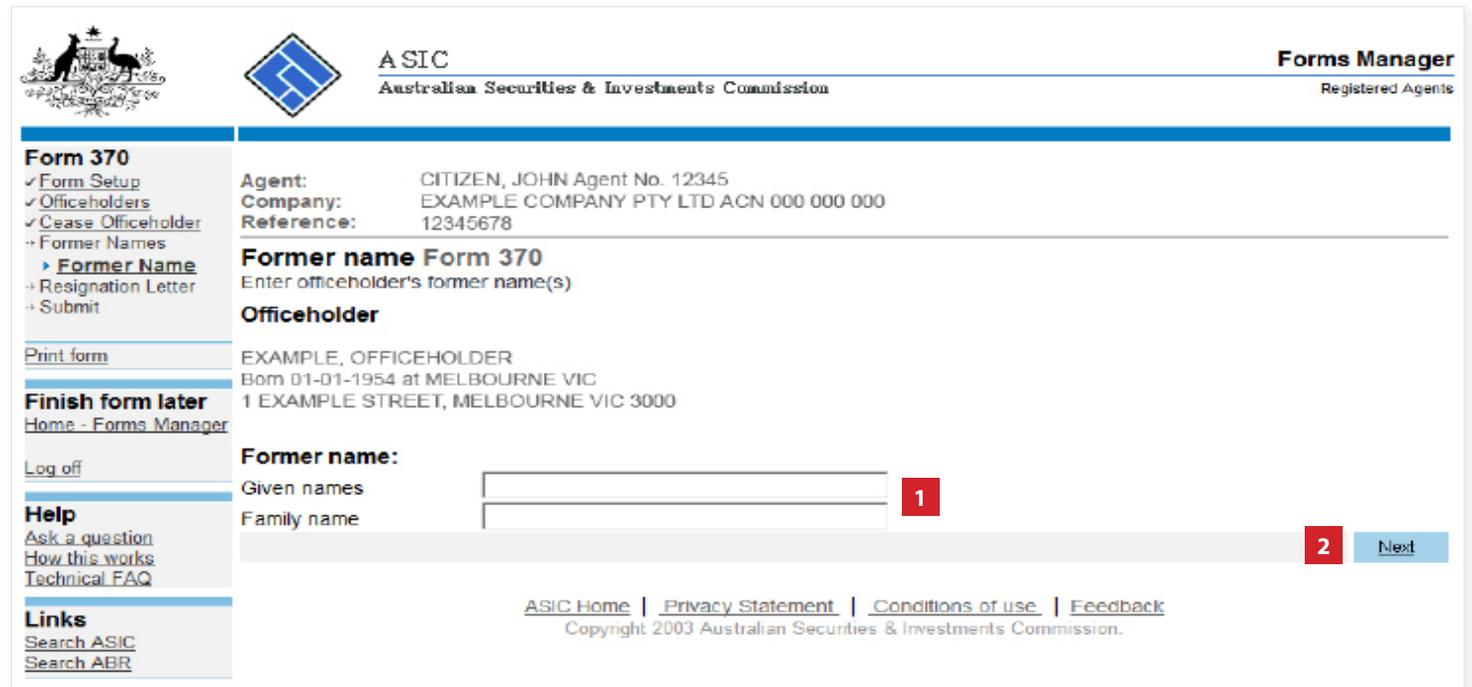
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[How to notify ASIC that a company officeholder has resigned](#)

## Provide former name details

1. Enter the former given and family names of the officeholder.
2. Select **Next** to continue.



The screenshot displays the ASIC Forms Manager interface for Form 370. The page header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The left sidebar contains a navigation menu with options like 'Form Setup', 'Officeholders', 'Cease Officeholder', 'Former Names', 'Former Name', 'Resignation Letter', 'Submit', 'Print form', 'Finish form later', 'Home - Forms Manager', 'Log off', 'Help', 'Ask a question', 'How this works', 'Technical FAQ', 'Links', 'Search ASIC', and 'Search ABR'. The main content area shows the 'Former name Form 370' section with the following details: Agent: CITIZEN, JOHN Agent No. 12345; Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000; Reference: 12345678. Below this, the 'Former name Form 370' section prompts the user to 'Enter officeholder's former name(s)'. The 'Officeholder' section provides details: EXAMPLE, OFFICEHOLDER; Born 01-01-1954 at MELBOURNE VIC; 1 EXAMPLE STREET, MELBOURNE VIC 3000. The 'Former name:' section has two input fields: 'Given names' and 'Family name'. A red box with the number '1' is placed over the 'Given names' field. A red box with the number '2' is placed over the 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission'.

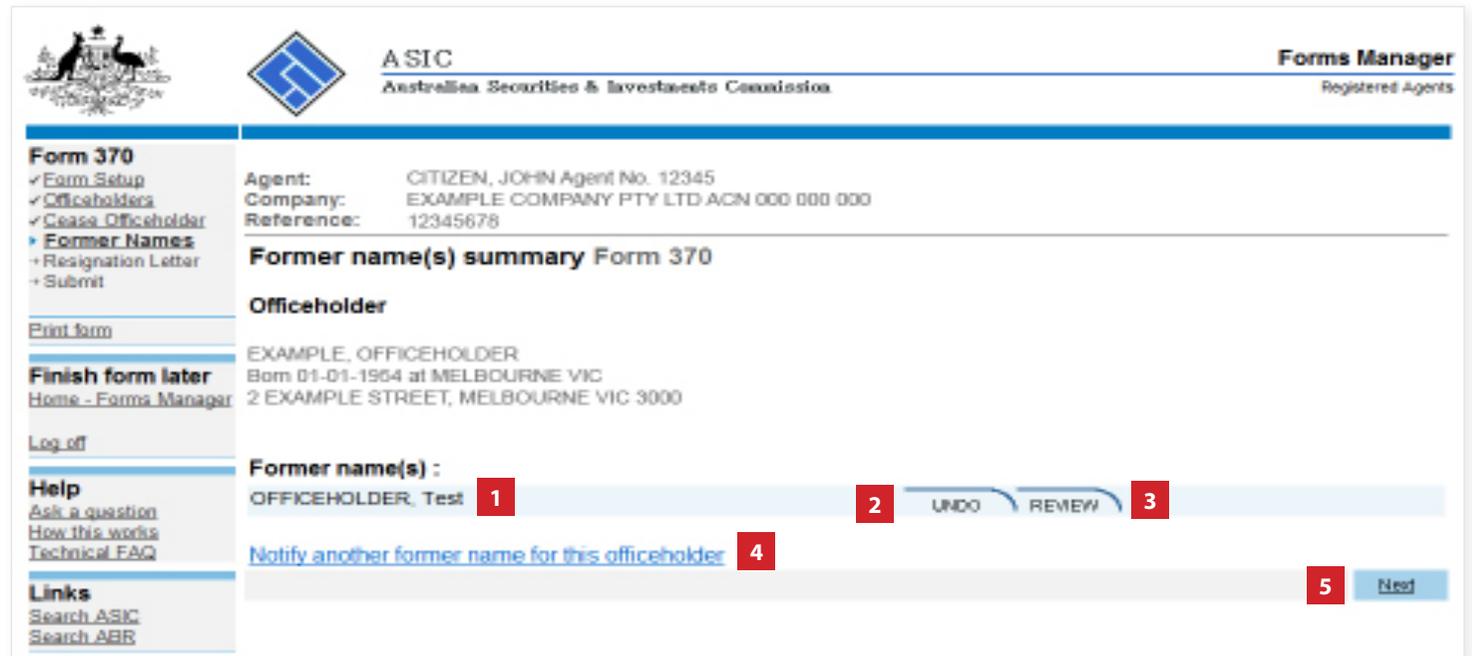
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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## Review former name details

1. Review the former name/s information. From here you can:
2. **Undo** the addition of the former name/s, or
3. **Review** the former name/s to make changes, or
4. Select **Notify another former name for this officeholder**, or
5. If you are satisfied the information is correct, select **Next** to continue.



**Form 370**  
 ✓ Form Setup  
 ✓ Officeholders  
 ✓ Cease Officeholder  
 ▶ Former Names  
 → Resignation Letter  
 → Submit

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Former name(s) summary Form 370**

**Officeholder**  
 EXAMPLE, OFFICEHOLDER  
 Born 01-01-1954 at MELBOURNE VIC  
 2 EXAMPLE STREET, MELBOURNE VIC 3000

**Former name(s) :**  
 OFFICEHOLDER, Test **1** **2** UNDO REVIEW **3**

[Notify another former name for this officeholder](#) **4**

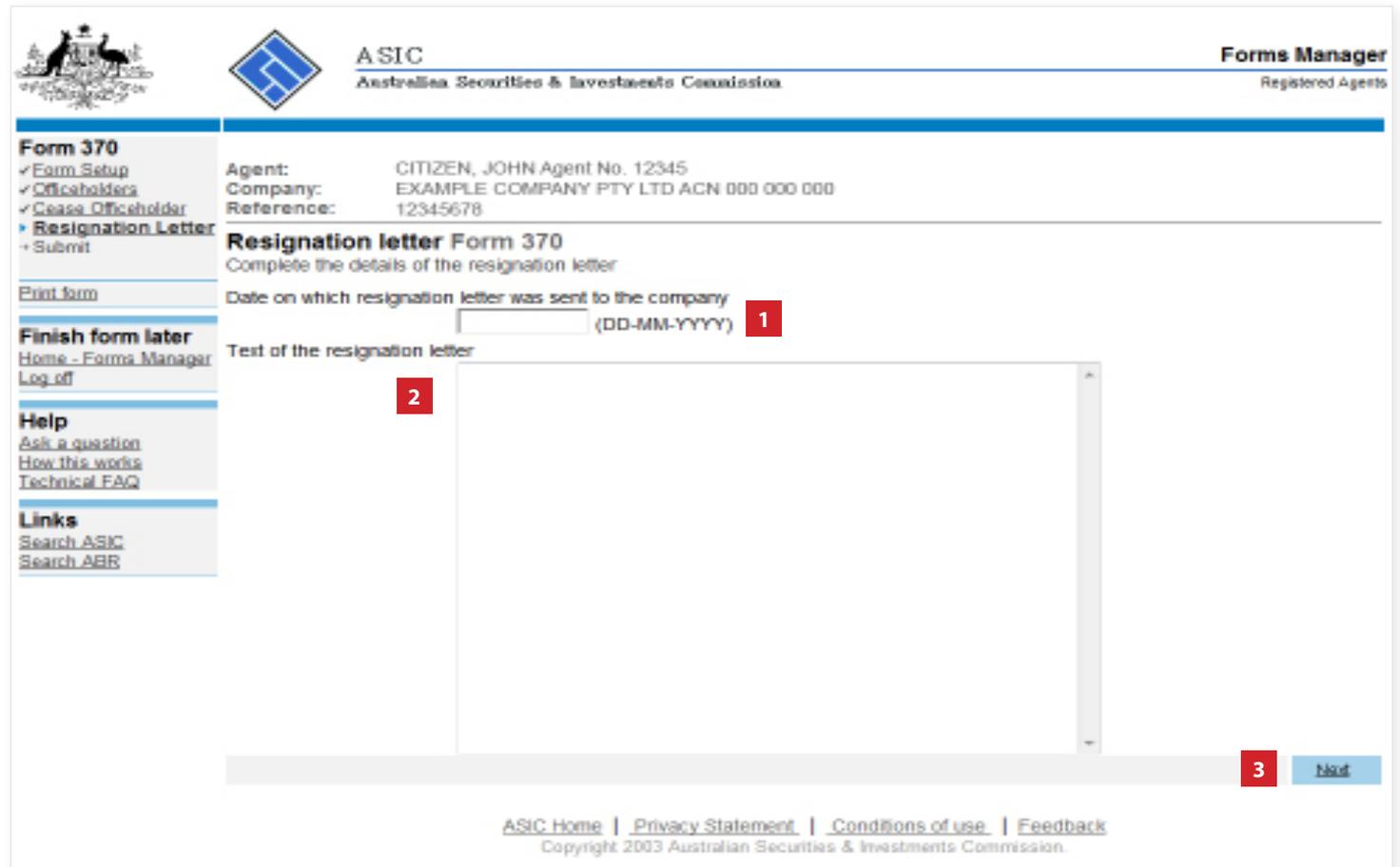
**Next** **5**

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

[How to notify ASIC that a company officeholder has resigned](#)

## Provide resignation letter details

1. Enter the **date** the resignation letter was sent to the company.
2. Enter the **text of the resignation letter** in the box provided.
3. Select **Next** to continue.



**Form 370**  
✓ Form Setup  
✓ Officeholders  
✓ Cease Officeholder  
▶ Resignation Letter  
+ Submit

Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

**Resignation letter Form 370**  
Complete the details of the resignation letter

Date on which resignation letter was sent to the company  (DD-MM-YYYY) **1**

Text of the resignation letter **2**

**Next** **3**

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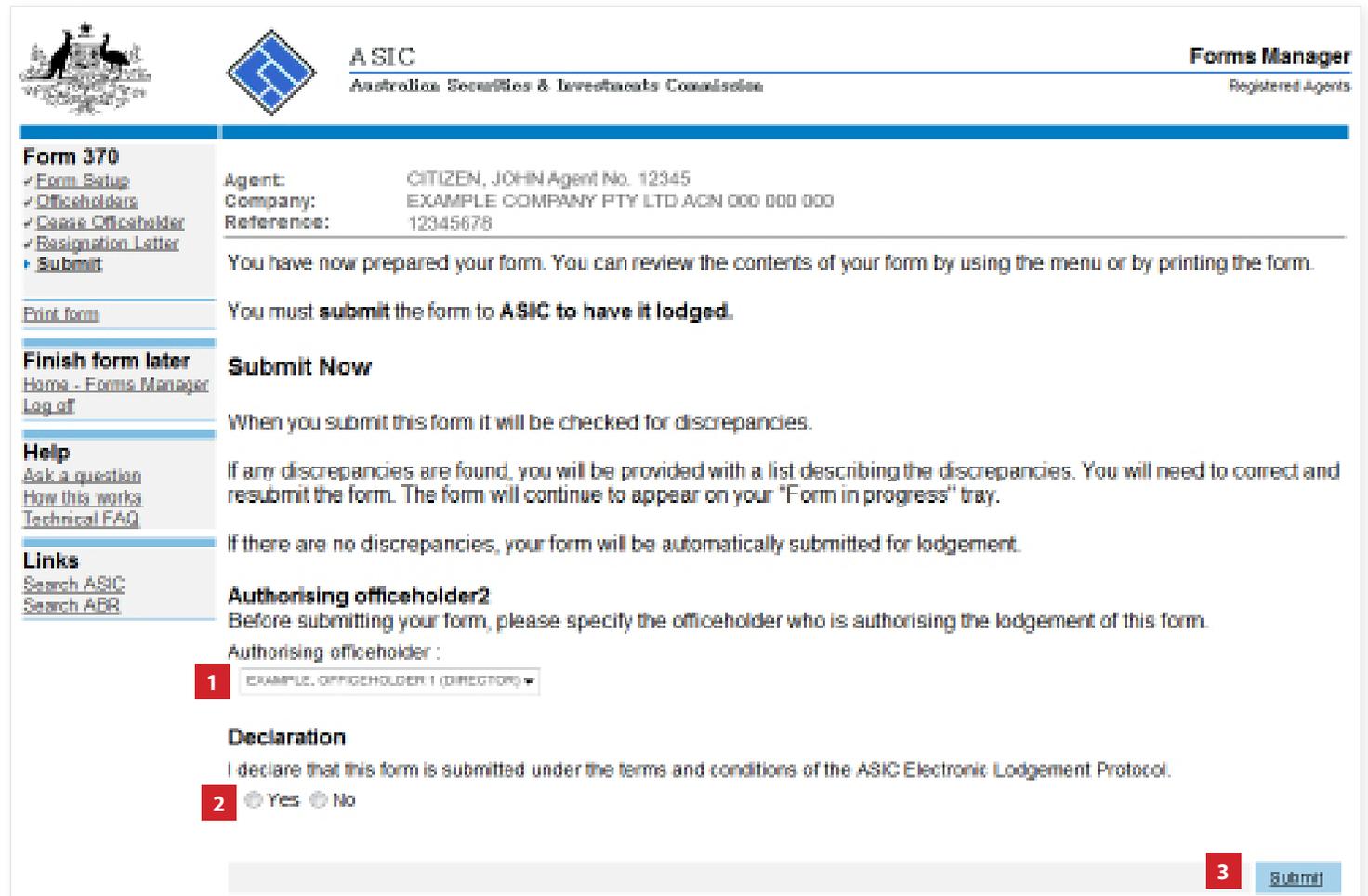
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to notify ASIC that a company officeholder has resigned](#)

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## Make the declaration

1. Select the company's **authorising officeholder** from the drop-down list.
2. Select **Yes** to complete the declaration when you are satisfied the document is being lodged within the terms and conditions of ASIC's Electronic Lodgement Protocol.
3. Select **Submit** to lodge the form with ASIC.



**Form 370**  
[Form Setup](#)  
[Officeholders](#)  
[Case Officeholder](#)  
[Resignation Letter](#)  
[Submit](#)

Agent: CITIZEN, JOHN Agent No. 12345  
 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Reference: 12345678

You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.

You must **submit** the form to ASIC to have it lodged.

**Submit Now**

When you submit this form it will be checked for discrepancies.

If any discrepancies are found, you will be provided with a list describing the discrepancies. You will need to correct and resubmit the form. The form will continue to appear on your "Form in progress" tray.

If there are no discrepancies, your form will be automatically submitted for lodgement.

**Authorising officeholder2**  
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.

Authorising officeholder :

1

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

2  Yes  No

3

### Notes:

- The lodgement process is not instantaneous – it may take some time to process.
- If the form is accepted by ASIC, it will appear in 'forms submitted'.
- If the form is not accepted, it will appear in 'forms in progress'. You will need to select it and correct the errors, before resubmitting the form.

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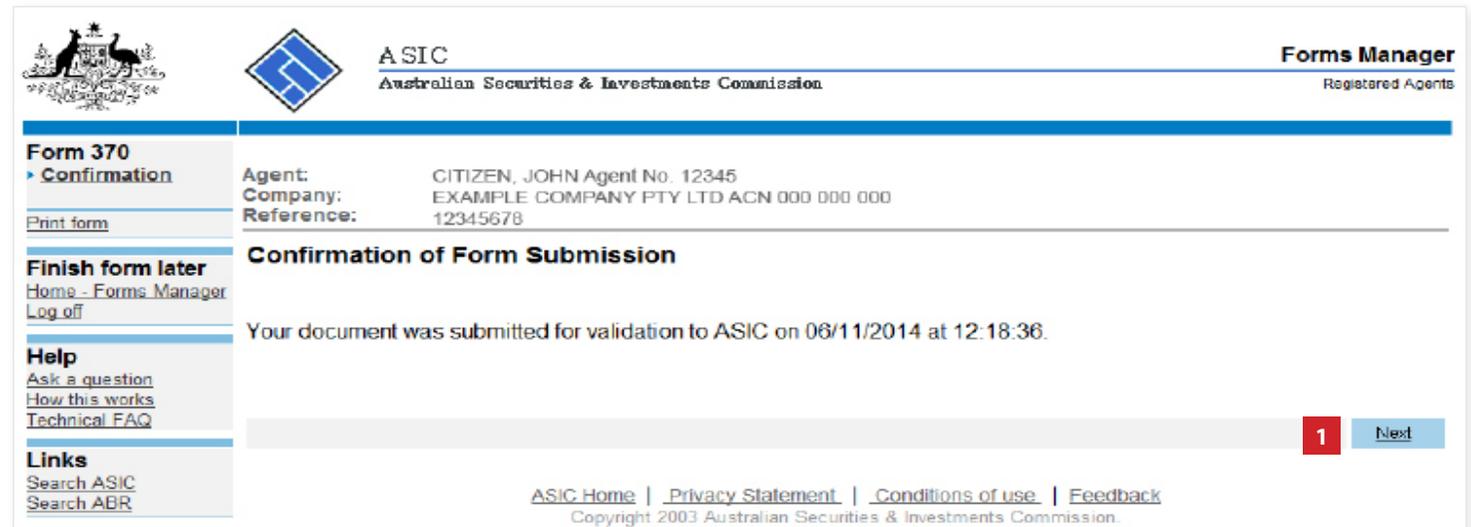
## Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

**Note:**

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are the Australian Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and contains the message: 'Your document was submitted for validation to ASIC on 06/11/2014 at 12:18:36.' Below this message is a red button with the number '1' and a blue button labeled 'Next'. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission'. On the left side of the screen, there is a navigation menu with sections: 'Form 370' (with a sub-link for 'Confirmation'), 'Finish form later' (with links for 'Home - Forms Manager' and 'Log off'), 'Help' (with links for 'Ask a question', 'How this works', and 'Technical FAQ'), and 'Links' (with links for 'Search ASIC' and 'Search ABR').

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