



Notification of appointment or cessation as an external administrator or controller or scheme administrator

Form 505

Corporations Act 2001
415(1), 427(2), 427(4), 450A(1)(a), 457A, 537(1) & (2)
Insolvency Practice Rules (Corporations) 2016
70-60(2)
Corporations Regulations 2001
5.3B.50, 5.3B.51, 5.3B.54, 5.3B.58

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

1 Company to which the external administrator, controller or scheme administrator was appointed

Company name

ACN/ABN/ARBN

2 Company industry type

A full list of Australian and New Zealand Standard Industrial Classification (ANZSIC) industry codes and titles is available on our website. See Guide for more information.

You must enter the both industry titles and the ANZSIC code.

Indicate the main industry in which the company was involved:

Industry title (Division level)

Industry title (Group level)

ANZSIC Code - Group level (3 digits)

3 Details of the person(s)/firm appointed

The address must be completed.

Liquidator registration number	<input type="text"/>	
Family name	<input type="text"/>	
Given name	<input type="text"/>	
Firm name (if applicable)	<input type="text"/>	
Office, unit, level	<input type="text"/>	
Street number and street name	<input type="text"/>	
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country (if not Australia)	<input type="text"/>	
<input type="checkbox"/> appointed singly	<input type="checkbox"/> appointed jointly	<input type="checkbox"/> appointed jointly and severally

Type of appointment

The address must be completed.

Liquidator registration number	<input type="text"/>	
Family name	<input type="text"/>	
Given name	<input type="text"/>	
Firm name (if applicable)	<input type="text"/>	
Office, unit, level	<input type="text"/>	
Street number and street name	<input type="text"/>	
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country (if not Australia)	<input type="text"/>	
<input type="checkbox"/> appointed singly	<input type="checkbox"/> appointed jointly	<input type="checkbox"/> appointed jointly and severally

Type of appointment

4 Details of appointment

Date must be provided.

Date of appointment

/ /
 [D] [D] [M] [M] [Y] [Y]

Type of external administrator, controller or scheme administrator

Tick one box.

	ASIC internal form code
<input type="checkbox"/> Administrator	505U
<input type="checkbox"/> Deed administrator	505V
<input type="checkbox"/> Provisional liquidator	505S
<input type="checkbox"/> Liquidator of Court liquidation	505G
<input type="checkbox"/> Liquidator of members' voluntary liquidation	505H
<input type="checkbox"/> Liquidator of creditors' voluntary liquidation	505J
<input type="checkbox"/> Replacement liquidator (simplified liquidation process only)	505IA
<input type="checkbox"/> Liquidator of creditors' voluntary liquidation appointed by ASIC under Part 5.4C	505JA
<input type="checkbox"/> Receiver of the property described in the Schedule of property to this form	505A
<input type="checkbox"/> Receiver and manager of the property described in the Schedule of property to this form	505B
<input type="checkbox"/> Managing controller (other than receiver and manager) of the property described in the Schedule of property to this form	505Q
<input type="checkbox"/> Controller (other than receiver, receiver and manager or managing controller) of the property described in the Schedule of property to this form	505T
<input type="checkbox"/> Scheme administrator under Part 5.1	505C
<input type="checkbox"/> Restructuring practitioner	505IB
<input type="checkbox"/> Restructuring plan practitioner	505IC

Method of appointment

If appointment by Court order, tick box to indicate the Court and provide details.

Appointment by Court order

Federal Court of Australia State or territory registry

Family Court of Australia State or territory registry

Supreme Court State or territory

Date of obtaining order

/ /
 [D] [D] [M] [M] [Y] [Y]

Proceeding-matter number Year

4 Continued... Details of appointment

Complete both dates.

Appointment by instrument

Date of appointment AND Date of instrument

/ / / /

[D] [D] [M] [M] [Y] [Y] [D] [D] [M] [M] [Y] [Y]

Description of instrument

Instrument registered in the Personal Property Securities Register

Security interest number

Instrument registered in other register

Please specify details

Instrument not registered

Name of appointer

Appointment other than by Court or instrument

Date of appointment

/ /

[D] [D] [M] [M] [Y] [Y]

Appointment by company by writing under its common seal

Date of appointment

/ /

[D] [D] [M] [M] [Y] [Y]

Appointment by liquidator or provisional liquidator

Date of appointment

/ /

[D] [D] [M] [M] [Y] [Y]

5 Ceasing, resignation or removal

Date must be provided.

Date of cessation, resignation or removal

/ /
[D] [D] [M] [M] [Y] [Y]

**ASIC internal
form code**

<input type="checkbox"/>	Cessation, resignation or removal of administrator	505Y
<input type="checkbox"/>	Cessation, resignation or removal of deed administrator	505Z
<input type="checkbox"/>	Resignation or removal of liquidator (including Court-appointed liquidator)	505R
<input type="checkbox"/>	Resignation or removal of provisional liquidator	505R
<input type="checkbox"/>	Cessation of liquidator (simplified liquidation process)	505RA
<input type="checkbox"/>	Cessation of receiver	505K
<input type="checkbox"/>	Cessation of receiver and manager	505L
<input type="checkbox"/>	Cessation of managing controller (other than receiver and manager)	505W
<input type="checkbox"/>	Cessation of controller (other than receiver, receiver and manager or managing controller)	505X
<input type="checkbox"/>	Cessation of scheme administrator under Part 5.1	505M
<input type="checkbox"/>	Cessation of restructuring practitioner	505RB
<input type="checkbox"/>	Cessation of restructuring plan practitioner	505RC

If a controller, show details of method of appointment in Section 4.

6 Schedule of property

(If insufficient space) Further details are enclosed in the annexure marked () of () pages.

7 Additional ASIC information requirements

Ceasing, Resignation or Removal

Please note that for ASIC to form an opinion whether it may receive or register this document, the following information is required in relation to the ceasing, resignation or removal of an external administrator, controller or scheme administrator.

If this notice is lodged to notify the ceasing, resignation, removal of an external administrator or controller or scheme administrator or where an external administrator or controller or scheme administrator has been appointed to replace a currently appointed person or persons, please show below the details of the person or persons who have resigned etc. If joint external administrators or controllers or scheme administrators show only the names of the person or persons who have resigned etc.

Name

Name

Name

If one of the following controllers, please tick appropriate box and complete date of appointment of the person(s) who have ceased etc.

Date of appointment

 / /
[D] [D] [M] [M] [Y] [Y]

Receiver

Receiver and manager

Managing controller (other than receiver and manager)

Controller (other than receiver, receiver and manager or managing controller)

Please note that failure to supply this information may result in the rejection of this document.

Signature

This form must be signed by the external administrator, controller or scheme administrator.

Name

Capacity

Signature

Date signed

 / /
[D] [D] [M] [M] [Y] [Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form online by visiting the ASIC website
www.asic.gov.au

For more information

Web www.asic.gov.au

Need help? www.asic.gov.au/question

Telephone 1300 300 630

Guide: Notification of appointment or cessation as an external administrator or controller or scheme administrator

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 505.

Signature	This form must be signed by the external administrator, controller or scheme administrator.
------------------	---

Lodgement period	Appointments	
	Administrator or deed administrator	1 business day
	Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)	14 days
	Scheme administrator under Part 5.1	14 days
	Liquidator	14 days
	Replacement liquidator of a simplified liquidation process	14 days
	Restructuring practitioner	1 business day
	Restructuring plan practitioner	2 business days
	Cessations	
	Administrator or deed administrator	As soon as practicable
	Scheme administrator under Part 5.1	7 days
	Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)	7 days
	Liquidator	14 days
	Replacement liquidator of a simplified liquidation process	14 days
Restructuring practitioner	2 business days	
Restructuring plan practitioner	2 business days	

Late fees	Late fees will apply if you notify a change outside of the lodgement period. For information on fees refer to www.asic.gov.au/forms .
------------------	---

Completing this form	<ol style="list-style-type: none"> The third section of the form, Details of the person(s)/firm appointed, should be completed regardless of whether the notice being lodged is of an appointment or a cessation. When an external administrator is appointed by resolution of the company or ASIC, in the Method of appointment area of the form, tick the box next to Appointment other than by Court or instrument. When a restructuring practitioner or a restructuring plan practitioner is appointed by resolution of the directors, in the Method of appointment area of the form, tick Appointment by company by writing under its common seal (Note: If a replacement restructuring practitioner or restructuring plan practitioner is appointed by order of the court, in the Method of appointment area of the form, tick Appointment by court order). If a liquidator in a creditors' voluntary liquidation elects to adopt the simplified liquidation process, in the Method of appointment area of the form, tick Appointment other than by Court or instrument. Section 6 Schedule of property should only be completed for receivers, receivers and managers, controllers, or managing controllers. Do not use the same form to advise of an appointment AND a cessation. Instead use two separate forms. See Information sheet 29 <i>External administration - most commonly lodged forms</i> (INFO 29) for more information. You can download it at www.asic.gov.au/infosheets.
-----------------------------	---

Company industry type and ANZSIC industry codes

A full list of division level and group level selections is available on the Form 505 *Notification of appointment or cessation as an external administrator or controller or scheme administrator* [web page](#).

Example:

Industry title (Division level)

Mining

Industry title (Group level)

Oil and Gas Extraction

ANZSIC Code - Group level (3 digits)

0 7 0

Further information about ANZSIC codes can be found on the Australian Bureau of Statistics website www.abs.gov.au

How to provide additional information

Photocopied Form 505 pages

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.

Attachments

Attachments must be labelled as shown below.

Sample

Liquidator name:

Attachment name:

Number of pages:

Date prepared:

Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form online by visiting the ASIC website
www.asic.gov.au

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630