



**ASIC**  
Australian Securities &  
Investments Commission

# Document lodgement requirements

**November 2025**

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## Documents lodged with ASIC

1. These requirements apply in relation to documents submitted for lodgement with ASIC including sending documents to us by mail and by email. These requirements are not intended to limit any terms and conditions of access to any of ASIC's online services.
2. Documents that may be lodged with ASIC include applications, notifications and copies of reports. Most documents lodged with ASIC update ASIC's registers and are publicly accessible so that anyone can view the information.
3. We may refuse to register or receive a document that is submitted in certain circumstances under section 1274(8) of the *Corporations Act 2001*, section 69 of the *Business Names Registration Act 2011*, and section 218 of the *National Consumer Credit Protection Act 2009*. A document is not taken to be lodged until we register the document.

## Late lodgement and fees

4. Documents lodged with ASIC must be received by ASIC within the lodging period that applies to the document. Late fees may apply if a document is not received within time or the document is returned because it is not duly completed. Information about late fees is available on the ASIC website ([asic.gov.au/fees](https://asic.gov.au/fees)).
5. Company officeholders are responsible for lodging company documents on time even if a company uses an agent or adviser to manage the company administration.

## Forms

6. Documents that have a form prescribed in regulations or an ASIC approved form must be lodged in the prescribed or approved form and must include the information and any matter or material required by the form. Forms lodged with ASIC must be completed in accordance with any directions including these requirements.
7. The ASIC website has guidance for most forms that can be lodged with ASIC including how to lodge the form, the lodging period and any fees.
8. All forms have a section for the contact details of the person lodging the document. If contact details are not provided and ASIC intends to refuse the document, it will be returned to the registered office of the relevant entity.

## Annexures

9. Additional information or a document accompanying a form must conform to the following annexure requirements:
- Each annexure must have an identifying letter or number.
  - The pages in an annexure must be numbered consecutively.
  - The person or people who signed the form must also sign and date the annexure.
  - The annexure must be endorsed with the words: 'This annexure [identifying number or letter] of [number] pages referred to in the form [form number and title]'.
  - The form must be endorsed with the words: 'See annexure [identifying number or letter] of [number] pages'.<sup>1</sup>

## Court orders

10. Court orders that are required to be lodged with ASIC must be an office copy of the order. This means the order must be sealed or authenticated by the Court. Orders are often electronically authenticated and available to be downloaded from a court portal.<sup>2</sup>

## Signing documents

11. Documents that are lodged with ASIC must be signed to validate a lodgement; or certify or verify information in a document; or endorse a document. The name and position of the signatory must be specified along with the person's signature.<sup>3</sup>

## Who must sign

12. Generally, a document lodged with ASIC must be signed by the applicant or a director or secretary of the entity such as the company or the responsible entity of the registered scheme or the operator of a notified foreign passport fund.
13. In some cases, a personal representative or agent for the entity may sign the form or document.

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<sup>1</sup> See regulation 1.0.06 of the *Corporations Regulations 2001*.

<sup>2</sup> See regulation 1.0.20 of the *Corporations Regulations 2001*.

<sup>3</sup> See section 351 of the *Corporations Act 2001*.

## Acceptable signatures

14. ASIC accept the following methods of signing documents lodged with ASIC<sup>4</sup>:

- **Handwritten signature** – this means a person physically signed a document on paper using a pen.
- **Digital signature** – this means a person signed a document submitted through our online services that use encryption technology in accordance with an approved electronic lodgement.
- **Electronic signature** – this means a person signed a software-based document by:
  - (a) drawing the person's signature on a touchscreen device (e.g. by a stylus or finger), or
  - (b) using a software application or tool to insert an image of the person's usual handwritten signature into a document.

15. The following qualifications apply to the acceptable methods of signing documents lodged with ASIC:

- An electronic signature must be a true representation of a person's handwritten signature and must not be a typed name or any other form of signature used in applications or tools (e.g. typing 'I agree' or a digitised fingerprint).

16. ASIC will not accept electronic signatures on a document lodged with ASIC in the following cases:

- (a) where a document to be lodged must be certified as a true copy, or
- (b) where the law of the jurisdiction in the place a solemn document is signed, affirmed or sworn does not allow an electronic signature. A solemn document includes affidavits and statutory declarations.
- In the case of a form that has multiple signatory sections, any of the acceptable handwritten and electronic signature methods may be used on all sections of the form. Different signatories may use different methods on the same form, but each person should use the same method of signing throughout the form.

## Receiving unacceptable signatures

17. If we receive a document and the method of signing is not an acceptable signature method, we may refuse to accept the document and return the document to the lodging party. In these cases, a late fee may apply for the lodgement after it is resubmitted.

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<sup>4</sup> See section 110B of the *Corporations Act 2001*.

## Manner of lodging documents

18. Most documents are lodged with ASIC through our online services. If a document cannot be lodged through our online services, documents can be lodged by mail or email ([as listed on our website](#)). We do not generally accept hand-delivered documents at our offices.
19. Handwritten and electronic signatures are accepted for forms submitted by mail, and those we accept by email.

### Online lodgement

20. ASIC's online services can be used in many circumstances and is an efficient way to lodge documents with ASIC. For information about our online services, please refer to our website ([asic.gov.au/online-services](https://asic.gov.au/online-services)).

### Email lodgement

21. ASIC has designated email addresses to enable specific forms to be lodged with ASIC by email lodgement.<sup>5</sup> Not all of our forms can be lodged by email.
22. You can find our forms and related email addresses here, [Forms and fees](#).
23. Documents sent to ASIC by email must be an attachment to the email and meet the following file specifications:

<b>Format</b>	PDF (minimum version 1.7)
<b>Resolution</b>	300dpi
<b>File size</b>	No larger than 10MB
<b>File Name</b>	Must contain the Form number (e.g. Form 912)
<b>File security</b>	Files must not be password protected
<b>Interactive elements</b>	Remove all interactive elements such as hyperlinks, scripts, attached objects or executables
<b>Digital markings</b>	Some software applications that enable electronic signing may add markings to documents that include personal or sensitive information. Such digital markings should be redacted before submitting the document to ASIC as most documents lodged with ASIC are publicly available.
<b>File limit</b>	We accept up to four files for each document submission. Ideally, the form and its attachments should be contained in a single file.

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<sup>5</sup> ASIC has approved the electronic lodgement of documents by email under section 352 of the *Corporations Act 2001* and section 216 of the *National Consumer Credit Protection Act 2009*.

24. The email to be sent to ASIC with an attached document for lodgement should:

- Have the name and registration number (e.g. company name and ACN) in the subject line of the email.
- Provide valid contact information so that we can contact the lodging party until such time as the document is accepted for lodgement by ASIC.

25. A document may be sent to ASIC by email on behalf of another person or entity if that person or entity has authorised the email submission. We may request a copy of the authorisation or refuse to receive the document if an authorisation cannot be produced.

26. A document for email lodgement must only be sent to the designated email address for the particular ASIC form or document. We have approved our designated email addresses to receive documents and may refuse documents sent to email addresses that are not approved.

27. Designated lodgement email addresses are only for the purposes of lodging documents with ASIC. **A person must not:**

- Submit enquiries to our designated lodgement email addresses. We will not respond to or redirect any enquiries. See our [Contact Us](#) information for how to submit an enquiry.
- Forward or otherwise include communications with other persons in an email for the purpose of document lodgement. The document submission must be a new email communication to ASIC.

28. We will send an automatic reply to acknowledge the receipt of a document submission by email. A document submitted by email will not be considered as received by ASIC until ASIC has issued the receipt. We cannot provide copies of receipts.

29. An email receipt does not mean that ASIC accepts the document for lodgement. A document is not taken to be lodged until ASIC registers the document.

### *Reasonable use*

30. Our email services must not be used in a manner that is unreasonable, excessive, or causes burden to ASIC or our technology.

31. We consider that unreasonable use of ASIC's technology services, such as email, includes:

- submitting messages or documents that include offensive or inappropriate language,

- causing significant congestion or disruption to our technology,
- adversely affecting another person's use or access to our technology services,
- submitting continuous and repetitive messages,
- submitting automated or batch processing during ASIC's core business hours,
- probing, scanning or testing our technology,
- providing false or misleading information through our lodgement services,
- submissions that violate any law or infringe upon any intellectual property rights, and
- failing to obtain proper authorisation or be clear and transparent with customers in relation to use of our technology services.

32. Where there is unreasonable use of our email services, we may:

- direct a person to immediately suspend their use of email to lodge documents with ASIC, or
- exercise our right to block the receipt of emails from a person.

33. We may also limit access to any of our online services for any person by any other means if we believe there is an unreasonable use of our online services including use of email.

## Mail lodgement

34. The mailing address for documents lodged by mail can be found here, [Forms and fees](#).

35. If we receive a document at a different ASIC address, the processing of the document may be delayed.

- Unless approved otherwise, we require a document to be printed on good quality white or light pastel colour A4 paper. Writing must be clearly printed or written in black or dark blue permanent colour. We cannot accept carbon copies or dark photocopied forms.<sup>6</sup>

## Availability of services

36. We intend our online and email services to be available to receive documents for lodgement whenever feasibly possible; however, we may have planned or unplanned outages that impact on the availability of these services. In such cases, we generally provide information on our website.

See regulation 1.0.07 of the Corporations Regulations 2001.

## Privacy

37. Information provided to ASIC may include personal information. Most documents lodged with ASIC, including documents that contain personal information, are recorded on our public registers in accordance with the laws we administer. Anyone can purchase copies of lodged documents that are recorded on the public registers.
38. Our privacy policy ([asic.gov.au/privacy](https://asic.gov.au/privacy)) has information about how we handle personal information, rights to seek access to and correct personal information, and how to complain about breaches of privacy.

## Approval

39. ASIC approved these requirements on 17 October 2025 for the purposes of our administration of the lodgement of documents with ASIC under the following legislation:
- Chapter 2P of the *Corporations Act 2001*, and
  - Division 2 of Part 9 of the *Business Names Registration Act 2011*, and
  - Division 2 of Part 5-2 of the *National Consumer Credit Protection Act 2009*
40. If we amend these requirements, we will publish an up to date version of the requirements on ASIC's website.