



# How to lodge a sustainability report and auditor's report

Company portal user guide | Published January 2026



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

## Overview

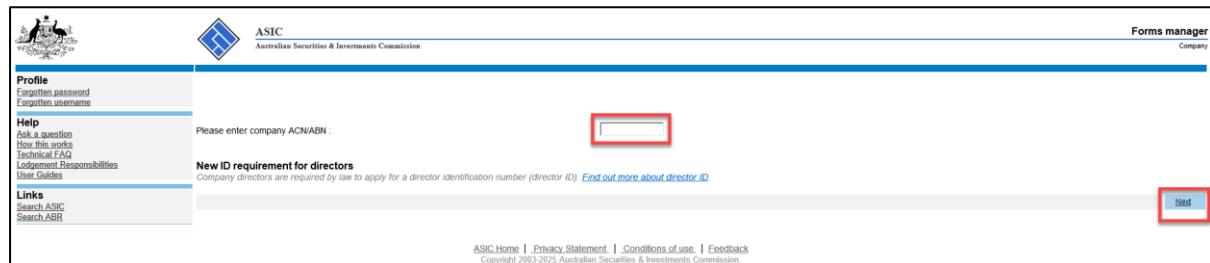
For information about sustainability reporting, visit the ASIC website: [Sustainability reporting](#).

## Steps to lodging a report

### Step 1: Log in

Go to [Company officeholder portal access](#) and log in.

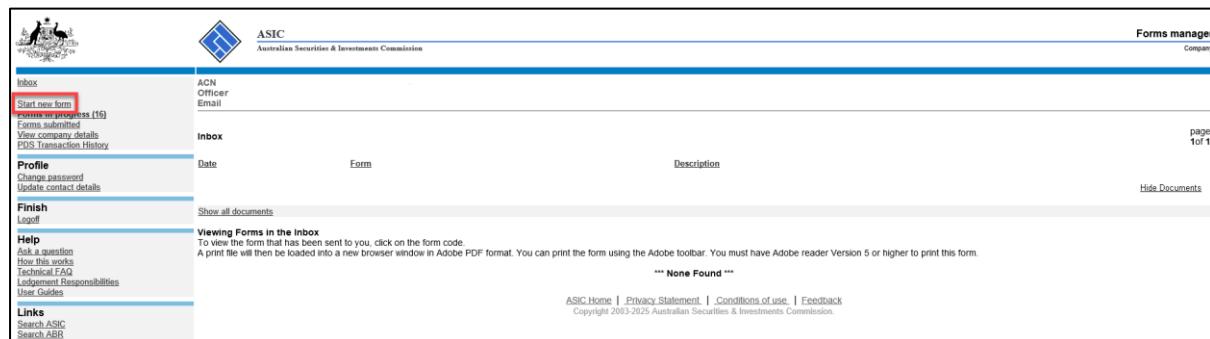
Enter company ACN/ABN and click **next** to continue.



The screenshot shows the ASIC login page. On the left is a sidebar with links for Profile, Help, and Links. The main area has fields for 'Email or password' and 'Forgotten username'. Below these is a 'Please enter company ACN/ABN' field with a red box around it. To the right is a 'New ID requirement for directors' section with a 'Find out more about director ID' link. At the bottom right is a 'next' button with a red box around it. The footer includes links for ACN Home, Privacy Statement, Conditions of use, and Feedback.

### Step 2: Start new form

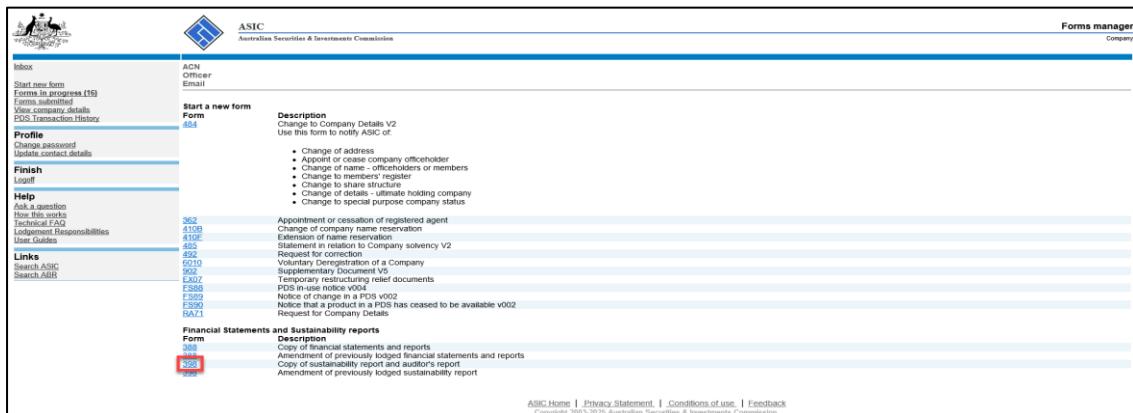
Once you have logged in, click **start new form**.



The screenshot shows the ASIC inbox page. The sidebar includes links for Inbox, Profile, Finish, Help, and Links. The main area has an 'Inbox' section with a table showing columns for Date, Form, and Description. A message at the bottom states 'None Found'. The footer includes links for ACN Home, Privacy Statement, Conditions of use, and Feedback.

## Select **form 398 Copy of sustainability report and auditor's report**.

**Note:** if you have previously lodged form 398 and need to **amend** or add attachments, please refer to pages 8 - 10 of this guide 'How to submit an amendment of previously lodged sustainability report'.



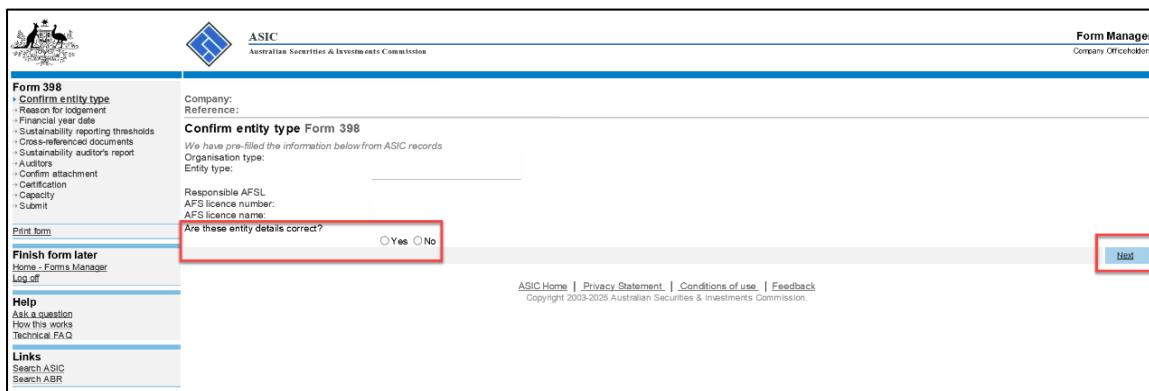
Form	Description	Type
362	Appointment or cessation of registered agent	
363	Change of name - registration	
410C	Extension of name reservation	
483	Statement in relation to Company solvency V2	
490	Revolving credit facility	
6010	Voluntary Deregistration of a Company	
902	Statement of financial position	
EX07	Temporary restructuring relief documents	
FS88	PDS in-use notice v004	
FS89	Notice of change of address v002	
FS90	Notice that a product in a PDS has ceased to be available v002	
RA12	Request for Company Details	
398	Copy of sustainability report and auditor's report	Copy of sustainability report and auditor's report
399	Amendment of previously lodged sustainability report	Amendment of previously lodged sustainability report

## Step 3: Confirm entity type

Check **entity information details** are correct, then select yes or no.

**Note:** If the pre-filled information is incorrect, you will need to update the entity details with ASIC before completing this form.

Click **next** to continue.



Form 398  
Confirm entity type  
Reason for lodgement  
- Financial year date  
- Sustainability reporting thresholds  
- Cross-referenced documents  
- Sustainability auditor's report  
- Auditors  
- Confirm attachment  
- Certification  
- Capacity  
- 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

Company:  
Reference:  
**Confirm entity type Form 398**  
We have pre-filled the information below from ASIC records  
Organisation type:  
Entity type:  
Responsible AFSL  
AFS licence number:  
AFS licence name:  
Are these entity details correct?  Yes  No

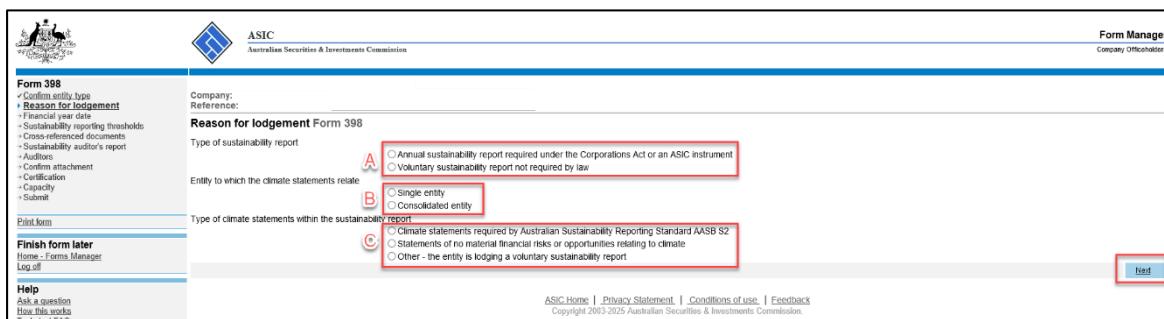
Form Manager  
Company Officers

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## Step 4: Reason for lodgement

- Select the reason** for lodgement that describes your sustainability reporting obligations.
- Select the type of entity** to which the climate statements relate.
- Select the type of climate statements** included within the sustainability report.

Click **next** to continue.



Form 398  
Confirm entity type  
Reason for lodgement  
- Financial year date  
- Sustainability reporting thresholds  
- Cross-referenced documents  
- Sustainability auditor's report  
- Auditors  
- Confirm attachment  
- Certification  
- Capacity  
- Submit

Print form

Finish form later  
Home - Forms Manager  
Log off

Help  
Ask a question  
How this works  
Technical FAQ

Form Manager  
Company Officers

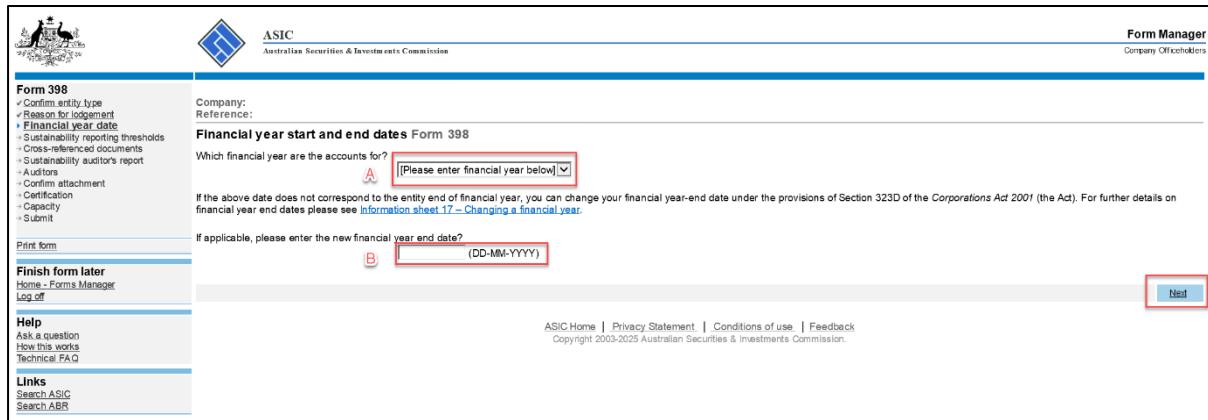
Reason for lodgement Form 398  
Type of sustainability report  
A  Annual sustainability report required under the Corporations Act or an ASIC instrument  
 Voluntary sustainability report not required by law  
Entity to which the climate statements relate  
B  Single entity  
 Consolidated entity  
Type of climate statements within the sustainability report  
C  Climate statements required by Australian Sustainability Reporting Standard AASB S2  
 Statements of no material financial risks or opportunities relating to climate  
 Other - the entity is lodging a voluntary sustainability report

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## Step 5: Financial year date

- If the entity has lodged a Form 398 for a previous financial year, you will be able to **select the financial year** to which this Form 398 applies from the drop-down list, or
- If this is the first Form 398 lodged by this entity, you will need to **enter the new financial year** end date in the text field.

Click **next** to continue.



Form 398

✓ Confirm entity type  
✓ Reason for lodgement  
► Financial year date  
► Sustainability reporting thresholds  
- Cross-referenced documents  
- Sustainability auditor's report  
- Auditors  
- Confirm attachment  
- Certification  
- Capacity  
- 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

Company:  
Reference:

**Financial year start and end dates Form 398**

Which financial year are the accounts for? **A**

If the above date does not correspond to the entity end of financial year, you can change your financial year-end date under the provisions of Section 323D of the Corporations Act 2001 (the Act). For further details on financial year end dates please see [Information sheet 17 – Changing a financial year](#).

If applicable, please enter the new financial year end date? **B**

Next

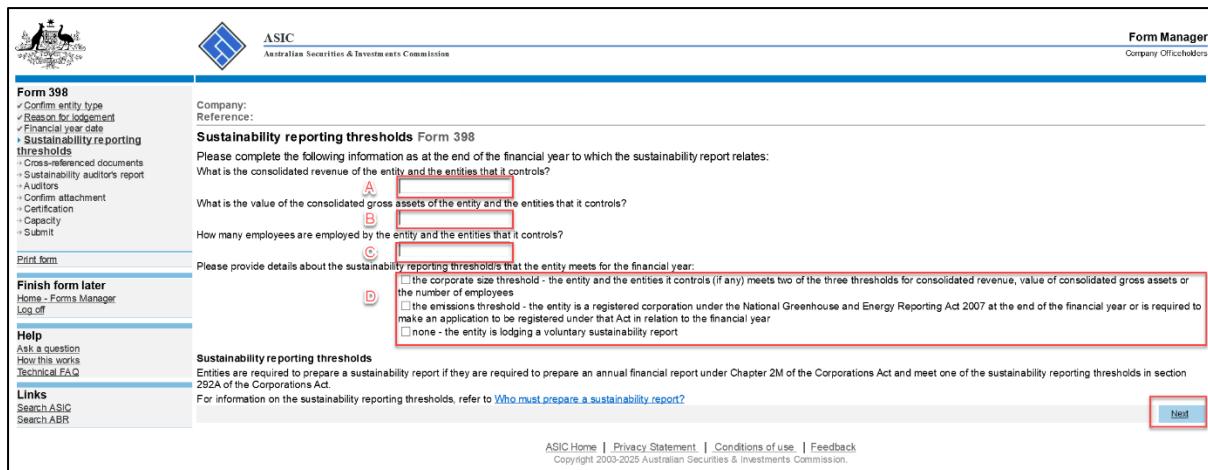
## Step 6: Sustainability reporting thresholds

- Enter the consolidated revenue** of the entity and the entities it controls.
- Enter the value** of the consolidated gross assets of the entity and the entities that it controls.
- Enter how many employees** are employed by the entity and the entities it controls.
- Select** the sustainability reporting threshold that the entity meets for the financial year.

### Notes:

- Don't include symbols, commas, or decimal points when entering the values.*
- For information on the sustainability reporting thresholds, refer to [Who must prepare a sustainability report?](#)

Click **next** to continue.



Form 398

✓ Confirm entity type  
✓ Reason for lodgement  
► Financial year date  
► Sustainability reporting thresholds  
- Cross-referenced documents  
- Sustainability auditor's report  
- Auditors  
- Confirm attachment  
- Certification  
- Capacity  
- 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

Company:  
Reference:

**Sustainability reporting thresholds Form 398**

Please complete the following information as at the end of the financial year to which the sustainability report relates:

What is the consolidated revenue of the entity and the entities that it controls? **A**

What is the value of the consolidated gross assets of the entity and the entities that it controls? **B**

How many employees are employed by the entity and the entities that it controls? **C**

Please provide details about the sustainability reporting thresholds that the entity meets for the financial year: **D**

the corporate size threshold - the entity and the entities it controls (if any) meets two of the three thresholds for consolidated revenue, value of consolidated gross assets or the number of employees

the emissions threshold - the entity is a registered corporation under the National Greenhouse and Energy Reporting Act 2007 at the end of the financial year or is required to make an application to be registered under that Act in relation to the financial year

none - the entity is lodging a voluntary sustainability report

**Sustainability reporting thresholds**

Entities are required to prepare a sustainability report if they are required to prepare an annual financial report under Chapter 2M of the Corporations Act and meet one of the sustainability reporting thresholds in section 292A of the Corporations Act.

For information on the sustainability reporting thresholds, refer to [Who must prepare a sustainability report?](#)

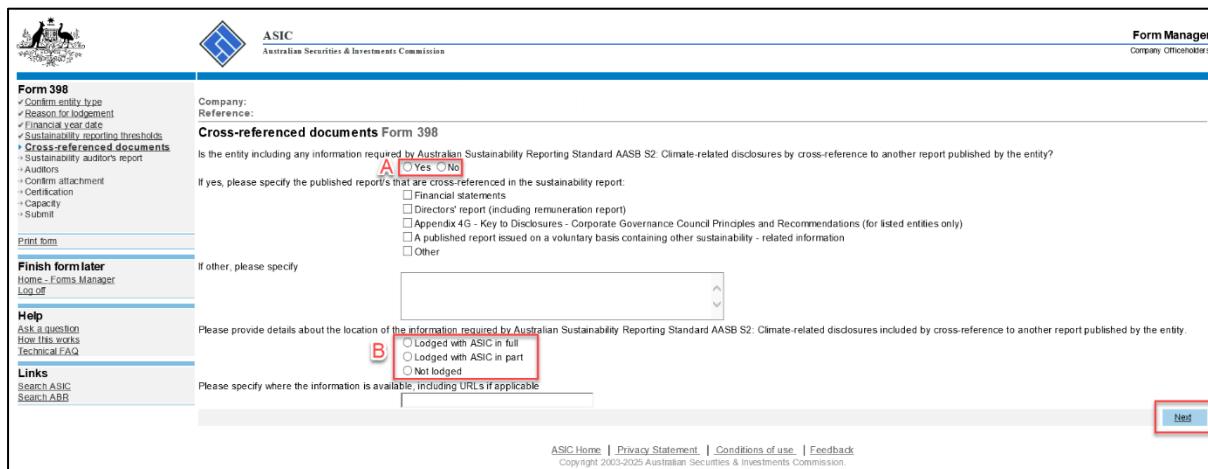
Next

## Step 7: Cross-referenced documents

A. Determine if the entity is including any information required by Australian Sustainability Reporting Standard AASB S2: *Climate-related disclosures* by cross-reference to another report published by the entity. Then **select yes or no**. If no, click **next**. If yes, select the report/s published.

B. **Select** whether the cross-referenced report/s are **lodged with ASIC (in full or in part) or not lodged with ASIC**. If not lodged with ASIC, include links to where the information is available.

Click **next** to continue.



Form 398  
✓ Custom entity type  
✓ Reason for lodgment  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
Sustainability auditor's report  
- Auditors  
- Content attachment  
- Certification  
- Capacity  
- Submit  
Print form

Company:  
Reference:

**Cross-referenced documents Form 398**  
Is the entity including any information required by Australian Sustainability Reporting Standard AASB S2: Climate-related disclosures by cross-reference to another report published by the entity?  
A  Yes  No

If yes, please specify the published report/s that are cross-referenced in the sustainability report:  
 Financial statements  
 Directors' report (including remuneration report)  
 Appendix 4G - Key to Disclosures - Corporate Governance Council Principles and Recommendations (for listed entities only)  
 A published report issued on a voluntary basis containing other sustainability - related information  
 Other

If other, please specify

Please provide details about the location of the information required by Australian Sustainability Reporting Standard AASB S2: Climate-related disclosures included by cross-reference to another report published by the entity.  
B  Logged with ASIC in full  
 Logged with ASIC in part  
 Not lodged

Please specify where the information is available, including URLs if applicable

Next

## Step 8: Sustainability auditor's report

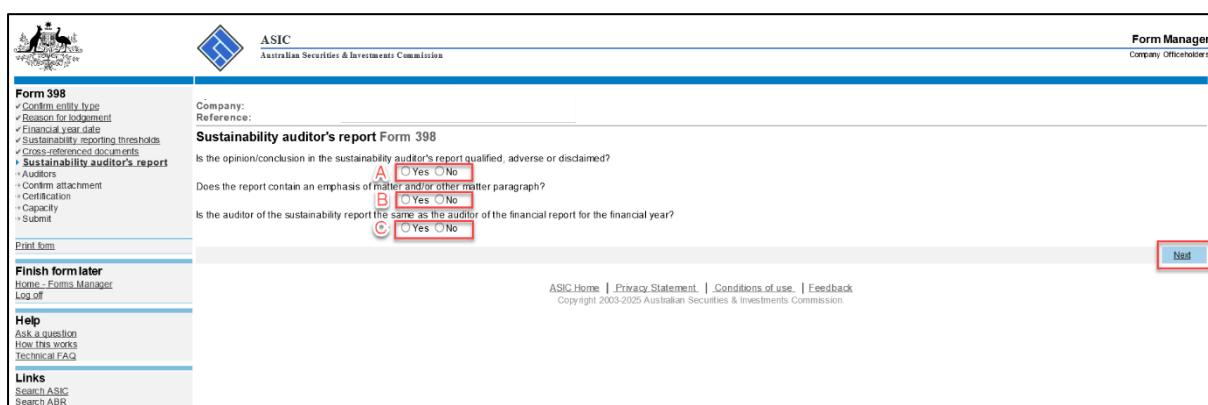
For information about the review and auditing requirements relating to sustainability reports, refer to [FAQs: Review or audit of sustainability reports](#).

A. **Select Yes or No** to confirm if the opinion/conclusion in the sustainability auditor's report was modified (qualified, adverse or disclaimed).

B. **Select Yes or No** to confirm if the report contains an emphasis of matter and/or other matter paragraph

C. **Select Yes or No** to confirm if the auditor of the sustainability report is the same as the financial report auditor for the financial year.

Click **next** to continue.



Form 398  
✓ Custom entity type  
✓ Reason for lodgment  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
Sustainability auditor's report  
- Auditors  
- Content attachment  
- Certification  
- Capacity  
- Submit  
Print form

Company:  
Reference:

**Sustainability auditor's report Form 398**  
Is the opinion/conclusion in the sustainability auditor's report qualified, adverse or disclaimed?  
A  Yes  No

Does the report contain an emphasis of matter and/or other matter paragraph?  
B  Yes  No

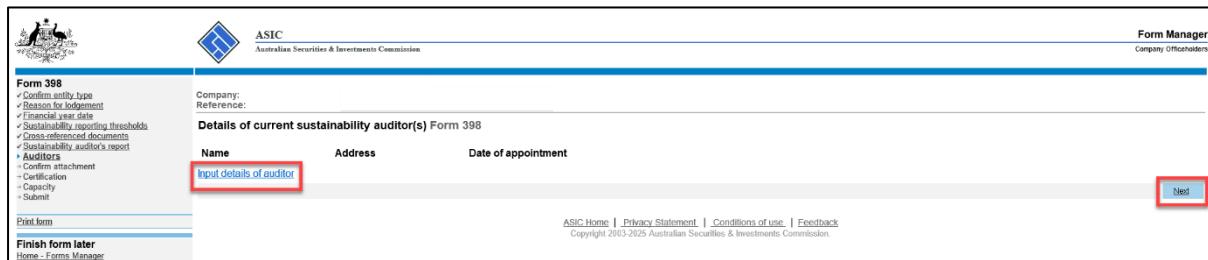
Is the auditor of the sustainability report the same as the auditor of the financial report for the financial year?  
C  Yes  No

Next

## Step 9: Auditor details

Click 'Input details of auditor'.

Click **next** to continue.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
- Add Auditor - type  
- Confirm attachment  
- Certification  
- Capacity  
- Submit  
Print form  
Finish form later  
Home - Forms Manager

ASIC  
Australian Securities & Investments Commission

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Details of current sustainability auditor(s) Form 398**

Name	Address	Date of appointment
<a href="#">Input details of auditor</a>		

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A. Enter the date of appointment

B. Select the type of auditor

Click **next** to continue and enter relevant auditor details.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
- Add Auditor - type  
- Confirm attachment  
- Certification  
- Capacity  
- Submit  
Print form  
Finish form later  
Home - Forms Manager

ASIC  
Australian Securities & Investments Commission

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Details of auditor of sustainability report Form 398**

Date of appointment **A**

Type of auditor **B**  
 Auditor-General  
 An ASIC registered auditor  
 A firm of auditors

Cancel

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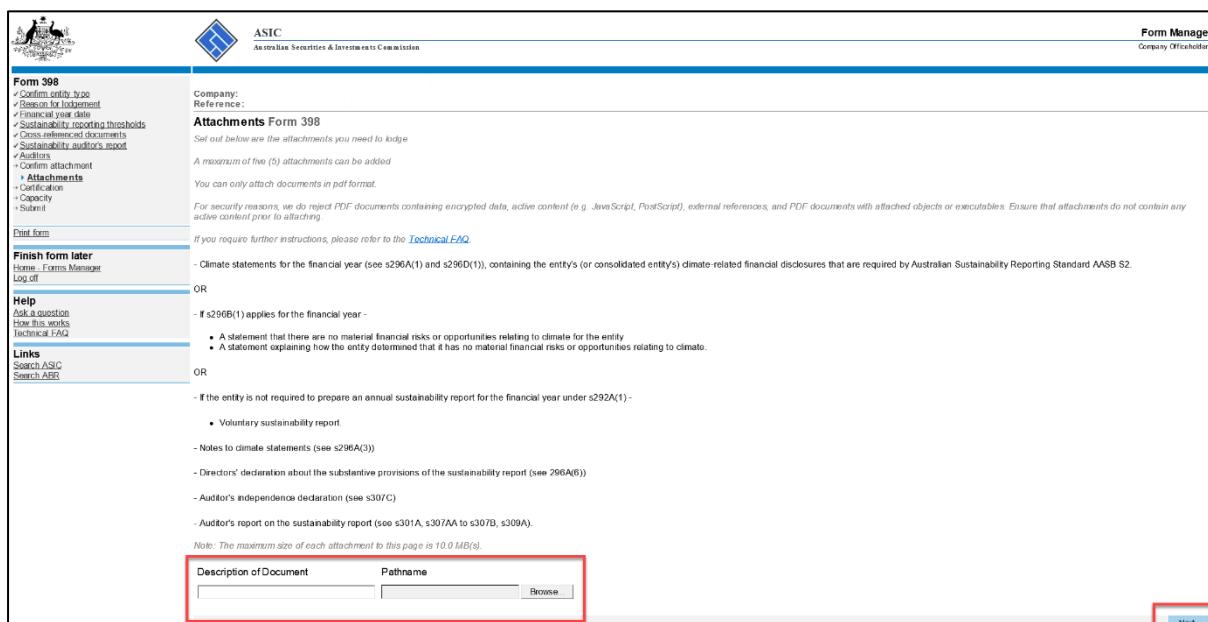
## Step 10: Add attachments

Read the requirements for providing attachments to ASIC.

Select 'Browse' to find the relevant attachment.

**Note:** You can only attach documents in PDF format with a maximum of five (5) attachments. The maximum size of each attachment is 10.0 MB(s). Choose the appropriate file and select Open. The pathname field for the file will now be populated. Enter a 'Description of Document'.

Click **next** to continue.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
- Add Auditor - type  
- Confirm attachment  
- Certification  
- Capacity  
- Submit  
Print form  
Finish form later  
Home - Forms Manager  
Log off

ASIC  
Australian Securities & Investments Commission

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Attachments Form 398**

See our below are the attachments you need to lodge

A maximum of five (5) attachments can be added

You can only attach documents in pdf format.

For security reasons, we do reject PDF documents containing encrypted data, active content (e.g. JavaScript, PostScript), external references, and PDF documents with attached objects or executables. Ensure that attachments do not contain any active content prior to attaching.

If you require further instructions, please refer to the [Technical FAQ](#).

- Climate statements for the financial year (see s296A(1) and s296D(1)), containing the entity's (or consolidated entity's) climate-related financial disclosures that are required by Australian Sustainability Reporting Standard AASB S2.

OR

- If s296B(1) applies for the financial year -

- A statement that there are no material financial risks or opportunities relating to climate for the entity
- A statement explaining how the entity determined that it has no material financial risks or opportunities relating to climate.

OR

- If the entity is not required to prepare an annual sustainability report for the financial year under s292A(1) -

- Voluntary sustainability report

- Notes to climate statements (see s296A(3))

- Directors' declaration about the substantive provisions of the sustainability report (see 296A(6))

- Auditor's independence declaration (see s307C)

- Auditor's report on the sustainability report (see s301A, s307AA to s307D, s309A).

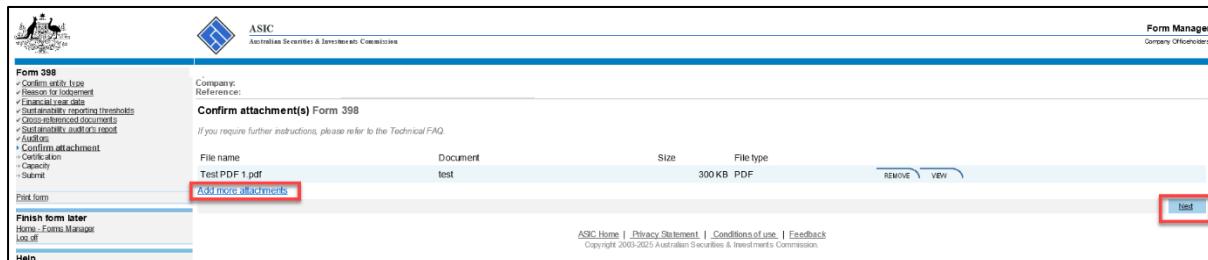
Note: The maximum size of each attachment to this page is 10.0 MB(s)

Description of Document	Pathname
<input type="text"/>	<input type="button" value="Browse"/>

Next

To confirm attachment(s), click **add attachments** to include more documents.

If all documents are attached, click **next** to continue.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
► Confirm attachment  
► Certification  
- Capacity  
- Submit  
Print form  
Finish form later  
Home - Forms Manager  
Log off  
Help

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Confirm attachment(s) Form 398**  
If you require further instructions, please refer to the Technical FAQ.

File name	Document	Size	File type
Test PDF 1.pdf	test	300 KB	PDF

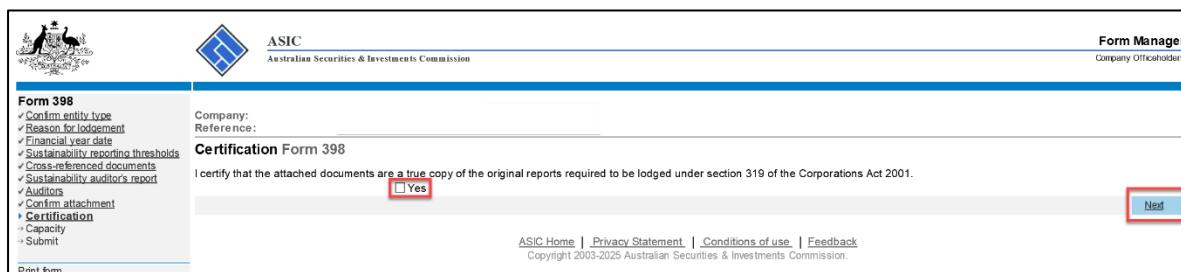
REMOVE

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## Step 11: Certification

Select **Yes** to certify the attachments are a true copy of the original reports.

Click **next** to continue.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
► Confirm attachment  
► Certification  
- Capacity  
- Submit  
Print form

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Certification Form 398**  
I certify that the attached documents are a true copy of the original reports required to be lodged under section 319 of the Corporations Act 2001.

Yes

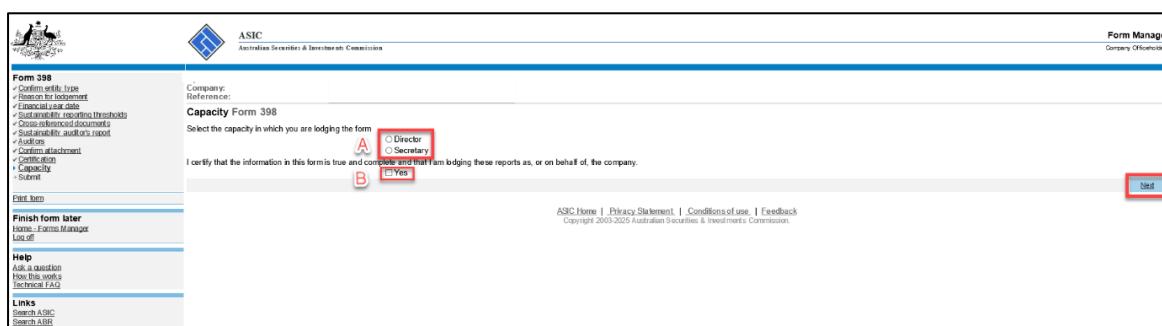
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## Step 12: Capacity

A. Select the **capacity** in which you are lodging the form.

B. Select **Yes** to certify the information in the form is true and complete, and lodged as, or on behalf of the company.

Click **next** to continue.



Form 398  
✓ Confirm entity type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
► Confirm attachment  
► Certification  
- Capacity  
- Submit  
Print form  
Finish form later  
Home - Forms Manager  
Log off  
Help  
Ask a question  
Top 100 websites  
Technical FAQ  
Links  
Search ASIC  
Search AFR

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_

**Capacity Form 398**  
Select the capacity in which you are lodging the form

A  Director  
B  Secretary

I certify that the information in this form is true and complete and that I am lodging these reports as, or on behalf of, the company.

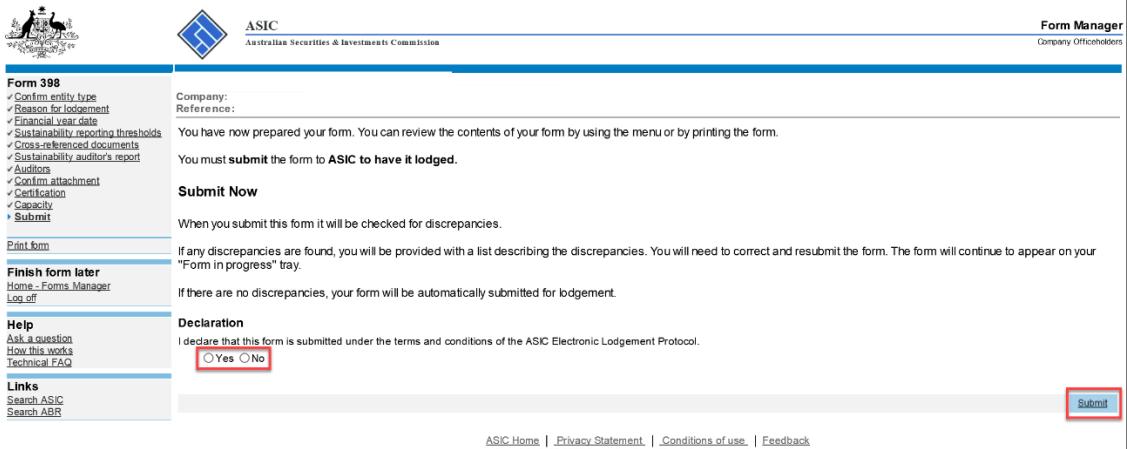
Yes

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## Step 13: Submit

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.

Click **submit** to lodge the form with ASIC.



Form 398  
✓ Confirmation type  
✓ Reason for lodgement  
✓ Financial year date  
✓ Sustainability reporting thresholds  
✓ Cross-referenced documents  
✓ Sustainability auditor's report  
✓ Auditors  
✓ Confirm attachment  
✓ Certification  
✓ Consistency  
✓ 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

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
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.

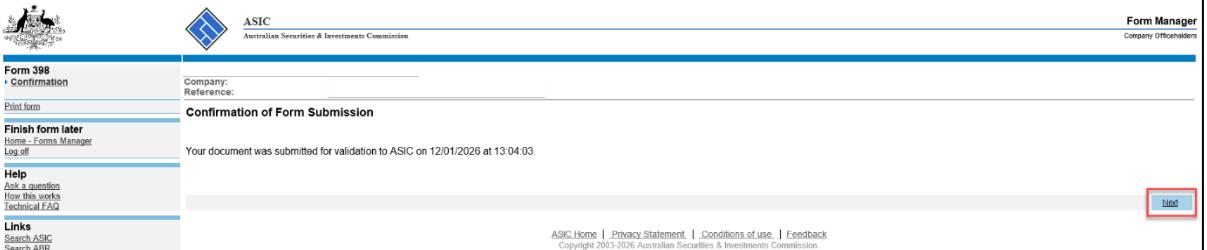
**Declaration**  
I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.  
 Yes  No

**Submit**

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The next screen confirms the document was submitted.

Click **next** to continue.



Form 398  
✓ Confirmation  
Print form  
Finish form later  
Home - Forms Manager  
Log off  
Help  
Ask a question  
How this works  
Technical FAQ  
Links  
Search ASIC  
Search ABR

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
**Confirmation of Form Submission**  
Your document was submitted for validation to ASIC on 12/01/2026 at 13:04:00.

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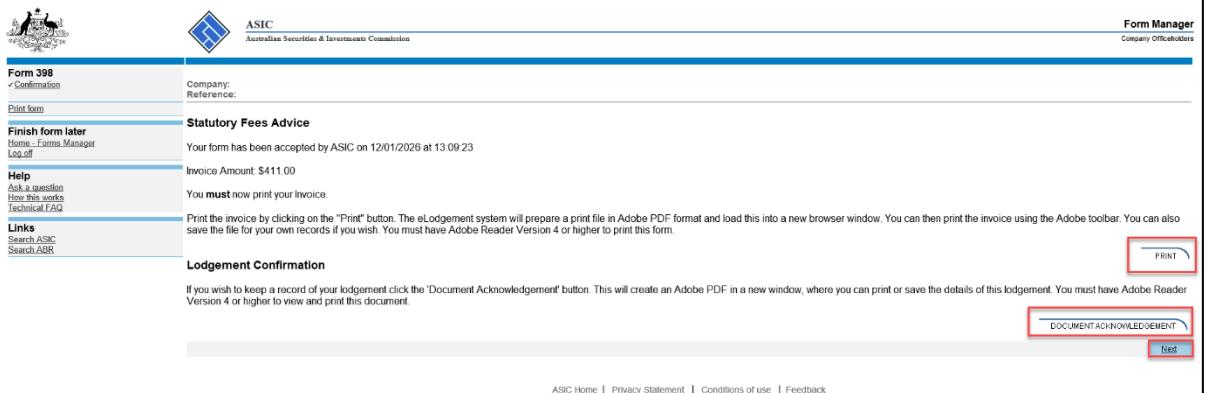
## Step 14: Statutory fees advice

If fees are payable, **select print**. A new browser window opens with the invoice, which can be printed or saved.

To keep a record of the lodgement, click **document acknowledgement**.

Click **next** to finalise.

Note: For information about fees, refer to [398 Copy of sustainability report and auditor's report](#).



Form 398  
✓ Confirmation  
Print form  
Finish form later  
Home - Forms Manager  
Log off  
Help  
Ask a question  
How this works  
Technical FAQ  
Links  
Search ASIC  
Search ABR

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
**Statutory Fees Advice**  
Your form has been accepted by ASIC on 12/01/2026 at 13:09:23  
Invoice Amount: \$411.00  
You **must** now print your invoice.  
Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.  
**PRINT**

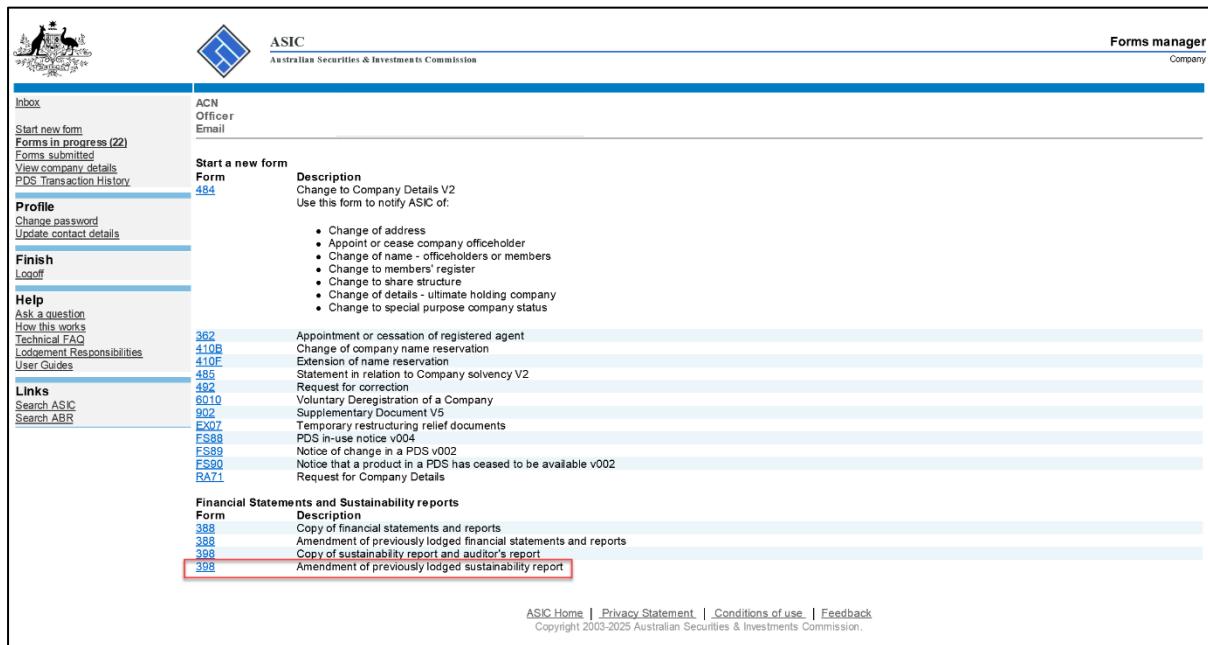
**Lodgement Confirmation**  
If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.  
**DOCUMENTACKNOWLEDGEMENT**

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# How to submit an amendment of previously lodged sustainability report

## Step 1: Start new form

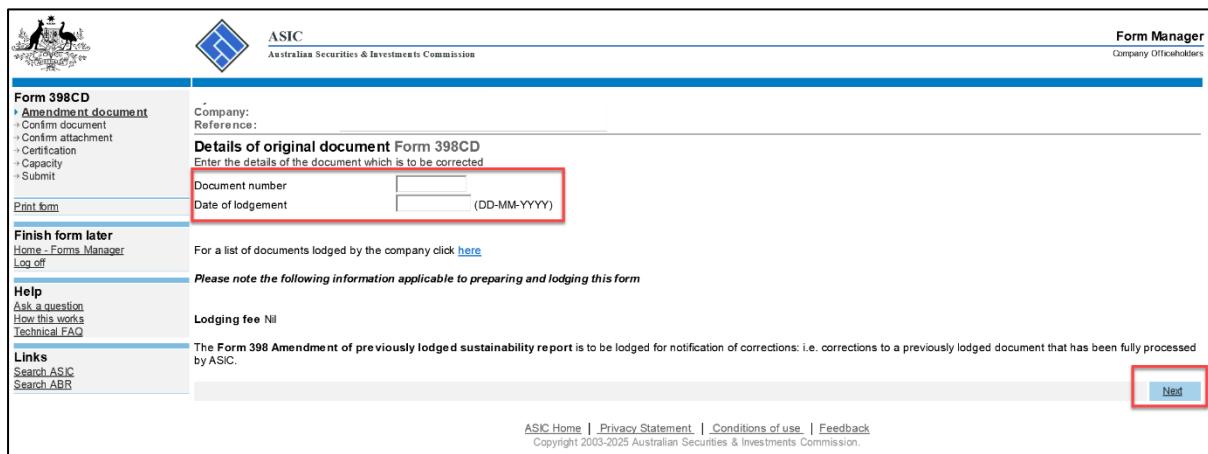
Select Form 398 Amendment of previously lodged sustainability report.



The screenshot shows the ASIC Forms Manager interface. On the left is a sidebar with links for Inbox, Start new form (Form 398 selected), Forms in progress (22), Forms submitted, View company details, PDS Transaction History, Profile, Change password, Update contact details, Finish, Logoff, and Help. The main area shows a list of forms under 'Start a new form'. Form 398 is highlighted with a red box. The description for Form 398 is 'Amendment of previously lodged sustainability report'. Below this is a list of other forms like 362, 410B, 410F, 485, 492, 6010, 902, EX07, FS88, FS89, FS90, and RA71. At the bottom of the list is a section for 'Financial Statements and Sustainability reports' with Form 398 highlighted again. At the very bottom of the page are links for ASIC Home, Privacy Statement, Conditions of use, and Feedback, with a note that the page is Copyright 2003-2025 Australian Securities & Investments Commission.

Enter document number & date of lodgement of Form 398.

Click **Next** to continue.



The screenshot shows the 'Form 398CD' page. The left sidebar includes links for Amend document (with sub-links: Confirm document, Confirm attachment, Certification, Capacity, Submit), Print form, Finish form later (with sub-links: Home - Forms Manager, Log off), and Help. The main area has fields for 'Company:' and 'Reference:'. Below these is a section for 'Details of original document Form 398CD' with the sub-instruction 'Enter the details of the document which is to be corrected'. Two input fields are shown: 'Document number' and 'Date of lodgement' (format DD-MM-YYYY). The 'Date of lodgement' field is highlighted with a red box. A note below the fields states: 'The Form 398 Amendment of previously lodged sustainability report is to be lodged for notification of corrections: i.e. corrections to a previously lodged document that has been fully processed by ASIC.' At the bottom right is a 'Next' button, which is also highlighted with a red box. The page footer includes links for ASIC Home, Privacy Statement, Conditions of use, and Feedback, with a note that the page is Copyright 2003-2025 Australian Securities & Investments Commission.

## Step 2: Confirm document

Check original document details, then **select yes or no**.

Click **next** to continue.



Form 398CD  
Amendment document  
✓ Confirm document  
✓ Confirm attachment  
✓ Confirmation  
✓ Capacity  
✓ Submit  
Print form  
Finish form later  
Home - Forms Manager  
Log off  
Help  
Ask a question  
How this works  
Technical FAQ  
Links  
Search ASIC  
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Company: Reference:  
**Supplementary Information Form 398CD**  
Complete details of the supplementary information.  
**Original document details**

Are you sure this is the correct document for amendment?  Yes  No

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## Step 3: Add attachments

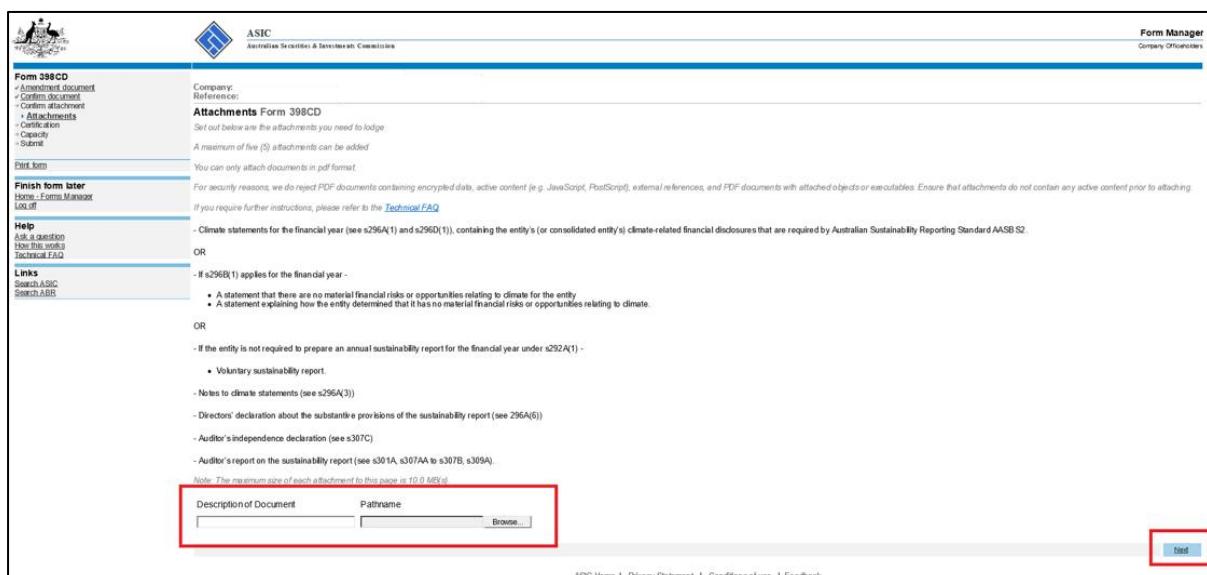
Read the requirements for providing attachments to ASIC.

Select 'Browse' to find the relevant attachment.

**Note:** You can only attach documents in PDF format with a maximum of five (5) attachments.

Choose the appropriate file and select Open. The pathname field for the file will now be populated. Enter a 'Description of Document'.

Click **next** to continue.



Form 398CD  
✓ Amendment document  
✓ Confirm document  
✓ Confirm attachment  
✓ Confirmation  
✓ Capacity  
✓ 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

Company: Reference:  
**Attachments Form 398CD**  
Set out below are the attachments you need to lodge  
A maximum of five (5) attachments can be added  
You can only attach documents in pdf format.  
For security reasons, we do not accept PDF documents containing encrypted data, active content (e.g. JavaScript, PostScript), external references, and PDF documents with attached objects or executables. Ensure that attachments do not contain any active content prior to attaching.  
If you require further instructions, please refer to the [Technical FAQ](#)

- Climate statements for the financial year (see s296A(1) and s296D(1)), containing the entity's (or consolidated entity's) climate-related financial disclosures that are required by Australian Sustainability Reporting Standard AASB S2.  
OR  
- If s296B(1) applies for the financial year -

- A statement that there are no material financial risks or opportunities relating to climate for the entity
- A statement explaining how the entity determined that it has no material financial risks or opportunities relating to climate.

  
OR  
- If the entity is not required to prepare an annual sustainability report for the financial year under s292A(1) -

- Voluntary sustainability report
- Notes to climate statements (see s296A(3))
- Directors' declaration about the substantive provisions of the sustainability report (see 296A(6))
- Auditor's independence declaration (see s307C)
- Auditor's report on the sustainability report (see s301A, s307AA to s307B, s309A)

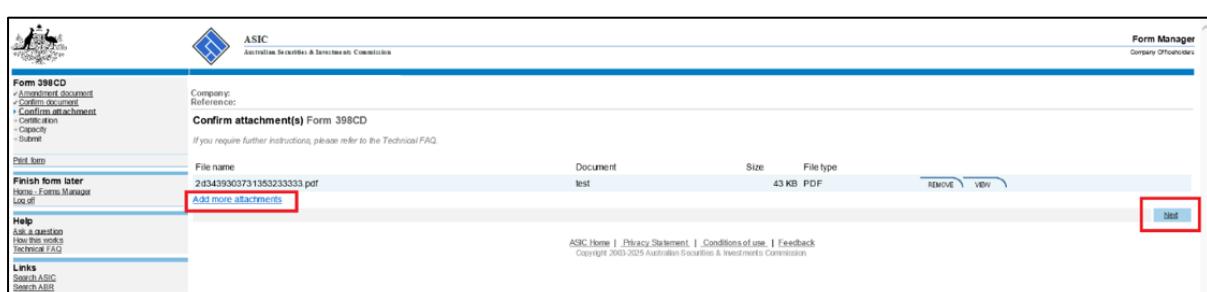
Note: The maximum size of each attachment to this page is 10.0 MB(s).

Description of Document Pathname

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To confirm attachment(s), click **add attachments** to include more documents.

If all documents are attached, click **next** to continue.



Form 398CD  
✓ Amendment document  
✓ Confirm document  
✓ Confirm attachment  
✓ Confirmation  
✓ Capacity  
✓ 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

Company: Reference:  
**Confirm attachment(s) Form 398CD**  
If you require further instructions, please refer to the [Technical FAQ](#)

File name	Document	Size	File type	Remove	View
2d34930373135323333.pdf	test	43 KB	PDF	<input type="button" value="Remove"/>	<input type="button" value="View"/>

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## Step 4: Certification

Select **Yes** to certify the attachments are a true copy of the original reports.

Click **next** to continue.



Form 398CD  
✓Amendment document  
✓Confirm document  
✓Confirm attachment  
✓Certify attachment  
✓Capacity  
✓Submit  
Print form  
Finish form later  
Name: Form Manager  
Log off  
Help  
Form Manager  
Company Officers

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
**Certification Form 398CD**  
I certify that the attached documents are a true copy of the original reports required to be lodged under Section 319 of the Corporations Act 2001.  
 Yes  
 No  
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## Step 5: Capacity

- Select the **capacity** in which you are lodging the form.
- Select **Yes** to certify the information in the form is true and complete, and lodged as, or on behalf of the company.

Click **next** to continue.



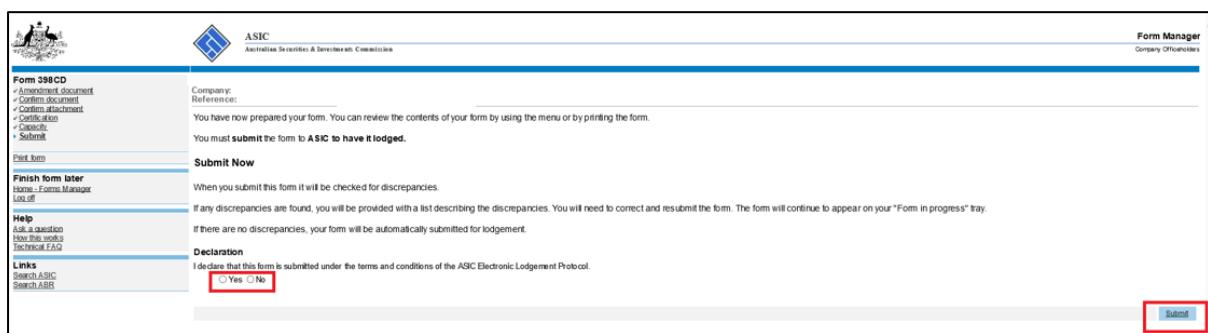
Form 398CD  
✓Amendment document  
✓Confirm document  
✓Confirm attachment  
✓Certify attachment  
✓Capacity  
✓Submit  
Print form  
Finish form later  
Name: Form Manager  
Log off  
Help  
Ask a question  
How the work's  
Technical FAQ  
Links  
Search ASIC  
Search ABR  
Form Manager  
Company Officers

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
**Capacity Form 398CD**  
Select the capacity in which you are lodging the form  
A  Director  
 Secretary  
B  Yes  
I certify that the information in this form is true and complete and that I am lodging these reports as, or on behalf of, the company.  
 Yes  
 No  
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## Step 6: Submit

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.

Click **submit** to lodge the form with ASIC.



Form 398CD  
✓Amendment document  
✓Confirm document  
✓Confirm attachment  
✓Certify attachment  
✓Capacity  
✓Submit  
Print form  
Finish form later  
Name: Form Manager  
Log off  
Help  
Ask a question  
How the work's  
Technical FAQ  
Links  
Search ASIC  
Search ABR  
Form Manager  
Company Officers

Company: \_\_\_\_\_  
Reference: \_\_\_\_\_  
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.  
**Declaration**  
I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.  
 Yes  
 No  
 Submit