

s 47F(1)

032785416

**From:** s 47F(1)  
**Sent:** Monday, 18 May 2026 12:16 PM  
**To:** Dereg Deferrals  
**Cc:** s 47F(1)  
**Subject:** URGENT Request for a stay on the deregistration of 639 659 957  
**Attachments:** Letter to ASIC - BSF ORGANIC PTY. LTD. - 20260518.pdf

You don't often get email from matt.mittelhauser@epa.vic.gov.au. [Learn why this is important](#)

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

OFFICIAL: Sensitive

Good afternoon,

I am the Informant for an investigation that the Environment Protection Authority (EPA) has into BSF ORGANIC PTY. LTD.

I am writing in relation to the deregistration of a company.

Company Name – BSF ORGANIC PTY. LTD.  
Company ACN - 639 659 957

I received an ASIC alert on 14 May 2026, advising that strike-off action has been initiated against the company as of 14/05/2026.

EPA currently has an active investigation into BSF ORGANIC PTY. LTD.  
EPA requests that the deregistration of BSF ORGANIC PTY. LTD. be deferred.  
I have attached a formal letter requesting this deferral.

I have also copied in the EPA Solicitor with carriage of this matter for transparency.

Kind regards

s 47F(1)  
Investigator  
Investigations - Regional Victoria



s 47F(1)  
P 1300 372 842  
A South West Office - Geelong

[epa.vic.gov.au](http://epa.vic.gov.au)



Please note I work Monday to Friday 8:00am-4:00pm

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EPA ref: CR-25-000270



18 May 2026

AUSTRALIAN SECURITIES AND INVESTMENTS COMMISSION  
GPO Box 9827  
Melbourne VIC 3001  
Via online enquiry: ASIC request Portal

Re: BSF ORGANIC PTY. LTD.  
ACN 639 659 957

**Request to defer deregistration**

I am writing in respect of the above-mentioned company, BSF ORGANIC PTY. LTD. (the Company).

We advise that the Environment Protection Authority Victoria (EPA) is about to commence indictable criminal proceedings against the Company for alleged contraventions of the *Environment Protection Act 2017* (Vic).

On 14 May 2026, EPA received an ASIC alert email notifying that strike-off action has been initiated against the Company as of 14/05/2026.

Based on the above we request that the deregistration of the Company is deferred for as long as possible in order for the criminal charges to be determined by the Court.

Should you require any further information in support of this request, please contact me on 1300 372 842 or at [Matt.Mittelhauser@epa.vic.gov.au](mailto:Matt.Mittelhauser@epa.vic.gov.au).

Yours sincerely,

Matt Mittelhauser  
Investigator  
Environmental Crime Branch

[epa.vic.gov.au](http://epa.vic.gov.au)

Environment Protection Authority Victoria  
GPO Box 4395, Melbourne VIC 3001  
1300 372 842



s 22

**From:** Dereg Deferrals <dereg.deferrals@asic.gov.au>

**Sent:** Friday, 29 May 2026 9:43 AM

**To:** s 47F(1)

**Subject:** RE: URGENT Request for a stay on the deregistration of 639 659 957 [SEC=OFFICIAL]

Dear s

We have processed your request to defer deregistration of the above company.

The company is expected to be deregistered on **23 November 2026**.

Please note the letter you will receive refers to 120 days being added, this is added to the initial deregistration period. The above date is correct.

If a further deferral is required, you should submit a new application to this office at least one week before the end of the extended period.

Kind regards,

s 47F(1)

Customer Service Officer, Service Delivery

Registry Operations

**Australian Securities and Investments Commission**

Tel: 1300 300 630



---

**From:** Dereg Deferrals <[dereg.deferrals@asic.gov.au](mailto:dereg.deferrals@asic.gov.au)>

**Sent:** Monday, 18 May 2026 12:38 PM

**To:** S 47F(1)

**Subject:** RE: URGENT Request for a stay on the deregistration of 639 659 957 [SEC=OFFICIAL]

Dear S

BSF ORGANIC PTY. LTD.

ACN 639 659 957

We can confirm your request to defer the deregistration of the above company has been received and accepted and will be processed once the deregistration has been gazetted.

Usually, the deregistration is gazetted within two weeks of the deregistration application and once this is done, we will process your request and advise you of the updated deregistration date.

Please note the deregistration was initiated 14 May 2026.

Regards,

S  
Customer Service Officer, Service Delivery  
Registry Operations  
**Australian Securities and Investments Commission**  
Tel: 1300 300 630

ASIC logo



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**From:** S 47F(1)

**Sent:** Monday, 18 May 2026 12:16 PM

**To:** Dereg Deferrals <[dereg.deferrals@asic.gov.au](mailto:dereg.deferrals@asic.gov.au)>

**Cc:** S 47F(1)

**Subject:** URGENT Request for a stay on the deregistration of 639 659 957

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## Item 2.0: Detailed Instruction Summary – Document Assessment

### Item 2.1 – Getting Started

**Before you commence assessment**, check the company under ASCOT fast path =3.2. for status and/or previous deferrals. Refer also to the Form 579 InfoDesk procedure, *Guidelines for granting deferrals and cancellations*.

- Attach the barcode to the top right corner of the document.
- Enter ASCOT fast path =1.2.1. Press ENTER.

|          |                                         |                      |
|----------|-----------------------------------------|----------------------|
| MP0002M0 | ASCOT User Acceptance Test<br>MAIN MENU | 01/11/06<br>10:25:31 |
|----------|-----------------------------------------|----------------------|

  

|                                                                                                                            |                                   |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Enter ASCOT<br/>fast path at<br/>main menu </div> | 1 REVENUE                         |
|                                                                                                                            | 2 REGISTRATION                    |
|                                                                                                                            | 3 ENQUIRIES                       |
|                                                                                                                            | 4 REPORTS                         |
|                                                                                                                            | 5 SYSTEM ADMINISTRATION           |
|                                                                                                                            | 6 ON-LINE ACCESS MENU             |
|                                                                                                                            | 7 USER TESTING AIDS               |
|                                                                                                                            | 8 TAKE UP OF STATE DATA           |
|                                                                                                                            | 9 MISCELLANEOUS UTILITIES         |
|                                                                                                                            | ==> = 1 2 1 _ _ _ _ _ EG. = 1 3 2 |

  

|                               |                      |
|-------------------------------|----------------------|
| USER : ASC9GFN - GAIL NEWBURY | DEFAULT PRINTER TR36 |
| REGION : 99I LOCATION : IPC   | Pf23 Systems         |
| Enter Continue                | Pf24 Logoff          |

- Enter the date the document was received by ASIC. The date is stamped on the document by ASIC's Mailroom. Press ENTER.

|                   |                                                                              |                      |
|-------------------|------------------------------------------------------------------------------|----------------------|
| RR1001M0<br>1.2.1 | ASCOT User Acceptance Test<br>ASSESS MAIL DOCUMENTS<br>SESSION ESTABLISHMENT | 01/11/06<br>10:26:22 |
|-------------------|------------------------------------------------------------------------------|----------------------|

  

|                                                 |                                                                                                                                      |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| SESSION TYPE IS : MAILROOM                      |                                                                                                                                      |
| DATE RECEIVED FOR THIS SESSION : 01 / 11 / 2006 |                                                                                                                                      |
| Change date if required and press Enter         | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Enter date the<br/>document was<br/>received by ASIC </div> |

  

|                |               |               |             |
|----------------|---------------|---------------|-------------|
| Enter Continue | Pf2 Prev Menu | Pf4 Main Menu | Pf24 Logoff |
|----------------|---------------|---------------|-------------|

Reviewed by: S 47F(1)

Approved by: S 47F(1)

Revision No: 2.0

Revision Date: 11 February 2021

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**Item 2.2 – Lodging Party Details**

- Enter the ASIC registered agent number if provided, otherwise enter the lodging party or agent name. These details are obtained from the letter requesting the deferral or cancellation. Press ENTER.
- Where the request is by ASIC, use the ASIC – Service Delivery 5 Registered Agent number 35023.

|                   |                                                     |                      |
|-------------------|-----------------------------------------------------|----------------------|
| CR2100M0<br>1.2.1 | ASCOT User Acceptance Test<br>ASSESS MAIL DOCUMENTS | 01/11/06<br>10:26:56 |
|-------------------|-----------------------------------------------------|----------------------|

Enter Registered agent / casual lodging party details / person search ref no:-

Registered agent : 123

Organisation no. : \_\_\_\_\_

Organisation name : \_\_\_\_\_

Family name : \_\_\_\_\_

Given names : \_\_\_\_\_

Person search ref : \_\_\_\_\_

Pf11 BEP Details                      Pf18/21 Registration  
 Pf15 Assess AR                      Pf6 Prev LP  
 Enter Continue                      Pf2 Prev Menu                      Pf4 Main Menu                      Pf24 Logoff

Enter agent details,  
organisation  
details, or person  
details.

- Confirm the address details of the lodging party on ASCOT match that those stated on the document.
- If correct, press ENTER, to confirm this function. If incorrect, overwrite the Y with an N, and press ENTER. This will bring up a list of recently used addresses for selection, or a blank address screen for you to key in the new address.
- If there are no addresses in ASCOT linked with the lodging party, a blank address screen will be presented to you to key in the new address.

|                   |                                                     |                      |
|-------------------|-----------------------------------------------------|----------------------|
| CR2100M3<br>1.2.1 | ASCOT User Acceptance Test<br>ASSESS MAIL DOCUMENTS | 01/11/06<br>10:27:48 |
|-------------------|-----------------------------------------------------|----------------------|

AGENT NO. : 123

ADDRESSEE : HARRY'S SEARCHING GROUP

ATTENTION : HARRY WHOO

DX-NO : 529

DX LOCALITY : SYDNEY

NSW

IS THIS CORRECT? : Y (Y - Yes  
N - No  
C - Change)

If address is  
incorrect,  
overtyping Y  
with N

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**Item 2.3 – Identifying the Document to ASCOT**

- Wand the barcode, twice, to identify the document to ASCOT.

RR1180M0  
1.2.1ASIC PRODUCTION SYSTEM  
ASSESS MAIL DOCUMENTS01/11/06  
11:34:58

Here wave your wand over the bar-coded document number that is on the sticky label that you have attached to identify this document to the imaging system.

:  
-----  
:  
-----

Twin entries must  
match

Enter Continue

Pf3 Return

Pf15 Assess AR

Pf20 End LU

- Confirm that the received date is correct.
- Key in the Form ID or form type, which is 579. Press ENTER.

RR1165M0  
1.2.1ASCOT User Acceptance Test  
ASSESS MAIL DOCUMENTS  
DOCUMENT DETAILS01/11/06  
10:29:21

LODGEMENT UNIT NUMBER : 20414737      NUMBER OF DOCUMENTS : 1

DATE RECEIVED : 01 / 11 / 2006

DOCUMENT NUMBER : 021324919

FORM ID : 579\_\_

Enter the form type

Enter Continue

Pf3 Return

Pf5 Requisition

PF23 Cancel Lu

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Approved by: S 47F(1)

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## Item 2.4 – Organisation Details

ASIC FOI 2627-070

- Enter the Australian Company Number (ACN) or company name. Press ENTER.

|                   |                                                                         |                      |
|-------------------|-------------------------------------------------------------------------|----------------------|
| RR1165M0<br>1.2.1 | ASCOT User Acceptance Test<br>ASSESS MAIL DOCUMENTS<br>DOCUMENT DETAILS | 01/11/06<br>10:29:21 |
|-------------------|-------------------------------------------------------------------------|----------------------|

LODGEMENT UNIT NUMBER : 20414737      NUMBER OF DOCUMENTS : 1

DATE RECEIVED : 01 / 11 / 2006

DOCUMENT NUMBER : 021324919

-----+-----

|                                   |                          |                                               |   |
|-----------------------------------|--------------------------|-----------------------------------------------|---|
| ! RR1160M0                        | EXISTING COMPANY DETAILS | <div>Key in ACN<br/>or company<br/>name</div> | ! |
| ! ORGANISATION NUMBER : 000001856 |                          |                                               | ! |
| ! OR                              |                          |                                               | ! |
| ! NAME : _____                    |                          |                                               | ! |
| ! _____                           |                          |                                               | ! |
| ! Enter Continue                  | Pf3 Return               | Pf5 Requisition                               | ! |

-----+-----

- Check that the organisation is correct by comparing the ACN and the company name. Press F10 to confirm.

|                                                                                  |                                                     |                      |
|----------------------------------------------------------------------------------|-----------------------------------------------------|----------------------|
| CHECK ORGANISATION NAME WITH DOCUMENT AND CONFIRM WITH PF10<br>RR1160M2<br>1.2.1 | ASCOT User Acceptance Test<br>ASSESS MAIL DOCUMENTS | 01/11/06<br>10:31:04 |
|----------------------------------------------------------------------------------|-----------------------------------------------------|----------------------|

LODGEMENT No. : 20414737      DOCUMENT 1 WITHIN LODGEMENT  
DOCUMENT No. : 021324919      DATE RECEIVED : 01 / 11 / 2006

ORGANISATION NUMBER : 000 001 856  
ORGANISATION NAME : STAINES HOLDINGS PTY LTD

FORM ID : 579      APPLICATION TO CANCEL OR DEFER  
DEREGISTRATION ACTION

Pf3 Return      Pf10 Confirm

Reviewed by: s 47F(1)

Approved by: s 47F(1)

Revision No: 2.0

Revision Date: 11 February 2021

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## ASIC FOI 2627-070

- ```
RR1120M0          ASCOT User Acceptance Test          01/11/06  
1.2.1             ASSESS MAIL DOCUMENTS              10:31:43  
                  ASSESSMENT SUMMARY  
  
LODGEMENT UNIT NUMBER: 20414737      DOCUMENT 1 WITHIN LODGEMENT  
DOCUMENT NUMBER    : 021324919  
FORM ID           : 579  
  
Organisation Number : 000001856  
Organisation Name   : STAINES HOLDINGS PTY LTD  
  
  
  
  
  
  
  
  
  
FEE THIS DOCUMENT : 0.00  
  
LODGEMENT UNIT TOTAL : 0.00  
  
  
Pf18/21 File Note  
Pf16 Modify Lu     Pf13 Same Org     Pf5 Requisition   Pf11 Previous Docs  
Enter Next Doc.    Pf3 Restart Doc    Pf20 End Lu       Pf22 Dissect. Doc
```

- ```
RR1120M0                                ASCOT User Acceptance Test                    01/11/06  
1.2.1                                  ASSESS MAIL DOCUMENTS                        10:31:43  
  
                                           ASSESSMENT SUMMARY
```
- LODGEMENT UNIT NUMBER: 20414737 DOCUMENT 1 WITHIN LODGEMENT
- DOCUMENT NUMBER : 021324919
- FORM ID : 579
- Organisation Number : 000001856
- Organisation Name : STAINES HOLDINGS PTY LTD
- ```
+-----+  
!                                     !  
!                               END OF LODGEMENT UNIT                       !  
!           Lodgement: 20414737                                             !  
!               ^                                                         | Overtyping N with Y will print acknowledgement.  
! PRINT ACK SLIP?  N             WHEN TO PRINT? L                         !  
!       (Y/N)                   (N=NOW, L=LATER)                           !  
!  
! No fees for this lodgement unit                                         !  
!  
!                             Enter Continue                              !  
+-----+
```
- Enter Next Doc.
- Pf3 Restart Doc      Pf20 End Lu                  Pf22 Dissect. Doc

- Press F21 (ALT + F9) to commence document processing.

|          |                            |          |
|----------|----------------------------|----------|
| CR2100M0 | ASCOT User Acceptance Test | 01/11/06 |
| 1.2.1    | ASSESS MAIL DOCUMENTS      | 10:34:27 |

Enter Registered agent / casual lodging party details / person search ref no:-

Registered agent : \_\_\_\_\_

Organisation no. : \_\_\_\_\_

Organisation name : \_\_\_\_\_

Family name : \_\_\_\_\_

Given names : \_\_\_\_\_

Person search ref : \_\_\_\_\_

|                  |                      |
|------------------|----------------------|
| Pf11 BEP Details | Pf18/21 Registration |
| Pf15 Assess AR   | Pf6 Prev LP          |
| Enter Continue   | Pf2 Prev Menu        |
|                  | Pf4 Main Menu        |
|                  | Pf24 Logoff          |

## Item 3.0: Detailed Instruction Summary – Document Processing

- Wand in barcode and press ENTER.

|                             |                                                  |                              |
|-----------------------------|--------------------------------------------------|------------------------------|
| DP0001M0<br>1.2.1           | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:35:15         |
| DOCUMENT NUMBER : 021324919 |                                                  |                              |
| Enter Continue              | Pf18/21 Rtn to Assess<br>Pf2 Prev Menu           | Pf4 Main Menu<br>Pf24 Logoff |

### Item 3.1 – Deferral of Company initiated deregistration (Form 6010)

- At the question 'is this a deferral', enter a Y and press ENTER.

|                                                       |                                                  |                      |        |                   |                 |                 |                   |
|-------------------------------------------------------|--------------------------------------------------|----------------------|--------|-------------------|-----------------|-----------------|-------------------|
| DP0133M0<br>1.2.1                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:37:02 |        |                   |                 |                 |                   |
| Name : HARRY'S SEARCHING GROUP                        |                                                  |                      |        |                   |                 |                 |                   |
| A.C.N : 000 001 856                                   |                                                  |                      |        |                   |                 |                 |                   |
| Doc no : 021324919 Reason for SOFF : 6010 lodged      |                                                  |                      |        |                   |                 |                 |                   |
| Notice<br>Type                                        | Notice<br>Class                                  | Diary<br>Action      | Status | Generated<br>Date | Issued<br>Date  | Timeout<br>Date | Timeout<br>Notice |
|                                                       | DIARY                                            |                      | ISSU   | 01/11/2006        | 01/11/2006      | 01/11/2006      | GZVOLDRG          |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |                                                  |                      |        |                   |                 |                 |                   |
| Is this a Deferral? : y                               |                                                  |                      |        |                   |                 |                 |                   |
| Enter Continue                                        |                                                  | PF6 Cancel           |        |                   | PF11 Wrong Form |                 |                   |

Enter Y to indicate that this is a deferral action

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Approved by: s 47F(1)

Revision No: 2.0

Revision Date: 11 February 2021

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- **Refer to the Decision Table**, which is part of the InfoDesk procedure for Form 579, to determine the number of days that deregistration will be deferred for. Press ENTER to continue.

|                                                  |              |                            |              |                                                                                                                                                                                     |                |
|--------------------------------------------------|--------------|----------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| DP0133M0                                         |              | ASCOT User Acceptance Test |              | 01/11/06                                                                                                                                                                            |                |
| 1.2.1                                            |              | PROCESS A DOCUMENT         |              | 10:39:08                                                                                                                                                                            |                |
| Name : HARRY'S SEARCHING GROUP                   |              |                            |              |                                                                                                                                                                                     |                |
| A.C.N : 000 001 856                              |              |                            |              |                                                                                                                                                                                     |                |
| Doc no : 021324919 Reason for SOFF : 6010 lodged |              |                            |              |                                                                                                                                                                                     |                |
| Notice Type                                      | Notice Class | Diary Action               | Status       | Generated Date                                                                                                                                                                      | Issued Date    |
|                                                  | DIARY        |                            | ISSU         | 01/11/2006                                                                                                                                                                          | 01/11/2006     |
|                                                  |              |                            |              | Timeout Date                                                                                                                                                                        | Timeout Notice |
|                                                  |              |                            |              | 01/11/2006                                                                                                                                                                          | GZVOLDRG       |
| 579 Doc No                                       | Lodged on    | Processed                  | Notice Issue | LP of 579                                                                                                                                                                           |                |
|                                                  |              |                            |              | <div style="border: 1px solid black; padding: 5px;">           Decision <b>MUST</b> be made in accordance with the Decision Table – InfoDesk procedure for Form 579.         </div> |                |
|                                                  |              |                            |              | Is this a Deferral? : Y<br>Enter number of days deferred : _____                                                                                                                    |                |
| Enter Continue                                   |              | PF3 Return                 | PF6 Cancel   | PF11 Wrong Form                                                                                                                                                                     |                |

- The first letter goes to the lodging party. The second letter goes to the nominee listed on the original Form 6010, or if none, the company. If the lodging party is the company, and the address is the same, the second letter is not required. Enter Y or N as required, and press ENTER.

**NOTE: In many cases, a template email or standard InfoDesk letter (requesting further information be provided to ASIC) is sent to the client instead of the ASCOT-generated letter. Therefore, you must select N at the 'When to Print' question, so that you can retrieve the letter from the printer and destroy it.**

|                                                                                                                                                   |  |                                   |             |                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|-------------|-----------------------|--|
| DP0133M1                                                                                                                                          |  | ASCOT User Acceptance Test        |             | 01/11/06              |  |
| 1.2.1                                                                                                                                             |  | PROCESS A DOCUMENT                |             | 10:39:57              |  |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                                                                                                 |  |                                   |             |                       |  |
| SECOND LETTER TO: 8 Aruma Court<br>CHURCHILL VIC 3842                                                                                             |  |                                   |             |                       |  |
| APPLICANT : BENJAMIN ROBERT LINKE                                                                                                                 |  |                                   |             |                       |  |
| DO YOU WISH TO SEND THE SECOND LETTER ?                                                                                                           |  |                                   |             | _ (Y/N)               |  |
| WHEN TO PRINT ?                                                                                                                                   |  |                                   |             | _ (N/L, NOW OR LATER) |  |
| PRINTER                                                                                                                                           |  | TR36 HP TRARALGON OFFICE LEVEL 01 |             |                       |  |
| <div style="border: 1px solid black; padding: 5px;">           If a PC letter is to be sent, this <b>MUST</b> show N to print now.         </div> |  |                                   |             |                       |  |
| Enter Continue                                                                                                                                    |  | PF3 Return                        | PF5 Suspend | PF11 Wrong Form       |  |

Reviewed by: s 47F(1)

Approved by: s 47F(1)

Revision No: 2.0

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- Press F10 to confirm action.

ASIC FOI 2627-070

```

Select PF10 to confirm
DP0133M1          ASCOT User Acceptance Test          01/11/06
1.2.1             PROCESS A DOCUMENT                  10:41:08

FIRST LETTER TO : PO BOX 6
                  BAIRNSDALE VIC 3875

SECOND LETTER TO: 8 Aruma Court
                  CHURCHILL VIC 3842

APPLICANT : BENJAMIN ROBERT LINKE

DO YOU WISH TO SEND THE SECOND LETTER ?   N   (Y/N)

WHEN TO PRINT ?                           N   (N/L,NOW OR LATER)

PRINTER                                     TR36 HP TRARALGON OFFICE LEVEL 01

Enter Continue      PF3 Return      PF5 Suspend      PF10 Confirm
                                                           PF11 Wrong Form
  
```

- If a nominee was selected on the original Form 6010, this screen will appear. Enter 's' to select and press ENTER.

```

Mark 'S' to Select; 'D' to Display
CR1020MA          ASCOT User Acceptance Test          01/11/06
2.1.1             PROCESS A DOCUMENT                  11:21:00
A.C.N. : 000 008 168  Deregistration Nominee        Doc No.: 021324949
Organisation : FORESIGHT MANAGEMENT GROUP PTY LIMITED

Sel   Role        Name / Address                    Start Date  End Date
--   --
  s  DRGD NOM     RABBIT,ROGER
                        16 BAKERS CRESCENT BAKERS HILL WA 6562

Select nominee
with an 's'

Enter Continue      Pf5 Suspend      Pf11 Wrong Form
  
```

The document is now fully processed.

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**Item 3.2 – Cancellation of Company initiated deregistration (Form 6010)**

- At the question 'is this a deferral', either enter an N and press ENTER, or press F6.

|                                                       |        |                            |           |            |            |
|-------------------------------------------------------|--------|----------------------------|-----------|------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06   |            |
| 2.1.1                                                 |        | PROCESS A DOCUMENT         |           | 11:17:17   |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |            |            |
| A.C.N : 000 008 168                                   |        |                            |           |            |            |
| Doc no : 021324949 Reason for SOFF : 6010 lodged      |        |                            |           |            |            |
| Notice                                                | Notice | Diary                      | Generated | Issued     | Timeout    |
| Type                                                  | Class  | Action                     | Status    | Date       | Date       |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006 | 01/11/2006 |
|                                                       |        |                            |           | 01/11/2006 | 01/11/2006 |
|                                                       |        |                            |           |            | GZVOLDRG   |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |            |            |
| Is this a Deferral? : n                               |        |                            |           |            |            |
| Enter Continue PF6 Cancel PF11 Wrong Form             |        |                            |           |            |            |

Either N at the question or press F6

- Refer to the Decision Table, which is part of the InfoDesk procedure for Form 579. **There are few circumstances in which we will cancel a company initiated deregistration.** They include:
  - Where the request has been made by a company officeholder or member, **and** the request provides details on which deregistration criteria the company did not meet. If insufficient information is provided, F3 back to the above screen and defer deregistration for 30 days until the information has been provided. PC letter is required to be sent.
  - Where an external administrator makes the request to enable the lodgement of EXAD documents.
  - Where ASIC has made the request, pending a current investigation or enforcement action. The ASCOT-generated confirmation letter is sent in these circumstances.

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- If satisfied that deregistration action should be cancelled, press F6 to initiate the cancellation of the deregistration action. An overlay screen will ask you to press F10 to confirm the cancellation.

```

DP0133M0          ASCOT User Acceptance Test          01/11/06
2.1.1             PROCESS A DOCUMENT                  11:17:17

Name      : HARRY'S SEARCHING GROUP

A.C.N    : 000 008 168
Doc no   : 021324949 Reason for SOFF : 6010 lodged

Notice    Notice  Diary    Generated    Issued    Timeout    Timeout
Type      Class   Action   Status     Date      Date      Date      Notice
+-----+-----+-----+-----+-----+-----+-----+
!
! DP0133M2                                           !
!
!
! 'PF10 to confirm cancellation of deregistration action' !
!
!
! PF3 Return                PF10 Confirm                PF11 Wrong Form !
!
!
+-----+-----+-----+-----+-----+-----+-----+

```

- The first letter goes to the lodging party. The second letter goes to the nominee listed on the original Form 6010, or if none, the company. If the lodging party is the company, and the address is the same, the second letter is not required.
- Where the request for cancellation was made by ASIC, the first letter will be addressed to ASIC. This letter can be forwarded to the ASIC officer who requested the action. The second letter **must** be generated and sent to the nominee or the company.

```

DP0133M1          ASCOT User Acceptance Test          01/11/06
2.1.1             PROCESS A DOCUMENT                  11:19:15

FIRST LETTER TO : PO BOX 6
                  BAIRNSDALE VIC 3875

SECOND LETTER TO: 16 Bakers Crescent
                  BAKERS HILL WA 6562

APPLICANT   : ROGER RABBIT

DO YOU WISH TO SEND THE SECOND LETTER ? _ (Y/N)
WHEN TO PRINT ? _ (N/L,NOW OR LATER)
PRINTER     TR36 HP TRARALGON OFFICE LEVEL 01

Enter Continue    PF3 Return    PF5 Suspend    PF11 Wrong Form

```

Indicate whether the second letter is to be sent.

If a PC letter is to be sent, this MUST show N to print now.

- Press F10 to confirm action.

ASIC FOI 2627-070

```

Select PF10 to confirm
DP0133M1          ASCOT User Acceptance Test          01/11/06
2.1.1             PROCESS A DOCUMENT                  11:20:21

FIRST LETTER TO : PO BOX 6
                  BAIRNSDALE VIC 3875

SECOND LETTER TO: 16 Bakers Crescent
                  BAKERS HILL WA 6562

APPLICANT   : ROGER RABBIT

DO YOU WISH TO SEND THE SECOND LETTER ?   Y   (Y/N)

WHEN TO PRINT ?                           N   (N/L,NOW OR LATER)

PRINTER                                           TR36 HP TRARALGON OFFICE LEVEL 01

Enter Continue      PF3 Return      PF5 Suspend      PF10 Confirm
                                                           PF11 Wrong Form
  
```

- If a nominee was selected on the original Form 6010, this screen will appear. Enter 's' to select and press ENTER.

```

Mark 'S' to Select; 'D' to Display
CR1020MA          ASCOT User Acceptance Test          01/11/06
2.1.1             PROCESS A DOCUMENT                  11:21:00
A.C.N.           : 000 008 168  Deregistration Nominee  Doc No.: 021324949
Organisation : FORESIGHT MANAGEMENT GROUP PTY LIMITED

Sel   Role        Name / Address                    Start Date  End Date
-   DRGD NOM      RABBIT,ROGER                      01/11/2006
                  16 BAKERS CRESCENT BAKERS HILL WA 6562

Enter Continue      Pf5 Suspend                        Pf11 Wrong Form
  
```

- The document is now fully processed.

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**Item 3.3 – Deferral of ASIC initiated deregistration (non-payment of review fee)**

- At the question 'is this a deferral', enter a Y and press ENTER.

|                                                       |        |                            |           |                 |            |
|-------------------------------------------------------|--------|----------------------------|-----------|-----------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06        |            |
| 1.2.1                                                 |        | PROCESS A DOCUMENT         |           | 10:37:02        |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |                 |            |
| A.C.N : 000 001 856                                   |        |                            |           |                 |            |
| Doc no : 021324919 Reason for SOFF :                  |        |                            |           |                 |            |
| Notice                                                | Notice | Diary                      | Generated | Issued          | Timeout    |
| Type                                                  | Class  | Action                     | Date      | Date            | Date       |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006      | 01/11/2006 |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |                 |            |
| Is this a Deferral? : Y                               |        |                            |           |                 |            |
| Enter Continue                                        |        | PF6 Cancel                 |           | PF11 Wrong Form |            |

Enter Y to indicate that this is a deferral action

- Refer to the Decision Table, which is part of the InfoDesk procedure for Form 579, to determine the number of days that deregistration will be deferred for. Press ENTER to continue.

|                                                       |        |                            |           |            |            |
|-------------------------------------------------------|--------|----------------------------|-----------|------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06   |            |
| 1.2.1                                                 |        | PROCESS A DOCUMENT         |           | 10:39:08   |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |            |            |
| A.C.N : 000 001 856                                   |        |                            |           |            |            |
| Doc no : 021324919 Reason for SOFF :                  |        |                            |           |            |            |
| Notice                                                | Notice | Diary                      | Generated | Issued     | Timeout    |
| Type                                                  | Class  | Action                     | Date      | Date       | Date       |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006 | 01/11/2006 |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |            |            |
| Is this a Deferral? : Y                               |        |                            |           |            |            |
| Enter number of days deferred : _____                 |        |                            |           |            |            |
| Enter Continue                                        |        | PF3 Return                 |           | PF6 Cancel |            |
| PF11 Wrong Form                                       |        |                            |           |            |            |

Decision **MUST** be made in accordance with the Decision Table – InfoDesk procedure for Form 579.

•

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- The first letter goes to the lodging party. The second letter goes to the nominee listed on the original Form 6010, or if none, the company. If the lodging party is the company, and the address is the same, the second letter is not required. Enter Y or N as required, and press ENTER.

**NOTE: The Form 579 InfoDesk procedure requires different letters to be issued to clients according to the circumstances. In many cases, a template email or standard InfoDesk letter (requesting further information be provided to ASIC) is sent to the client instead of the ASCOT-generated letter. Therefore, you must select N at the 'When to Print' question, so that you can retrieve the letter from the printer and destroy it.**

|                                                                                                                                                                       |                                                  |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| DP0133M1<br>1.2.1                                                                                                                                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:39:57 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                                                                                                                     |                                                  |                      |
| SECOND LETTER TO: 8 Aruma Court<br>CHURCHILL VIC 3842                                                                                                                 |                                                  |                      |
| APPLICANT : BENJAMIN ROBERT LINKE                                                                                                                                     |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? _ (Y/N)                                                                                                                       |                                                  |                      |
| WHEN TO PRINT ? _ (N/L,NOW OR LATER)                                                                                                                                  |                                                  |                      |
| PRINTER                                                                                                                                                               | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">             If a PC letter is to be sent, this MUST show N to print now.           </div> |                                                  |                      |
| Enter Continue    PF3 Return    PF5 Suspend    PF11 Wrong Form                                                                                                        |                                                  |                      |

- Press F10 to confirm the decision.

|                                                                                |                                                  |                      |
|--------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| Select PF10 to confirm                                                         |                                                  |                      |
| DP0133M1<br>1.2.1                                                              | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:41:08 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                              |                                                  |                      |
| SECOND LETTER TO: 8 Aruma Court<br>CHURCHILL VIC 3842                          |                                                  |                      |
| APPLICANT : BENJAMIN ROBERT LINKE                                              |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? N (Y/N)                                |                                                  |                      |
| WHEN TO PRINT ? N (N/L,NOW OR LATER)                                           |                                                  |                      |
| PRINTER                                                                        | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue    PF3 Return    PF5 Suspend    PF10 Confirm    PF11 Wrong Form |                                                  |                      |

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**Item 3.4 – Cancellation of ASIC initiated deregistration (non-payment of review fee)**

- At the question 'is this a deferral', either enter an N and press ENTER, or press F6.

|                                                       |        |                            |           |            |            |
|-------------------------------------------------------|--------|----------------------------|-----------|------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06   |            |
| 2.1.1                                                 |        | PROCESS A DOCUMENT         |           | 11:17:17   |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |            |            |
| A.C.N : 000 008 168                                   |        |                            |           |            |            |
| Doc no : 021324949 Reason for SOFF :                  |        |                            |           |            |            |
| Notice                                                | Notice | Diary                      | Generated | Issued     | Timeout    |
| Type                                                  | Class  | Action                     | Date      | Date       | Notice     |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006 | 01/11/2006 |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |            |            |
| Is this a Deferral? : n                               |        |                            |           |            |            |
| Enter Continue PF6 Cancel PF11 Wrong Form             |        |                            |           |            |            |

Either N at the question or press F6

- Refer to the Decision Table, which is part of the InfoDesk procedure for Form 579.
- If satisfied that deregistration action should be cancelled, press F6 to initiate the cancellation of the deregistration action. An overlay screen will ask you to press F10 to confirm the cancellation.

|                                                             |        |                            |           |          |         |
|-------------------------------------------------------------|--------|----------------------------|-----------|----------|---------|
| DP0133M0                                                    |        | ASCOT User Acceptance Test |           | 01/11/06 |         |
| 2.1.1                                                       |        | PROCESS A DOCUMENT         |           | 11:17:17 |         |
| Name : HARRY'S SEARCHING GROUP                              |        |                            |           |          |         |
| A.C.N : 000 008 168                                         |        |                            |           |          |         |
| Doc no : 021324949 Reason for SOFF :                        |        |                            |           |          |         |
| Notice                                                      | Notice | Diary                      | Generated | Issued   | Timeout |
| Type                                                        | Class  | Action                     | Date      | Date     | Notice  |
| +-----+-----+-----+-----+-----+-----+                       |        |                            |           |          |         |
| ! DP0133M2 !                                                |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! 'PF10 to confirm cancellation of deregistration action' ! |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! PF3 Return PF10 Confirm PF11 Wrong Form !                 |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| ! !                                                         |        |                            |           |          |         |
| +-----+-----+-----+-----+-----+-----+                       |        |                            |           |          |         |

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- Where the request for cancellation was initiated by ASIC (where payment of review fee or other ASIC debt was received or deemed to be received) only the first letter is printed. That letter is then destroyed, and the PC letter 'Form 579 payment made' is sent instead.
- Where the request for cancellation was made by ASIC (current investigation or enforcement action), the first letter will be addressed to ASIC. This letter can be forwarded to the ASIC officer who requested the action. The second letter **must** be generated and sent to the company.
- Where the request for cancellation was made by a third party, ASIC can cancel where the company is still trading. Both ASCOT letters must be generated, with one forwarded to the third party requesting the cancellation, and the second letter sent to the company.

|                                                                      |                                                  |                      |
|----------------------------------------------------------------------|--------------------------------------------------|----------------------|
| DP0133M1<br>2.1.1                                                    | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>11:19:15 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                    |                                                  |                      |
| SECOND LETTER TO: 16 Bakers Crescent<br>BAKERS HILL WA 6562          |                                                  |                      |
| APPLICANT : ROGER RABBIT                                             |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ?                              |                                                  | (Y/N)                |
| WHEN TO PRINT ?                                                      |                                                  | (N/L,NOW OR LATER)   |
| PRINTER                                                              | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue      PF3 Return      PF5 Suspend      PF11 Wrong Form |                                                  |                      |

Indicate whether the second letter is to be sent.

If a PC letter is to be sent, this MUST show N to print now.

- Press F10 to confirm action.

|                                                                                        |                                                  |                      |
|----------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| Select PF10 to confirm                                                                 |                                                  |                      |
| DP0133M1<br>2.1.1                                                                      | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>11:20:21 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                                      |                                                  |                      |
| SECOND LETTER TO: 16 Bakers Crescent<br>BAKERS HILL WA 6562                            |                                                  |                      |
| APPLICANT : ROGER RABBIT                                                               |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ?                                                |                                                  | Y (Y/N)              |
| WHEN TO PRINT ?                                                                        |                                                  | N (N/L,NOW OR LATER) |
| PRINTER                                                                                | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue      PF3 Return      PF5 Suspend      PF10 Confirm      PF11 Wrong Form |                                                  |                      |

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### Item 3.5 – Deferral of ASIC initiated deregistration (Return of Particulars or Annual Return non-lodgement)

- At the question 'is this a deferral', enter a Y and press ENTER.

|                                                       |        |                            |           |                 |            |
|-------------------------------------------------------|--------|----------------------------|-----------|-----------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06        |            |
| 1.2.1                                                 |        | PROCESS A DOCUMENT         |           | 10:37:02        |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |                 |            |
| A.C.N : 000 001 856                                   |        |                            |           |                 |            |
| Doc no : 021324919 Reason for SOFF :                  |        |                            |           |                 |            |
| Notice                                                | Notice | Diary                      | Generated | Issued          | Timeout    |
| Type                                                  | Class  | Action                     | Status    | Date            | Date       |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006      | 01/11/2006 |
|                                                       |        |                            |           |                 | 01/11/2006 |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |                 |            |
| Is this a Deferral? : Y                               |        |                            |           |                 |            |
| Enter Continue                                        |        | PF6 Cancel                 |           | PF11 Wrong Form |            |

Enter Y to indicate that this is a deferral action

- Refer to the Decision Table, which is part of the InfoDesk procedure for Form 579, to determine the number of days that deregistration will be deferred for. Press ENTER to continue.

|                                                       |        |                            |           |            |            |
|-------------------------------------------------------|--------|----------------------------|-----------|------------|------------|
| DP0133M0                                              |        | ASCOT User Acceptance Test |           | 01/11/06   |            |
| 1.2.1                                                 |        | PROCESS A DOCUMENT         |           | 10:39:08   |            |
| Name : HARRY'S SEARCHING GROUP                        |        |                            |           |            |            |
| A.C.N : 000 001 856                                   |        |                            |           |            |            |
| Doc no : 021324919 Reason for SOFF :                  |        |                            |           |            |            |
| Notice                                                | Notice | Diary                      | Generated | Issued     | Timeout    |
| Type                                                  | Class  | Action                     | Status    | Date       | Date       |
|                                                       | DIARY  |                            | ISSU      | 01/11/2006 | 01/11/2006 |
|                                                       |        |                            |           |            | 01/11/2006 |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |        |                            |           |            |            |
| Is this a Deferral? : Y                               |        |                            |           |            |            |
| Enter number of days deferred : _____                 |        |                            |           |            |            |
| Enter Continue                                        |        | PF3 Return                 |           | PF6 Cancel |            |
| PF11 Wrong Form                                       |        |                            |           |            |            |

Decision **MUST** be made in accordance with the Decision Table – InfoDesk procedure for Form 579.

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Revision No: 2.0

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- The first letter goes to the lodging party. The second letter goes to the nominee listed on the original Form 6010, or if none, the company. If the lodging party is the company, and the address is the same, the second letter is not required. Enter Y or N as required, and press ENTER.

**NOTE: The Decision Table in the Form 579 InfoDesk procedure requires different letters to be issued to clients according to the circumstances. In many cases, a template email or standard InfoDesk letter (requesting further information be provided to ASIC) is sent to the client instead of the ASCOT-generated letter. Therefore, you must select N at the 'When to Print' question, so that you can retrieve the letter from the printer and destroy it.**

|                                                       |                                                  |                      |
|-------------------------------------------------------|--------------------------------------------------|----------------------|
| DP0133M1<br>1.2.1                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:39:57 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875     |                                                  |                      |
| SECOND LETTER TO: 8 Aruma Court<br>CHURCHILL VIC 3842 |                                                  |                      |
| APPLICANT : BENJAMIN ROBERT LINKE                     |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? _ (Y/N)       |                                                  |                      |
| WHEN TO PRINT ? _ (N/L,NOW OR LATER)                  |                                                  |                      |
| PRINTER                                               | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue PF3 Return PF5 Suspend PF11 Wrong Form |                                                  |                      |

Indicate whether the second letter is to be sent.

If a PC letter is to be sent, this MUST show N to print now.

- Press F10 to confirm the decision.

|                                                                    |                                                  |                      |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------|
| Select PF10 to confirm                                             |                                                  |                      |
| DP0133M1<br>1.2.1                                                  | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>10:41:08 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                  |                                                  |                      |
| SECOND LETTER TO: 8 Aruma Court<br>CHURCHILL VIC 3842              |                                                  |                      |
| APPLICANT : BENJAMIN ROBERT LINKE                                  |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? N (Y/N)                    |                                                  |                      |
| WHEN TO PRINT ? N (N/L,NOW OR LATER)                               |                                                  |                      |
| PRINTER                                                            | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue PF3 Return PF5 Suspend PF10 Confirm PF11 Wrong Form |                                                  |                      |

The document is now fully processed.

### Item 3.6 – Cancellation of ASIC initiated deregistration (Return of Particulars or Annual Return non-lodgement)

- At the question 'is this deferral', either enter an N and press ENTER, or press F6.

|                                      |              |                            |        |                 |             |              |                |
|--------------------------------------|--------------|----------------------------|--------|-----------------|-------------|--------------|----------------|
| DP0133M0                             |              | ASCOT User Acceptance Test |        | 01/11/06        |             |              |                |
| 2.1.1                                |              | PROCESS A DOCUMENT         |        | 11:17:17        |             |              |                |
| Name : HARRY'S SEARCHING GROUP       |              |                            |        |                 |             |              |                |
| A.C.N : 000 008 168                  |              |                            |        |                 |             |              |                |
| Doc no : 021324949 Reason for SOFF : |              |                            |        |                 |             |              |                |
| Notice Type                          | Notice Class | Diary Action               | Status | Generated Date  | Issued Date | Timeout Date | Timeout Notice |
|                                      | DIARY        |                            | ISSU   | 01/11/2006      | 01/11/2006  | 01/11/2006   |                |
| 579 Doc No                           |              |                            |        | Lodged on       | Processed   | Notice Issue | LP of 579      |
| Is this a Deferral? :                |              |                            |        | n               |             |              |                |
| Enter Continue                       |              | PF6 Cancel                 |        | PF11 Wrong Form |             |              |                |

Either N at the question or press F6

- Refer to the Decision Table, which is part of the InfoDesk procedure for Form 579.
- If satisfied that deregistration action should be cancelled, press F6 to initiate the cancellation of the deregistration action. An overlay screen will ask you to press F10 to confirm the cancellation.

|                                                   |              |                            |        |                 |             |              |                |
|---------------------------------------------------|--------------|----------------------------|--------|-----------------|-------------|--------------|----------------|
| DP0133M0                                          |              | ASCOT User Acceptance Test |        | 01/11/06        |             |              |                |
| 2.1.1                                             |              | PROCESS A DOCUMENT         |        | 11:17:17        |             |              |                |
| Name : HARRY'S SEARCHING GROUP                    |              |                            |        |                 |             |              |                |
| A.C.N : 000 008 168                               |              |                            |        |                 |             |              |                |
| Doc no : 021324949 Reason for SOFF :              |              |                            |        |                 |             |              |                |
| Notice Type                                       | Notice Class | Diary Action               | Status | Generated Date  | Issued Date | Timeout Date | Timeout Notice |
| +-----+-----+-----+-----+-----+-----+-----+-----+ |              |                            |        |                 |             |              |                |
| !                                                 | DP0133M2     |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 | PF3 Return   | PF10 Confirm               |        | PF11 Wrong Form |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| !                                                 |              |                            |        |                 |             | !            | !              |
| +-----+-----+-----+-----+-----+-----+-----+-----+ |              |                            |        |                 |             |              |                |

- Where the request for cancellation was made by a company officeholder or member, the first letter will go to the company officeholder or member who made the request. The second letter will go to the company. Therefore, if the address is the same, the second letter is not required to be sent.

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- Where the request for cancellation was initiated by ASIC (where payment of review fee or other ASIC debt was received or deemed to be received) only the first letter is printed. That letter is then destroyed, and the PC letter 'Form 579 payment made' is sent instead.
- Where the request for cancellation was made by ASIC (current investigation or enforcement action), the first letter will be addressed to ASIC. This letter can be forwarded to the ASIC officer who requested the action. The second letter **must** be generated and sent to the company.

|                                                                                                                                                                                                                                                                                                                                                     |                                                  |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| DP0133M1<br>2.1.1                                                                                                                                                                                                                                                                                                                                   | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>11:19:15 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                                                                                                                                                                                                                                                                                                   |                                                  |                      |
| SECOND LETTER TO: 16 Bakers Crescent<br>BAKERS HILL WA 6562                                                                                                                                                                                                                                                                                         |                                                  |                      |
| APPLICANT : ROGER RABBIT                                                                                                                                                                                                                                                                                                                            |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ?                                                                                                                                                                                                                                                                                                             |                                                  | (Y/N)                |
| WHEN TO PRINT ?                                                                                                                                                                                                                                                                                                                                     |                                                  | (N/L,NOW OR LATER)   |
| PRINTER                                                                                                                                                                                                                                                                                                                                             | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">             If a PC letter is to be sent, this MUST show N to print now.           </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">             Indicate whether the second letter is to be sent.           </div> |                                                  |                      |
| Enter Continue      PF3 Return      PF5 Suspend      PF11 Wrong Form                                                                                                                                                                                                                                                                                |                                                  |                      |

- Press F10 to confirm action.

|                                                                                        |                                                  |                      |
|----------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| Select PF10 to confirm                                                                 |                                                  |                      |
| DP0133M1<br>2.1.1                                                                      | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>11:20:21 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                                      |                                                  |                      |
| SECOND LETTER TO: 16 Bakers Crescent<br>BAKERS HILL WA 6562                            |                                                  |                      |
| APPLICANT : ROGER RABBIT                                                               |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ?                                                |                                                  | Y (Y/N)              |
| WHEN TO PRINT ?                                                                        |                                                  | N (N/L,NOW OR LATER) |
| PRINTER                                                                                | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue      PF3 Return      PF5 Suspend      PF10 Confirm      PF11 Wrong Form |                                                  |                      |

The document is now fully processed.

ASIC FOI 2627-070

**Item 3.7 – Deferral of Liquidator initiated deregistration (Form 578)**

- At the question 'is this a deferral', enter a Y and press ENTER.

|                                                       |                 |                                                  |        |                   |                 |                      |                   |
|-------------------------------------------------------|-----------------|--------------------------------------------------|--------|-------------------|-----------------|----------------------|-------------------|
| DP0133M0<br>1.2.1                                     |                 | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT |        |                   |                 | 01/11/06<br>14:51:04 |                   |
| Name : HARRY'S SEARCHING GROUP                        |                 |                                                  |        |                   |                 |                      |                   |
| A.C.N : 000 002 522                                   |                 |                                                  |        |                   |                 |                      |                   |
| Doc no : 021321929 Reason for SOFF : 578 lodged       |                 |                                                  |        |                   |                 |                      |                   |
| Notice<br>Type                                        | Notice<br>Class | Diary<br>Action                                  | Status | Generated<br>Date | Issued<br>Date  | Timeout<br>Date      | Timeout<br>Notice |
|                                                       | DIARY           |                                                  | ISSU   | 01/11/2006        | 01/11/2006      | 01/11/2006           | GZLQDDRG          |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |                 |                                                  |        |                   |                 |                      |                   |
| Is this a Deferral? : y                               |                 |                                                  |        |                   |                 |                      |                   |
| Enter Continue                                        |                 | PF6 Cancel                                       |        |                   | PF11 Wrong Form |                      |                   |

Enter Y to indicate this is a deferral action

- Refer to the **Decision Table**, which is part of the InfoDesk procedure for Form 579, to determine the number of days that deregistration will be deferred for. Generally, we will defer the deregistration for a period of 180 days following a request from ASIC (current investigation or enforcement action), the company or a third party.
- Press ENTER to continue.

|                                                       |                 |                                                  |        |                   |                 |                      |                   |
|-------------------------------------------------------|-----------------|--------------------------------------------------|--------|-------------------|-----------------|----------------------|-------------------|
| DP0133M0<br>1.2.1                                     |                 | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT |        |                   |                 | 01/11/06<br>14:52:31 |                   |
| Name : HARRY'S SEARCHING GROUP                        |                 |                                                  |        |                   |                 |                      |                   |
| A.C.N : 000 002 522                                   |                 |                                                  |        |                   |                 |                      |                   |
| Doc no : 021321929 Reason for SOFF : 578 lodged       |                 |                                                  |        |                   |                 |                      |                   |
| Notice<br>Type                                        | Notice<br>Class | Diary<br>Action                                  | Status | Generated<br>Date | Issued<br>Date  | Timeout<br>Date      | Timeout<br>Notice |
|                                                       | DIARY           |                                                  | ISSU   | 01/11/2006        | 01/11/2006      | 01/11/2006           | GZLQDDRG          |
| 579 Doc No Lodged on Processed Notice Issue LP of 579 |                 |                                                  |        |                   |                 |                      |                   |
| Is this a Deferral? : Y                               |                 |                                                  |        |                   |                 |                      |                   |
| Enter number of days deferred : _____                 |                 |                                                  |        |                   |                 |                      |                   |
| Enter Continue                                        |                 | PF3 Return                                       |        |                   | PF6 Cancel      |                      |                   |
|                                                       |                 |                                                  |        |                   | PF11 Wrong Form |                      |                   |

Decision **MUST** be made in accordance with the Decision Table – InfoDesk procedure for Form 579

- The first letter goes to the lodging party. The second letter goes to the registered office address of the company. If the lodging party is the company, and the address is the same, the second letter is not required. Enter Y or N as required, and press ENTER.

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**NOTE: The Form 579 InfoDesk procedure requires different template emails or letters to be issued to clients according to the circumstances. Where a standard InfoDesk letter (requesting further information be provided to ASIC) is sent to the client instead of the ASCOT-generated letter, you must select N at the 'When to Print' question, so that you can retrieve the letter from the printer and destroy it.**

|                                                       |                                                              |                                                  |
|-------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------|
| DP0133M1<br>1.2.1                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT             | 01/11/06<br>14:54:11                             |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875     |                                                              |                                                  |
| SECOND LETTER TO: 1 Kerrie Street<br>MORWELL VIC 3840 |                                                              |                                                  |
| APPLICANT : HARRY'S SEARCHING GROUP ATTN: HARRY WHOO  |                                                              | Indicate whether the second letter is to be sent |
| DO YOU WISH TO SEND THE SECOND LETTER ? _ (Y/N)       |                                                              |                                                  |
| WHEN TO PRINT ? _ (N/L, NOW OR LATER)                 |                                                              |                                                  |
| PRINTER                                               | If a PC letter is to be sent, this MUST show N to print now. | TR36 HP TRARALGON OFFICE LEVEL 01                |
| Enter Continue                                        | PF3 Return                                                   | PF5 Suspend PF11 Wrong Form                      |

- Press F10 to confirm action.

|                                                       |                                                  |                                          |
|-------------------------------------------------------|--------------------------------------------------|------------------------------------------|
| Select PF10 to confirm                                |                                                  |                                          |
| DP0133M1<br>1.2.1                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>14:55:03                     |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875     |                                                  |                                          |
| SECOND LETTER TO: 1 Kerrie Street<br>MORWELL VIC 3840 |                                                  |                                          |
| APPLICANT : HARRY'S SEARCHING GROUP ATTN: HARRY WHOO  |                                                  |                                          |
| DO YOU WISH TO SEND THE SECOND LETTER ? Y (Y/N)       |                                                  |                                          |
| WHEN TO PRINT ? N (N/L, NOW OR LATER)                 |                                                  |                                          |
| PRINTER                                               | TR36 HP TRARALGON OFFICE LEVEL 01                |                                          |
| Enter Continue                                        | PF3 Return                                       | PF5 Suspend PF10 Confirm PF11 Wrong Form |

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ASIC FOI 2627-070

**Item 3.8 – Cancellation of Liquidator initiated deregistration (Form 578)**

- At the question 'is this a deferral', either enter an N and press ENTER, or press F6.

|                                                                                                                                                                                                                                                                                                                                                                     |              |                            |        |                 |             |              |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|--------|-----------------|-------------|--------------|----------------|
| DP0133M0                                                                                                                                                                                                                                                                                                                                                            |              | ASCOT User Acceptance Test |        | 01/11/06        |             |              |                |
| 1.2.1                                                                                                                                                                                                                                                                                                                                                               |              | PROCESS A DOCUMENT         |        | 15:20:39        |             |              |                |
| Name : HARRY'S SEARCHING GROUP                                                                                                                                                                                                                                                                                                                                      |              |                            |        |                 |             |              |                |
| A.C.N : 000 002 077                                                                                                                                                                                                                                                                                                                                                 |              |                            |        |                 |             |              |                |
| Doc no : 021321921 Reason for SOFF : 578 lodged                                                                                                                                                                                                                                                                                                                     |              |                            |        |                 |             |              |                |
| Notice Type                                                                                                                                                                                                                                                                                                                                                         | Notice Class | Diary Action               | Status | Generated Date  | Issued Date | Timeout Date | Timeout Notice |
|                                                                                                                                                                                                                                                                                                                                                                     | DIARY        |                            | ISSU   | 01/11/2006      | 01/11/2006  | 01/11/2006   | GZLQDDRG       |
| <div style="display: flex; justify-content: space-between; align-items: flex-start; padding-top: 20px;"> <div> <p>579 Doc No    Lodged on    Processed    Notice Issue    LP of 579</p> <p>Is this a Deferral? :    n</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Either N at the question or press F6</p> </div> </div> |              |                            |        |                 |             |              |                |
| Enter Continue                                                                                                                                                                                                                                                                                                                                                      |              | PF6 Cancel                 |        | PF11 Wrong Form |             |              |                |

- Refer to the Decision Table, which is part of InfoDesk procedure for Form 579. The only circumstances in which we will cancel a liquidator initiated deregistration, following lodgement of a Form 578, is where the liquidator makes the request. This is usually where additional assets have been located.
- Press F10 to confirm action.

**NOTE: The processing of the Form 579 will not change the status back to EXAD. A request will need to be made to change the status via a datafix.**

|                                                                                                                                                                                                                                                                                                                                                          |              |                            |        |                |             |              |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|--------|----------------|-------------|--------------|----------------|
| DP0133M0                                                                                                                                                                                                                                                                                                                                                 |              | ASCOT User Acceptance Test |        | 01/11/06       |             |              |                |
| 1.2.1                                                                                                                                                                                                                                                                                                                                                    |              | PROCESS A DOCUMENT         |        | 15:20:39       |             |              |                |
| Name : HARRY'S SEARCHING GROUP                                                                                                                                                                                                                                                                                                                           |              |                            |        |                |             |              |                |
| A.C.N : 000 002 077                                                                                                                                                                                                                                                                                                                                      |              |                            |        |                |             |              |                |
| Doc no : 021321921 Reason for SOFF : 578 lodged                                                                                                                                                                                                                                                                                                          |              |                            |        |                |             |              |                |
| Notice Type                                                                                                                                                                                                                                                                                                                                              | Notice Class | Diary Action               | Status | Generated Date | Issued Date | Timeout Date | Timeout Notice |
| <div style="display: flex; justify-content: space-between;"> <div> <p>! DP0133M2</p> <p>'PF10 to confirm cancellation of deregistration action'</p> <p>PF3 Return                      PF10 Confirm                      PF11 Wrong Form</p> </div> <div> <p>!</p><p>!</p><p>!</p><p>!</p><p>!</p><p>!</p><p>!</p><p>!</p><p>!</p><p>!</p> </div> </div> |              |                            |        |                |             |              |                |

- The Decision Table** in the Form 579 InfoDesk procedure requires the standard letter '579 form 492 requ'd' to be sent to the liquidator or lodging party, instead of the ASCOT-generated letter.

Therefore, a second letter should not be printed, and the printer should be set to N for 'now'.  
The ASCOT-generated letter should be retrieved from the printer and destroyed.

- Press ENTER to continue.

|                                                       |                                                  |                      |
|-------------------------------------------------------|--------------------------------------------------|----------------------|
| DP0133M1<br>1.2.1                                     | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>15:30:15 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875     |                                                  |                      |
| SECOND LETTER TO:                                     |                                                  |                      |
| APPLICANT : HARRY'S SEARCHING GROUP ATTN: HARRY WHOO  |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? _ (Y/N)       |                                                  |                      |
| WHEN TO PRINT ? _ (N/L,NOW OR LATER)                  |                                                  |                      |
| PRINTER                                               | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue PF3 Return PF5 Suspend PF11 Wrong Form |                                                  |                      |

This should be set to N for 'no'.

This should be set to N for 'now'.

- Press F10 to confirm

|                                                                    |                                                  |                      |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------|
| Select PF10 to confirm                                             |                                                  |                      |
| DP0133M1<br>1.2.1                                                  | ASCOT User Acceptance Test<br>PROCESS A DOCUMENT | 01/11/06<br>15:36:08 |
| FIRST LETTER TO : PO BOX 6<br>BAIRNSDALE VIC 3875                  |                                                  |                      |
| SECOND LETTER TO:                                                  |                                                  |                      |
| APPLICANT : HARRY'S SEARCHING GROUP ATTN: HARRY WHOO               |                                                  |                      |
| DO YOU WISH TO SEND THE SECOND LETTER ? N (Y/N)                    |                                                  |                      |
| WHEN TO PRINT ? N (N/L,NOW OR LATER)                               |                                                  |                      |
| PRINTER                                                            | TR36 HP TRARALGON OFFICE LEVEL 01                |                      |
| Enter Continue PF3 Return PF5 Suspend PF10 Confirm PF11 Wrong Form |                                                  |                      |

The document is now fully processed.

**Item 3.9 – Deferral of Liquidator initiated deregistration (Form 523)**

- The deferral of a deregistration initiated by the lodgement of a Form 523, *Notice of final meeting convened by liquidator*, can only be achieved through the lodgement of a Court order (to vary the time to dissolve a company). **Refer to the Decision Table, which is part of the InfoDesk procedure for the Form 579.**



Environment Protection Authority Victoria  
s 47F(1)  
GPO BOX 4395  
MELBOURNE VIC 3001

14 - 22 Grey Street, Traralgon  
PO Box 4000  
Gippsland Mail Centre VIC 3841

Customer Inquiries: 1300 300 630

[www.asic.gov.au](http://www.asic.gov.au)

29 May 2026

Dear Sir/Madam,

**DEFERRAL of DEREGISTRATION ACTION**

**BSF ORGANIC PTY. LTD.  
ACN 639 659 957**

Your application to defer the deregistration for the above company has been approved.

The period remaining before deregistration is due to occur has been extended by 120 days from the date of this notice.

If a further deferral is required, you should submit a new application to this office before the end of the extended period.

If you require any further assistance or information, please visit our website at [www.asic.gov.au](http://www.asic.gov.au), telephone ASIC on 1300 300 630, or seek your own professional advice from your agent, accountant or lawyer.

Yours faithfully,

Registry Officer  
Registry Operations  
Australian Securities and Investments Commission

## Form 579 InfoDesk entry

### Request for cancellation or deferral of deregistration action

#### Overview

The Form 579 is used to register requests for cancellation and deferrals of deregistration of a company or scheme. The Form 579 is not a prescribed form. This procedure outlines the conditions that must be met and how to process a Form 579 to either cancel or defer deregistration action for a company or managed investment scheme with the status of SOFF (strike-off action in progress).

Deregistration action of a company or scheme is initiated as follows:

#### **Australian Company**

- By ASIC, on the basis of non-return of a Return of Particulars (ROP) [s601AB (1)], non-payment of the review fee criteria [s601AB (1A)] or non-payment of levies payable under the ASIC Supervisory Cost Recovery Levy Act 2017 (Industry Funding levies) [a601AB (1B)];
- By ASIC, if the company is being wound up [s601AB (2)];
- By ASIC, if three months have passed since the lodgement of a Form 523 *End of administration return by the liquidator*;
- Voluntary deregistration through application made by the company, a director or member of the company, or a liquidator [s601AA]; or
- Court ordered deregistration [s601AC (1)].

#### **Foreign Company**

- Upon receipt of notice from a local agent of a foreign company that the foreign company has been dissolved or deregistered [s601CL (1)]; or
- By ASIC, where ASIC has reasonable cause to believe that a registered foreign company does not carry on business in this jurisdiction [s601CL (3)].

#### **Managed Investment Scheme**

- Voluntary deregistration through application by the responsible entity [s601PA (1)]; or
- By ASIC, in accordance with s601PB.

Once the deregistration process has commenced, the company/scheme status in ASCOT is shown as SOFF. While the company/scheme is in the status of SOFF, events may occur that result in a request for the deregistration process to be:

- Deferred for a period of time and the company/scheme status remains as SOFF; or
- Cancelled, and the company/scheme status returns to REGD (registered).

#### **Deregistered Company/scheme**

If a request to cancel or defer deregistration action of a company/scheme is received after the company/scheme is deregistered, it is too late and cannot be accepted. The applicant must apply to ASIC for reinstatement of the company/scheme.

However, if the deregistration action was for the non-payment of fees and payment was made in full or at least the longest outstanding annual review fee was paid prior to the deregistration occurring, we will reinstate the entity to the register upon request. This is usually via a referral from the CCC to Service Delivery 5.

### **How a request to defer or cancel deregistration action is received**

Requests to cancel or defer the deregistration of a company/scheme can be received in writing by any of the following methods:

- Referral from CCC
- Letter
- Email to [dereg.deferrals@asic.gov.au](mailto:dereg.deferrals@asic.gov.au)

### **Non-payment of Electronic Form 6010**

Where an electronic application for voluntary deregistration has been lodged, but payment of the application fee was not made within the prescribed 28-day period, the E6010 Date Range Report is provided by finance every Friday which identifies affected companies. Service Delivery will cancel the deregistration action with a Form 579.

The procedures on how to action this report is located in the Local Directions Manual (LDM) and can be found using the following link:

[Maintenance 2 \(Service Delivery 5\) LDM](#) or using the following path: Registry>Service delivery>Team sites> Service Delivery>Policies & Procedures>Local Directions Manual - Service Delivery 5

### **SOFF DRGD Payment Report**

Is used to identify and cancel ASIC initiated deregistration action when payment has been made. A report named SOFF DRGD Payment Report is provided by finance daily which identifies affected companies. The report is processed by Registry reporting and 579's are uploaded to PlanIt for processing.

### **Process Overview**

The table below indicates which steps are applicable to the Form 579.

| <b>Sub Process</b>     | <b>Form 579</b> |
|------------------------|-----------------|
| Substantial Compliance | Yes             |
| Assessment             | Yes             |
| Processing             | Yes             |
| Requisitioning         | No              |
| Quality Assurance      | Yes             |
| Imaging                | Yes             |

The Form 579 is not publicly available, and therefore if approved, correspondence received from an eligible requesting party can be used as the form.

The assessment of requests for a cancellation/deferral of deregistration action (either ASIC-initiated or voluntary), and the processing of Forms 579, is performed by Service Delivery 5, Business Registry Delivery – Companies and Business Names – Traralgon.

While the following process relates specifically to Australian companies, the Form 579 is also used to cancel or defer the deregistration action of **foreign companies, registered Australian bodies and managed investment schemes**. Although the same principles generally apply, if an application is received that would be considered 'out of the ordinary' for any entity, advice should be sought from the Service Delivery Support Team via the 'Helpdesk' function prior to deferring/cancelling the deregistration.

### **Substantial Compliance**

Any request for cancellation/deferral of deregistration action that fails any of the following conditions is deemed not to have met substantial compliance requirements. In these cases, the request for cancellation/deferral of deregistration action should be recorded as an RC01/EC01 on ASCOT and appropriate standard letter/email sent.

|   | Condition                             | Accept | Reject |
|---|---------------------------------------|--------|--------|
| 1 | Is the company in the status of SOFF? | Yes    | No     |

As there is no requisition for the Form 579, the following responses should be sent via email if one is provided, or by Infodesk standard letter based on the request e.g. deferral or cancellation:

Company deregistered (DRGD)

- 579 Deny deferral Co Drgd
- 579 Deny cancellation Co Drgd

Registered status (REGD)

- 579 Deny (Regd Coy)

External Administration (EXAD)

- 579 Deny (coy EXAD)

Standard letters: InfoDesk > Standard Letters> *Deregistration > Deregistration deferral*

Email stationary: [Dereg Deferrals](#) or using the following path:

Registry>Service Delivery>Team sites> Service Delivery>Reference Material>Dereg Deferrals

|   | Condition                                                                          | Accept | Reject |
|---|------------------------------------------------------------------------------------|--------|--------|
| 2 | Does the application request a cancellation or deferral of deregistration?         | Yes    | No     |
|   |                                                                                    |        |        |
| 3 | Does the request meet one of the criteria outlined in the Form 579 decision table? | Yes    | No     |

If a request fails substantial compliance for reason 2, a Service Delivery Support Analyst will assist in creating an individual response to the requesting party. Please note, this is not a common occurrence.

## **Guidelines for granting deferrals and cancellations**

Requests for cancellation or deferral can be granted only in accordance with the Form 579 Decision Table below.

An ASCOT generated letter is created when the Form 579 is processed. In most situations this is the letter that is sent to the customer, however there may be limited circumstance where further information is required to be included in the letter and ASCOT does not allow the letter to be amended. In these situations, dispose of the ASCOT generated letter and send an Infodesk Standard letter or use the email stationary.

**Please note, a letter/email either system generated or manually created is required to be sent in all circumstances.**

### **To consider before starting:**

**Defer or not to defer:** It may not always be necessary to defer a deregistration to allow for the provision of evidence. We only need to defer if it is close to the deregistration date. Example: If a company officeholder advised that they no longer meet the requirements of deregistration and we have requested a statement to be provided, and the company is scheduled to deregister within the month there may be no need to defer the deregistration. However, if deregistration is scheduled within the next week or two, we would defer the deregistration to allow the evidence to be provided.

**How long to defer:** Subject to table guidelines if a deferral is already in place and a further deferral has been requested ensure the deferral date does not exceed the appropriate deferral period eg. If a deferral is in place for 30 days and a request is received to defer for 180 days, defer for an additional 150 days to ensure the deferral is 180 days in total. Approval by Manager, Service Delivery is required for deferrals greater than 180 days.

If a matter arises that is not on the decision table, seek advice from a Service Delivery Support analyst.

### **Form 579 Decision Table**

Use the following decision tables to assess requests to defer or cancel deregistration action. There are further tables for liquidator-initiated and currently non-active compliance programs under separate headings below.

#### **Form 579 decision table: Third party applicant**

| Applicant type: Third party (not related to the company)                                                             | General public | ASIC | Govt agency (Australian Commonwealth, State or Local) |
|----------------------------------------------------------------------------------------------------------------------|----------------|------|-------------------------------------------------------|
| <b>Email or written statement advising:</b>                                                                          |                |      |                                                       |
| - Proceedings have been issued or are underway OR<br>- Outstanding debt                                              | ✓              | ✓    | ✓                                                     |
| - Investigation or enforcement action is in place                                                                    | ✗              | ✓    | ✓                                                     |
| <b>Evidence required:</b>                                                                                            |                |      |                                                       |
| - Proof of action (court, small claims, fair work) OR<br>- Proof of debt OR<br>- Letter of demand/statement of claim | ✓              | ✗    | ✗                                                     |
| <b>Defer up to:</b>                                                                                                  |                |      |                                                       |

|                                                                                                                             |                                                                           |                                                                           |                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| To allow evidence to be provided                                                                                            | 30 days                                                                   | x                                                                         | x                                                                         |
| Proof intending to issue proceedings/action provided                                                                        | 90 days                                                                   | x                                                                         | x                                                                         |
| Proof of court proceedings provided                                                                                         | 180 days<br><i>If longer required, refer to Manager Service Delivery.</i> | x                                                                         | x                                                                         |
| If no evidence required - statement (ASIC/Govt agency only)                                                                 | x                                                                         | 180 days<br><i>If longer required, refer to Manager Service Delivery.</i> | 180 days<br><i>If longer required, refer to Manager Service Delivery.</i> |
| <b>Cancel:</b>                                                                                                              |                                                                           |                                                                           |                                                                           |
| Stamped court evidence detailing debt or legal proceedings determined by the court before the scheduled deregistration date | ✓                                                                         | x                                                                         | x                                                                         |
| If approved by Manager                                                                                                      | x                                                                         | ✓                                                                         | x                                                                         |

### Voluntary Deregistration - Form 6010

| <b>In SOFF by either:</b><br><b>Voluntary deregistration</b><br><b>ASIC-initiated deregistration – non-payment of review fee</b> |                                                                                               |                                                                                                                                                        |                                                                                                                   |            |                                       |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------|
| Applicant                                                                                                                        | Conditions                                                                                    | Required Info                                                                                                                                          | Defer                                                                                                             | Cancel     |                                       |
| 6010 - Company officeholder or member                                                                                            | Request to cancel SOFF - Company does not meet all the criteria for voluntary deregistration. | Statement from officeholder detailing which criteria for company deregistration has not been met.                                                      | <b>Yes</b><br>(exceptional circumstances only)Defer for 30 days only to enable provision of required information. | <b>Yes</b> | No<br><br>ASCOT generated letter sent |
| 6010 - Agent                                                                                                                     | Request to cancel SOFF – voluntary deregistration form lodged in error.                       | Statement from officeholder detailing voluntary deregistration form was lodged in error or which criteria for company deregistration has not been met. | Yes<br>(exceptional circumstances only)Defer for 30 days only to enable provision of required information.        | Yes        | No<br><br>ASCOT generated letter sent |

|                                           |                                                                          |                                                                               |                                                                                                                                     |                                            |                                                    |
|-------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| 5021F – Company officeholder              | Require additional time to pay review fee.                               |                                                                               | <b>Yes</b><br>(exceptional circumstances only)<br><b>30 days if required</b>                                                        | <b>No</b>                                  | No letter sent – dispose of ASCOT generated letter |
| 5021F – Company officeholder              | Company has paid annual review fee or other ASIC debt (or part thereof). | Payments checked daily by Registry Services via SOFF DRGD Payment Report.     | If the company is to be deregistered within 24-48hrs. Defer only to enable payment to be processed.                                 | <b>Yes – If payment has been received.</b> | No<br><br>ASCOT generated letter sent              |
| ASIC                                      | Internal email request i.e. current investigation or enforcement action. |                                                                               | <b>Yes</b><br><br>Up to 180 days<br><br>Longer with Senior Manager Registry Services approval.                                      | <b>Yes</b>                                 | No<br>ASCOT generated letter sent                  |
| Third Party – Cth or State Govt Authority | Request to defer deregistration – online enquiry, letter, email.         | Statement that court proceedings are underway or intend to issue proceedings. | <b>Yes</b><br><br>Up to 180 days, or longer with Senior Manager Registry Services approval                                          | No                                         | No<br><br>ASCOT generated letter sent              |
| Third Party – Legal action (non-Govt)     | Request to defer deregistration – online enquiry, letter, email.         | Provide evidence eg. Letter of demand, statement of claim, court action.      | <b>Yes</b><br><br>No evidence provided - <b>30 days</b> to provide evidence eg. letter of demand, statement of claim, court action. | <b>No .</b>                                | No<br><br>ASCOT generated letter sent              |

|                        |                                               |                             |                                                                                                                                                                                                                                       |                                                                    |  |
|------------------------|-----------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--|
|                        |                                               |                             | <p>Up to <b>90 days</b> must provide evidence ie. Letter of demand, statement of claim.</p> <p>Up to 180 days with proof of court proceedings.</p> <p>If longer required, refer to Senior Manager Registry Services for approval.</p> |                                                                    |  |
| External Administrator | Request to cancel SOFF to appoint liquidator. | Statement from liquidator.. | No                                                                                                                                                                                                                                    | <b>Yes</b> - cancel SOFF to facilitate the lodgement of EXAD docs. |  |

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### Liquidator-initiated Deregistration – Form 578 only lodged

| Liquidator-initiated deregistration – Form 578<br>Status: EXAD; SOFF; DRGD |                                    |                                                                                  |           |                                                              |                          |
|----------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------|-----------|--------------------------------------------------------------|--------------------------|
| Applicant                                                                  | Conditions                         | Required Info                                                                    | Defer     | Cancel                                                       | InfoDesk Standard Letter |
| External Administrator                                                     | Written request - email or letter. | Form 492 to amend final accounts (524) and to recommence lodgement of Forms 524. | <b>No</b> | <b>Yes</b><br><br>Datafix required to change status to EXAD. | 579 form 492 reqd        |

|                                           |                                                                          |                                                                        |                                                                                              |                                         |                                |
|-------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------|
|                                           |                                                                          | A further Form 578 will be required when the liquidation is finalised. |                                                                                              |                                         |                                |
| ASIC                                      | Internal email request i.e. current investigation or enforcement action. |                                                                        | <b>Yes –</b><br><br>Up to 180 days                                                           | <b>No</b><br><br>Status to remain SOFF. | No ASCOT generated letter sent |
| Company                                   | To be referred to liquidator or to the court.                            |                                                                        | <b>Yes</b><br><br>Up to 180 days to allow the company to refer the matter to the liquidator. | <b>No</b><br><br>Status to remain SOFF  | 579 Defer 180_EXAD             |
| Third Party – Legal action (non-govt)     | Request from creditor or employee e.g. workplace claim, wages, etc.      |                                                                        | <b>Yes –</b><br><br>Up to 180 days.                                                          | <b>No</b><br><br>Status to remain SOFF  | No ASCOT generated letter sent |
| Third Party – Cth or State Govt Authority | Client to be referred to liquidator or to the court.                     |                                                                        | <b>Yes –</b><br><br><u>Up to</u> 180 days.                                                   | <b>No</b><br><br>Status to remain SOFF  | No ASCOT generated letter sent |

### Liquidator-initiated Deregistration – Form 578 and Form 5603 lodged

Requests for deferral of the deregistration action initiated by the lodgement of the Form 578 can be deferred however if a Form 5603 has also been lodged the company will deregister on the date the deregistration was initiated by the lodgement of the Form 5603.

If the liquidator wishes to stop deregistration action after a Form 5603 has been lodged, the liquidator must apply to the court in accordance with s509 (2) and (3). Only a court order can vary the date of deregistration.

| <b>Liquidator-initiated deregistration – Both Form 578 and Form 5603 lodged</b> |            |               |                                              |        |                            |
|---------------------------------------------------------------------------------|------------|---------------|----------------------------------------------|--------|----------------------------|
| Status: SOFF; DRGD                                                              |            |               |                                              |        |                            |
| Applicant                                                                       | Conditions | Required Info | Defer                                        | Cancel | InfoDesk Standard Letter   |
| All requests                                                                    |            |               | Only to F5603 initiated deregistration date. |        | 579 approved to F5603 date |

### Liquidator-initiated Deregistration – Form 5603

Requests for deferral or cancellation of deregistration action, which was initiated by the lodgement of a Form 5603 *End of administration return* (Form 5603), are actioned by the Service Delivery 5, Business Registry Delivery – Companies and Business Names – Traralgon.

If the liquidator wishes to stop deregistration action after a Form 5603 has been lodged, the liquidator must apply to the court in accordance with s509 (2) and (3). Only a court order can vary the date of deregistration.

| <b>Liquidator-initiated deregistration – Form 5603</b> |             |                                                                                                    |                                                                                                                                                          |            |                          |
|--------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|
| Status: EXAD; DRGD                                     |             |                                                                                                    |                                                                                                                                                          |            |                          |
| Applicant                                              | Conditions  | Required Info                                                                                      | Defer                                                                                                                                                    | Cancel     | InfoDesk Standard Letter |
| All requests                                           | Court order | Court order varying date of deregistration.<br><br>This can only be actioned while status is EXAD. | <b>Yes –ONLY</b> via a Form 571.<br><br>Court order will vary date of deregistration Once the date is reached the company will automatically deregister. | <b>N/A</b> | 579 deny_5603 lodged     |

### Deferral or Cancellation of Deregistration of a Managed Investment Scheme

ASIC may initiate the deregistration of a managed investment scheme for a variety of reasons – refer InfoDesk procedure [Form 5021S Record of reason for commencing deregistration action – schemes](#).

If the deregistration action has been initiated under s601PB (1)(ea) for the non-payment of the review fee, and the responsible entity pays the outstanding review fee, the Service Delivery 5 team will cancel the deregistration action.

**In any other circumstance**, advice must be sought from the Service Delivery Support analyst, as each request will need to be reviewed individually before a decision is made.

## **Document Assessment and Processing**

(insert Form 579 procedure (Document Assessment and Processing instructions) here)

## **Further Information**

### **Dead Doc Report - 519 report for companies in Strike-Off**

Every Tuesday afternoon an auto spooled report prints off to printer TP02 on Level 1 that contains information on companies that have lodged a Form 519G *Notice of court action relating to winding-up - Application to wind up company under S 459P, 462 or 464.*

The lodgement of this form will generate the “Docs Lodged by Dead Company” report, ASIC grants the deferral up to 180-days (6 month), as once the Form 519G has been lodged, the company has 180 days (6 months) to apply to the courts.



Dead Doc -  
Processing Guide.pdf

[../rrscr/ManagementDocuments/2022 CR 009/Dead Doc - Processing Guide.pdf](http://../rrscr/ManagementDocuments/2022 CR 009/Dead Doc - Processing Guide.pdf)

### **Withdrawal of request for deferral of deregistration**

On occasions, following the processing of a third party request for deferral of deregistration, ASIC has subsequently been advised that the legal action has been withdrawn and the deferral is no longer required.

In these circumstances, refer to a Service Delivery Support Analyst for assistance.



Bsf Organic Pty. Ltd.  
READY1 GROUP PTY LTD  
'1'  
378 High Street  
PRESTON VIC 3072

14 - 22 Grey Street, Traralgon  
PO Box 4000  
Gippsland Mail Centre VIC 3841

Customer Inquiries: 1300 300 630

[www.asic.gov.au](http://www.asic.gov.au)

29 May 2026

Dear Sir/Madam,

**DEFERRAL of DEREGISTRATION ACTION**

**BSF ORGANIC PTY. LTD.  
ACN 639 659 957**

You are advised that the action to deregister the above company has been deferred for 120 days from the date of this notice, at the request of ENVIRONMENT PROTECTION AUTHORITY VICTORIA.

Unless otherwise advised, deregistration proceedings will recommence once the deferral period has elapsed.

If you require any further assistance or information, please visit our website at [www.asic.gov.au](http://www.asic.gov.au), telephone ASIC on 1300 300 630, or seek your own professional advice from your agent, accountant or lawyer.

Yours faithfully,

Registry Officer  
Registry Operations  
Australian Securities and Investments Commission