



ASIC
Australian Securities &
Investments Commission

Company officeholder: How to sign up for online access

User guide | Published July 2025



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

Get started

1. Visit our website at asic.gov.au
2. Select the '**ASIC portals**' button in the top-right to view further options.
3. Under **Company officeholder**, choose **Learn more about ASIC's online services** (from the drop-down menu) and read about how to sign up for portal access.

Tips:

- Additional support can be found on the following pages:
 - [Company officeholders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

Form setup

1. On the Form setup page, read the ASIC **Electronic Lodgement protocol**. It outlines the rules and obligations with which you must comply.
2. Select **Yes** to confirm you agree to be bound by the terms and conditions of the **ASIC Electronic Lodgement Protocol**.
3. Select **as a company officeholder (director or secretary)**, as the basis on which you are applying.
4. Select **Next** to continue.

Form RC99
 ▶ **Form setup**
 ▶ Select Access
 ▶ Security details
 ▶ Your details
 ▶ Submit
 ▶ Confirmation

Help
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 Search ASIC
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Form setup

Resume application

If you have already filled in an application and are now ready to submit it, [resume](#).

New application 1

Before you apply, you must read and agree to the terms and conditions set out in the [ASIC Electronic Lodgement Protocol](#) - the legal agreement that governs the lodgement of documents electronically with us.

If you have not used this service before, read "[How this works](#)" first. It contains important information including what information you will need to provide to complete this request.

I have read the ASIC Electronic Lodgement Protocol and agree to be bound by the terms and conditions.

2 Yes No

On what basis are you applying?

3

- as a company officeholder (director or secretary)
- as an ASIC registered agent
- as an Australian Financial Services licensee
- as an Australian Financial Services authorised representative
- as a registered liquidator
- as a registered company auditor or as a director or officeholder of an authorised audit company
- as a credit licensee
- as a body corporate credit representative

4 [Next](#)

Enter your access requirements

1. Enter your **ACN/ABN**.
2. Enter your **Corporate Key**.
3. Enter your **Given name/s**.
4. Enter your **Family name**.
5. Enter your **Date of birth**.
6. Select the **Office held** from the drop down list.
7. Select **Next** to continue.

Form RC99
 ✓ Form setup
 ▶ **Select Access**
 ▶ Security details
 ▶ Your details
 ▶ Annual Statement
 ▶ Submit
 ▶ Confirmation

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Your access requirements

Provide the following details

ACN/ABN 1

Corporate key 2

Officeholders details as notified to ASIC on company documents 3

Given names 3

Family name 4

Date of birth 5 (DD-MM-YYYY)



Office held 6 Director

7 [Next](#)

Set up a username and password

You will need to create a user name and password.

1. Enter a **user name** of your choice that meets the criteria listed.
2. Enter a **password** of your choice that meets the criteria listed. Your password may not contain special characters outside of the criteria listed.
3. Confirm your **password**.
4. Enter a **security question and answer** to help us confirm your identity if you forget your user name or password.
5. Select **Next** to continue.

  ASIC
Australian Securities & Investments Commission Register for online access

Form RC99
✓ Form setup
✓ Select Access
➤ **Security details**
➤ Your details
➤ Annual Statement
➤ Submit
➤ Confirmation

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
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Links
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Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder: Citizen, John Director

Security details

User name and password
It is essential that you can remember your user name and password. If you only intend to use ASIC services occasionally you may prefer to use something like your email address as your user name - this may help you remember the name when you login.

Enter a user name of your choice 1
Must contain a minimum of 6 characters
May contain a maximum of 50 characters
May be a valid email address


Enter a password of your choice 2
Must contain a minimum of 10 characters
May contain a maximum of 50 characters
Must contain lower case and upper case alpha and numeric characters
May contain punctuation or keyboard characters (excluding whitespace and special controls)

Confirm your password 3
Must match password

Security question and answer
If you forget your password, we will verify your identity by asking you this question. Choose a question only you know the answer to that has nothing to do with your password.
The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words.
You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated.

Question 4
Must be at least 6 characters

Answer
Must be at least 6 characters

 [Next](#)

Verify your new user name and password

You will be prompted to enter your new username and password.

1. Enter your **username** and **password**.
2. Select **OK** to continue.

The screenshot shows the ASIC Form RC99 'Security details' section. A Windows Security dialog box is overlaid on the page, titled 'iexplore.exe'. The dialog box contains fields for 'User name' and 'Password', both with red '1' markers. Below the fields are 'OK' and 'Cancel' buttons. The 'OK' button has a red '2' marker. The background page shows the 'Security details' section with instructions for creating a user name and password, and a 'Security question and answer' section with a 'Next' button at the bottom right.

Enter your personal details

1. Enter your **personal details** in the fields provided.
2. Ensure you read the **Note** at the bottom of the screen.
3. Select **Next** to continue.

The screenshot shows the ASIC Form RC99 'Your details' section. The 'Your details' section is expanded, showing fields for 'Company', 'Officeholder', 'User name', and 'Reference No'. Below this is the 'Provide the following details' section, which includes 'Contact details' with fields for 'Email address', 'Re-enter email address', and 'Telephone'. The 'Telephone' field has a red '1' marker. Below the 'Telephone' field is a 'Comments' field. At the bottom of the page, there is a red '2' marker next to a 'Please Note' message, and a red '3' marker next to the 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

Annual Statement Package declaration

1. The information regarding **issuing of annual statement packages** is important. Please read this information carefully.
2. Select **Yes** to acknowledge your understanding.
3. Select **Next** to continue.

The screenshot shows the ASIC Form RC99 interface. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Register for online access'. The left sidebar contains navigation links for 'Form RC99', 'Help', and 'Links'. The main content area is titled 'Annual Statement Package 1' and contains the following text: 'If you do not have a Registered ASIC Agent and you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received the company Annual Statement Package within 5 working days after a company's review date, it is your responsibility to contact ASIC to ensure you receive the Annual Statement Package for the company.' Below this is a declaration: 'I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically if I do not have a Registered ASIC Agent.' A red box '2' highlights the 'Yes' radio button. At the bottom right, a red box '3' highlights the 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

Submit application

To complete your application for online access you must:

1. Read the **declaration**.
2. Select **Yes** to confirm you agree to the declaration.
3. Select **Submit** to lodge your application.

The screenshot shows the ASIC Form RC99 interface for submitting an online application. The header is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled 'Submit online application' and contains the following text: 'Submit now I declare that'. A red box '1' highlights the first bullet point: 'This request is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol'. A red box '2' highlights the 'Yes' radio button. Below this is the date 'Date: 12-08-2014' and a warning: 'Heavy penalties can be imposed for giving false or misleading information.' At the bottom right, a red box '3' highlights the 'SUBMIT' button. Below the 'SUBMIT' button is a 'Logout!' button. The footer is identical to the previous screenshot.

Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

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

The screenshot displays the ASIC Form RC99 Confirmation screen. At the top left is the Australian coat of arms, followed by the ASIC logo and the text "ASIC Australian Securities & Investments Commission". On the top right, there is a link "Register for online access". The main content area is divided into sections: "Form RC99" with a "Submit" link and a "Confirmation" link; "Help" with links for "Ask a question", "How this works", and "Technical FAQ"; and "Links" with links for "Search ASIC" and "Search ABR". The submission details are as follows:

Company	EXAMPLE COMPANY PTY LTD ACN 000 000 000
Officeholder	Citizen, John
User name	jcitizen
Reference No	12345678

Below the details, a confirmation message states: "Your request has been submitted to ASIC on 12/08/2014 at 09:34:06." A subsequent message says: "You can now activate your online access by clicking the 'Next' button." At the bottom right, there is a red button with the number "1" and a blue "Next" button.