



Notification to register, change details of, or cease as an agent

This form is used to register as an agent with ASIC, to change agent details or to cease as an agent with ASIC. Sections A, B, C may be lodged independently with this signed cover page to notify ASIC.

Agents are subject to ASIC's Registered Agent Terms and Conditions available at www.asic.gov.au/reg-agent-terms

Related forms:

361 - Notification of a registered agent ceasing to act for a company

362 - Notification of appointment or cessation of a registered agent by a company

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

Lodgement details

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

ASIC registered agent number (not required for applications to register as an agent)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address

Type of notification

Tick one box

- Register as an agent - complete section A
- Change details of an agent - complete section B
- Cease as an agent - complete section C

Privacy

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

Lodgement

Email completed and signed forms to:
agent.registration@asic.gov.au

For more information

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

Section A - Register as an agent

Eligibility

See the guide for more information.

Type of agent

The agent is an individual.

The agent is an organisation.

Applicants must have an Australian Business Number (ABN) and be a registered Australian company, an entity with a registered business name, or an individual operating a business under their own name, and must be aged 18 or over and reside in Australia.

If the applicant:

- is a company, the responsible person must be a current officeholder, or
- operates under a business name, then the responsible person must be a business name holder or an authorised representative, or
- is an individual, they become the responsible person.

The responsible person must not be disqualified from managing corporations including being an undischarged bankrupt or subject to an unfulfilled personal insolvency agreement, and must meet National Police Check requirements. If a registered agent no longer meets eligibility requirements and the issue can't be resolved within 14 days, their registration must be cancelled.

<input type="checkbox"/>	Family name <input type="text"/>	Given name <input type="text"/>
	Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	ABN <input type="text"/>
	Place of birth (town/city) <input type="text"/>	(state/country) <input type="text"/>
<input type="checkbox"/>	Organisation name <input type="text"/>	
	ABN/ACN <input type="text"/>	
	Is the applicant registered with the Tax Practitioners Board? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Registration number <input type="text"/>	

Address details

Postal address	
Office, unit, level <input type="text"/>	
Street number and Street name <input type="text"/>	
or PO Box number <input type="text"/>	
Suburb/City <input type="text"/>	State/Territory <input type="text"/>
Postcode <input type="text"/>	
Street address	
Is it the same as the postal address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'No', please complete details below)	
Office, unit, level <input type="text"/>	
Street number and Street name <input type="text"/>	
Suburb/City <input type="text"/>	State/Territory <input type="text"/>
Postcode <input type="text"/>	

A Continued ... Register as an agent

Responsible person

The responsible person is accountable for the performance of the obligations under ASIC's Registered Agent Terms and Conditions.

ASIC will contact the responsible person for issues relating to the standard of conduct for registered agents.

Tick the box relevant to you.

See the guide for more information.

Family name Given name

Email address

Telephone number
(...)

Director ID: If you are a company director, before applying, you must have or have applied for a director ID.

Please check the box to confirm that you acknowledge the requirement.

OR

Are you a business name holder or business name representative?

Yes No (You must be one before applying to register)

National Police Check

A Nationally Coordinated Criminal History Check is required for the responsible person.

Tick to confirm document attached (issued within the last 12 months from the date that ASIC receives the application).

Contact person

A contact person may be nominated by the responsible person to complete the administrative and compliance functions relating to registration as an ASIC registered agent.

ASIC will use this contact in relation to document lodgement queries.

Is this person the same as the responsible person?

Yes

No (If 'No', please complete details below)

Family name Given name

Email address

Telephone number
(...)

Signature

This form must be signed by the responsible person.

I declare the applicant is eligible to register and the information provided on this form is complete and accurate.

I have read and agree to the ASIC Registered Agent Terms and Conditions.

Name

Responsible person

Signature

Date signed

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

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Section B - Change details of an agent

You must keep your details up to date and notify ASIC of any changes within 14 days of the date of change.

If you have not previously provided ASIC the details of the agent's ABN or responsible person, please complete the relevant section below.

Registered agent

Registered agent number

ABN

Registered agent name (person or organisation)

Telephone number

Email address

What details are changing?

Select the relevant option.

Address Details

Postal address

Office, unit, level

Street number and Street name

or

PO Box number

Suburb/City

State/Territory

Postcode

Street address

Is it the same as the postal address?

Yes

No. (If 'No', please complete details below)

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Responsible person

The responsible person is accountable for the performance of the obligations under ASIC's Registered Agent Terms and Conditions.

ASIC will contact the responsible person for issues relating to the standard of conduct for registered agents.

Family name

Given name

Email address

Telephone number

B Continued ... Change details of an agent

Contact person

A contact person may be nominated by the responsible person to complete the administrative and compliance functions relating to registration as an ASIC registered agent.

ASIC will use this contact in relation to document lodgement queries.

Is this person the same as the responsible person?

Yes

No (If 'No', please complete details below)

Family name

Given name

Email address

Telephone number

(...)

Signature

This form must be signed by the responsible person.

I declare the information on this form is complete and accurate.

Name

Responsible person

Signature

Date signed

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

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Section C - Cease as an agent

Registered agent

Registered agent number

ABN

Registered agent name (person or organisation)

Email address

See the guide for steps to cancel

Signature

This form must be signed by the responsible person.

I declare I have completed the steps to cancel my registration as an ASIC Registered Agent.

Name

Responsible person

Signature

Date signed

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

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Guide: Notification to register, change details of, or cease as an agent

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Related forms:

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Lodgement period	Nil – to be lodged when required.
Lodging fee	Nil
ASIC Registered Agent Terms and Conditions	The ASIC Registered Agent Terms and Conditions are available at www.asic.gov.au/reg-agent-terms
Eligibility to register as an ASIC registered agent	<p>Before applying to register as an ASIC registered agent, please ensure the following eligibility requirements are met. An ASIC registered agent may be:</p> <ul style="list-style-type: none">• a registered Australian company, or• an entity that has a registered business name, or• an individual that carries on business under the individual's name. The individual must be over 18 years of age and must reside in Australia. <p>At all times, the ASIC registered agent must have an Australian Business Number.</p> <p>The ASIC registered agent and the responsible person must not:</p> <ul style="list-style-type: none">• be disqualified from managing corporations under the Corporations Act 2001 (Cth),• have been cancelled as an ASIC registered agent by ASIC in the past six months for any reason. <p>You must cancel your registration as an ASIC registered agent if, at any time, you cease to meet these eligibility requirements.</p>
Responsible person	<p>An ASIC registered agent that is a company or an entity that has a registered business name must appoint an individual to act as a responsible person. The responsible person is accountable for the performance of the obligations under the ASIC Registered Agent Terms and Conditions.</p> <p>The responsible person must:</p> <ul style="list-style-type: none">• be over 18 years of age and reside in Australia,• provide a National Police Check. <p>and if the ASIC registered agent:</p> <ul style="list-style-type: none">• is a company – be currently registered with ASIC as an officeholder for that company, or• has a registered business name that is not held by a company – be currently registered with ASIC as the business name holder or a representative for that business name registration.
Supporting documentation and information	<p>During the application process we may conduct checks of ASIC records or other government agencies or require checks of those agencies' records to be provided to verify your eligibility to be an ASIC Registered Agent.</p> <p>A National Police Check (no older than 12 months) is required to be attached to the application for the responsible person.</p> <p>If you're the responsible person for a company and are a currently registered director, but you do not have or have not applied for a director ID, visit the ABR website to learn more and apply.</p>

Changing your details

If any of your details change, you must complete and lodge a Form RA01 *Notification to register, change details of or cease as an agent* (Form RA01) within 14 days of the change.

Please note: You cannot submit a change of name for an ASIC registered agent.

If a company is operating as a registered agent and a Form 205 *Notice of resolution to change a company name* (Form 205) is lodged, we will update the registered agent's name.

Ceasing your registration

You may cancel your registration as an ASIC registered agent by completing the following steps:

Step 1

If your address is the registered office for any company, you must either:

- (a) seek authorisation from the company to lodge with ASIC a change to the registered office, or
- (b) notify ASIC in writing that you withdraw consent for your premises to be the registered office

Step 2

Lodge a Form 361 *Notification of a registered agent ceasing to act for a company* for each company for which you are the nominated registered agent.

Step 3

Lodge this form to cancel your registration.

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