How to appoint a time-share adviser

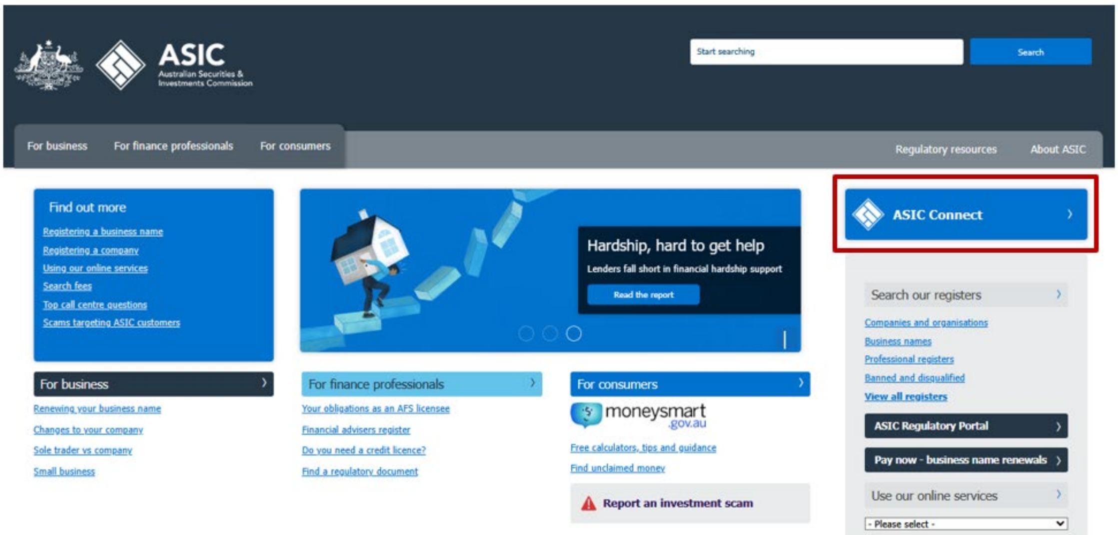
ASIC Connect user guide | Version 2.0, September 2024

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

- You will need to use [ASIC Connect] to appoint time-share advisers.
- You can notify ASIC of up to 25 appointments per transaction.
- Further assistance about using ASIC Connect can be accessed via the Help button at the top right-hand side of the screen.
- If you're unable to select the **Next** button, please ensure you have provided all mandatory information on the screen.
- Visit our [support page] for more user guides about other ASIC Connect transactions.

Get started

1. Visit our website at www.asic.gov.au. Click on the blue **ASIC Connect** box. This will take you to ASIC Connect.



Log in

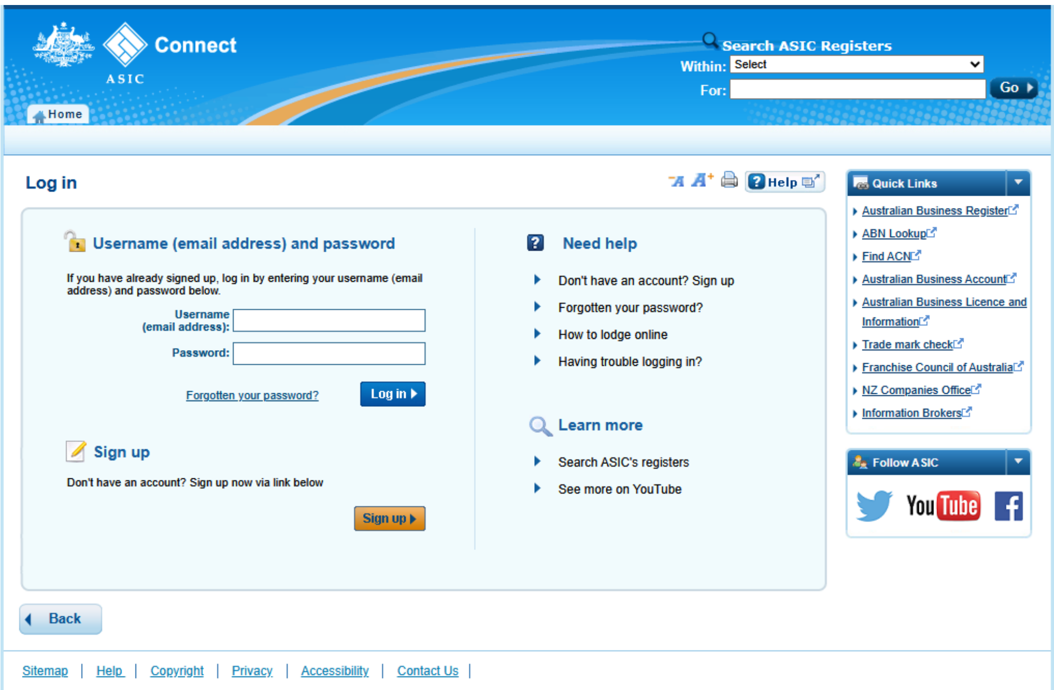
2. From the ASIC Connect home page, select **Log in**. If you do not have an ASIC Connect account select **Sign up**.

3. Log in using your email address and password. If you do not have an ASIC Connect account select **Sign up**.

If you already have an ASIC Connect account, you will need to link the AFS licence or authorised representative to your ASIC Connect account before you can appoint any time-share advisers. You will need an ASIC key to do this.

The following user guides show you how to link your AFS licence or authorised representative:

- How to sign up for an ASIC Connect account and link your licence(s)
- How to sign up for an ASIC Connect account and link authorised representatives.



Appoint a time-share adviser

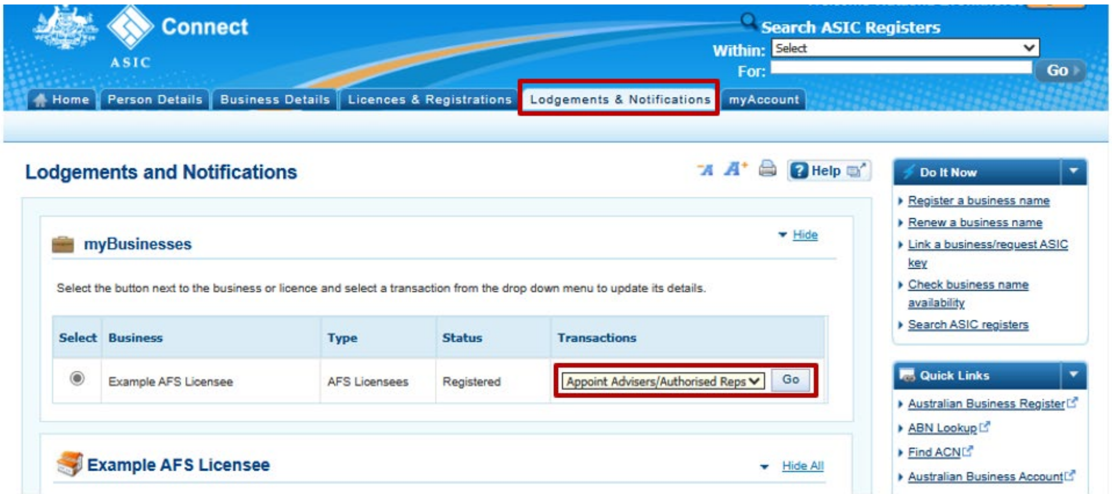
4. Once you have logged in, the home screen will be visible. Select the **Lodgements & Notifications** tab at the top of the page.

You will be taken to the *Lodgements and Notifications* page. You can appoint, maintain or cease an authorised representative, and/or a financial adviser, provisional financial adviser and time-share adviser using the *myBusinesses* form.

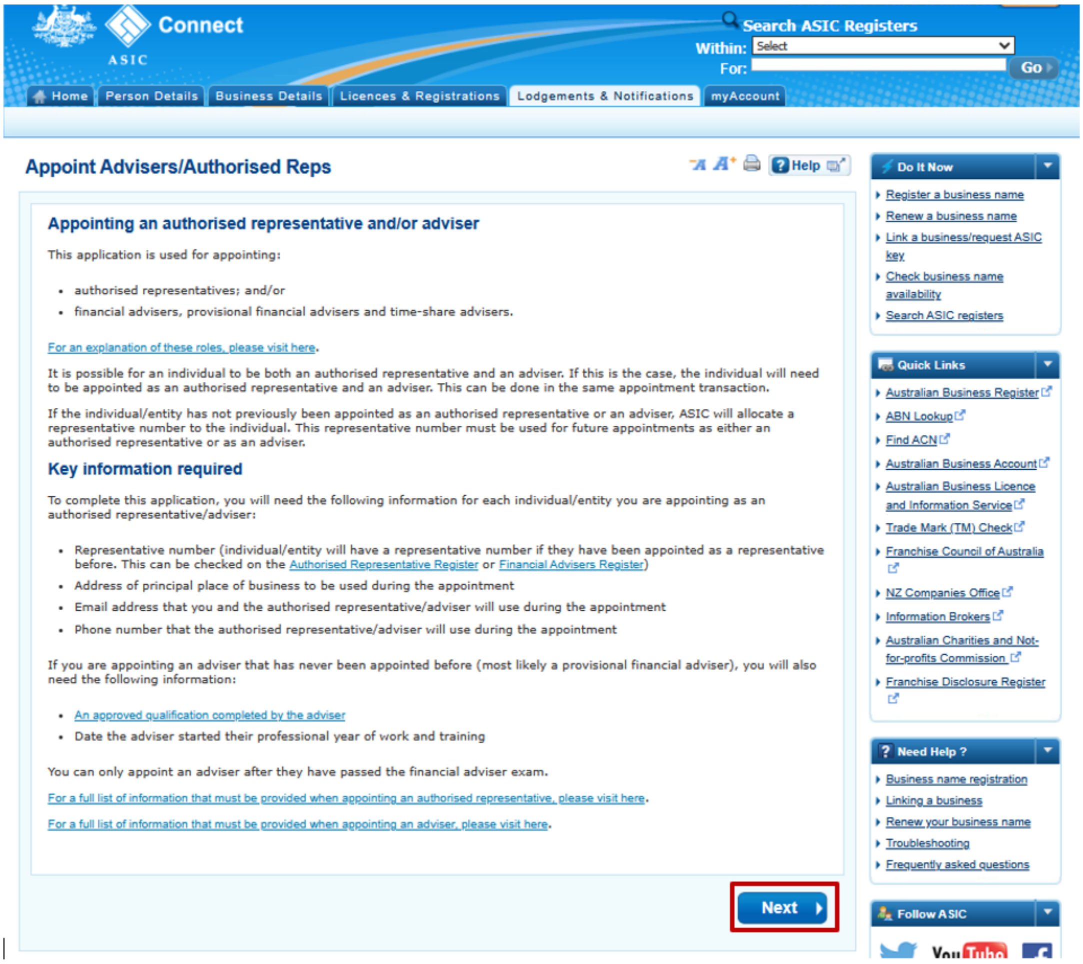
5. Select the radio button next to the AFS licensee or AFS representative you want to appoint a time-share adviser to.

6. In the transactions column, select **Appoint Advisers/Authorised Reps**. This is the name of the transaction you use to appoint a time-share adviser.

7. Select **Go** to proceed.



8. Review the information and ensure you have the *Key information required* to progress with the appoint application. Select **Next** to continue.



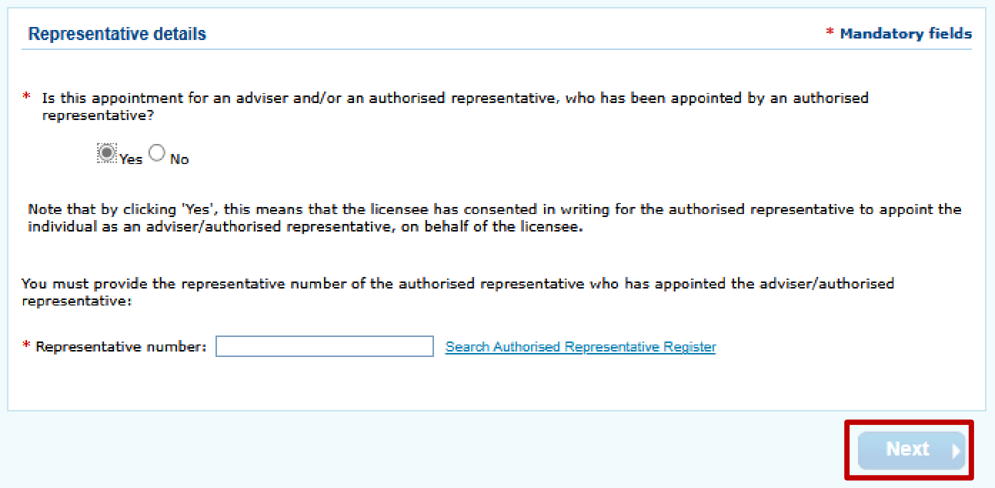
Representative details

9. Inform us if you, the licensee, are notifying of the appointment of a time-share adviser or authorised representative who has been appointed by an authorised representative on your behalf.

10. Select **Yes** if you are telling us of a time-share adviser or authorised representative who was appointed by one of your authorised representatives. Select **No** if you are telling us of an appointment you made yourself.

If you select **Yes**, you need to enter the representative number of the authorised representative. If you are unsure of their number, select the link **Search Authorised Representatives Register** to search the authorised representatives register for their number.

11. Select **Next** to continue.



12. Select the type of adviser you are appointing the time-share adviser as.

A representative can be both a time-share adviser and an authorised representative. You can find out more information about adviser types under [Information on the Financial Advisers Register](#) on our website.

13. Enter the date of appointment.

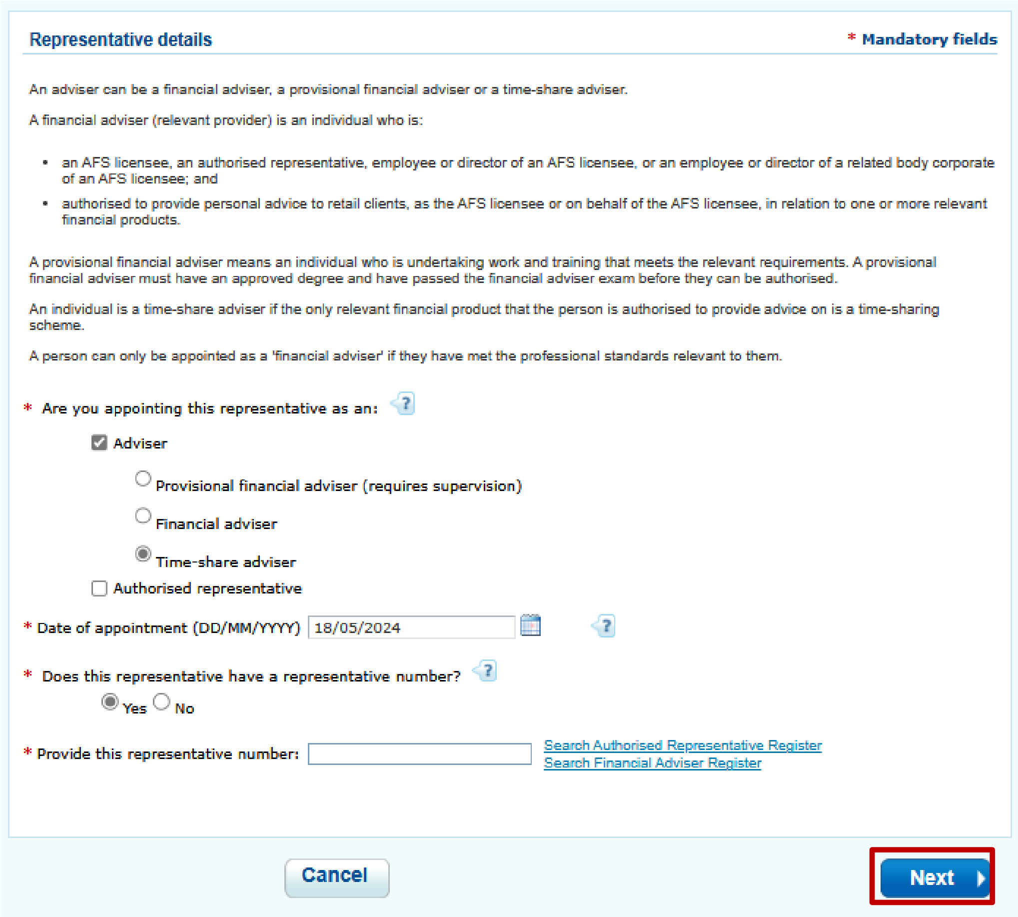
The appointment date must be a date on or after the AFS licence was granted by ASIC or, if appointed by an authorised representative, on or after the date the authorised representative was appointed by the licensee.

14. Select whether ASIC has issued this time-share adviser with a representative number.

15. If you select **Yes**, enter the time-share adviser's representative number.

If the time-share adviser does not have a representative number, you will be asked to provide their ABN (if applicable).

16. Select **Next** to continue.



Representative details   * Mandatory fields

An adviser can be a financial adviser, a provisional financial adviser or a time-share adviser.

A financial adviser (relevant provider) is an individual who is:

- an AFS licensee, an authorised representative, employee or director of an AFS licensee, or an employee or director of a related body corporate of an AFS licensee; and
- authorised to provide personal advice to retail clients, as the AFS licensee or on behalf of the AFS licensee, in relation to one or more relevant financial products.

A provisional financial adviser means an individual who is undertaking work and training that meets the relevant requirements. A provisional financial adviser must have an approved degree and have passed the financial adviser exam before they can be authorised.

An individual is a time-share adviser if the only relevant financial product that the person is authorised to provide advice on is a time-sharing scheme.

A person can only be appointed as a 'financial adviser' if they have met the professional standards relevant to them.

* Are you appointing this representative as an:

Adviser

Provisional financial adviser (requires supervision)

Financial adviser

Time-share adviser

Authorised representative

* Date of appointment (DD/MM/YYYY) 18/05/2024

* Does this representative have a representative number?

Yes No

* Provide this representative number:

Search Authorised Representative Register

Search Financial Adviser Register

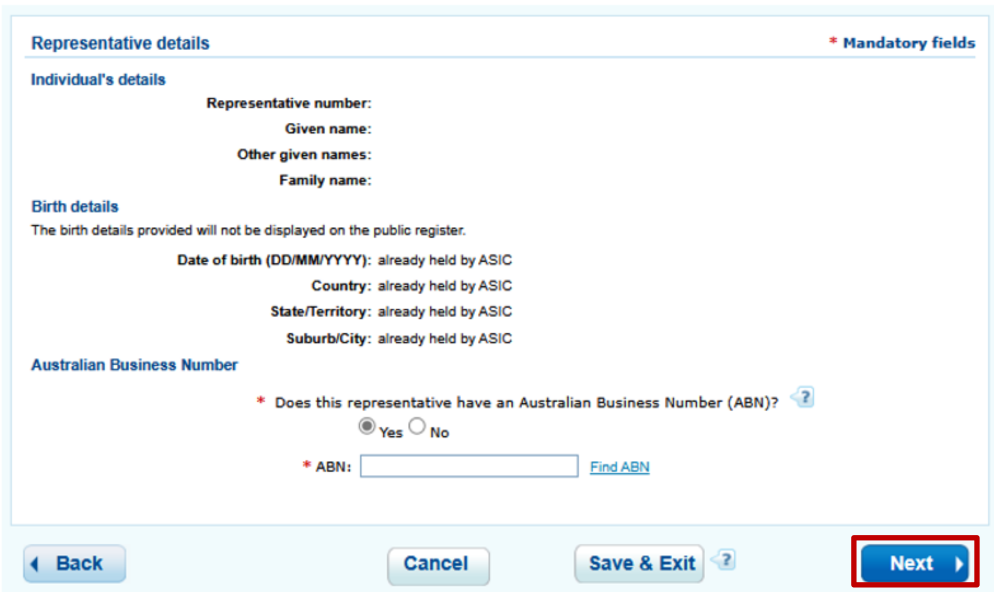
Cancel Next

If the time-share adviser has a representative number

17. Confirm the representative's details are correct.

18. If the representative has an ABN, enter the ABN.

19. Select **Next** to continue.



Representative details   * Mandatory fields

Individual's details

Representative number:

Given name:

Other given names:

Family name:

Birth details

The birth details provided will not be displayed on the public register.

Date of birth (DD/MM/YYYY): already held by ASIC

Country: already held by ASIC

State/Territory: already held by ASIC

Suburb/City: already held by ASIC

Australian Business Number

* Does this representative have an Australian Business Number (ABN)?

Yes No

* ABN: Find ABN

Back Cancel Save & Exit Next

If the time-share adviser does not have a representative number

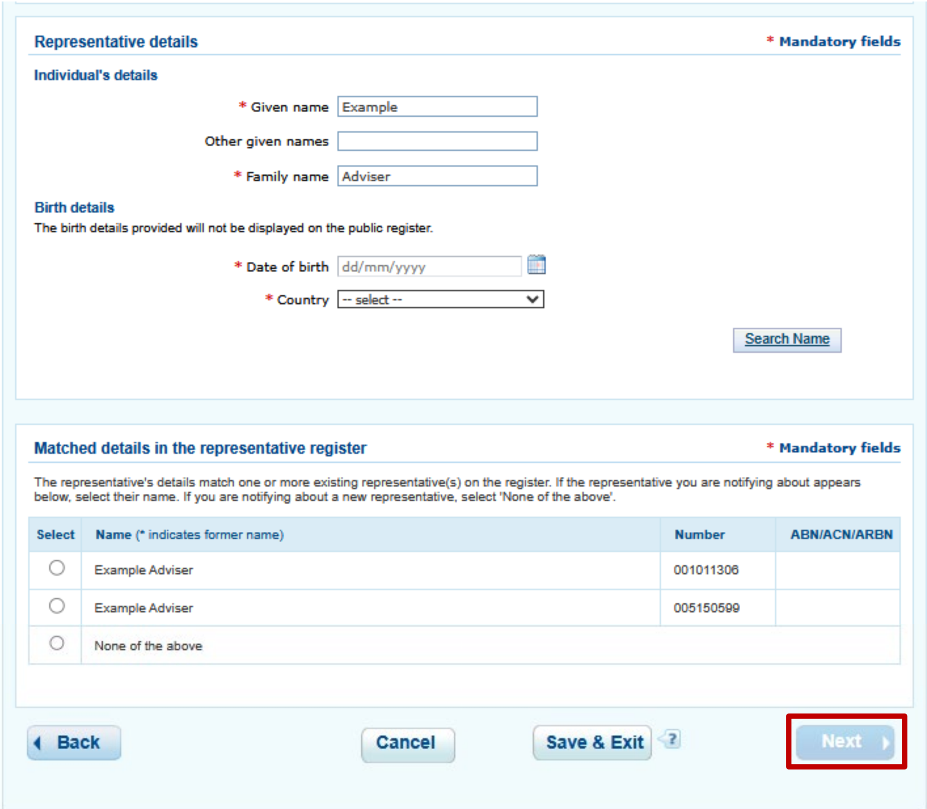
20. Provide the given name and family name and birth details of the time-share adviser you are appointing.

> If you have provided a representative number, the time-share adviser's details will be pre-populated.

21. Select **Search Name**.

22. If the time-share adviser appears in the search results, select the radio button next to their name. Otherwise select 'None of the above'.

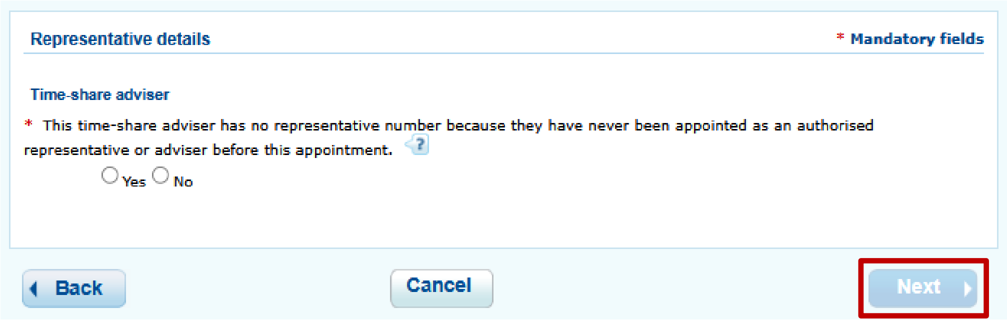
23. Select **Next** to continue.



24. Select **Yes** to confirm that the time-share adviser *does not* have a representative number because they have never been appointed as an authorised representative or adviser. Select **No** if the time-share adviser does have a representative number. If you select **No** you must go **Back** and enter a representative number.

> If the time-share adviser has previously been appointed as an authorised representative or adviser, ASIC will have allocated a representative number to them. You can check this on the Authorised Representative Register or the Financial Advisers Register.

25. Select **Next** to continue.



Addresses

26. Select **+Add/Edit** to add or update the time-share adviser's principal place.

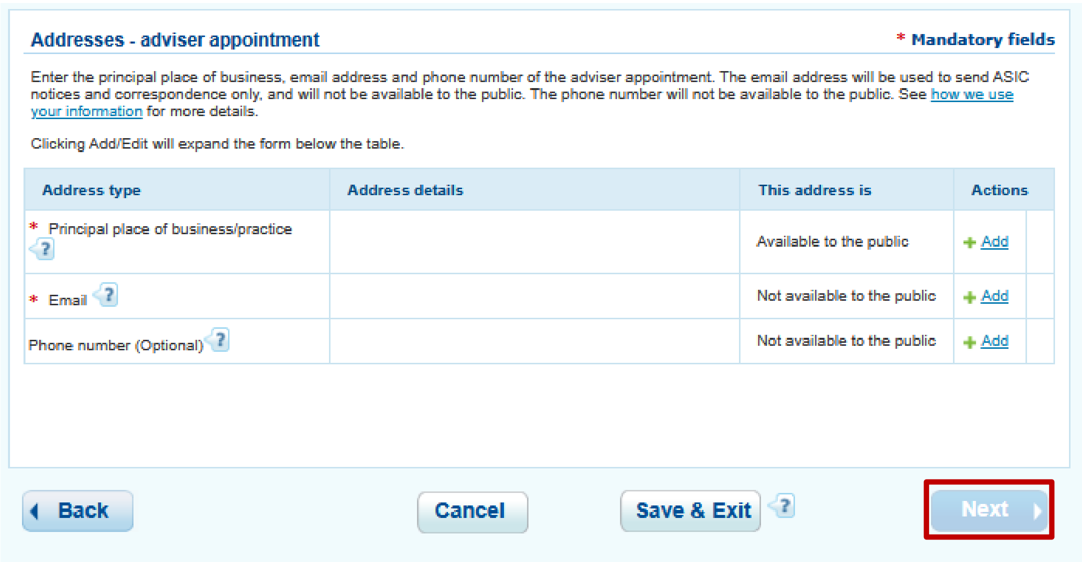
27. Select **+Add/Edit** to add or update the time-share adviser's email address.

The email address will be used to send ASIC notices and correspondence only and will not be available to the public.

28. Select **+Add/Edit** to add or update the time-share adviser's phone number.

The time-share adviser's phone number is optional and will not be available to the public.

29. Select **Next** to continue.



Address type	Address details	This address is	Actions
* Principal place of business/practice		Available to the public	Add
* Email		Not available to the public	Add
Phone number (Optional)		Not available to the public	Add

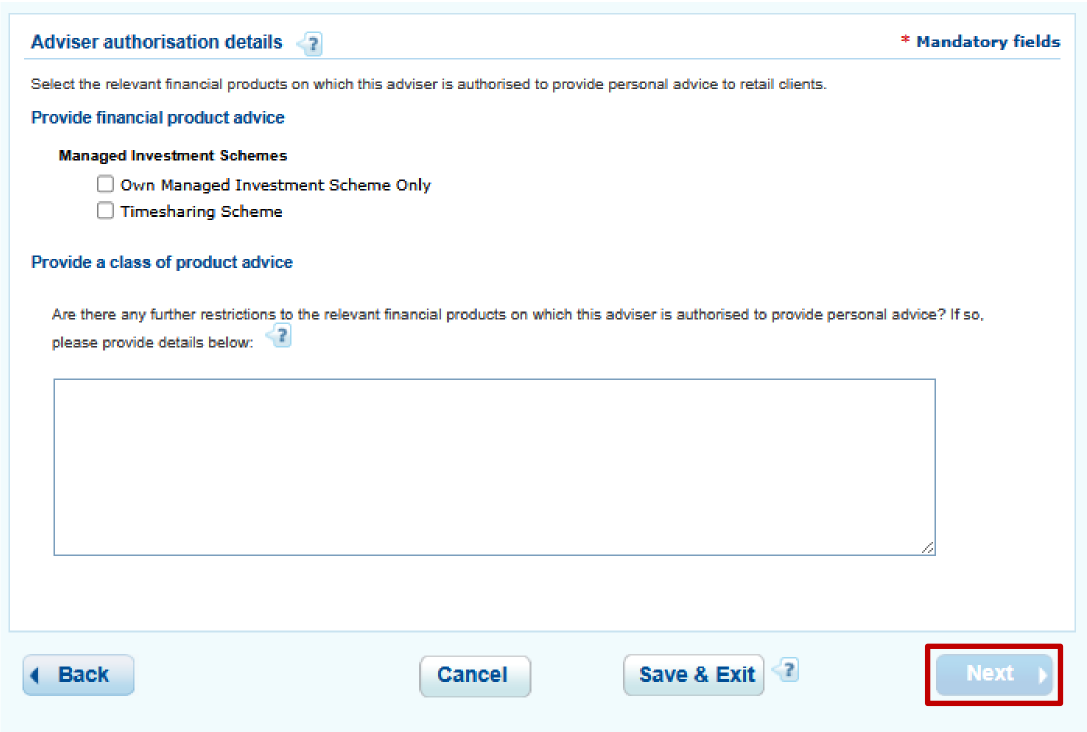
Authorisation details

30. Provide the authorisation details of the time-share adviser you are appointing.

31. Select the relevant financial products on which the time-share adviser is authorised to provide personal advice to retail clients.

32. Enter any further restrictions to the relevant financial products on which the time-share adviser is authorised to provide personal advice.

33. Select **Next** to continue.



Qualifications and training

34. Provide the qualification and training details of the time-share adviser you are appointing by selecting **+Add**.

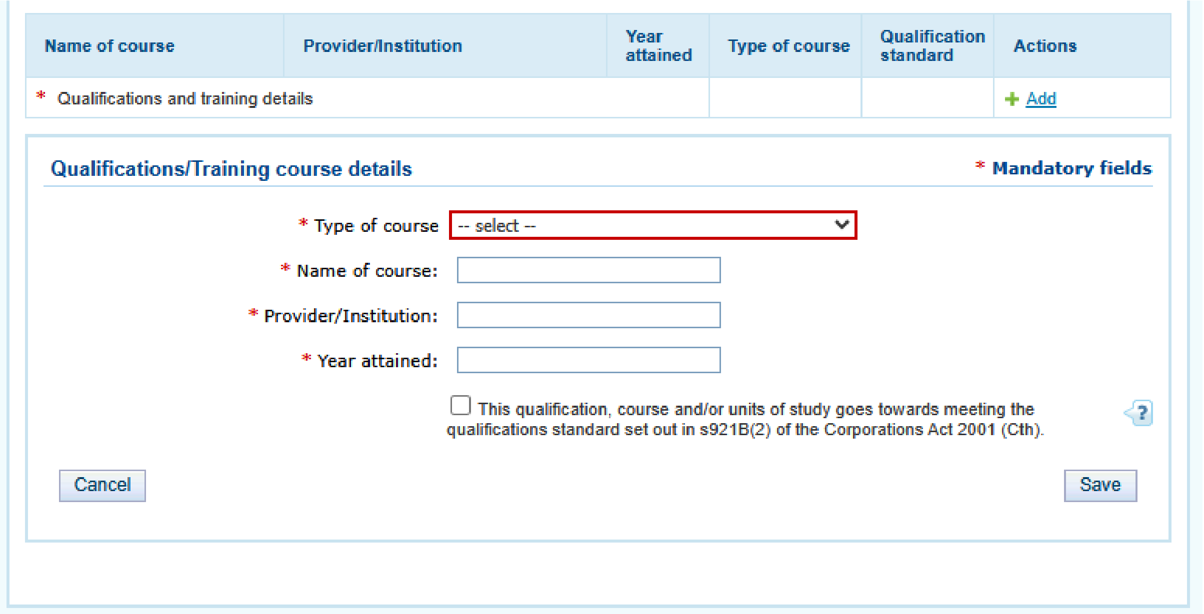
You can add a maximum of 10 qualifications and training courses.

35. Enter the name of the course, provider/institution, year obtained and type of course (e.g. AQF 7 Bachelor).

36. Select the tick box if the qualification, course and/or units of study goes towards meeting the qualifications standard set out in s921B(2) of the *Corporations Act 2001*.

A time-share adviser does not need to meet the qualifications standard set out in s921B(2).

37. Select **Save** to save the course entered.



Professional memberships

38. Select whether the time-share adviser you are appointing is a member of a professional body.

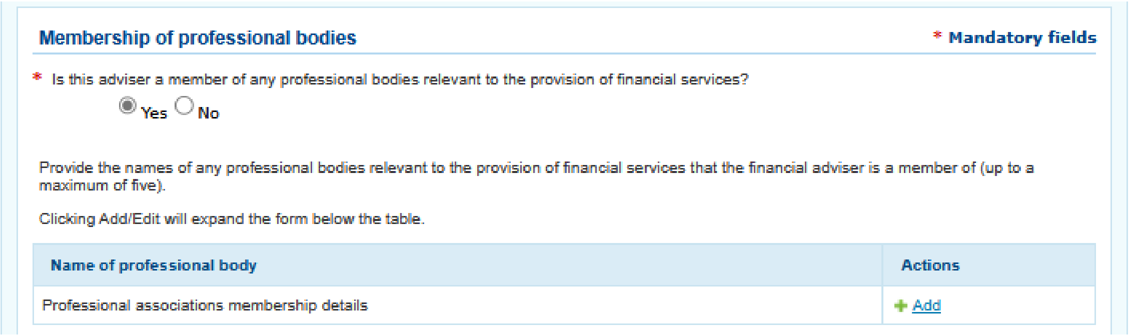
39. If the time-share adviser is a member of a professional body, select **+Add/Edit** to enter the membership details.

You can add a maximum of five professional memberships.

40. Select the professional body name from the drop-down box.

41. Select **Save** to save the professional membership.

42. When all professional memberships have been added, select **Next** to continue.



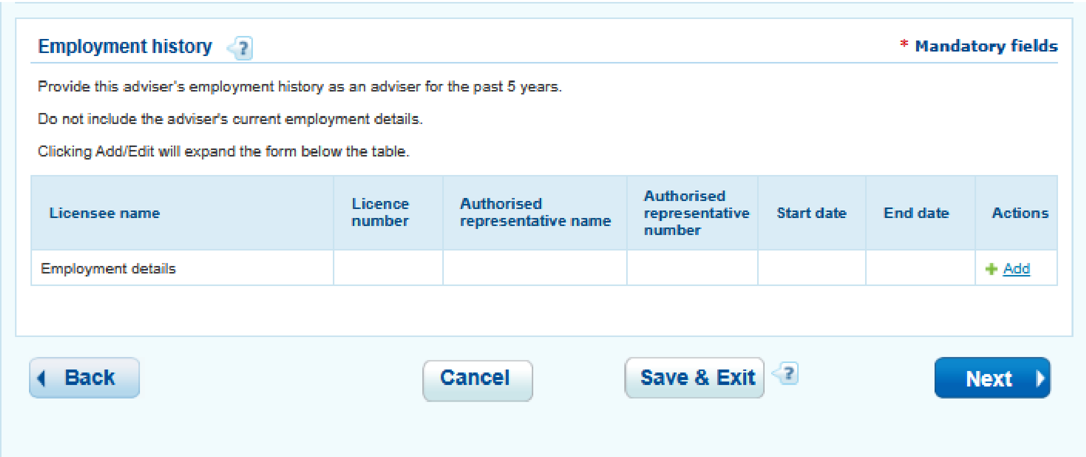
Employment history

43. Select **+Add** to provide the employment history of the time-share adviser you are appointing.

Current employment is not considered part of employment history – only previous appointments as an adviser (with a start and end date). If the time-share adviser has been employed by the current licensee for more than 5 years, further employment history is not required. If the time-share adviser has been employed by more than one licensee during the past 5 years, employment details for all licensees during that period must be provided.

44. Enter the year the time-share adviser first provided personal advice.

45. Select **Next** to continue.



Review

46. Review the appointments shown on the review screen to confirm they are correct.

47. Select **+Add another** to add another time-share adviser.

You can notify ASIC of up to 25 appointments per transaction.

48. Select **Edit/Review** if the time-share adviser's information has been entered incorrectly.

49. Select **Remove** to remove a time-share adviser's appointment.

50. When all time-share advisers have been added correctly, select **Next** to continue.

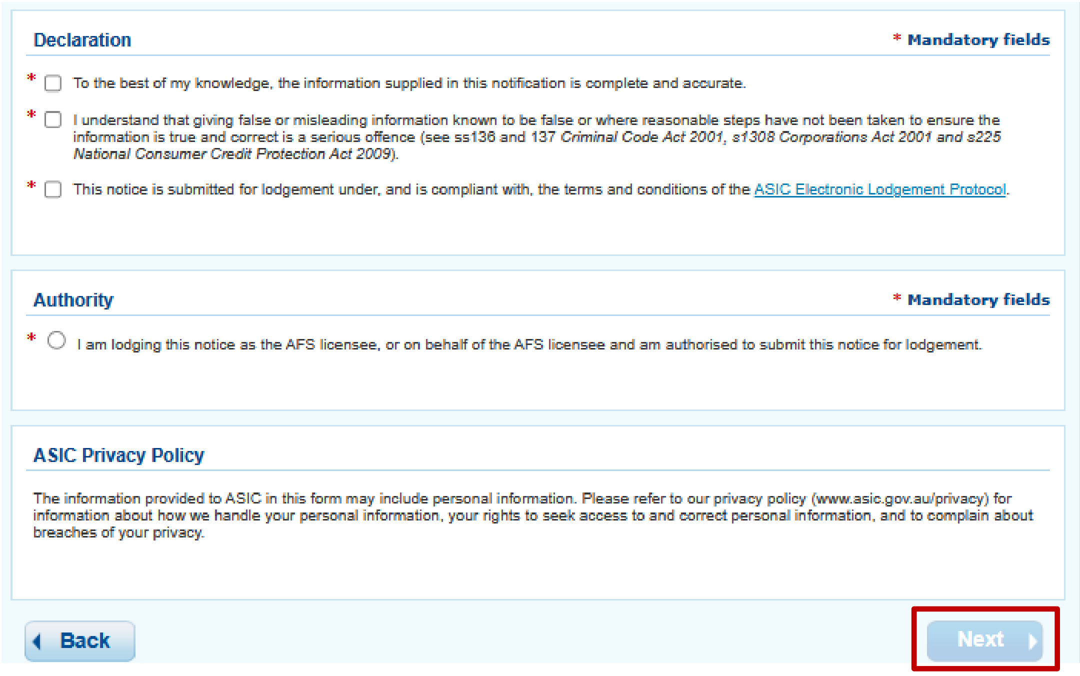
Declarations

51. Read the declarations to ensure you agree with the conditions of the transaction. If you agree, tick the boxes next to each declaration to proceed.

52. Select your authority for submitting the transaction.

53. Read ASIC's privacy policy.

54. Select **Next** to continue.



Declaration * Mandatory fields

* To the best of my knowledge, the information supplied in this notification is complete and accurate.
* I understand that giving false or misleading information known to be false or where reasonable steps have not been taken to ensure the information is true and correct is a serious offence (see ss136 and 137 *Criminal Code Act 2001, s1308 Corporations Act 2001 and s225 National Consumer Credit Protection Act 2009*).
* This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the ASIC Electronic Lodgement Protocol.

Authority * Mandatory fields

* I am lodging this notice as the AFS licensee, or on behalf of the AFS licensee and am authorised to submit this notice for lodgement.

ASIC Privacy Policy

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.

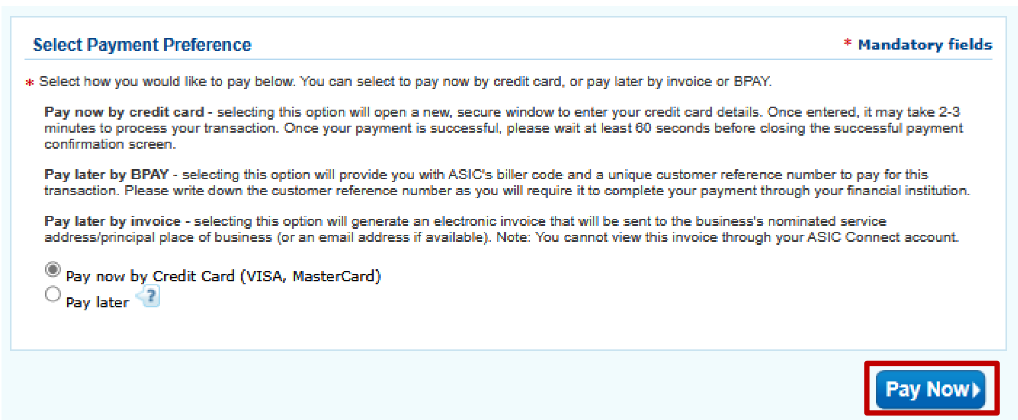
Back Next

Payment

55. Review the fee details on the payment screen.

56. Select the payment method. To pay now, select the **Pay Now by Credit Card** option. To pay later, select the **Pay later** option.

If you choose to pay at a later date, you will have the option to pay by BPAY or by requesting an invoice to be sent to you.



Select Payment Preference * Mandatory fields

* Select how you would like to pay below. You can select to pay now by credit card, or pay later by invoice or BPAY.

Pay now by credit card - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.

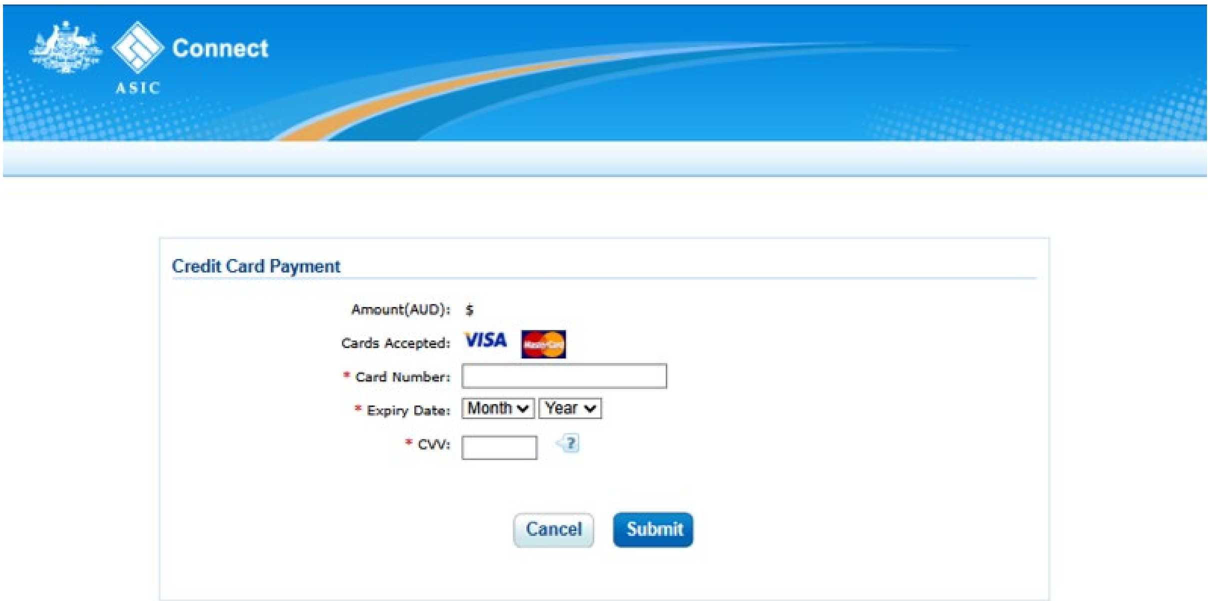
Pay later by BPAY - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.

Pay later by invoice - selecting this option will generate an electronic invoice that will be sent to the business's nominated service address/principal place of business (or an email address if available). Note: You cannot view this invoice through your ASIC Connect account.

Pay now by Credit Card (VISA, MasterCard)
Pay later

Pay Now

57. If you select **Pay Now by Credit Card**, enter your credit card details and select **Submit** to process the payment.



58. If you select **Pay later**, select the **BPAY** or **Invoice** option.

If you select **Invoice** it will be sent to:

- the AFS licensee's email address if one has been provided – otherwise its service address, and
- the AFS representative's email address if one has been provided – otherwise the principal place of business.

If you select **BPAY** you will need to print or make note of the BPAY details and process your payment.

59. Select **Pay Later**.

Confirmation

The final screen confirms your transaction has been submitted.

60. Select **Print the transaction** to download a printable PDF version of the transaction.

AFS licensees should now submit a registration application for any financial advisers (including time-share advisers) they have appointed. Provisional financial advisers cannot be registered.

More information about other services is available under 'What else can I do'.

61. Select **Home** to return to the ASIC Connect home page.