How to appoint a financial adviser

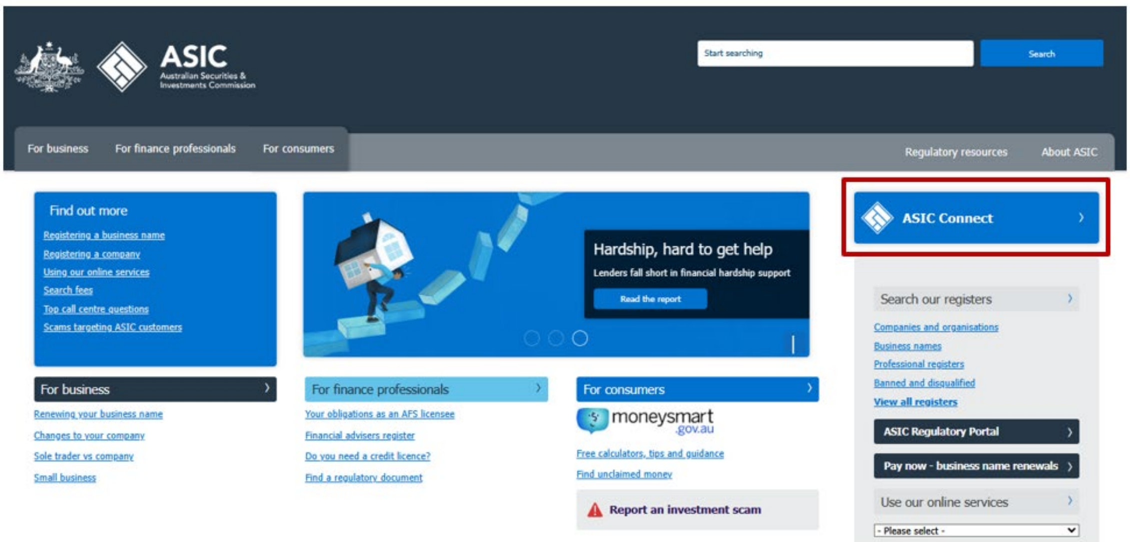
ASIC Connect user guide | Version 2.0, September 2024

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 financial 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

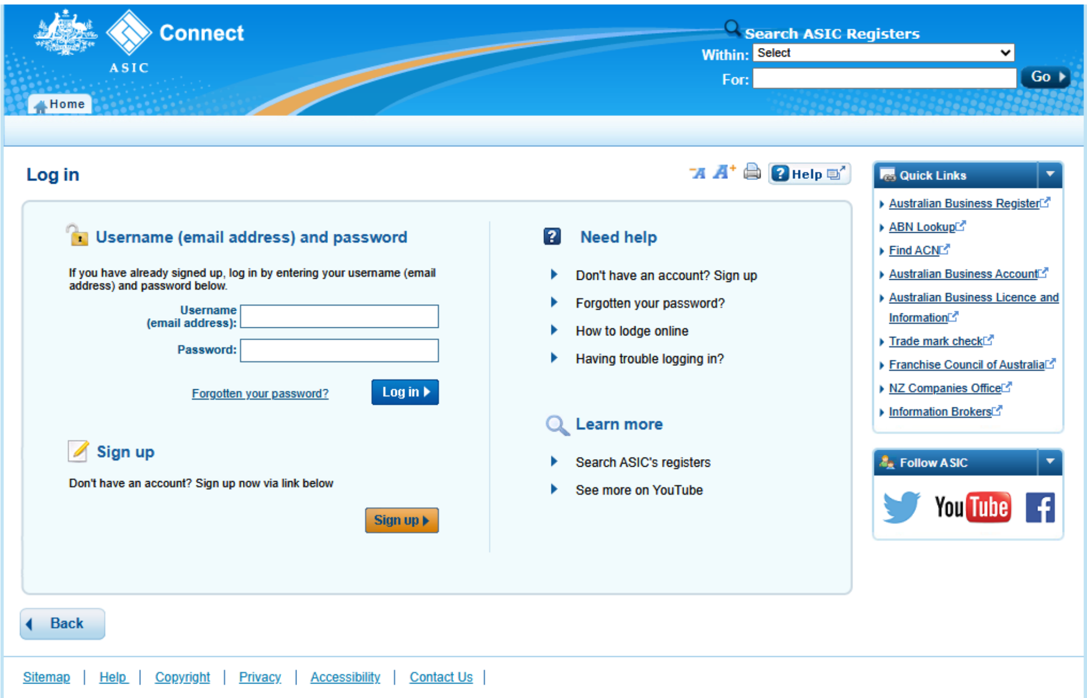
2. From the ASIC Connect home page, select **Log in**. If you do not have an ASIC Connect account, select **Sign up**.

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 financial 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 financial adviser

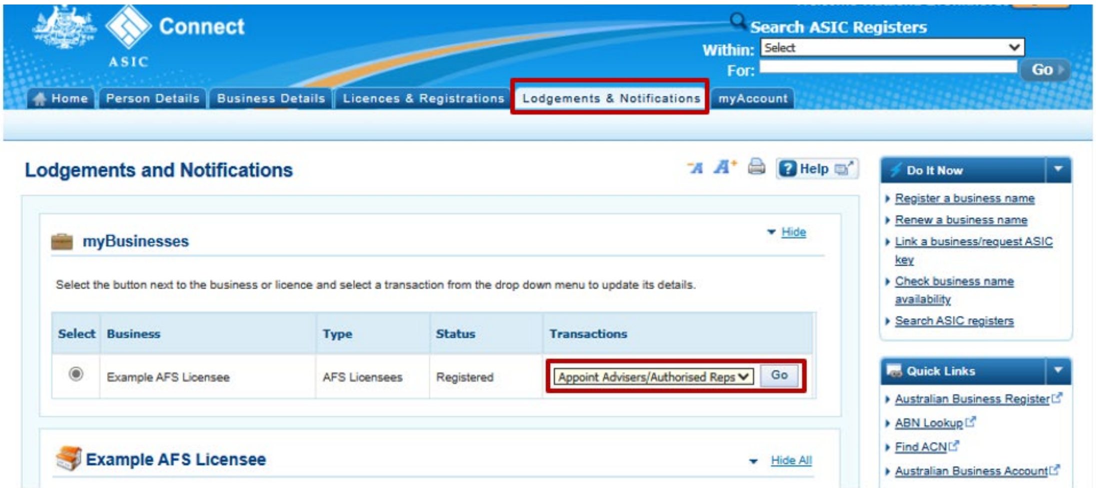
4. Once you have logged in, the home screen will be visible. Select the **Lodgements & Notifications** tab at the top of the page.

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.

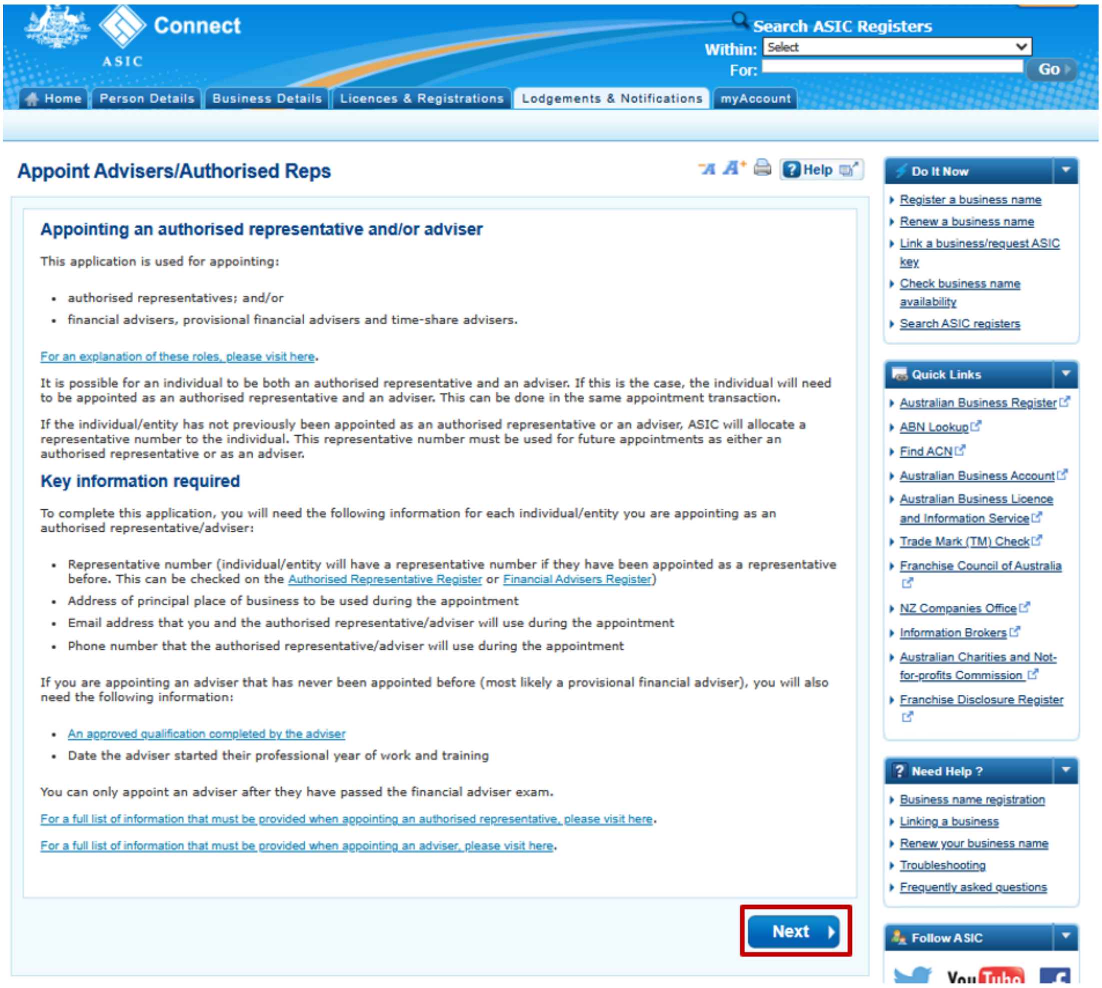
5. Select the radio button next to the AFS licensee or AFS representative you want to appoint a financial adviser to.

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

7. Select **Go** to proceed.



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



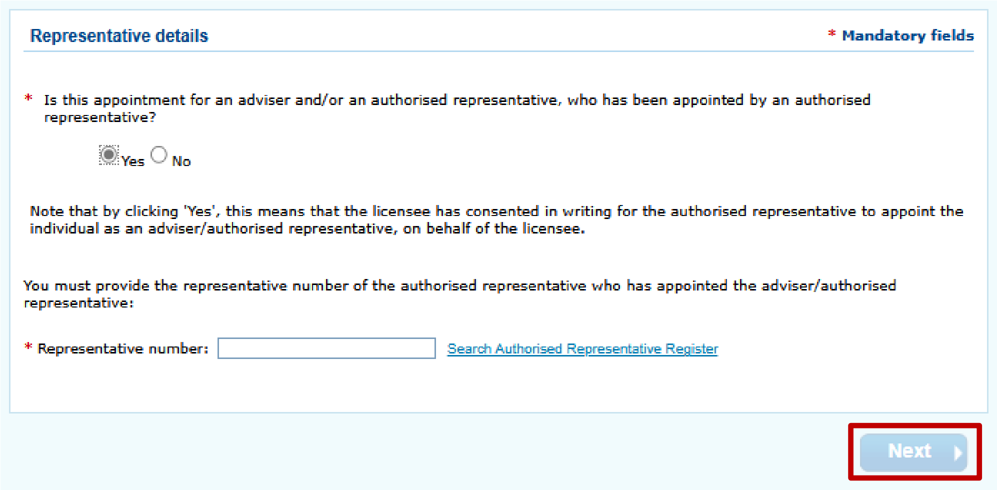
Representative details

9. Inform us if you, the licensee, are notifying us of the appointment of a financial 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 financial 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 must enter the representative number of the authorised representative. If you are unsure of their number, select the link **Search Authorised Representative Register** to search the authorised representative register for their number.

11. Select **Next** to continue.



12. Select the type of adviser you are appointing the representative as.

A representative can be both a financial adviser and an authorised representative. You can find out more information about representative types under Information on the Financial Advisers Register on our website.

13. Enter the date of appointment.

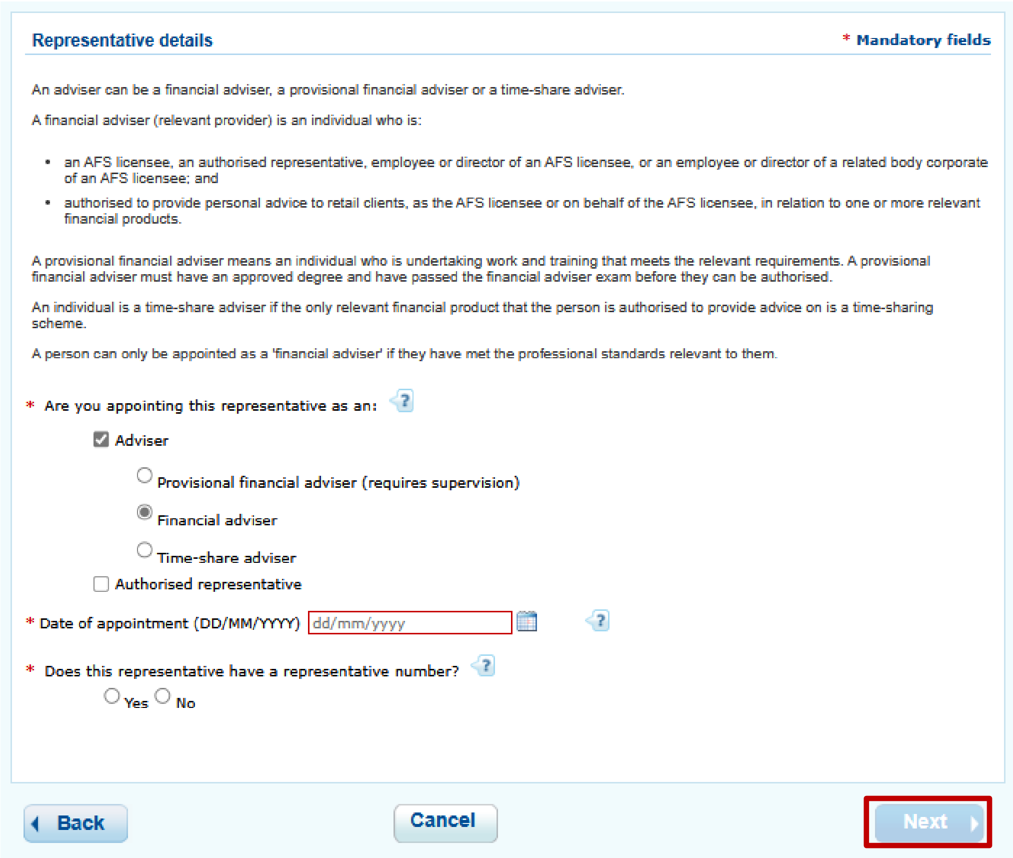
The appointment date must be a date on or after the AFS licence was granted by ASIC or, if appointed by an authorised representative, on or after the date the authorised representative was appointed by the licensee.

14. Select whether ASIC has issued the financial adviser with a representative number.

15. If you select **Yes**, enter the financial adviser's representative number.

If the financial 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) dd/mm/yyyy ?

* Does this representative have a representative number? ?

Yes No

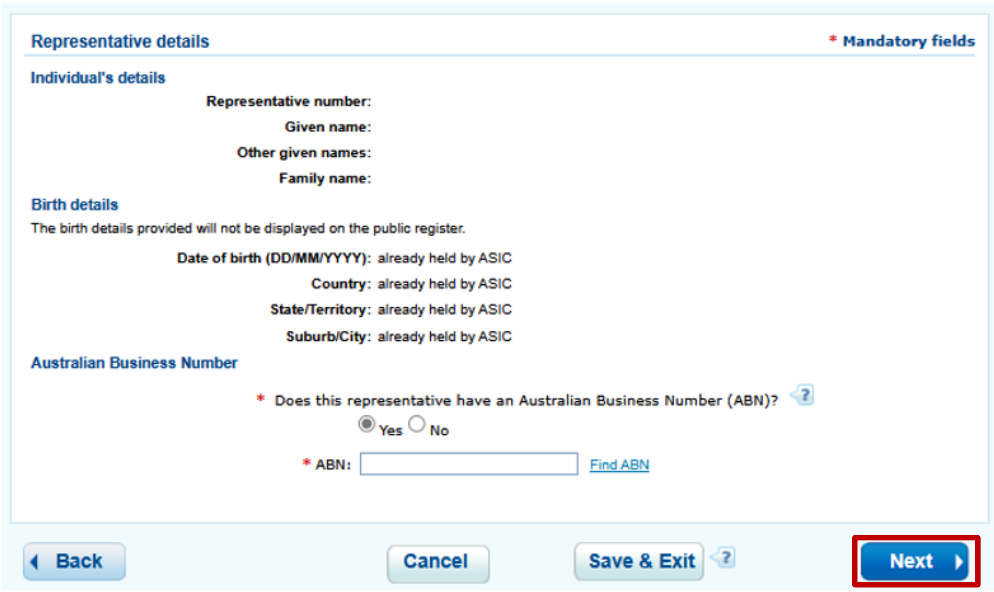
Back Cancel Next

If the financial 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 financial adviser does not have a representative number

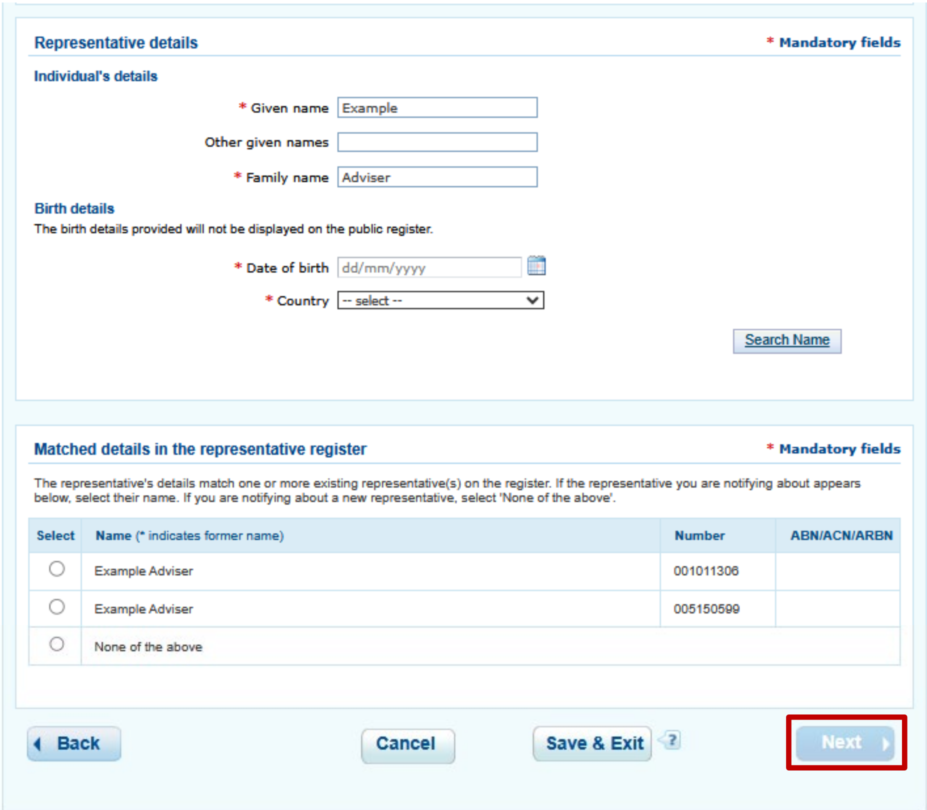
20. Provide the given name and family name and birth details of the financial adviser you are appointing.

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

21. Select **Search Name**.

22. If the financial 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.



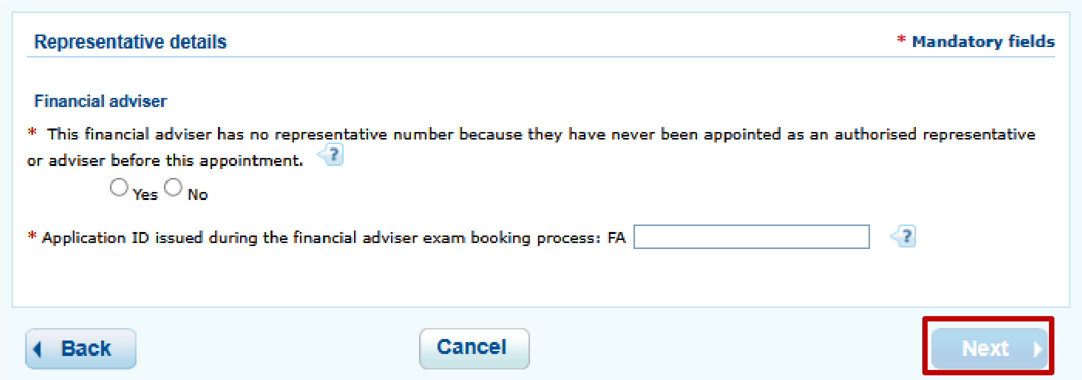
24. Select **Yes** to confirm that the financial adviser *does not* have a representative number because they have never been appointed as an authorised representative or adviser. Select **No** if the financial adviser does have a representative number. If you select **No** you must go **Back** and enter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

If the financial 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. If you select **Yes**, enter the Application ID issued to the financial adviser during the financial adviser exam booking process.

The Application ID can be found on the financial adviser exam admission ticket. The Application ID starts with FA and is generally followed by six numbers.

26. Select **Next** to continue.



Addresses

27. Select **+Add/Edit** to add or update the financial adviser's principal place of business.

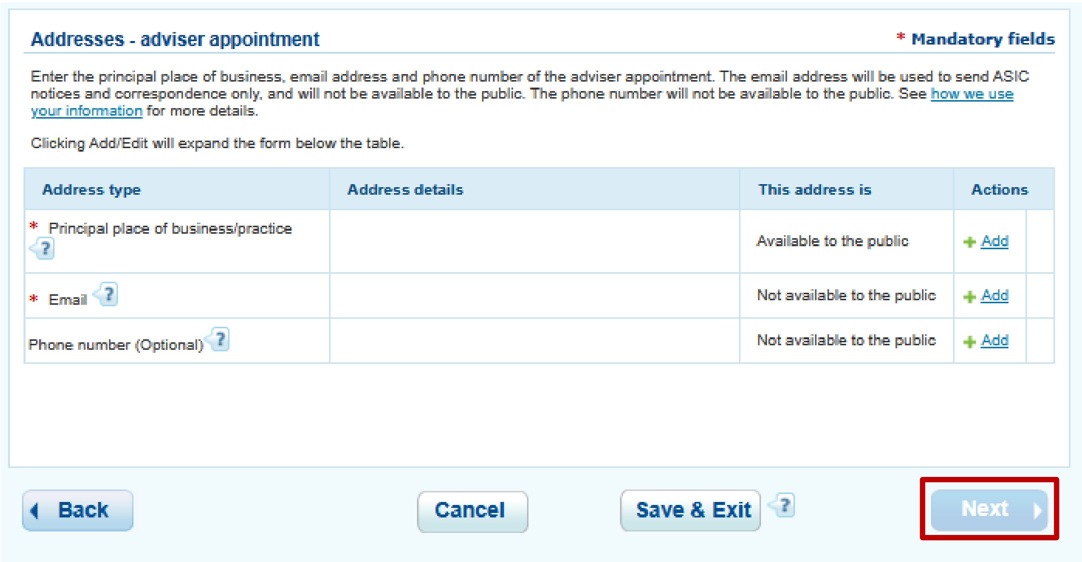
28. Select **+Add/Edit** to add or update the financial adviser's email address.

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

29. Select **+Add/Edit** to add or update the financial adviser's phone number.

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

30. Select **Next** to continue.

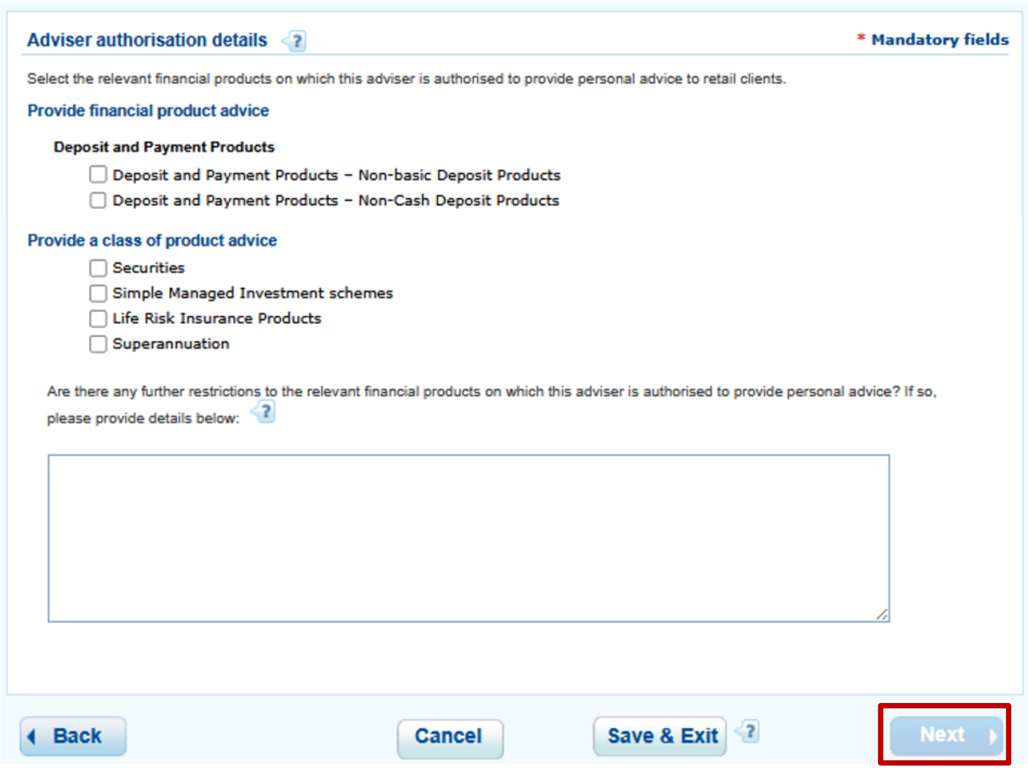


Authorisation details

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

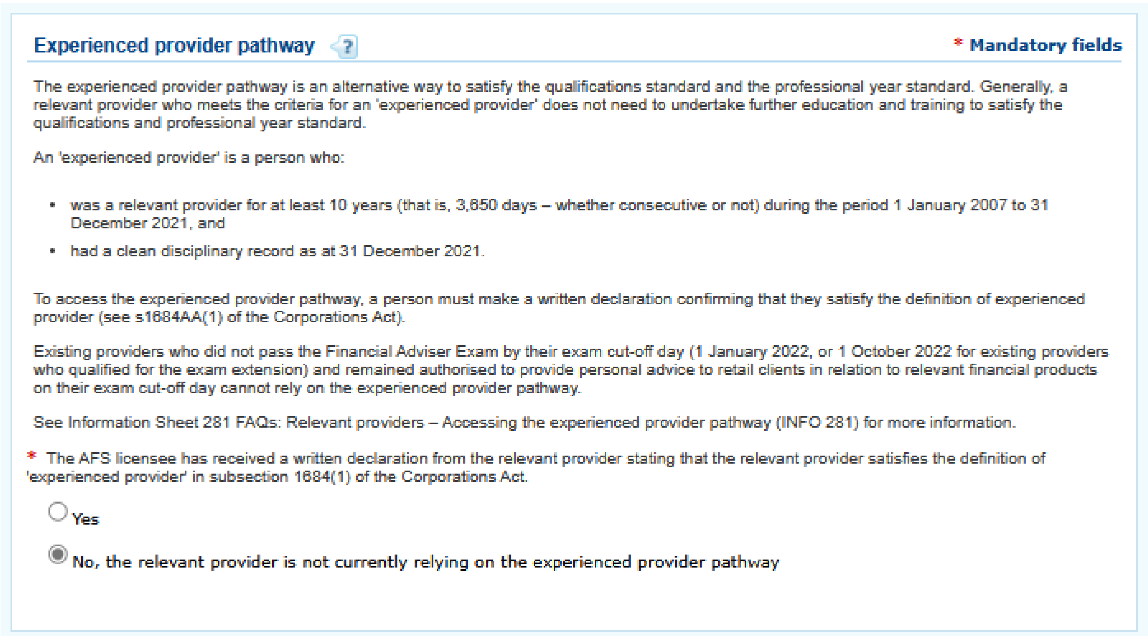
32. Enter any further restrictions to the relevant financial products on which the financial adviser is authorised to provide personal advice.

33. Select **Next** to continue.



Experienced provider pathway

34. Select **Yes** or **No** for whether the financial adviser is relying on the experienced provider pathway.



Qualifications and training

35. Provide the qualification and training details of the financial adviser you are appointing by selecting **+Add**.

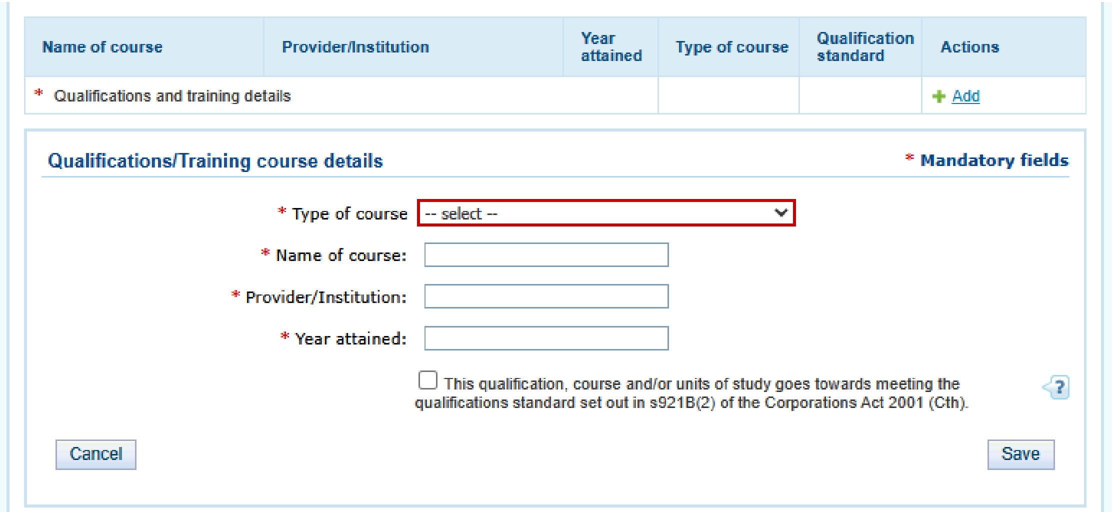
You can add a maximum of 10 qualifications and training courses.

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

37. 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*.

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

Additional guidance on how to assess a financial adviser's qualifications can be found on the [Qualification, exam and professional development]() page of ASIC's website.



Name of course	Provider/Institution	Year attained	Type of course	Qualification standard	Actions
* Qualifications and training details					+ Add

Qualifications/Training course details

* Mandatory fields

* Type of course -- select --

* Name of course:

* Provider/Institution:

* Year attained:

This qualification, course and/or units of study goes towards meeting the qualifications standard set out in s921B(2) of the Corporations Act 2001 (Cth).

Cancel

Save

Professional memberships

39. Select whether the financial adviser you are appointing is a member of a professional body.

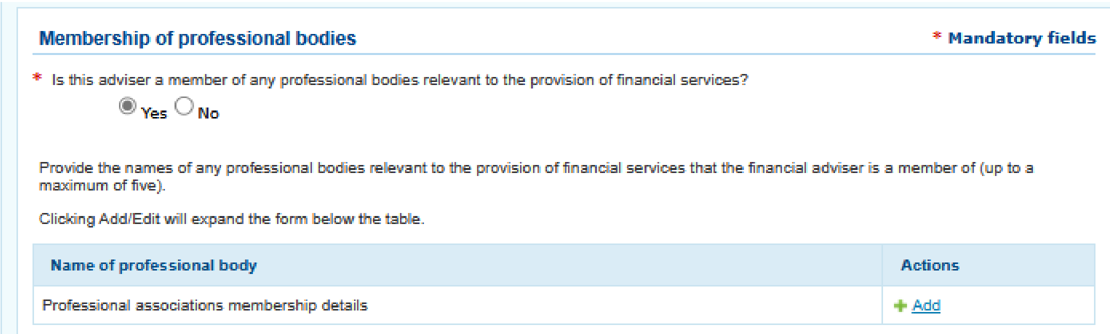
40. If the financial adviser is a member of a professional body, select **+Add/Edit** to enter the membership details.

You can add a maximum of five professional memberships.

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

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

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



Membership of professional bodies

* Mandatory fields

* Is this adviser a member of any professional bodies relevant to the provision of financial services?

Yes No

Provide the names of any professional bodies relevant to the provision of financial services that the financial adviser is a member of (up to a maximum of five).

Clicking Add/Edit will expand the form below the table.

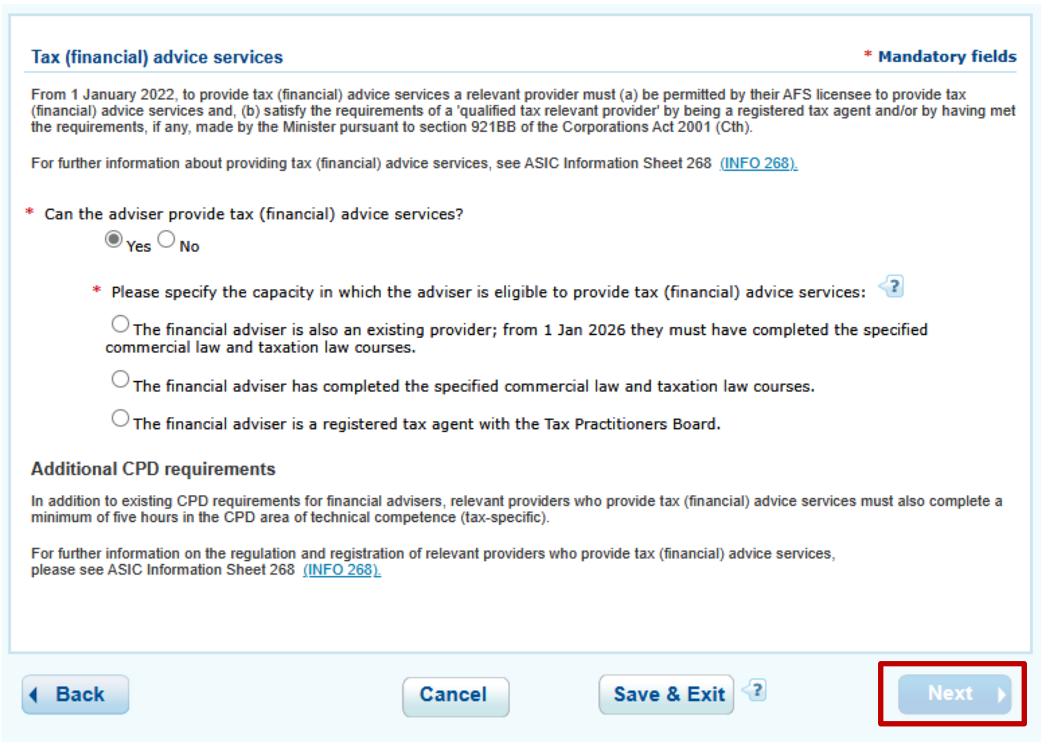
Name of professional body	Actions
Professional associations membership details	Add

Tax (financial) advice services

44. Select whether the financial adviser you are appointing can provide tax (financial) advice services.

45. If you select **Yes**, specify the capacity in which the financial adviser is eligible to provide tax (financial) advice services.

46. Select **Next** to continue.



Tax (financial) advice services

* Mandatory fields

From 1 January 2022, to provide tax (financial) advice services a relevant provider must (a) be permitted by their AFS licensee to provide tax (financial) advice services and, (b) satisfy the requirements of a 'qualified tax relevant provider' by being a registered tax agent and/or by having met the requirements, if any, made by the Minister pursuant to section 921BB of the Corporations Act 2001 (Cth).

For further information about providing tax (financial) advice services, see ASIC Information Sheet 268 (INFO 268).

* Can the adviser provide tax (financial) advice services?

Yes No

* Please specify the capacity in which the adviser is eligible to provide tax (financial) advice services:

The financial adviser is also an existing provider; from 1 Jan 2026 they must have completed the specified commercial law and taxation law courses.

The financial adviser has completed the specified commercial law and taxation law courses.

The financial adviser is a registered tax agent with the Tax Practitioners Board.

Additional CPD requirements

In addition to existing CPD requirements for financial advisers, relevant providers who provide tax (financial) advice services must also complete a minimum of five hours in the CPD area of technical competence (tax-specific).

For further information on the regulation and registration of relevant providers who provide tax (financial) advice services, please see ASIC Information Sheet 268 (INFO 268).

Back Cancel Save & Exit Next

Employment history

47. Select **+Add** to provide the employment history of the financial adviser you are appointing.

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

48. Select **Next** to continue.

Review

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

50. Select **+Add another** to add another financial adviser.

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

51. Select **Edit/Review** if the financial adviser's information has been entered incorrectly.

52. Select **Remove** to remove a financial adviser's appointment.

53. When all financial advisers have been added correctly, select **Next** to continue.

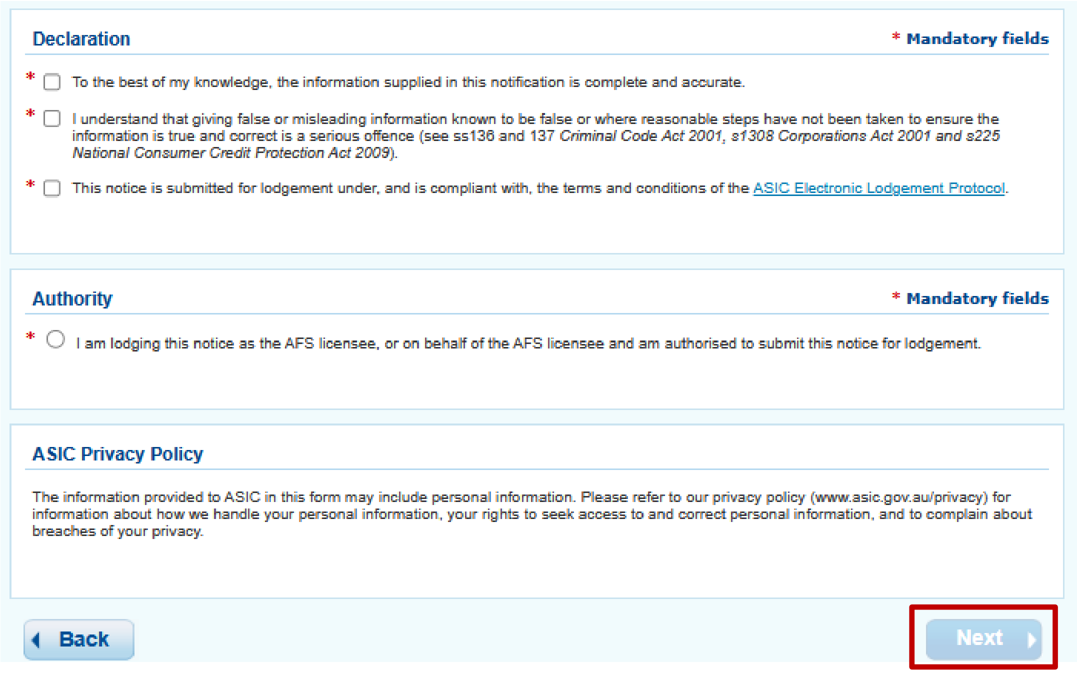
Declarations

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

55. Select your authority for submitting the transaction.

56. Read ASIC's privacy policy.

57. 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.

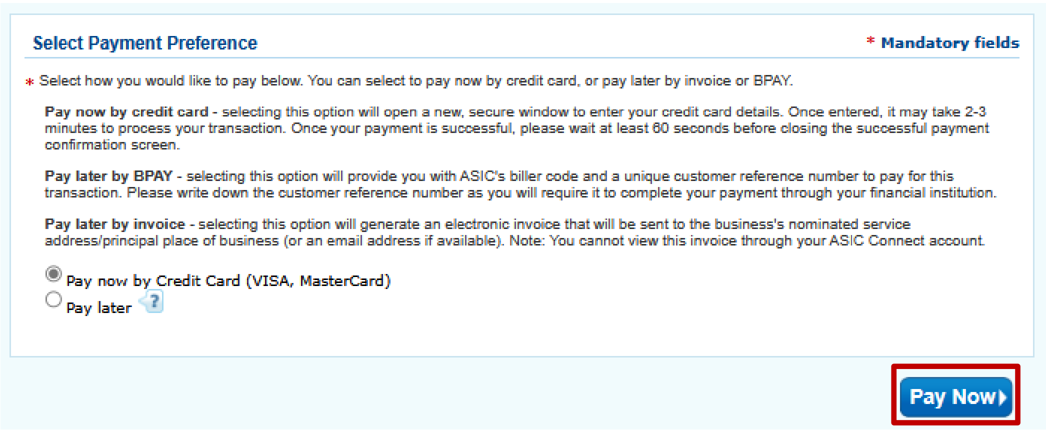
Back Next

Payment

58. Review the fee details on the payment screen.

59. 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.

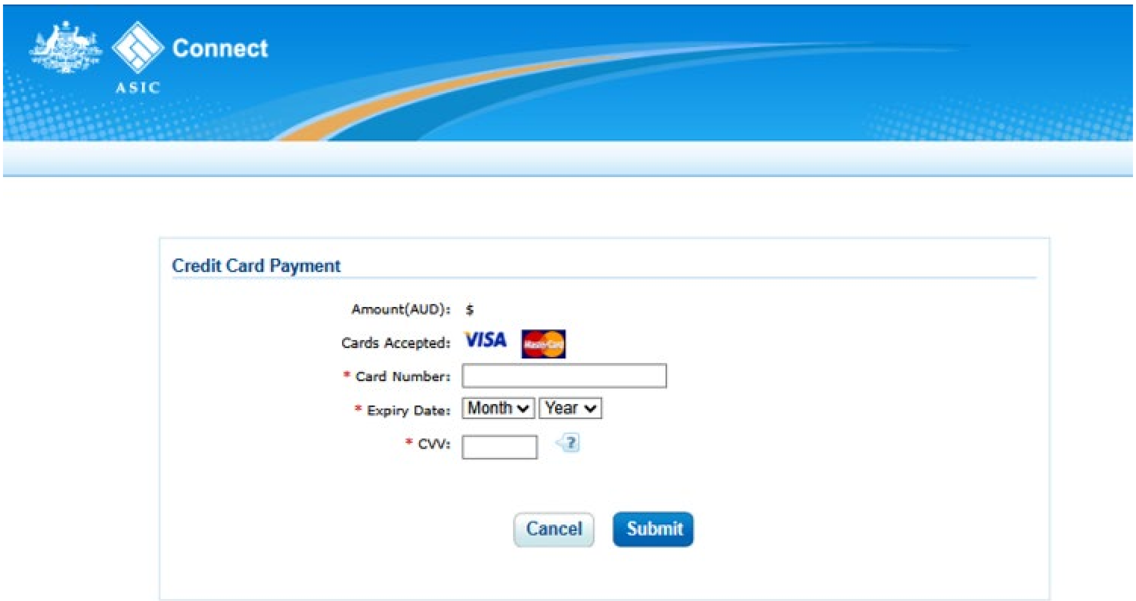
Pay later by BPAY - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.

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

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



61. 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 should print or make note of the BPAY details and process your payment.

62. Select **Pay Later**.

Confirmation

The final screen confirms your transaction has been submitted.

63. 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) you have appointed. Provisional financial advisers cannot be registered.

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

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