






<p><b>The Liquidator Portal updates the registered liquidator register</b></p>					
<table border="0"> <tr> <td><a href="#">905A</a></td> <td>Changes in Details of a Registered Liquidator</td> </tr> <tr> <td><a href="#">905AB</a></td> <td>Changes in address details (only) and email of a registered liquidator</td> </tr> </table>	<a href="#">905A</a>	Changes in Details of a Registered Liquidator	<a href="#">905AB</a>	Changes in address details (only) and email of a registered liquidator	<p><b>Tips</b></p> <ul style="list-style-type: none"> <li>• Form 905A updates your firm or practice name.</li> <li>• Form 905AB updates your address or email address.</li> <li>• The lodgement period for either form is 10 business days from the date of change.</li> </ul>
<a href="#">905A</a>	Changes in Details of a Registered Liquidator				
<a href="#">905AB</a>	Changes in address details (only) and email of a registered liquidator				
<p><b>Form 905A</b></p>					
	<p><b>Tips – Form 905A practice name</b></p> <p><b>Practice name</b> is used where you are a sole trader practicing under another name. Note: Practice names are validated against the business names register and require a valid business name in registered status.</p> <p><b>Firm name</b> is used where you are a partner, director, member or employee of a firm.</p> <ul style="list-style-type: none"> <li>• <b>If practice name is not required, select 'Next'.</b></li> <li>• If there is no current practice name, the choice will be 'Add another new practice name'.</li> <li>• If there is an existing practice name, the choices will be 'Change' or 'Cease' and below will be 'Add another new practice name'. It is simplest to choose 'Cease' first and enter the effective date and select 'Next'.</li> </ul>				

 <p><b>ASIC</b> Australian Securities &amp; Investments Commission</p> <p style="text-align: right;"><b>Forms Manager</b> Registered Liquidators</p> <hr/> <p>Test Database DESIGN DRAFT 13/12/2021  <b>Liquidator :</b> POTTS, Evelyn Flower Liquidator No.31113  <b>Reference:</b> 74673288</p> <hr/> <p><b>Firm Memberships Form 905A</b></p> <p><i>Make sure that there is only ever one current firm membership on the list.  Hint: you cannot add a new firm membership without first deleting an existing one.</i></p> <p>Existing Firm Membership</p> <p>CURRENT      POTTS CHARTERED ACCOUNTANTS      CHANGE      CEASE</p> <hr/> <p style="text-align: right;"><a href="#">Next</a></p>	<p><b>Tips – Form 905A firm membership</b></p> <ul style="list-style-type: none"> <li>• If there is an existing firm membership the choices will be 'Change' or 'Cease'. It is simplest to choose 'Cease' and enter the effective date and select 'Next'.</li> <li>• If there is no current firm membership see next step.</li> <li>• <b>If firm membership is not required, select 'Next'.</b></li> </ul>
<p><b>Firm Memberships Form 905A</b></p> <p><i>Make sure that there is only ever one current firm membership on the list.  Hint: you cannot add a new firm membership without first deleting an existing one.</i></p> <p>Existing Firm Membership</p> <p><a href="#">Add another new firm membership</a></p> <hr/> <p style="text-align: right;"><a href="#">Next</a></p>	<p><b>Tips – Form 905A new firm membership</b></p> <ul style="list-style-type: none"> <li>• If there is no current firm membership the choice will be 'Add another new firm membership'. Select 'Add another new firm membership'.</li> <li>• Select 'Next'.</li> </ul>

	<p><b>ASIC</b> Australian Securities &amp; Investments Commission</p>	<p><b>Forms Manager</b> Registered Liquidators</p>	<p><b>Tips – Form 905A new firm membership</b></p>
<p>Test Database DESIGN DRAFT 13/12/2021</p>			<ul style="list-style-type: none"> <li>• Enter the effective date of the change.</li> <li>• Enter the firm name.</li> <li>• Ignore 'ABN' and 'Care of' rows.</li> <li>• Change address information if required.</li> </ul>
<p>Liquidator : POTTS, Evelyn Flower Liquidator No.31113 Reference: 74673288</p>			<p>Notes: 'Level ##' needs to be on a separate line. <b>Completing Form 905A does not update the professional register address – a Form 905AB must be lodged separately.</b></p> <ul style="list-style-type: none"> <li>• Select 'Next'.</li> </ul>
<p><b>Firm Membership Form 905A</b></p>			
<p><i>Provide the following details of the firm of which you are a member or employee in your role as a liquidator.</i></p>			
Effective Date	<input type="text" value="12-12-2021"/> (DD-MM-YYYY)		
Firm Name	<input type="text" value="COMPANY NAME EXAMPLE 1"/>		
ABN (optional)	<input type="text"/>		
<p><b>Address</b></p>			
<p>Where the name of a third party is needed for postal delivery, enter that name in the care of field.</p>			
	<p>Care Of <input type="text"/></p>		
<p>Enter address information starting on the first line.</p>			
<p>Foreign addresses should be formatted using your local conventions.</p>			
	<input type="text" value="COMPANY NAME EXAMPLE 1"/>		
	<input type="text" value="14-22 GREY STREET"/>		
	<input type="text" value="TRARALGON VIC 3844"/>		
	<input type="text"/>		
Country	<input type="text" value="Australia"/>		
<input type="button" value="Cancel"/>		<input type="button" value="Next"/>	

 <p><b>ASIC</b> Australian Securities &amp; Investments Commission</p> <p style="text-align: right;"><b>Forms Manager</b> Registered Liquidators</p> <hr/> <p>Test Database DESIGN DRAFT 13/12/2021  <b>Liquidator :</b> POTTS, Evelyn Flower Liquidator No.31113  <b>Reference:</b> 74673288</p> <hr/> <p><b>Firm Memberships Form 905A</b></p> <p><i>Make sure that there is only ever one current firm membership on the list.          Hint: you cannot add a new firm membership without first deleting an existing one.</i></p> <p>Existing Firm Membership</p> <p>CEASE on 12-12-2021    POTTS CHARTERED ACCOUNTANTS    CHANGE    UNDO</p> <p>ADD on 12-12-2021    COMPANY NAME EXAMPLE 1    CHANGE    UNDO</p> <p style="text-align: right;"><a href="#">Next</a></p>	<p><b>Tips – Form 905A new firm membership</b></p> <ul style="list-style-type: none"> <li>• Check the details and select 'Next'.</li> <li>• Select 'Next'.</li> </ul>
 <p><b>ASIC</b> Australian Securities &amp; Investments Commission</p> <p style="text-align: right;"><b>Forms Manager</b> Registered Liquidators</p> <hr/> <p>Test Database DESIGN DRAFT 21/04/2020  <b>Liquidator :</b> POTTS, Evelyn Flower Liquidator No.31113  <b>Reference:</b> 74552053</p> <hr/> <p><b>Change of Liquidator Name Form 905A</b></p> <p><b>Current Name</b>    Evelyn Flower <u>POTTS</u></p> <p><i>Name cannot be changed while there are current administrations.</i></p> <p style="text-align: right;"><a href="#">Next</a></p>	<p><b>Tips – Form 905A liquidator name</b></p> <ul style="list-style-type: none"> <li>• You should only update your name if it is has changed by marriage, divorce or deed poll.</li> <li>• If you have no current external administrations or controllerships, you will be able to change your name.</li> <li>• If you have current external administrations or controllerships and need to change your name – contact ASIC via <a href="mailto:RLqueries@asic.gov.au">RLqueries@asic.gov.au</a> as both the professional register and company register will require the change. Select 'Next'.</li> <li>• <b>If changing liquidator name is not required, select 'Next'.</b></li> <li>• <b>The form can be reviewed and submitted.</b></li> </ul>

Form 905AB



**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Liquidators

Test Database DESIGN DRAFT 13/12/2021

Liquidator : POTTS, EVELYN FLOWER Liquidator No.31113

Reference: 74673287

**Current Addresses of Registered Liquidator Form EX905A2**

If you need to change your practice name, firm name or family name you will also need to lodge a Form 905A(1) 'Changes in practice name, firm name or family name of a registered liquidator'.

Note that there is a maximum of 20 current addresses of which only one is the Principal Places of Business.

Status	Type	Address	Current Appts. at this Address	
CURRENT	Principal	'COMPANY NAME EXAMPLE 1' 14-22 GREY STREET TRARALGON VIC 3844 AUSTRALIA	200	VIEW CHANGE
CURRENT	Other	'COMPANY NAME EXAMPLE 2' LEVEL 7 120 COLLINS STREET MELBOURNE VIC 3000 AUSTRALIA	55	VIEW CEASE
CURRENT	Miscellaneous		0	VIEW


[Add a new 'Other Place of Practice' address details](#)


[Next](#)

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**Tips – Form 905AB current addresses**

- When you select Form 905AB the display will list your current address(es).
- **Principal** place of practice is the address used for [Series 4A](#), and [ASIC Connect](#) lists your **principal** and other **places** of practice.
- Selecting 'View' next to a current address will display your current external administrations on the corporate register linked to that address.  
**Note: If you change your principal or cease an other place of practice address it does not update the corporate register address – Form(s) 506 must be lodged separately.**
- You must always have a **principal place of practice** and it cannot be a postal address. Select 'Change' if you need to change this address.
- If you have current **other places of practice**, the choice will be 'Cease'. If you have no current other places of practice the choice will be 'Add a new 'Other Place of Practice' address details'.
- **Or if changing addresses is not required, select 'Next'.**

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p><b>ASIC</b> Australian Securities &amp; Investments Commission</p> </div> <div style="text-align: right;"> <p><b>Forms Manager</b> Registered Liquidators</p> </div> </div> <hr style="border: 1px solid blue; margin-top: 10px;"/> <p>Test Database DESIGN DRAFT 13/12/2021  <b>Liquidator :</b> POTTS, EVELYN FLOWER Liquidator No.31113  <b>Reference:</b> 74673289</p> <hr style="border: 1px solid grey; margin-top: 10px;"/> <p><b>Change Principal Place of Practice Form EX905A2</b></p> <p><b>All appointments currently administered from this address must be transferred when you change this address. This can be done by selecting '506 Notification of change of address of an external administrator' from the 'Start new form' list options.</b></p> <p><b>Address</b>          Where the name of a third party is needed for postal delivery, enter that name in the care of field.</p> <p>Care Of <input style="width: 150px;" type="text"/></p> <p>Enter address information starting on the first line.          Foreign addresses should be formatted using your local conventions.</p> <div style="margin-left: 40px;"> <input style="width: 150px;" type="text" value="COMPANY NAME EXAMPLE 1"/>  <input style="width: 150px;" type="text" value="14-22 GREY STREET"/>  <input style="width: 150px;" type="text" value="TRARALGON VIC 3844"/>  <input style="width: 150px;" type="text"/>          Country <input style="border-bottom: 1px solid grey;" type="text" value="Australia"/> </div> <p>Effective Date <input style="width: 50px;" type="text"/> (DD-MM-YYYY)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><a href="#">Cancel</a></span> <span><a href="#">Next</a></span> </div>	<p><b>Tips – Form 905AB changing principal place of practice or adding a new 'Other Place of Practice'</b></p> <ul style="list-style-type: none"> <li>Do not use the 'Care Of' field</li> <li>Enter the address, including firm name.</li> <li>Enter the effective date.</li> <li>Select 'Next'.</li> </ul>
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**ASIC**  
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**Forms Manager**  
Registered Liquidators

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Test Database DESIGN DRAFT 13/12/2021  
**Liquidator :** POTTS, EVELYN FLOWER Liquidator No.31113  
**Reference:** 74673289

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### Current Addresses of Registered Liquidator Form EX905A2

If you need to change your practice name, firm name or family name you will also need to lodge a Form 905A(1) 'Changes in practice name, firm name or family name of a registered liquidator'.

*Note that there is a maximum of 20 current addresses of which only one is the Principal Places of Business.*


Status	Type	Address	Current Appts. at this Address	
CHANGE on 12-12-2021	Principal	'COMPANY NAME EXAMPLE 1' 14-22 GREY STREET TRARALGON VIC 3844 AUSTRALIA	200	<a href="#">VIEW</a> <a href="#">CHANGE</a> <a href="#">UNDO</a>
	Principal <i>(new)</i>	'COMPANY NAME EXAMPLE 3' 14-22 GREY STREET TRARALGON VIC 3844 Australia		
CURRENT	Other	'COMPANY NAME EXAMPLE 2' LEVEL 7 120 COLLINS STREET MELBOURNE VIC 3000 AUSTRALIA	55	<a href="#">VIEW</a> <a href="#">CEASE</a>
CURRENT	Miscellaneous		0	<a href="#">VIEW</a>

[Add a new 'Other Place of Practice' address details](#)


Next

**Tips – Form 905AB principal place of practice**

- Check the (new) **principal** place of practice and select 'Next', or
- Make changes to **other** places of practice if required.
- Select 'Next'.

	<p><b>ASIC</b> Australian Securities &amp; Investments Commission</p>	<p><b>Forms Manager</b> Registered Liquidators</p>	<p><b>Tips – Form 905AB email address</b></p> <ul style="list-style-type: none"> <li>• This email address is used to notify you of important lodgements, in particular <a href="#">Form 908 Annual liquidator return</a>, and <a href="#">Form RL05 Renewal of registration by a liquidator</a> (triennial). The consequences of not lodging either of these forms are serious.</li> <li>• Selecting 'Change' will give you the opportunity to change the email address. <b>Note: Changing your email address does not update your email in other registers and portals. Please refer to <a href="#">Registered liquidators - Updating your details with ASIC   ASIC - Australian Securities and Investments Commission</a></b></li> <li>• <b>Or if changing email address is not required, select 'Next'.</b></li> <li>• <b>The form can be reviewed and submitted.</b></li> </ul>
<p>Test Database DESIGN DRAFT 21/04/2020  <b>Liquidator :</b> POTTS, EVELYN FLOWER Liquidator No.31113  <b>Reference:</b> 74552367</p>			
<p><b>Current email of Registered Liquidator Form EX905A2</b></p>			
<p><b>Status</b> CURRENT</p>	<p><b>Email Address</b> EVELYN@POTTSCA.COM.AU</p>	<p>CHANGE</p>	
<p><input type="text"/></p>		<p>Next</p>	



	<p><b>ASIC</b> Australian Securities &amp; Investments Commission</p>	<p><b>Forms Manager</b> Registered Liquidators</p>	<p><b>Tips – Form 905AB email address</b></p> <ul style="list-style-type: none"> <li>• Check the (new) email address and select 'Next'.</li> <li>• <b>The form can be reviewed and submitted.</b></li> </ul>
<p>Test Database DESIGN DRAFT 21/04/2020  <b>Liquidator :</b> POTTS, EVELYN FLOWER Liquidator No.31113  <b>Reference:</b> 74552367</p>			
<p><b>Current email of Registered Liquidator Form EX905A2</b></p>			
<p><b>Status</b> CHANGE</p>	<p><b>Email Address</b>                  EVELYN@POTTSCA.COM.AU                  EPOTTS@POTTSCA.COM.AU <i>(new)</i></p>	<p>CHANGE UNDO</p>	
<p>[Empty input field]</p>		<p>Next</p>	