



# Application to change the cessation date of a director

**Form 502**  
Corporations Act 2001  
203AA(2)

This application must be made within 56 days after the day the person stopped being a director of the company. If outside this timeframe, the applicant will need to seek a Court order to change the resignation date.

## Company details

Company name

ACN

## Lodgement details

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

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

## Applicant details

Applicant name

Tick one box only

Capacity (s203AA(2)(b))

Person who ceased as a director

The company

## 1 Director details

Select all roles from which you ceased  
as an officeholder

**Office held**

Director

Alternate director

Family name

Given names

Date of appointment

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

## 2 Date of resignation

Date of resignation as a director

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

Document number of form lodged with ASIC

Date of resignation notified to ASIC

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

I confirm that I/the director stopped being a director of the company on the resignation day. I can produce supporting evidence if requested by ASIC.

## 3 Reason(s) for the delay in notifying ASIC of the resignation

Please select the relevant checkbox

What are the reasons for the delay in notifying ASIC of the resignation?

I/the director was physically incapable due to illness of providing notice within 28 days after the resignation date.

I/the director lacked decision making capacity to provide notice within 28 days after the resignation date.

A natural disaster prevented me/the director from providing notice within 28 days after the resignation date.  
Please describe the event: *Please note that information provided in the field below will be made publicly available.*

  
  

I/the director was physically incapable due to a lack of access to business/essential services of providing notice within 28 days after the resignation date.

Please describe the event: *Please note that information provided in the field below will be made publicly available.*

  
  

Other reason

Please describe the event: *Please note that information provided in the field below will be made publicly available.*

  
  

I can produce supporting evidence if requested by ASIC.

## Signature

This form must be signed by a director or secretary of the company or the person who ceased as a director

I certify that the information in this form is true and complete.

Name

Signature

Date signed

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

Copy of resignation or retirement letter attached as an annexure to this form.

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

### For help or more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Application to change the cessation date of a director

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 502.

<b>When to lodge this form</b>	<p>Where a resignation or cessation has been notified to ASIC more than 28 days after the effective date, and the effective date has been replaced by ASIC with the lodgement date of the form that removed you as a director or alternate director.</p> <p>You must submit this application to ASIC if you wish to apply to have the cessation date changed back to the effective date of cessation rather than the lodgement date.,</p>		
<b>Signature</b>	<p>This form must be signed by a director or secretary of the company or the person who ceased as a director.</p>		
<b>Lodgement period</b>	<p>This application must be made within 56 days after the day the person stopped being a director of the company. If outside this timeframe, the applicant will need to seek a Court order to change the resignation date.</p>		
<b>Application fee</b>	<p>An application fee applies to this form.</p> <p>For information on the application fee to change the cessation date of a director refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a></p>		
<b>Privacy</b>	<p>The information provided in this form may include personal information. Please refer to ASIC's privacy policy (<a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a>) for information about how ASIC handles personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.</p>		
<b>Lodgement</b>	<table><tr><td>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.</td><td><b>For help or more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630</td></tr></table>	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.	<b>For help or more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630
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