



ASIC
Australian Securities &
Investments Commission

User guide


ASIC Connect

How to update provisional financial adviser details

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



How to update provisional financial adviser details

- You will need to use [ASIC Connect](#) to update financial adviser details.
- You can notify up to 25 updates per transaction.
- Further assistance about using [ASIC Connect](#) can be accessed via the  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.

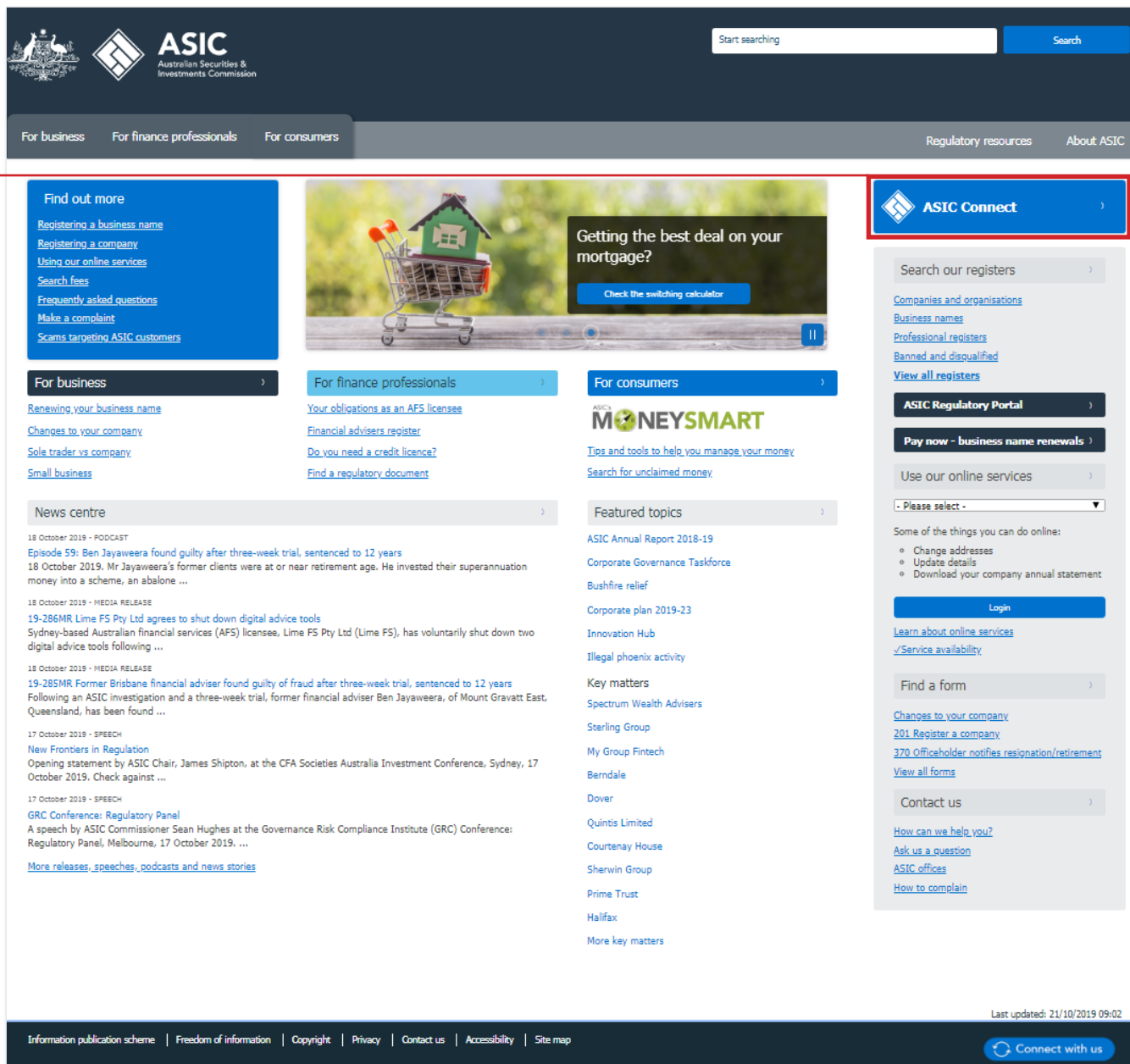
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar and navigation links for "For business", "For finance professionals", and "For consumers". Below this, there are several sections: "Find out more" with links like "Registering a business name", "Registering a company", "Using our online services", "Search fees", "Frequently asked questions", "Make a complaint", and "Scams targeting ASIC customers". There is also a "Getting the best deal on your mortgage?" section with a "Check the switching calculator" button. A "News centre" section lists recent news items. On the right side, there is a "Featured topics" section with links like "ASIC Annual Report 2018-19", "Corporate Governance Taskforce", "Bushfire relief", "Corporate plan 2019-23", "Innovation Hub", "Illegal phoenix activity", "Key matters", "Spectrum Wealth Advisers", "Sterling Group", "My Group Fintech", "Berndale", "Dover", "Quintis Limited", "Courtenay House", "Sherwin Group", "Prime Trust", "Halifax", and "More key matters". At the bottom right, there is a "Connect with us" button.

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[How to update financial adviser details](#)

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Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account select **Sign up**.



The screenshot shows the ASIC Connect homepage. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for ASIC Registers. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome' section with links for 'First time user?', 'Search ASIC's registers', and 'Log in to other ASIC registers'. In the center, there is a large banner with a photo of three people and links for 'Learn more about our new online services and why you should sign up' and 'Sign up for ASIC Connect'. On the right, there is a 'Log in to ASIC Connect' section with buttons for 'Log in', 'Sign up', and 'AUSkey'. Below this, there is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. At the bottom, there are sections for 'Do it now' (Search, See more on YouTube) and 'What's new' (Learn more about registering a business name, Get examples of free and paid search information, Online services for self-managed superannuation fund (SMSF) auditors now available via ASIC Regulatory Portal). On the far right, there is a 'Quick Links' section with various links and a 'Follow ASIC' section with social media icons.

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[How to update financial adviser details](#)

Log in

Log in using your email address and password.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guides:

[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.](#)

The screenshot shows the ASIC Connect login interface. At the top, there's a blue header with the ASIC logo, the word 'Connect', and a search bar labeled 'Search ASIC Registers' with a dropdown menu for 'Within' and a 'Go' button. Below the header, there's a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. There are also links for 'Forgotten your password?' and 'Need help'. A 'Quick Links' sidebar on the right lists various services like 'Australian Business Register', 'ABN Lookup', and 'Find ACN'. At the bottom, there's a 'Follow ASIC' section with social media icons for Twitter, YouTube, and Facebook. A footer contains links for 'Sitemap', 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

Log in

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

[Forgotten your password?](#) [Log in ▶](#)

[Sign up](#)

Don't have an account? Sign up now via link below [Sign up ▶](#)

Need help

- ▶ Don't have an account? Sign up
- ▶ Forgotten your password?
- ▶ How to lodge online
- ▶ Having trouble logging in?

Learn more

- ▶ Search ASIC's registers
- ▶ See more on YouTube

Quick Links

- ▶ [Australian Business Register](#)
- ▶ [ABN Lookup](#)
- ▶ [Find ACN](#)
- ▶ [Australian Business Account](#)
- ▶ [Australian Business Licence and Information](#)
- ▶ [Trade mark check](#)
- ▶ [Franchise Council of Australia](#)
- ▶ [NZ Companies Office](#)
- ▶ [Information Brokers](#)

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[Sitemap](#) | [Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact Us](#)

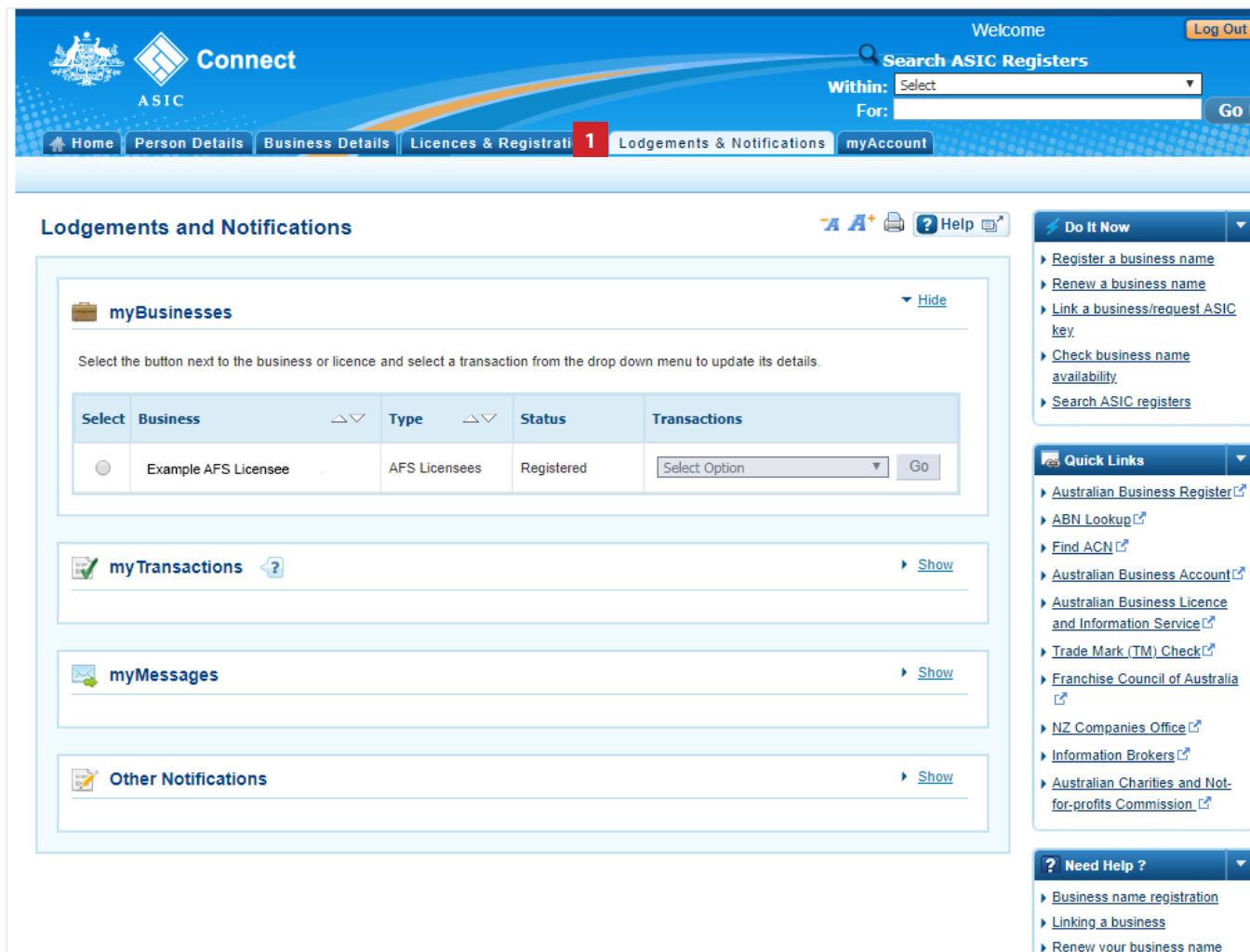
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[How to update financial adviser details](#)

Home

Once you have logged in, the home screen will be visible.

1. Select **Lodgements & Notifications** to update adviser details.



The screenshot shows the ASIC Connect web interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar. Below the navigation bar, there is a menu with tabs: Home, Person Details, Business Details, Licences & Registrations (highlighted with a red '1'), Lodgements & Notifications, and myAccount. The main content area is titled 'Lodgements and Notifications'. It features a section for 'myBusinesses' with a table of business details. Below this, there are sections for 'myTransactions', 'myMessages', and 'Other Notifications'. On the right side, there are two sidebars: 'Do It Now' with links like 'Register a business name', 'Renew a business name', 'Link a business/request ASIC key', 'Check business name availability', and 'Search ASIC registers'; and 'Quick Links' with links like 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information Service', 'Trade Mark (TM) Check', 'Franchise Council of Australia', 'NZ Companies Office', 'Information Brokers', and 'Australian Charities and Not-for-profits Commission'. At the bottom right, there is a 'Need Help?' section with links like 'Business name registration', 'Linking a business', and 'Renew your business name'.

Welcome Log Out

Search ASIC Registers

Within: For: Go

Home Person Details Business Details Licences & Registrations **1** Lodgements & Notifications myAccount

Lodgements and Notifications

myBusinesses Hide

Select the button next to the business or licence and select a transaction from the drop down menu to update its details.

Select	Business	Type	Status	Transactions
<input type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	<input type="text" value="Select Option"/> Go

myTransactions Show

myMessages Show

Other Notifications Show

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- Renew your business name

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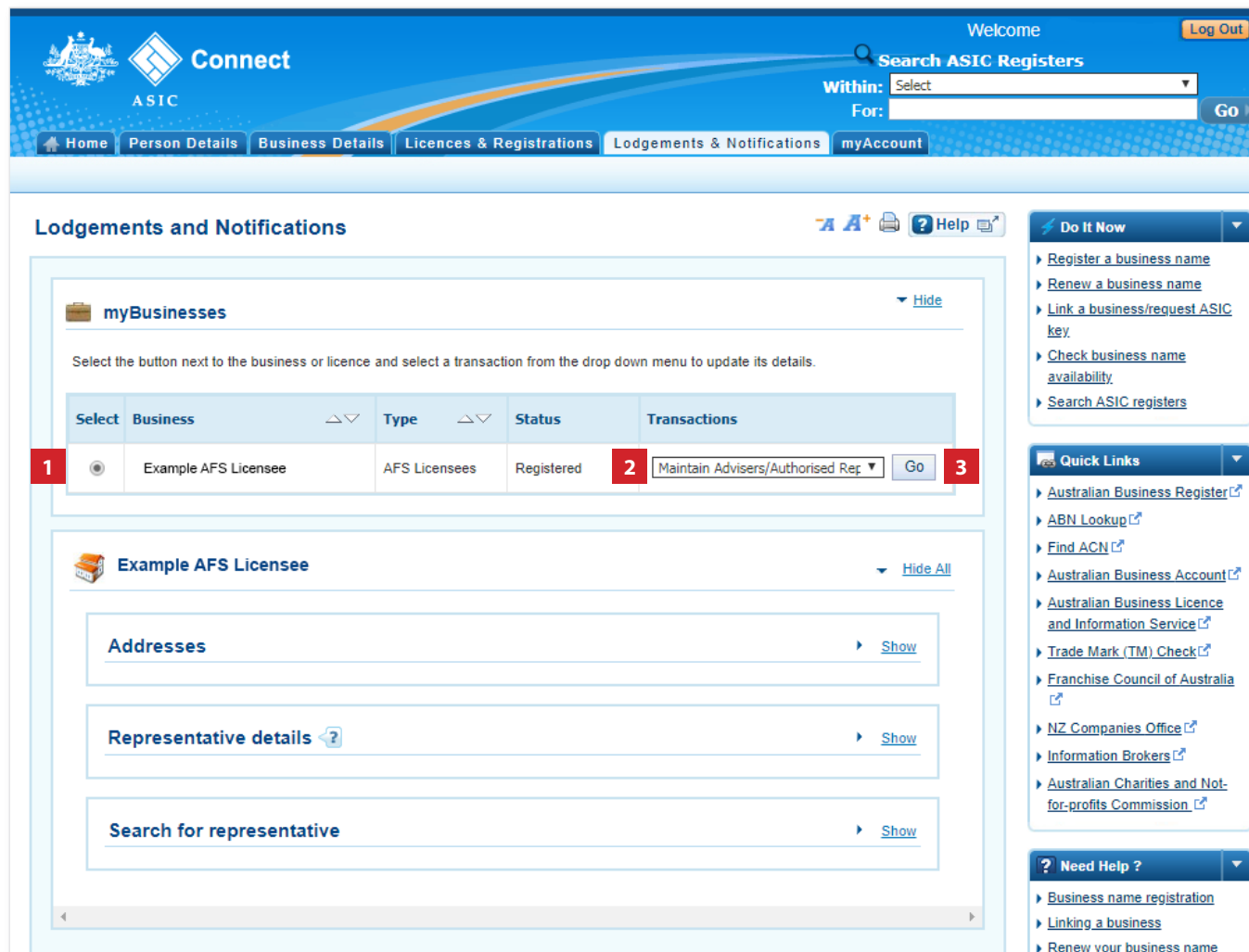
[How to update financial adviser details](#)

Update provisional financial adviser details

1. Select the radio button next to the AFS licensee or AFS representative whose adviser details you want to update.
2. In the transactions column, select *Maintain Representatives/Authorised Representatives*.

This is the name of the transaction you use to update financial adviser details.

3. Select **Go** to proceed.



Welcome [Log Out](#)

Search ASIC Registers
 Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Lodgements and Notifications

myBusinesses [Hide](#)

Select the button next to the business or licence and select a transaction from the drop down menu to update its details.

Select	Business	Type	Status	Transactions
1 <input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	2 <input type="text" value="Maintain Advisers/Authorised Rep"/> 3 Go

Example AFS Licensee [Hide All](#)

Addresses [Show](#)

Representative details [Show](#)

Search for representative [Show](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)

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[How to update financial adviser details](#)

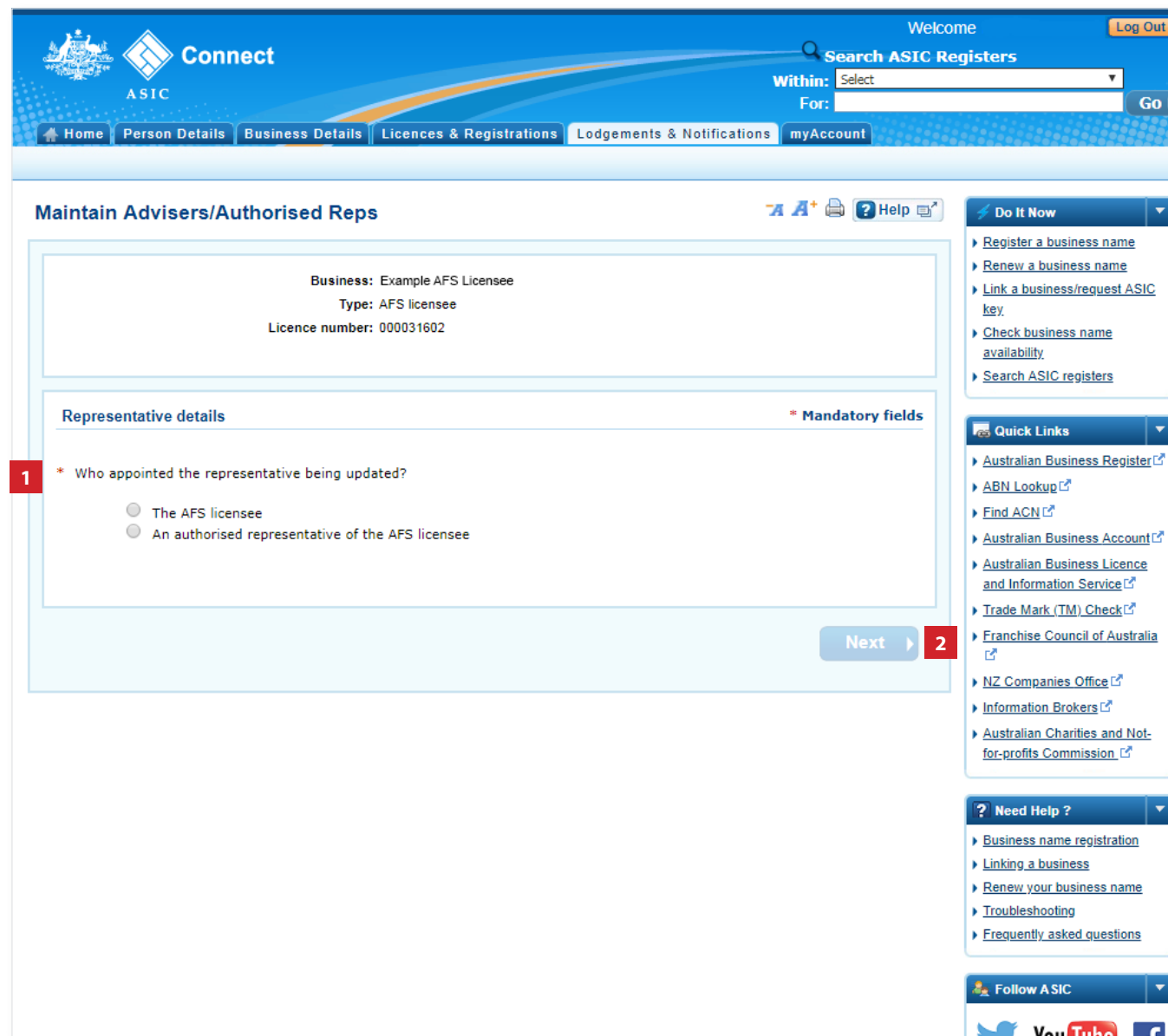
Update provisional financial adviser details

1. Select who appointed the representative you are updating in this transaction.

If the authorised representative of the AFS licensee appointed the representative, you must provide their representative number.

2. Select **Next** to continue.

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The screenshot shows the ASIC Connect portal interface. At the top, there is a navigation bar with the ASIC logo and the word 'Connect'. Below this is a search bar for 'Search ASIC Registers' with a dropdown menu for 'Within:' and a text input for 'For:'. The main navigation menu includes links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount.

The main content area is titled 'Maintain Advisers/Authorised Reps'. It displays business information for 'Example AFS Licensee' with a type of 'AFS licensee' and a licence number of '000031602'. Below this is a section for 'Representative details' with a red box and the number '1' indicating a mandatory field. The question is '* Who appointed the representative being updated?'. There are two radio button options: 'The AFS licensee' and 'An authorised representative of the AFS licensee'. A 'Next' button with a red box and the number '2' is located at the bottom right of the form.

On the right side of the page, there are several utility sections: 'Do It Now' with links to register, renew, link, check, and search; 'Quick Links' with various business-related links; 'Need Help?' with links to registration, linking, renewal, troubleshooting, and frequently asked questions; and 'Follow ASIC' with social media icons for Twitter, YouTube, and Facebook.

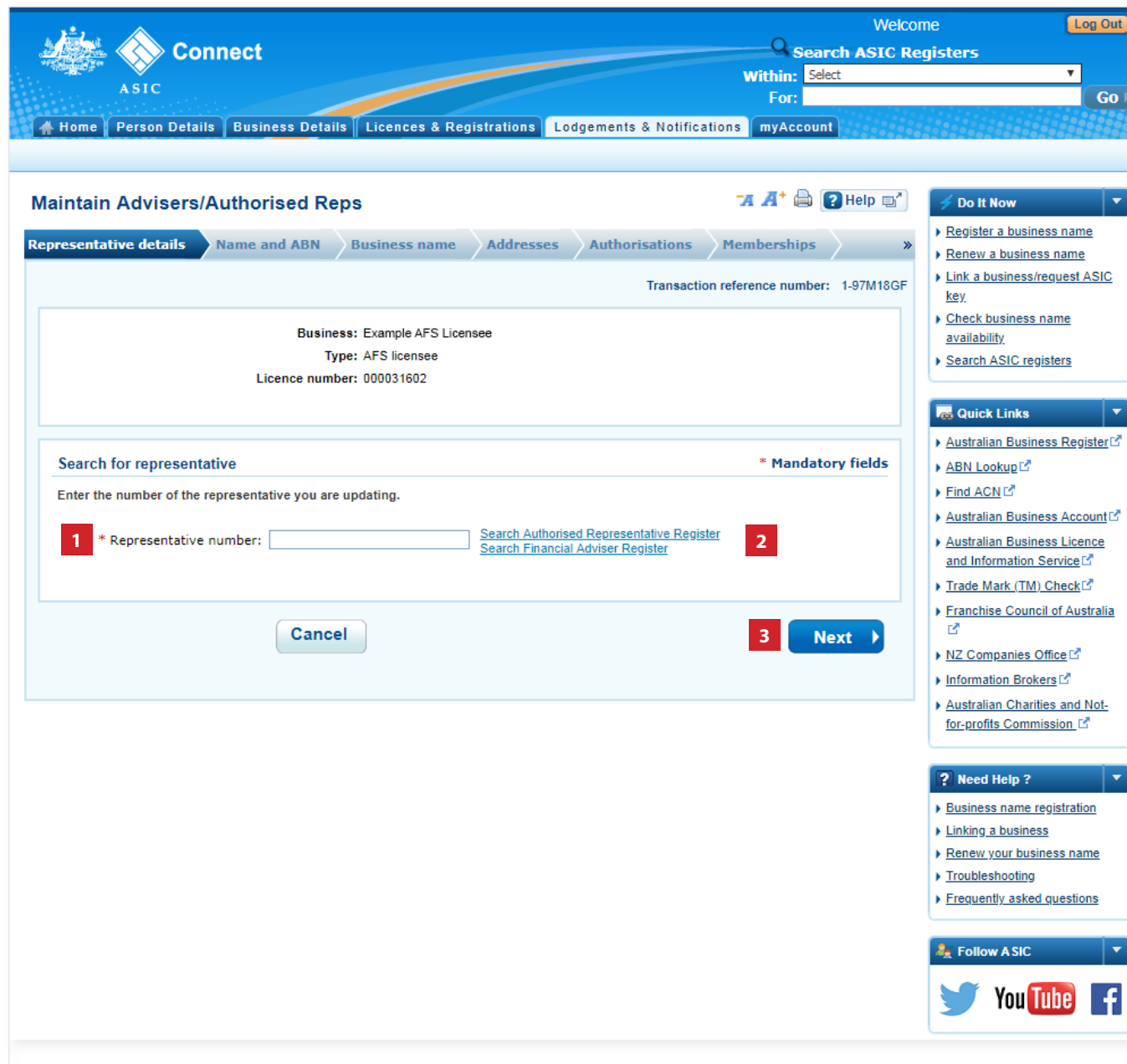
Update provisional financial adviser details

1. Enter the representative number of the adviser you would like to update details for.
2. You can use the link provided to search for the representative number.
3. Select **Next** to continue.

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[How to update financial adviser details](#)

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Welcome [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

[Representative details](#) [Name and ABN](#) [Business name](#) [Addresses](#) [Authorisations](#) [Memberships](#) [Help](#)

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Search for representative * Mandatory fields

Enter the number of the representative you are updating.

1 * Representative number: [Search Authorised Representative Register](#) [Search Financial Adviser Register](#) **2**

[Cancel](#) **3** [Next](#)

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Frequently asked questions

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Update provisional financial adviser details

1. Tick the box/es next to the changes you would like to make.
You can select to change name or ABN, but not both. If an ABN is being added, we will automatically update the adviser's name to match the ABN entity name.
2. Enter the date the change/s took place. The same date is applied for all changes in this transaction.
3. Select **Next** to continue.

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

Connect ASIC

Welcome [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

Transaction reference number: 1-97ME9J3

Representative details [Name and ABN](#) [Business name](#) [Addresses](#) [Authorisations](#) [Memberships](#)

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

1 **Updating details** **Mandatory fields**

* Select the representative details that you are updating:

Adviser

☐ Appointment type and product authorisations
☐ Addresses (principal place of business and email)
☐ Professional association membership
☐ Exam, qualifications and training courses
☐ Failure to meet CPD requirements

Other details

☐ ABN
☐ Name

2 * Effective date (DD/MM/YYYY) [?](#)

The effective date is the date that the updates to the representative's details took effect.

Representative details [Show more details](#)

Individual's details

Representative number: 005150791
Given name: Example Name
Family name: Example Surname
Role: Provisional financial adviser
Appointment type: Provisional financial adviser
Date of appointment: 6/10/2019
Appointed by: AFS Licensees 000031602

Birth details

Date of birth: 01/01/1991
Country: Example Country
State/Territory: VIC
Suburb/City: Melbourne

[Back](#) [Cancel](#) [Next](#) **3**

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help?

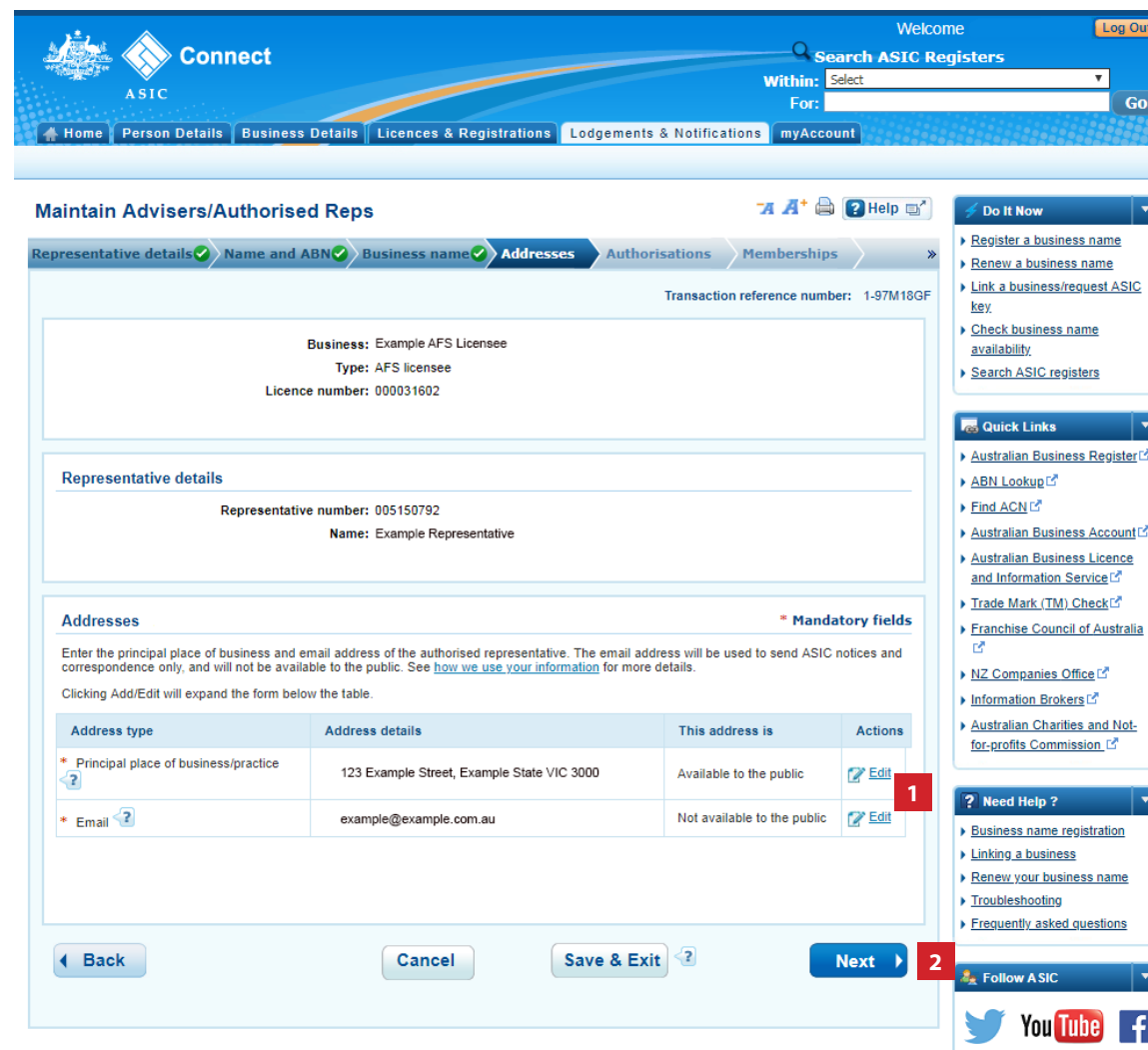
- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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Update addresses

1. Select **Edit** to change the principal place of business or email address.
2. When all addresses have been updated correctly, select **Next** to continue.



Welcome [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

Maintain Advisers/Authorised Reps

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Representative details
Representative number: 005150792
Name: Example Representative

Addresses * Mandatory fields

Enter the principal place of business and email address of the authorised representative. The email address will be used to send ASIC notices and correspondence only, and will not be available to the public. See [how we use your information](#) for more details.

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

Address type	Address details	This address is	Actions
* Principal place of business/practice	123 Example Street, Example State VIC 3000	Available to the public	Edit
* Email	example@example.com.au	Not available to the public	Edit

Back Cancel Save & Exit Next

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Frequently asked questions

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[How to update financial adviser details](#)

Update authorisations

1. Check the boxes next to the financial products the adviser is authorised to provide advice on to retail clients.

Uncheck the boxes if the adviser is no longer authorised to provide advice to retail clients for a financial product.

2. Enter any changes to further restrictions the adviser is authorised to provide.

3. Select **Next** to continue.

Connect
ASIC

Welcome [Log Out](#)

Search ASIC Registers
Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps [Help](#)

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Representative details
Representative number: 005150791
Name: Example Representative

Adviser authorisation details [?](#) **Mandatory fields**

I now wish to appoint this person as a:

☒ Provisional financial adviser (requires supervision)
☐ Time-share adviser
☐ Financial adviser

1

2

3

Provide financial product advice

Deposit and Payment Products
☐ Deposit and Payment Products - Non-basic Deposit Products
☐ Deposit and Payment Products - Non-Cash Deposit Products

Derivatives
☐ Derivatives - All

Securities
☐ All Securities

Superannuation
☐ Superannuation - All

Provide a class of product advice
☐ Securities

Are there any further restrictions to the relevant financial products on which this adviser is authorised to provide personal advice? If so, please provide details below: [?](#)

[Back](#) [Cancel](#) [Save & Exit](#) [Next](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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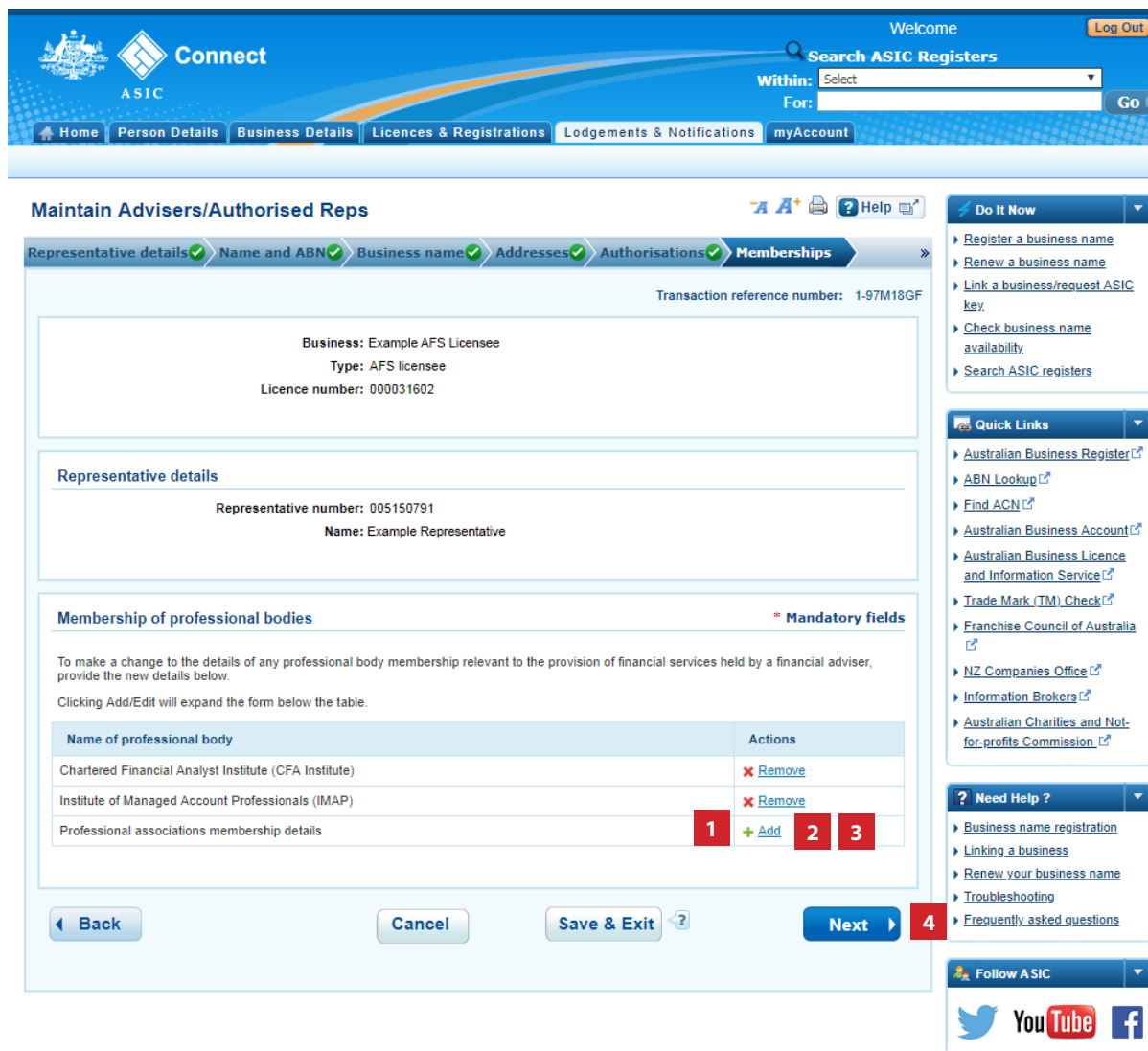
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[How to update financial adviser details](#)

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Update professional memberships

1. Select **+Add** to add the professional associations membership details.
2. Select the professional body name from the drop-down box.
3. Select **Save** to save the professional body selected.
You can add a maximum of five professional memberships.
4. When all professional memberships have been added, select **Next** to continue.



Connect
ASIC

Welcome [Log Out](#)

Search ASIC Registers
Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Representative details
Representative number: 005150791
Name: Example Representative

Membership of professional bodies * Mandatory fields

To make a change to the details of any professional body membership relevant to the provision of financial services held by a financial adviser, provide the new details below.
Clicking Add/Edit will expand the form below the table.

Name of professional body	Actions
Chartered Financial Analyst Institute (CFA Institute)	Remove
Institute of Managed Account Professionals (IMAP)	Remove
Professional associations membership details	Add 2 3

[Back](#) [Cancel](#) [Save & Exit](#) [Next](#) **4**

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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[How to update financial adviser details](#)

Update qualifications and training

1. Enter the date the adviser passed the financial adviser exam.

Note: This won't appear if you've previously provided an exam date.

2. Select **+Add** to add the qualification or training course information.
3. Enter the name of course, provider/institution and year obtained for the qualification or training course into the relevant field provided.
4. Select **Save** to save the qualification and training course entered.

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

5. When all qualifications and training courses have been added, select **Next** to continue.

Welcome [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

[Business name](#) [Addresses](#) [Authorisations](#) [Memberships](#) **[Qualifications](#)** [CPD](#) [Review](#)

Transaction reference number: 1-9CKTUM1

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Representative details

Representative number: 001000197
Name: Example Representative

Qualification and training courses [?](#) **1** *** Mandatory fields**

Date this adviser was notified that they passed the FASEA exam: (DD/MM/YYYY) [?](#)

To make a change to the qualifications and training courses relevant to the provision of financial services that the financial adviser has completed, (up to a maximum of five) provide new details below. At least one qualification or training course must be provided.

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

Name of course	Provider/Institution	Year attained	Type of course	FASEA approved	Actions
Bachelor of Financial Planning/ Bachelor of Accounting	Example Institution	2013	Bachelor Degree (AQF 7)	✓	Edit Remove 2 3
Ethics for Professional Advisers bridging unit	Example Institution	2020	Bridging Course – Ethics	✓	Edit Remove 4
* Qualifications and training details					+ Add

[Back](#) [Cancel](#) [Save & Exit](#) [?](#) [Next](#) **5**

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Do it Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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[How to update financial adviser details](#)

Notify of a breach of continuing professional development requirements

1. Continuing professional development only applies to financial adviser appointments.
2. Select **Next** to continue.

ASIC Connect

Welcome Ebonie Andrew Log Out

Search ASIC Registers

Within: Select

For: Go

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

Maintain Advisers/Authorised Reps

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

Representative details

Representative number: 005150793
Name: Example Representative

Continuing professional development

Mandatory fields

The continuing professional development (CPD) requirements commenced on 1 January 2019 and require all financial advisers to undertake ongoing professional development relevant to the provision of financial advice. The relevant categories include minimum hours in mandatory categories, that include technical, client care and practice, regulatory compliance and consumer protection, as well as professionalism and ethics. For further information on the requirements for CPD, please visit [FASEA's website](#).

Licensees will need to notify ASIC of any advisers that have failed to meet the annual requirements for CPD during the licensee's CPD year.

Continuing professional development only applies to financial adviser appointments.

Back Cancel Save & Exit Next

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Frequently asked questions

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Review


Check that the information you have entered is correct.

1. Select **+Maintain another representative** to update details of more advisers.
You can update 25 representatives per transaction.
2. Select **Edit/Review** if the information has been entered incorrectly for an adviser.
3. Select **Remove** to remove the update for an adviser.
4. When all adviser updates have been added correctly, select **Next** to continue.

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Within: For: [Go](#)

[Home](#)
[Person Details](#)
[Business Details](#)
[Licences & Registrations](#)
[Lodgements & Notifications](#)
[myAccount](#)

Maintain Advisers/Authorised Reps

[Business name](#)
[Addresses](#)
[Authorisations](#)
[Memberships](#)
[Qualifications](#)
[CPD](#)
[Review](#)

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee

Type: AFS licensee

Licence number: 000031602

Representatives

Below is a list of the nominated representative(s) that will be updated. You can edit or remove a representative by selecting the action against the representative in the table. Up to 25 representatives can be added in a single transaction.

Representative name	Representative number	ABN/ACN/ARBN	Status	Role	Fees	Actions
Example Representative	005150792		Complete	Authorised representative	Lodgement fee: \$	Edit/Review Remove

Total: \$

[Cancel](#)
[Save & Exit](#)
[Next](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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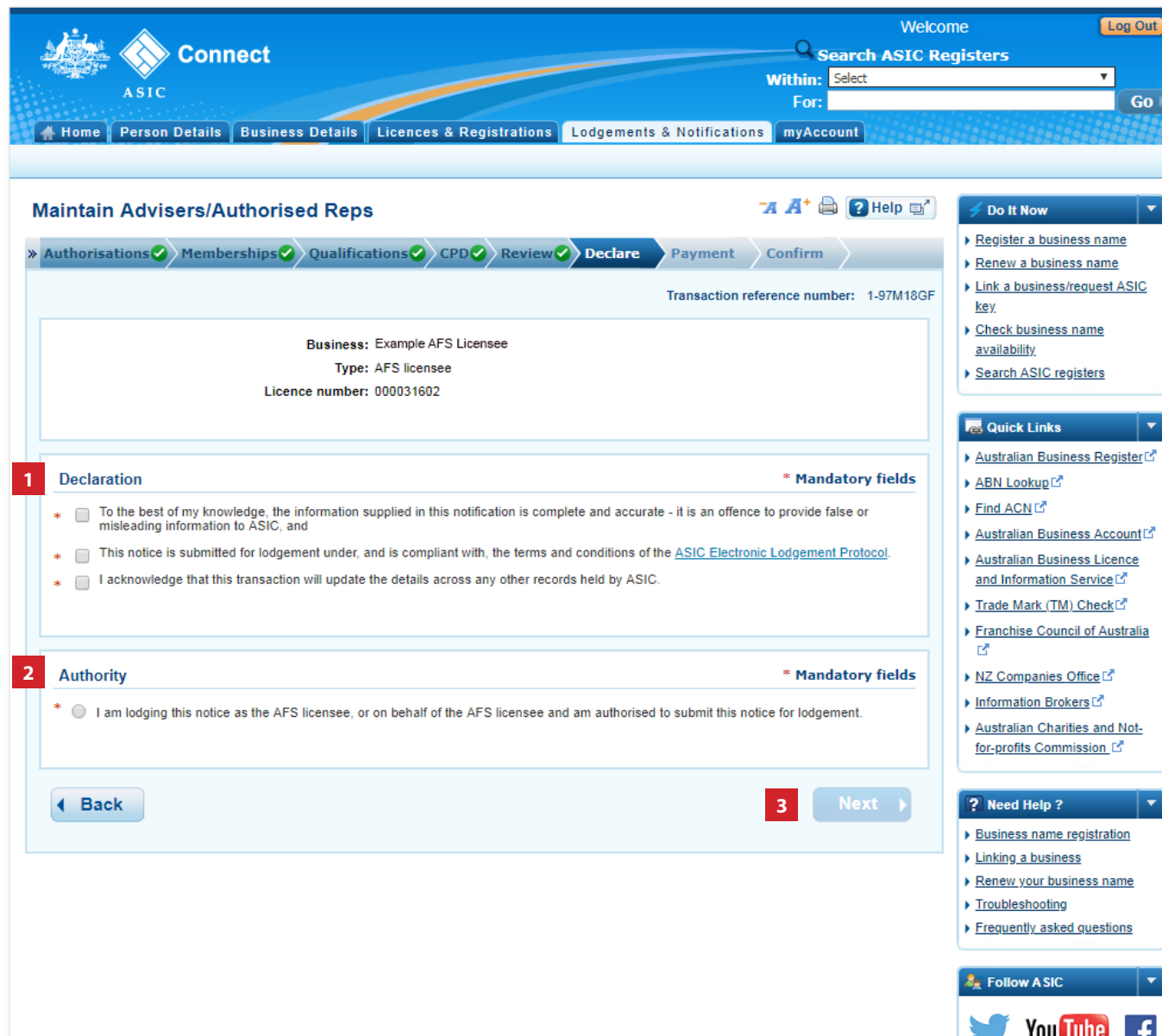




Declarations

Read the declaration to ensure you agree with the conditions of the transaction.

1. If you agree, tick the boxes next to the declaration to proceed.
2. Select your authority for submitting the transaction.
3. Select **Next** to continue.



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Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

[A](#) [A](#) [A](#) [Help](#)

Transaction reference number: 1-97M18GF

Business: Example AFS Licensee
Type: AFS licensee
Licence number: 000031602

1 Declaration * Mandatory fields

- * ☐ To the best of my knowledge, the information supplied in this notification is complete and accurate - it is an offence to provide false or misleading information to ASIC, and
- * ☐ This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).
- * ☐ I acknowledge that this transaction will update the details across any other records held by ASIC.

2 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.

[Back](#) **3** [Next](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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Payment

Pay Now

You can choose to pay using a credit card, or BPAY.


Alternatively, you can request an invoice to be sent to you.

1. Select the **Pay Now** option.
2. Select **Pay Now** to continue.

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Connect
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Welcome Log Out

Search ASIC Registers

Within:

For: Go

[Home](#)
[Person Details](#)
[Business Details](#)
[Licences & Registrations](#)
[Lodgements & Notifications](#)
[myAccount](#)

Maintain Advisers/Authorised Reps

» Authorisations
» Memberships
» Qualifications
» CPD
» Review
» Declare
» Payment
» Confirm

Transaction reference number: 1-97M18GF

Fee details

The following fee is due for this transaction:

Business: Example AFS Licensee

Type: AFS Licensees

Lodgement fee:

Late fee:

Total:

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.

1
☒ Pay now by Credit Card (VISA, MasterCard)
 ☐ Pay later

2
Pay Now

Do It Now

- Register a business name
- Renew a business name
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers




Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Frequently asked questions



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Credit card payment



1. Enter your credit card details.
2. Select **Submit** to process the payment.

Pay Now
Close



Connect
 ASIC


Credit Card Payment

Amount(AUD)

Cards Accepted:  

1 * Card Number:


* Expiry Date: Month Year

* CVV: 

2

You are about to make a payment to the Australian Securities and Investment Commission, in Australia. Ensure you review our [refund policy and security policy](#) before making payment.

You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.



[Privacy](#)
[Help](#)
[Contact Us](#)

Please do not click on the back button on your browser while we complete this request.
Note: We do not accept American Express and Diners cards.

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Payment

Pay Later

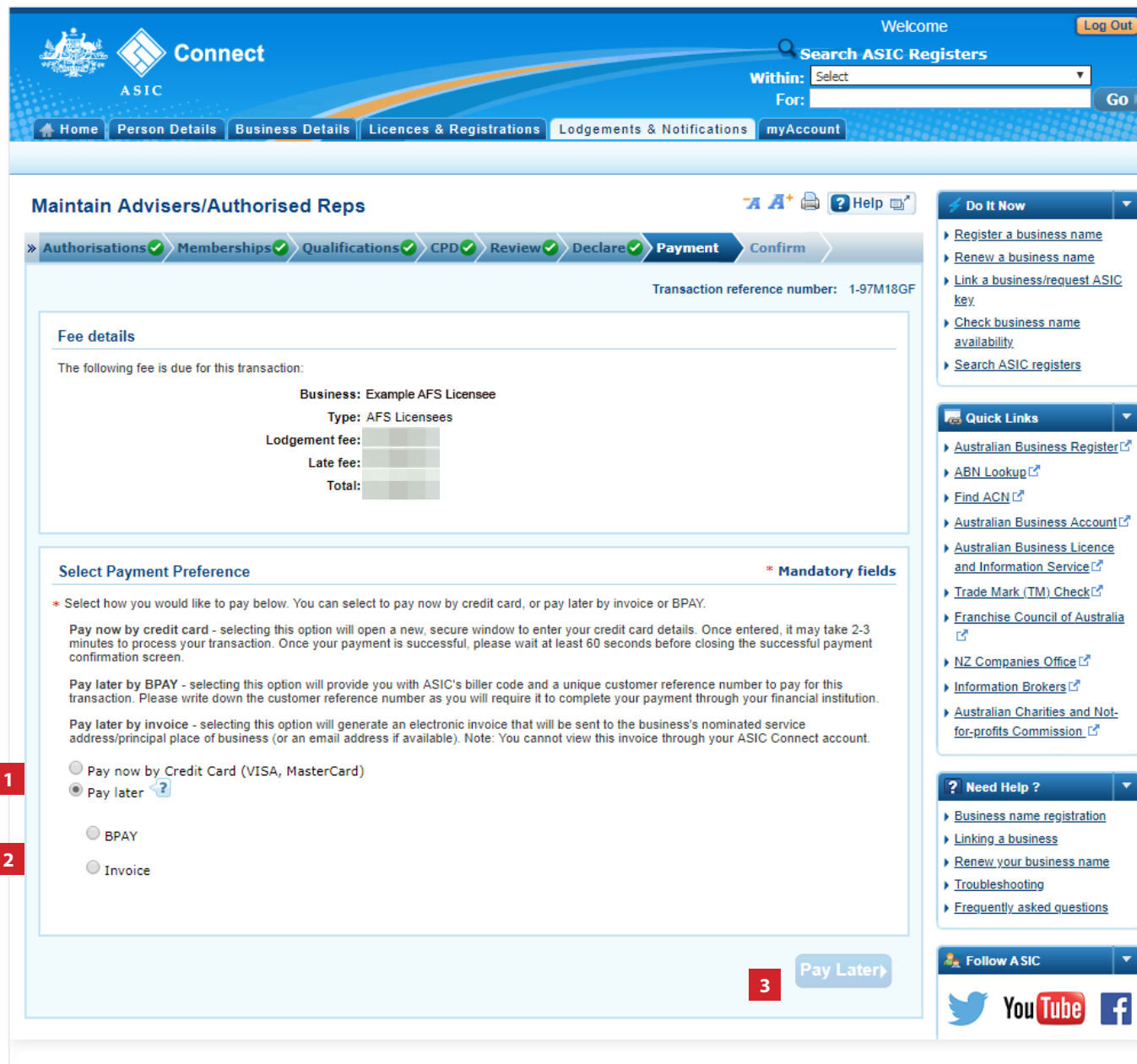
If you want to pay at a later date, you can do so by using BPAY or requesting an invoice to be sent to you.

1. Select the **Pay Later** option.
2. Select the **Invoice or BPAY** option.
 - If you select **Invoice** it will be sent to:
 - AFS licensee: the email address if one has been provided. Otherwise it will be sent to the service address.
 - AFS representative: the email address if one has been provided. Otherwise it will be sent to 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.
3. Select **Pay Later**.

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Welcome [Log Out](#)

Search ASIC Registers
Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Maintain Advisers/Authorised Reps

[Help](#)

Transaction reference number: 1-97M18GF

Fee details

The following fee is due for this transaction:

Business: Example AFS Licensee
Type: AFS Licensees

Lodgement fee:	
Late fee:	
Total:	

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 [?](#)

☐ BPAY

☐ Invoice

[Pay Later](#)

Do It Now

- [Register a business name](#)
- [Renew a business name](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not-for-profits Commission](#)

Need Help ?

- [Business name registration](#)
- [Linking a business](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

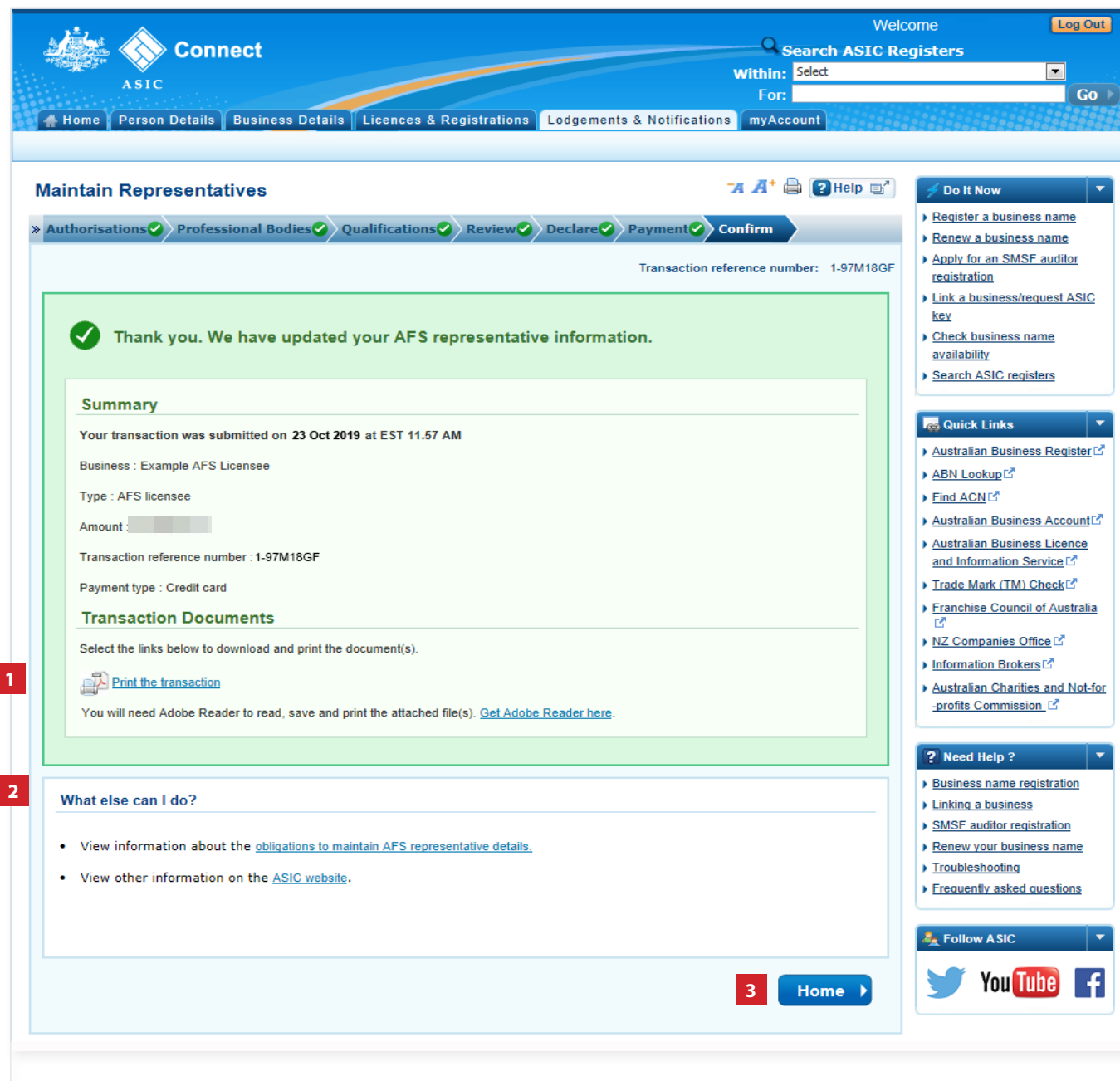
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Confirmation

This screen confirms your transaction has been submitted.

1. Select **Print the transaction** to download a printable PDF version of the transaction.
2. Select one of the links under *What else can I do* for more information about other services.
Or
3. Select **Home** to return to the ASIC Connect home page.



Welcome [Log Out](#)

Search ASIC Registers
 Within: Select
 For:
[Go](#)

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

Maintain Representatives

Transaction reference number: 1-97M18GF

✓ **Thank you. We have updated your AFS representative information.**

Summary

Your transaction was submitted on **23 Oct 2019** at EST 11:57 AM

Business : Example AFS Licensee

Type : AFS licensee


Amount :

Transaction reference number : 1-97M18GF

Payment type : Credit card

Transaction Documents

Select the links below to download and print the document(s).

 [Print the transaction](#)

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

What else can I do?

- View information about the [obligations to maintain AFS representative details.](#)
- View other information on the [ASIC website.](#)

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers




Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help ?

- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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3 [Home](#)

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[How to update financial adviser details](#)