

User guide

ASIC Connect

How to register financial advisers (including time-share advisers) with ASIC

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

November 2023



How to register financial advisers

- You will need to use ASIC Connect to register financial advisers (including time-share advisers) with ASIC.
- You can apply to register up to 25 financial advisers per transaction.
- You can only register a financial adviser with ASIC after you have appointed the financial adviser to the Financial Advisers Register.
- Further assistance about using ASIC Connect can be accessed via the 2 Help 2 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 terms 'relevant provider' and 'financial adviser' are used interchangeably in this user-guide and in the *Registration of relevant providers* form.



Get started

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



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How to register financial advisers

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Connect with us



Log in to ASIC Connect

Go to ASIC Connect and select Log in. If you do not have an ASIC Connect account select Sign up.





Log in

Log in using your email address and password.

Note: You can only apply to register a financial adviser with ASIC after you have appointed the financial adviser to the Financial Advisers Register.

The user guide below will show you how to appoint a financial adviser to the Financial Advisers Register.

How to appoint a financial adviser

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How to register financial advisers



Home

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

 Select the Lodgements & Notifications tab at the top of the page.

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Register financial advisers (1)

- 1. Select the radio button next to the financial adviser you want to register.
- 2. In the transactions column, select *Registration of relevant providers*. This is the name of the transaction you use to register financial advisers (including time-share advisers) with ASIC.
- 3. Select **Go** to proceed.

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- 1. You can register a financial adviser who is an AFS licensee or a financial adviser who is not an AFS licensee using this form.
- Ensure you have the key information required to progress with the registration application.

2

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.

How to register financial advisers

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| c. that, if applicable, the relevant provider has met the relevant education and train | ning standards set out in s9218 of | | | |
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| d. that the relevant provider is a qualified tax relevant provider (as defined in a 92) they provide, or intend to provide, a tax (financial) advice service. For more info | 6A of the Corporations Act 2001) # smatten, see <u>REO268</u> . | | | |
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| wass refer to our Drivery Below for information about how we handle your semanal informat | tion, your rights to seek access to | | | |





Representative details

- 1. You need to provide the representative number of the financial adviser you are applying to register with ASIC.
- 2. Please enter their number in the box. If you are not sure of their number, select the link 'Search Financial Adviser Register' to search the Financial Adviser Register for it.
- 3. Select **Next** to continue.



How to register financial advisers

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 $\ensuremath{\mathbb C}$ Australian Securities and Investments Commission November 2023



Addresses

- 1. Enter the principal place of business for this financial adviser.
- 2. Select the Add/Edit button to add/edit the principal place of business.
- 3. Enter the email address for this financial adviser. This will be used to send ASIC notices and correspondence only. This information will not be available to the public.
- 4. Select the Add/Edit button to add/edit the email address.
- 5. Enter the phone number for the financial adviser. Providing a phone number is optional. This information will not be available to the public.
- 6. Select the **Add/Edit** button to add/edit the phone number.
- 7. Select **Next** to continue.

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How to register financial advisers

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Declarations for financial advisers

1. For each financial adviser, the AFS licensee will need to provide certain declarations.

For additional information and/or guidance in relation to the declarations required by the AFS licensee and/or the financial adviser, please visit ASIC's website.

INFO 276 FAQs: Registration for relevant providers

INFO 277 Registration of relevant providers: Guidance on making declarations

2. Select Next to continue.

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How to register financial advisers

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Review

Check that the information you have entered is correct.

- 1. Select +Add another to add more financial advisers.
- 2. You can apply to register up to 25 financial advisers per transaction.
- Select Edit/Review if the information has been entered incorrectly for a financial adviser.
- 4. Select **Remove** to remove financial advisers.
- 5. When all financial advisers have been added correctly, select **Next** to continue.

Welcome Log Out Connect Q Search ASIC Registers Within: Select ~ ASIC For Go A Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount 🛪 🕂 🖨 💽 Help 📬 Registration of financial advisers Do It Now Register a business name Representative details Addresses Declarations Review Declare Payment Confirm Renew a business name Transaction reference number: 1-BRMAD4B Link a business/request ASIC key Check business name Business: Example AFS Licensee availability Type: AFS licensee Search ASIC registers Licence number: 000031501 Quick Links ► Australian Business Register Registrations 2 ABN Lookup + Add another 1 Find ACN ▶ Australian Business Account Representative Name Status Role Fees ? Actions Australian Business Licence number and Information Service Z Edit/Review 2 Financial 005150876 Example Example Lodgement fee: S ▶ Trade Mark (TM) Check Complete adviser × Remove 3 Franchise Council of Australia Total: S 17 ▶ NZ Companies Office ▶ Information Brokers Australian Charities and Not-Save & Exit ? Cancel Next 🕨 4 for-profits Commission ? Need Help ? Business name registration Linking a business Renew your business name Troubleshooting Frequently asked questions A Follow A SIC You Tube

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How to register financial advisers



Declarations by AFS licensee

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

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To the best of my knowledge, the information supplied in this notification is complete and accurate. ► Australian Business Account I understand that giving false or misleading information known to be false or where reasonable steps have not been taken to ensure the nformation is true and correct is a serious offence (see ss136 and 137 Criminal Code Act 2001, s1308 Corporations Act 2001 and s225 Australian Business Licence National Consumer Credit Protection Act 2009). and Information Service *
This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the ASIC Electronic Lodgement Protocol ▶ Trade Mark (TM) Check Franchise Council of Australia 17 ▶ NZ Companies Office Authority * Mandatory fields ▶ Information Brokers Australian Charities and Not-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. 2 for-profits Commission ? Need Help ? **ASIC Privacy Policy** Business name registration Linking a business 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 Renew your business name breaches of your privacy. Troubleshooting Frequently asked questions here a single state of the second state of the Back 3 You Tube Siteman | Help | Copyright | Privacy | Accessibility | Accessibility Settings | Service Availability | Contact us |

How to register financial advisers



Payment (1)

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.

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

How to register financial advisers

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| Select how you would like to pay below. You can select to pay now by credit card, or pay I | ater by invoice or BPAY. | ▶ <u>Trade Mark (TM) Check</u> I ^A |
| Pay now by credit card - selecting this option will open a new, secure window to enter y minutes to process your transaction. Once your payment is successful, please wait at lea | our credit card details. Once entered, it may take 2-3 ist 60 seconds before closing the successful payment | ▶ Franchise Council of Austra |
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| Pay later by BPAY - selecting this option will provide you with ASIC's biller code and a un transaction. Please write down the customer reference number as you will require it to co | nique customer reterence number to pay for this implete your payment through your financial institution. | ▶ Information Brokers |
| Pay later by invoice - selecting this option will generate an electronic invoice that will be address/principal place of business (or an email address if available). Note: You cannot v | sent to the business's nominated service iew this invoice through your ASIC Connect account. | ► Australian Charities and No for-profits Commission I ^A |
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Payment (2)

Credit card

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

Pay Now × Close Connect Credit Card Payment Amount(AUD): \$ Cards Accepted: VISA * Card Number: * Expiry Date: Month V Year V ? * CVV: 2 Cancel Submit 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.



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How to register financial advisers





Payment (3)

Pay later

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

- 1. Select the Pay Later option.
- 2. Select the **Invoice** or **BPAY** option.
- If you select BPAY, you will need to print or make note of the BPAY details and process your payment.
- If you select Invoice, the invoice will be sent to the AFS licensee via email (if one has been provided).

Otherwise it will be sent to the AFS licensee's service address.

3. Select Pay Later.

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

How to register financial advisers



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.

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

How to register financial advisers

| Connect | Within: Select | gisters |
|--|---|--|
| ASIC | For: | |
| Home Person Details Business Details Licences & Registrations | Lodgements & Notifications myAccount | |
| gistration of financial advisers | 7 🕂 🖨 🕃 Help 🖙 | 🗲 Do It Now |
| esentative details Addresses Declarations Review Dec | lare | Register a business name Renew a business name |
| | Transaction reference number: 1-BRMAD4B | Link a business/request A key |
| Thank you. We have updated your AFS representativ | e information. | <u>Check business name</u> <u>availability</u> <u>Search ASIC registers</u> |
| Summary | | Quick Links |
| Your transaction was submitted on 16 Sep 2022 at AEST 14.52 PM | | ► <u>ABN Lookup</u> |
| Business : Example AFS Licensee | | ▶ Find ACN |
| Type : AFS licensee | | Australian Business Acco Australian Business Licen |
| Amount : S | | and Information Service |
| Transaction reference number : 1-BRMAD4B | | Trade Mark (TM) Check |
| Payment type : Credit card | | Franchise Council of Aust |
| Transaction Documents | | ▶ <u>NZ Companies Office</u> |
| Select the links below to download and print the document(s). | | Information Brokers |
| Print the transaction | | for-profits Commission |
| You will need Adobe Reader to read, save and print the attached file(s). Get Adobe | Reader here. | |
| | | ? Need Help ? |
| | | Business name registratio |
| What else can I do? | | <u>Renew your business nam</u> |
| | | <u>Troubleshooting</u> |
| View information about the obligations to maintain AFS representative details. | | requently asked question |
| View other information on the ASIC website. | | A Follow ASIC |
| | | |
| | | You lube |