



ASIC

Australian Securities & Investments Commission

Lodgement requirements for Australian financial services (AFS) licensees

The contents of this guide do not constitute legal advice. What is said in this guide may not apply to every situation or to your own personal circumstances. You may need to seek your own legal advice to find out how the legislation and regulations apply to you.

Obligation	Requirement	Reference — section of Corporations Act or regulations	Due date for lodgement	Form number	Is electronic lodgement available?	Lodgement fee	Is more information available?
Breaches and events	Notification of breach of AFS licensee's general obligations (s912A) or compensation arrangements (s912B)	s912D(1)	Within 5 days	No form. Written notification	No	No fee	
	Notification of any event that may make a material adverse change to the licensee's financial position	reg 7.6.04(1)(a)	Within 3 business days	No form. Written notification	No	No fee	
	Notification of change in control of the licensee	reg 7.6.04(1)(i)	Within 10 business days	No form. Written notification	No	No fee	
Change in licensee's particulars	Notification of change in licensee's: <ul style="list-style-type: none"> • name; • principal business address; or • ABN. FS20 is also used for adding/changing: <ul style="list-style-type: none"> • responsible officers; • dispute resolution; and • compensation details. 	reg 7.6.04(1)(b)	Change of name within 14 days Other changes within 10 business days	Form 205 for change of name for corporate entities FS20 for other changes	No for form 205 Yes for FS20	Form 205: \$330 FS20: no fee if lodged within 10 business days	

Lodgement requirements for Australian financial services (AFS) licensees (continued)

Obligation	Requirement	Reference — section of Corporations Act or regulations	Due date for lodgement	Form number	Is electronic lodgement available?	Lodgement fee	Is more information available?
Change in licensee's particulars (cont'd)	<ul style="list-style-type: none"> Notification of change in "key person" named on the licence* Variation to authorisations and other conditions of an AFS licence** <p>* An FS20 may also be required for new responsible officers being appointed as part of key person change</p> <p>** If adding a financial service or product, an FS20 must notify changes in responsible officers' responsibilities</p>	Licence condition	Within 5 business days	FS03	Yes	eLicensing: \$230 Paper: \$270	Pro Forma 209: AFS licence conditions
Authorised representatives	Notification of authorising a representative	s916F(1)	Within 15 business days	FS30	Yes	No fee if lodged within 15 business days of an AFS licence taking effect. If lodged at any other time: eLicensing: \$33 (within 15 days of granting of authorisation); or Paper (FS30): \$65 (within 15 days of granting of authorisation)	
	Notification of revocation of authorised representative	s916F(3)(b)	Within 10 business days	FS31	Yes	eLicensing: \$20 Paper: \$40	
	Notification of change in authorised representative's name, principal business address, directors (if a company) or ABN	s916F(3)(a) reg 7.6.04(1)(c)	Within 10 business days	FS32 Change of name for an authorised rep that is a company, use form 205	Yes	eLicensing: \$20 Paper: \$40	

Lodgement requirements for Australian financial services (AFS) licensees (continued)

Obligation	Requirement	Reference — section of Corporations Act or regulations	Due date for lodgement	Form number	Is electronic lodgement available?	Lodgement fee	Is more information available?
Financial statements and audit	Lodge profit and loss statement and balance sheet	s989B	Body corporate that is a disclosing entity: within 3 months of end of financial year	FS70	Yes	Corporation: \$330 Person: \$135	reg 7.8.14A: lodgement of annual profit and loss statement and balance sheet reg 7.8.13: contents of audit report Pro Forma 209: items 25 and 26
	Lodge auditor report on the profit and loss statement and balance sheet	CO03/0823 & CO06/68	Body corporate that is not a disclosing entity: within 4 months of end of financial year	FS71	Yes	\$1,000	
			Non-body corporate: within 2 months of end of financial year	Lodgement of financial statements and form 405 as a foreign company under section 601CK of the Corporations Act satisfies the lodgement requirements under the class orders	No		
	Notification of appointment of auditor — proprietary company or non-corporate licensee only (not required for a public company licensee)	s990B(6)	Within 14 days after appointment	FS06	Yes	\$33	reg 7.8.16: ineligibility to act as auditor reg 7.8.15: FS06 not required if name of auditor notified in FS01 (Application for an AFS licence)
	Application for consent to remove auditor — proprietary company or non-corporate licensee only (public company licensee must comply with s329)	s990F(b)	ASIC's consent is required prior to removal	FS07	Yes	No fee	

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Obligation	Requirement	Reference — section of Corporations Act or regulations	Due date for lodgement	Form number	Is electronic lodgement available?	Lodgement fee	Is more information available?
	Notice of resignation as auditor (lodged by the auditor) — proprietary company or non-corporate licensee only (auditors of public companies must comply with s329)	s990G(1)(a)	ASIC's consent is required prior to resignation	FS08	No	No fee	
	Notice of cessation of auditor	reg 7.8.15(9)		FS09	Yes	No fee	