



Notification to register, change details of, or cease as an agent

This form is used to register as an agent with ASIC, to change agent details or to cease as an agent with ASIC.

Related forms:

361 - Notification of a registered agent ceasing to act for a company

362 - Notification of appointment or cessation of a registered agent by a company

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

1 Type of notification

If you are registering with ASIC as a new agent you will be allocated a registered agent number. You should use this registered agent number when applying to lodge changes to company details online or when lodging paper forms.

If you wish to have multiple contact addresses and contact persons, you will need to obtain a new registered agent number for each.

You cannot nominate the companies for which you act – companies must nominate you as their registered agent by lodging a Form 362 *Notification of appointment or cessation of a registered agent by a company*. When you cease as an agent, you will no longer be identified as representing a company, or companies.

Tick one box

- Register as an agent
 Change details of an agent
 Cease as an agent

2 Registered agent details

Registered agent number
(New applicants do not complete)

Registered agent number

Registered agent name/organisation
(If changed, insert new name here)

Registered agent name (person or organisation)

ACN (if applicable)

ABN

Registered agent contact details
An agent may register one postal address, one street address and one contact name.

Contact name

Postal address
Office, unit, level

Street number and Street name

or
PO Box number

Suburb/City

State/Territory

Postcode

Street address

Is it the same as the postal address?

- Yes
 No. If no, please supply details.

2 Continued ... Registered agent details

Street address

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

DX number

DX City/Suburb

You must provide an email address and/or phone number so that we can contact you if we have a query.

Email address

Telephone number

Fax number

Criteria for registered agents

Once your request for registration as an ASIC registered agent is approved, and you have indicated that you wish to lodge company forms you must:

- tell us which companies have agreed to let you represent them by electronically lodging a Form 362 *Notification of appointment or cessation of a registered agent by a company*, to allow us to link companies to your registered agent number, and/or
- regularly lodge documents (electronically where possible) with ASIC on behalf of those companies. Only active registered agents can remain registered.

For our purposes, these criteria define a registered agent (company) as active. We reserve the right to cancel your registration if any of these criteria are not met during the period of your registration as we will not consider you active.

Consequences of breaching our expectations of registration

We reserve the right to review your conduct at any stage during your registration. The Form RA01 Guide details when we can cancel your registration. We can cancel your registration if you are found to have breached any part of the *Corporations Act 2001*. For example, if you have breached s1308 by lodging documents with us that to your knowledge, are false and misleading in a material particular.

Signature

Please tick one box

If the registered agent is:

- an individual; it must be signed by that individual
- a company; it must be signed by a director or secretary of the company
- a firm; it must be signed a partner or person authorised to sign on behalf of the firm.

Current agent or person or organisation applying to be registered as an agent

In completing this form for registration or change purposes, I acknowledge I wish to be/remain* registered as an agent with ASIC and have read and accepted the registered agent criteria. I am also aware of and accept ASIC's expectations, as listed in the form guide, imposed upon me.

* *Strike out if not applicable*

Ceasing agent

In completing this form to cancel my registration as an agent, I acknowledge that all companies previously linked to my agent number no longer require my services as an agent and I have notified them of my intention to cancel my registration.

Name

Signature

Date signed

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

Lodgement

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

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide: Notification to register, change details of, or cease as an agent

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Related forms:

361 - Notification of a registered agent ceasing to act for a company

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Signature	If the current registered agent making changes to their details or requesting cancellation of their registration, or the person or organisation applying to be registered as an agent is: <ul style="list-style-type: none">• an individual; it must be signed by that individual• a company; it must be signed by a director or secretary of the company• a firm; it must be signed by a partner or person authorised to sign on behalf of the firm.
Lodgement period	Nil – to be lodged when required.
Lodging fee	Nil
What we expect of all registered agents	<p>As a registered agent, we expect that you will promote high standards of compliance including:</p> <ul style="list-style-type: none">• fulfilling document lodgement obligations under the <i>Corporations Act 2001</i>• adhering to s1308 by not knowingly lodging false and misleading documents, and• keeping your agent registration details up to date on ASIC's record. <p>If you are a registered agent (company) — receiving documents and lodging changes for companies you represent — we also expect you to:</p> <ol style="list-style-type: none">1. Meet the registration criteria before and during registration by:<ul style="list-style-type: none">• regularly lodging documents with ASIC, and/or• representing at least one company by either regularly lodging documents and/or arranging payments on behalf of the company.2. Work with us to ensure that the companies you represent meet their compliance requirements by:<ul style="list-style-type: none">• downloading company annual statements within 28 days of the annual review date from your EDGE or Online Mailbox• alerting officeholders as soon as possible after receipt of the annual company statement to initiate their review of their company details and pay their annual review fee, and• encouraging quick notification if the details of a company change, so that you can lodge any changes with us within the required lodgement period.3. Lodge available documents with us electronically by:<ul style="list-style-type: none">• registering for the use of at least one of ASIC's electronic lodgement services• reading and understanding the Electronic Lodgement Protocol (ELP), and• lodging electronically where possible, particularly changes of company details. <p>Please be aware that we reserve the right to review your conduct at any stage during your registration. We will cancel your registration if you breach one or more of our expectations of registered agent conduct. If your registration is cancelled your access to lodging documents online through the registered agent portal will cease.</p>
AUSkey and ABN	<p>AUSkey is a single secure online credential for business-to-government transactions. It provides access to government online services for participating agencies.</p> <p>From July 2010, clients can use their AUSkey to lodge reports directly to ASIC, ATO, and State and Territory Revenue Offices through select Standard Business Reporting-enabled accounting and financial software packages.</p> <p>The primary tool for authenticating a client's AUSkey will be their ABN. For registered agents the ABN used to authenticate lodgement will be the ABN provided on this form.</p>

Changing your details or ceasing your registration

If any of your agent details change, complete and lodge a Form RA01 as soon as possible to let us know.

If you decide to stop acting as an agent, tell us straight away by lodging a Form RA01.

Be sure to tick the relevant box in Section 1 to show us whether you are changing your details or ceasing to act as an agent, and fill in your existing registered agent details in Section 2.

Lodgement

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

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630