



MEMO

To: Board of Directors
From: Company Secretary
Subject: **ASIC ON-LINE ACCESS**

Company officers (Directors and Company Secretaries) can utilise the facilities on the ASIC website by registering for on-line access.

Applicants must read the ASIC Electronic Lodgement Protocol (Conditions of Use) and agree to be bound by the terms and conditions, then register a unique User Name and Password to access their company's records.

On-line access enables a company officer to:

- view/check company details
- obtain the annual company statement
- receive forms/correspondence from ASIC
- lodge a variety of ASIC forms on-line at any time
- up-date company details on the ASIC database
- make payments.

To access an account on-line go to www.asic.gov.au and then select [Company Officeholders](#) from the Lodge Online box on the right hand side of the screen. Refer to the on-line user guide for further details on the benefits and functions of on-line lodgement.

Of particular benefit for officeholders is the ability for most common types of forms/documents/information lodgements to be done electronically on-line and there is no longer a need to complete paper forms and send them in to ASIC. A copy of all forms lodged on-line can be printed out after lodgement is completed and the form has been accepted by ASIC's system.

DISCLAIMER

The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.
