



MEMO

To: Board of Directors
From: Company Secretary
Subject: **ASIC ON-LINE DOCUMENT / FORM LODGING**

A company no longer has to complete paper forms and send them in to ASIC for most common types of information/document lodgements – they can be done electronically on-line, through ASIC's website www.asic.gov.au by either a company officeholder or an ASIC Agent.

The following extract from the on-line Agent's screen shows the forms which are currently available (more are added from time-to-time):



ASIC

Forms manager

Australian Securities & Investments Commission

Registered agent

Inbox (1)					
Start new form Forms in progress Forms submitted View company details	Agent AUSTRALIAN COMPANY SECRETARY SERVICE Agent No. XXXXX Contact Bill Email info@companysecretary.com.au				
Start a new form					
Profile Change password Update contact details	<table border="1"><thead><tr><th>Form</th><th>Description</th></tr></thead><tbody><tr><td>484</td><td>Change to Company Details Use this form to notify ASIC of:<ul style="list-style-type: none">• Change of address• Appoint or cease company officeholder• Change of name - officeholders or members• Change to members' register• Change to share structure</td></tr></tbody></table>	Form	Description	484	Change to Company Details Use this form to notify ASIC of: <ul style="list-style-type: none">• Change of address• Appoint or cease company officeholder• Change of name - officeholders or members• Change to members' register• Change to share structure
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484	Change to Company Details Use this form to notify ASIC of: <ul style="list-style-type: none">• Change of address• Appoint or cease company officeholder• Change of name - officeholders or members• Change to members' register• Change to share structure				
Finish Logoff					
Help					



Email help	
How this works	
Technical FAQ	
Lodgement	
Responsibilities	
User Guides	
	<ul style="list-style-type: none">• Change of details - ultimate holding company• Change to special purpose company status
	205A Notification of resolution - change of company name
	361 Registered Agent ceasing to act
	362 Appointment or cessation of registered agent
	370 Resignation of Officeholder
	410B Change of company name reservation
	410F Extension of name reservation
Links	
Search ASIC	485 Statement in relation to Company solvency
Search ABR	492 Request for correction
	5100A Registration of a managed investment scheme
	6010 Voluntary Deregistration of a Company
	902 Supplementary Document
	RA61 Review Date Report
	RA67 Company debt report
	RA71 Request for Adhoc Company Statement

Financial Statements

Form	Description
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388	Copy of financial statements and reports
388	Amendment of financial statements or directors' report

Product Disclosure Statements

Form	Description
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FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available

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