



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

This form may be used by Australian companies to appoint a registered agent within Australia to act for them, or cease such an appointment.

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

Company details

Refer to guide for information about corporate key

Company name

ACN/ABN

Corporate key

Lodgement details

Who should ASIC contact if there is a query about this form?

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

1 Appointment of a registered agent

By appointing an agent, you are authorising ASIC to provide correspondence and details relating to your company, to your agent or their nominee. This includes invoice statements, annual review documentation, your company's corporate key and other correspondence.

Postal address

ASIC registered agent name

ASIC registered agent number

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

2 Cessation of a registered agent

Postal address

ASIC registered agent name

ASIC registered agent number

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this form is true and complete.

Name

Capacity

Director

Company secretary

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

Or lodge the form electronically by visiting the ASIC website
www.asic.gov.au

For help or more information

Telephone 1300 300 630
Email info.enquiries@asic.gov.au
Web www.asic.gov.au

Guide: Notification of appointment or cessation of a registered agent by a company

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 362.

This form may be used by Australian companies to appoint a registered agent within Australia to act for them, or cease such an appointment.

Corporate key

The corporate key is an eight-digit number uniquely associated with a company's ACN. If you are lodging this form in paper, you must include your corporate key on the form or ASIC will be unable to update your record. You will find your corporate key on the front page of your annual statement. Please contact ASIC if you cannot locate your corporate key, or if you believe you have not been issued with one.

Signature

This form must be signed by a current company officeholder.

How to provide additional information

Photocopied Form 362 pages

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.

Annexures

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the company name and ACN or ARBN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
6. endorse the annexure with the words:

This annexure (mark) of (number) pages referred to in form (form number and title)

7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

Lodgement

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