



ASIC

User guide

# Registered Agent Portal

## How to extend the reservation of a company name

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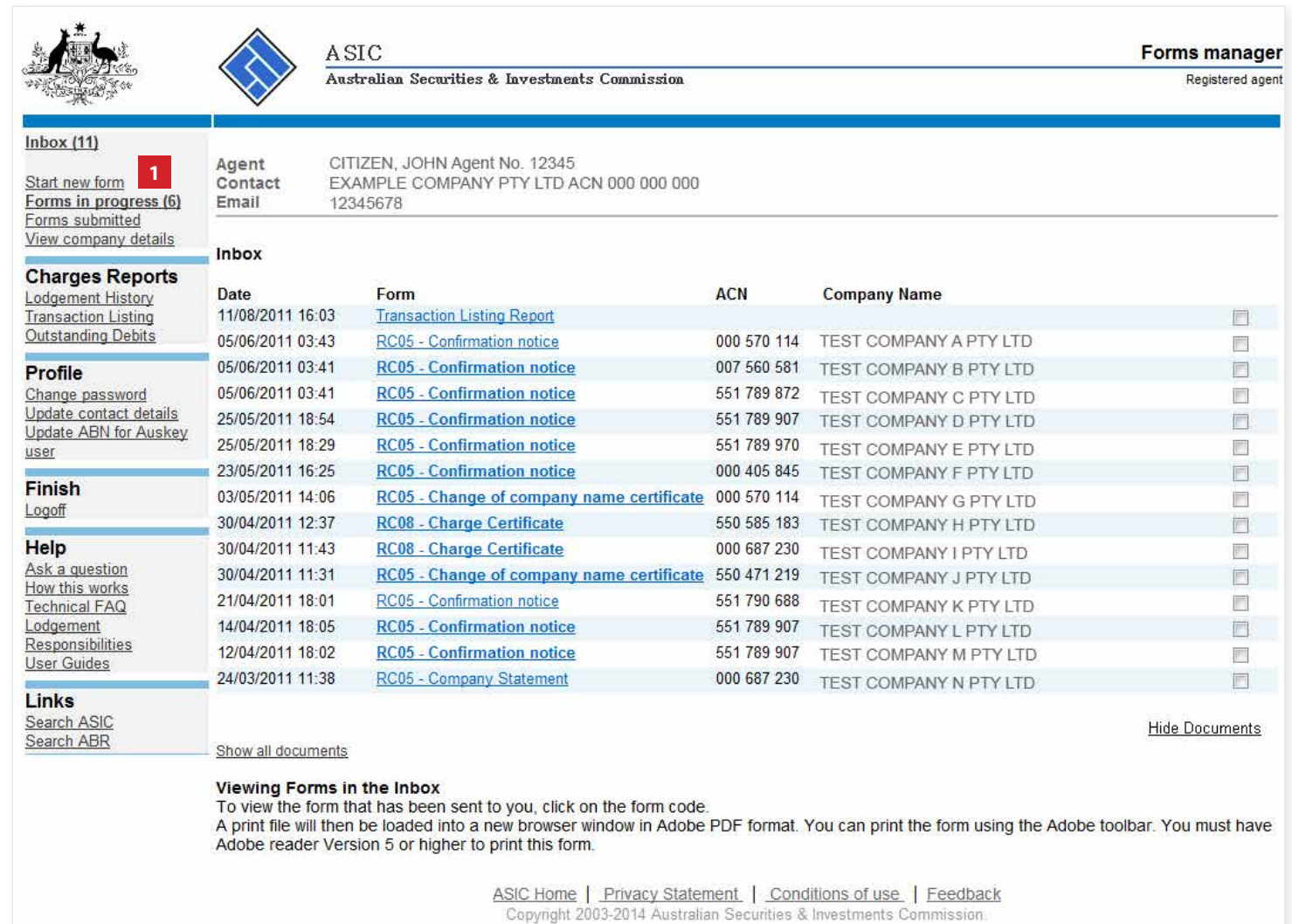
## How to extend the reservation of a company name

- This is an optional transaction and should be completed when you want to extend the reservation period for a company name. You must have already lodged an application to reserve a company name.
- You will need to log in to your [online account](#) before you begin.

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# Start transaction

- Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager Registered agent'. The main content area is divided into a left-hand menu and a main display area.

**Left-hand menu:**

- Inbox (11)**
  - Start new form **1**
  - Forms in progress (6)
  - Forms submitted
  - View company details
- Charges Reports**
  - Lodgement History
  - Transaction Listing
  - Outstanding Debits
- Profile**
  - Change password
  - Update contact details
  - Update ABN for Auskey user
- Finish**
  - Logoff
- Help**
  - Ask a question
  - How this works
  - Technical FAQ
  - Lodgement
  - Responsibilities
  - User Guides
- Links**
  - Search ASIC
  - Search ABR

**Main Display Area:**

**Agent Contact**  
 CITIZEN, JOHN Agent No. 12345  
 EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Email 12345678

**Inbox**

Date	Form	ACN	Company Name	
11/08/2011 16:03	<a href="#">Transaction Listing Report</a>			<input type="checkbox"/>
05/06/2011 03:43	<a href="#">RC05 - Confirmation notice</a>	000 570 114	TEST COMPANY A PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	007 560 581	TEST COMPANY B PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	551 789 872	TEST COMPANY C PTY LTD	<input type="checkbox"/>
25/05/2011 18:54	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY D PTY LTD	<input type="checkbox"/>
25/05/2011 18:29	<a href="#">RC05 - Confirmation notice</a>	551 789 970	TEST COMPANY E PTY LTD	<input type="checkbox"/>
23/05/2011 16:25	<a href="#">RC05 - Confirmation notice</a>	000 405 845	TEST COMPANY F PTY LTD	<input type="checkbox"/>
03/05/2011 14:06	<a href="#">RC05 - Change of company name certificate</a>	000 570 114	TEST COMPANY G PTY LTD	<input type="checkbox"/>
30/04/2011 12:37	<a href="#">RC08 - Charge Certificate</a>	550 585 183	TEST COMPANY H PTY LTD	<input type="checkbox"/>
30/04/2011 11:43	<a href="#">RC08 - Charge Certificate</a>	000 687 230	TEST COMPANY I PTY LTD	<input type="checkbox"/>
30/04/2011 11:31	<a href="#">RC05 - Change of company name certificate</a>	550 471 219	TEST COMPANY J PTY LTD	<input type="checkbox"/>
21/04/2011 18:01	<a href="#">RC05 - Confirmation notice</a>	551 790 688	TEST COMPANY K PTY LTD	<input type="checkbox"/>
14/04/2011 18:05	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY L PTY LTD	<input type="checkbox"/>
12/04/2011 18:02	<a href="#">RC05 - Confirmation notice</a>	551 789 907	TEST COMPANY M PTY LTD	<input type="checkbox"/>
24/03/2011 11:38	<a href="#">RC05 - Company Statement</a>	000 687 230	TEST COMPANY N PTY LTD	<input type="checkbox"/>

[Show all documents](#) [Hide Documents](#)

**Viewing Forms in the Inbox**  
 To view the form that has been sent to you, click on the form code.  
 A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

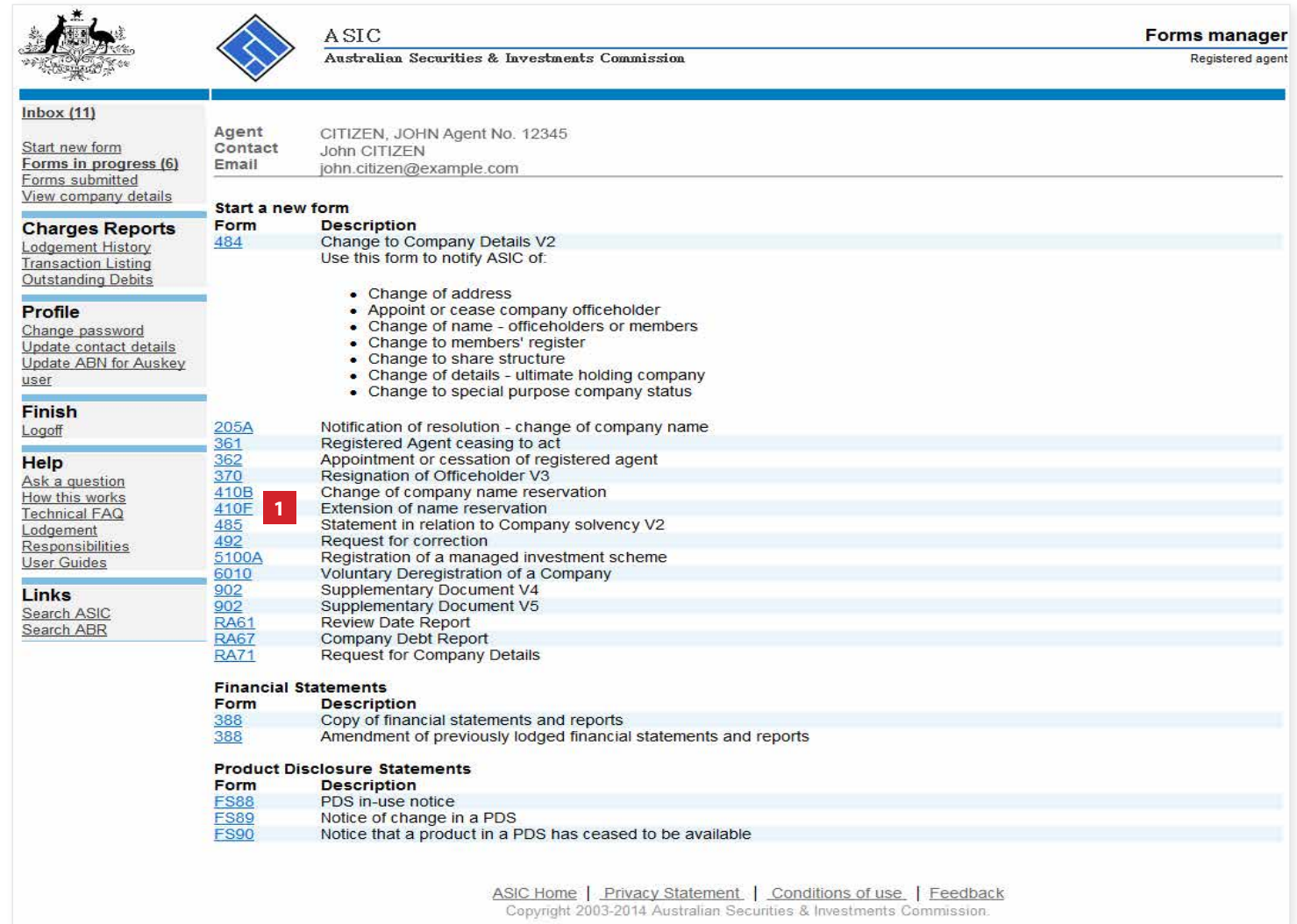
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# Select form type

- From the list of available forms, select **410F**.



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Australian Securities & Investments Commission

**Forms manager**  
Registered agent

**Inbox (11)**  
[Start new form](#)  
**Forms in progress (6)**  
[Forms submitted](#)  
[View company details](#)

**Charges Reports**  
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**Profile**  
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**Links**  
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**Agent Contact**  
 Agent: CITIZEN, JOHN Agent No. 12345  
 Contact: John CITIZEN  
 Email: john.citizen@example.com

**Start a new form**

Form	Description
<a href="#">484</a>	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officeholder</li> <li>Change of name - officeholders or members</li> <li>Change to members' register</li> <li>Change to share structure</li> <li>Change of details - ultimate holding company</li> <li>Change to special purpose company status</li> </ul>
<a href="#">205A</a>	Notification of resolution - change of company name
<a href="#">361</a>	Registered Agent ceasing to act
<a href="#">362</a>	Appointment or cessation of registered agent
<a href="#">370</a>	Resignation of Officeholder V3
<a href="#">410B</a>	Change of company name reservation
<b>1</b> <a href="#">410F</a>	Extension of name reservation
<a href="#">485</a>	Statement in relation to Company solvency V2
<a href="#">492</a>	Request for correction
<a href="#">5100A</a>	Registration of a managed investment scheme
<a href="#">6010</a>	Voluntary Deregistration of a Company
<a href="#">902</a>	Supplementary Document V4
<a href="#">902</a>	Supplementary Document V5
<a href="#">RA61</a>	Review Date Report
<a href="#">RA67</a>	Company Debt Report
<a href="#">RA71</a>	Request for Company Details

**Financial Statements**

Form	Description
<a href="#">388</a>	Copy of financial statements and reports
<a href="#">388</a>	Amendment of previously lodged financial statements and reports

**Product Disclosure Statements**

Form	Description
<a href="#">FS88</a>	PDS in-use notice
<a href="#">FS89</a>	Notice of change in a PDS
<a href="#">FS90</a>	Notice that a product in a PDS has ceased to be available

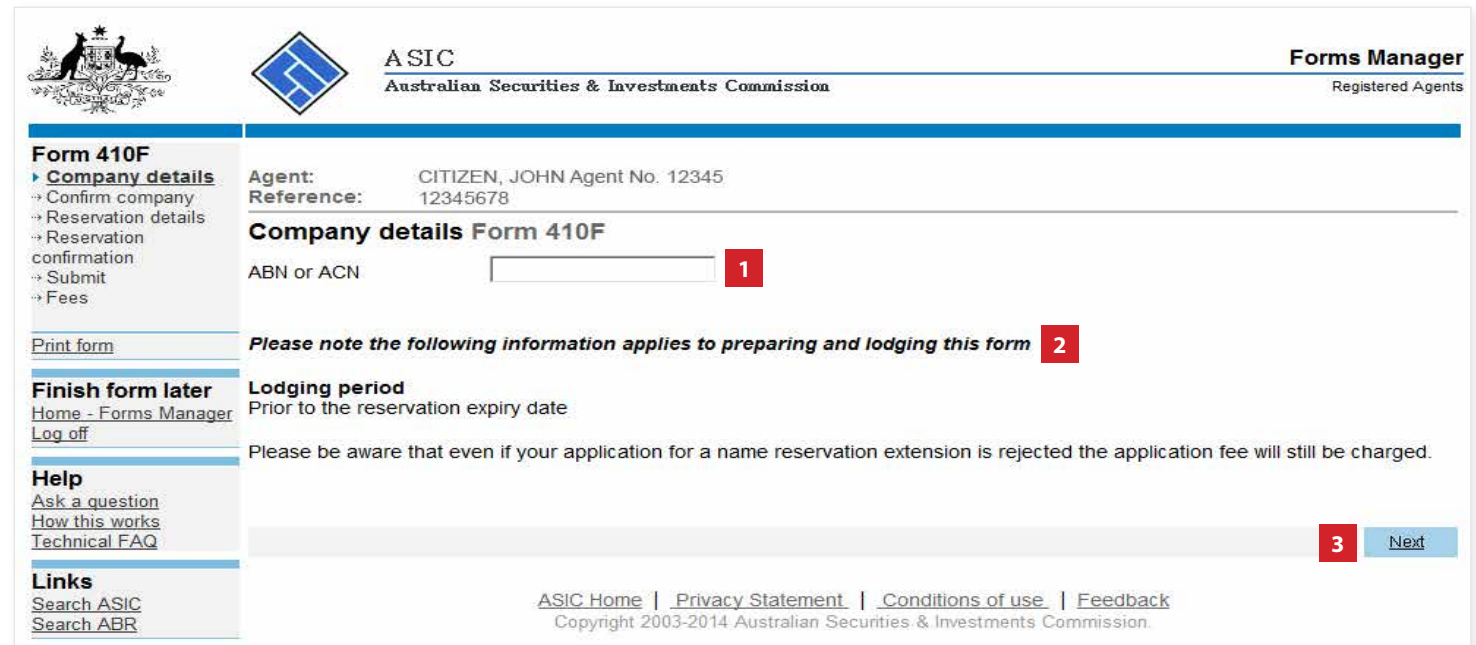
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# Enter the company ACN/ABN

1. Enter the relevant **ACN/ABN**.
2. Please carefully **read the information** that relates to lodging this form.
3. Select **Next** to continue.



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**Forms Manager**  
Registered Agents

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**Form 410F**

- ▶ **Company details**
- Confirm company
- Reservation details
- Reservation confirmation
- Submit
- Fees

[Print form](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Reference:** 12345678

**Company details Form 410F**

ABN or ACN  **1**

**Please note the following information applies to preparing and lodging this form** **2**

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

**Lodging period**  
Prior to the reservation expiry date

Please be aware that even if your application for a name reservation extension is rejected the application fee will still be charged.

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[How this works](#)  
[Technical FAQ](#)

**Links**  
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**3** [Next](#)

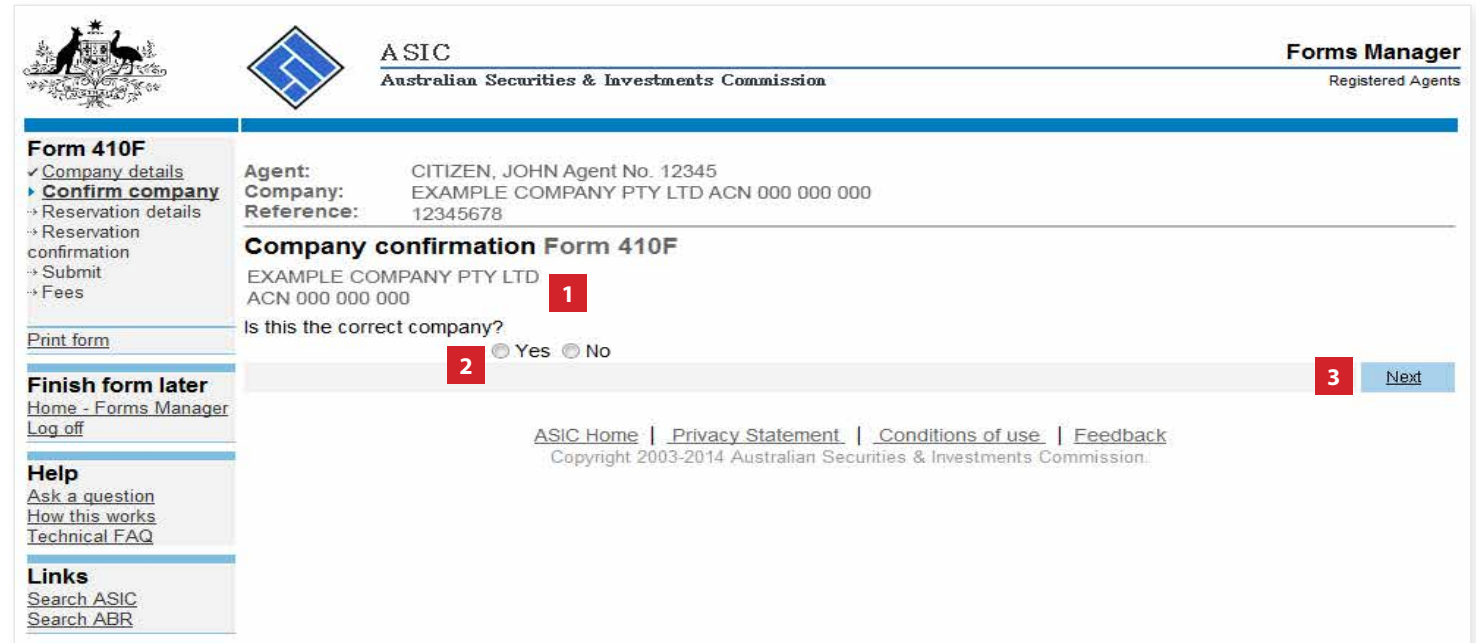
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# Company confirmation

1. Review the **company details**.
2. Select **Yes** to confirm the information is correct.
3. Select **Next** to continue.



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**Form 410F**  
✓ [Company details](#)  
▶ **Confirm company**  
→ [Reservation details](#)  
→ [Reservation confirmation](#)  
→ [Submit](#)  
→ [Fees](#)

[Print form](#)

---

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

---

**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

---

**Links**  
[Search ASIC](#)  
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Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

---

**Company confirmation Form 410F**  
EXAMPLE COMPANY PTY LTD  
ACN 000 000 000 **1**

Is this the correct company?  
**2**  Yes  No

**3** [Next](#)

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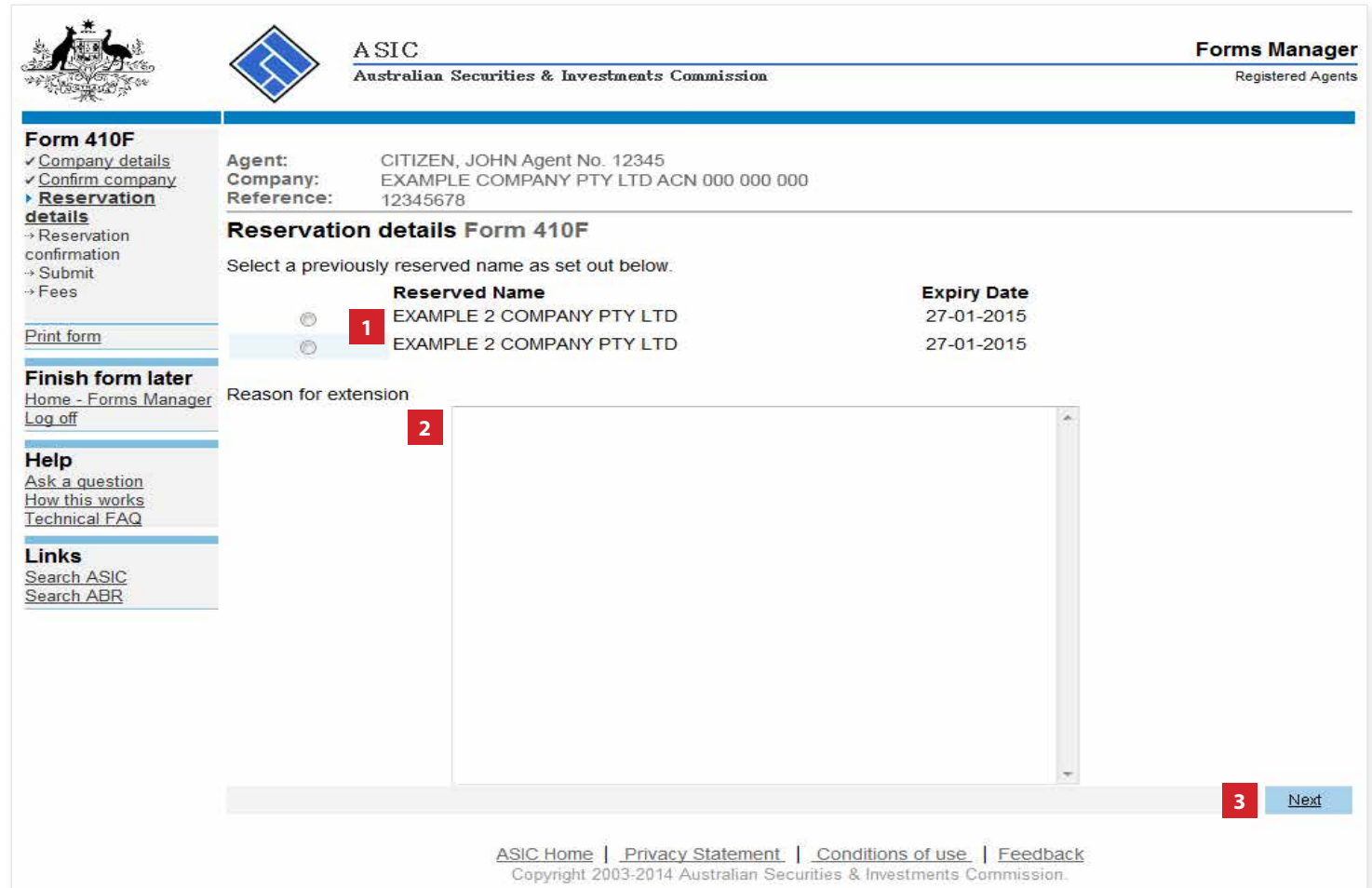
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## Enter reservation details

1. Select the **previously reserved name** to be extended.
2. Enter the **reason for extension** in the text box provided.
3. Select **Next** to continue.



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**Form 410F**  
[✓ Company details](#)  
[✓ Confirm company](#)  
**Reservation details**  
→ Reservation confirmation  
→ Submit  
→ Fees  
[Print form](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

---

**Reservation details Form 410F**  
Select a previously reserved name as set out below.

	<b>Reserved Name</b>	<b>Expiry Date</b>
<input type="radio"/>	<b>1</b> EXAMPLE 2 COMPANY PTY LTD	27-01-2015
<input type="radio"/>	EXAMPLE 2 COMPANY PTY LTD	27-01-2015

**Reason for extension** **2**

**3** [Next](#)

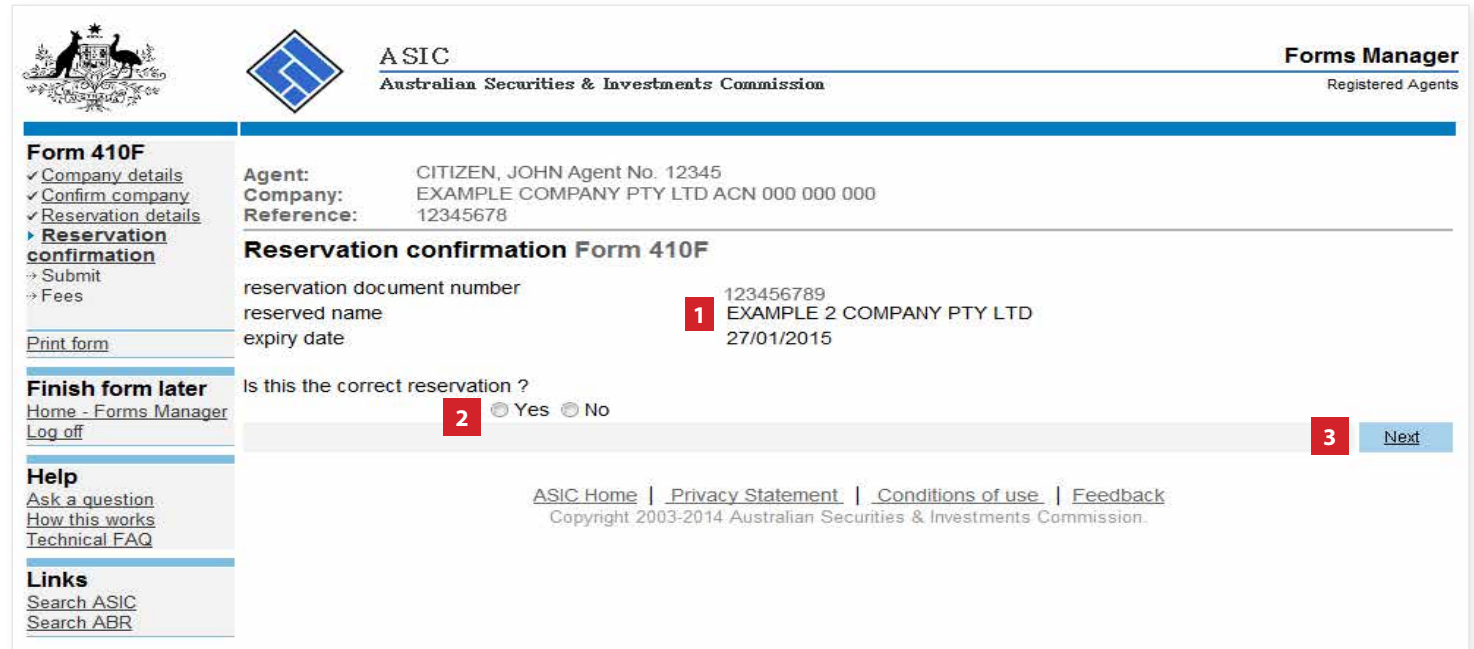
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## Enter reservation details

1. Review the reservation details.
2. Select **Yes** if this is the correct reservation.
3. Select **Next** to continue.



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**Form 410F**  
✓ [Company details](#)  
✓ [Confirm company](#)  
✓ [Reservation details](#)  
▶ **Reservation confirmation**  
➔ [Submit](#)  
➔ [Fees](#)  
[Print form](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

---

**Reservation confirmation Form 410F**

reservation document number 123456789  
reserved name **1** EXAMPLE 2 COMPANY PTY LTD  
expiry date 27/01/2015

Is this the correct reservation ? **2**  Yes  No

**3** [Next](#)

---

**Finish form later**  
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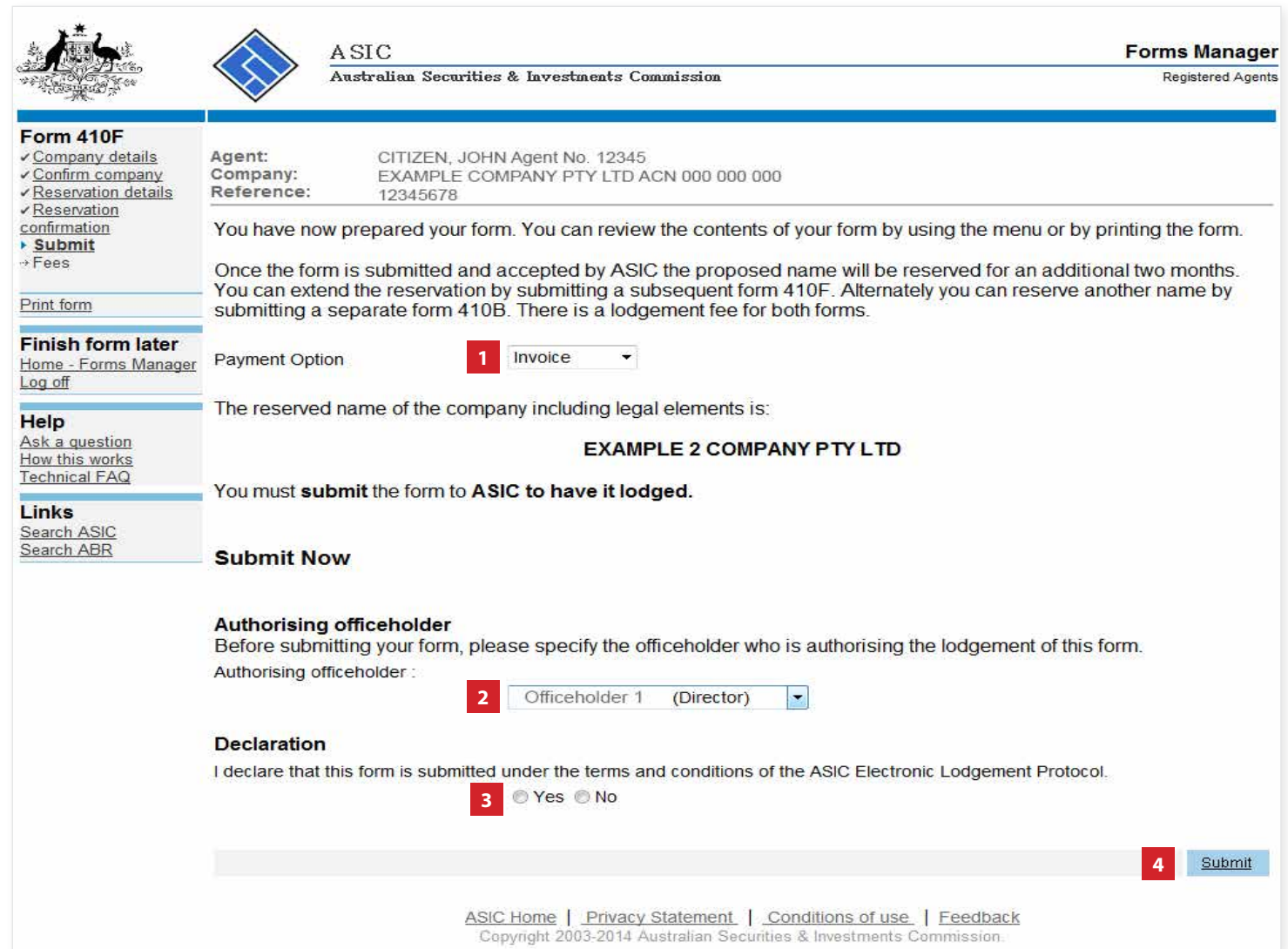
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## Make the declaration

1. Select a **payment option** from the drop-down list. You can only select direct debit if you are registered for direct debit with ASIC.
2. Select the company's **authorising officeholder** from the drop-down list.
3. Select **Yes** to complete the declaration when you are satisfied the document is being lodged within the terms and conditions of ASIC's Electronic Lodgement Protocol.
4. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Forms Manager interface for Form 410F. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents".

**Form 410F**

- ✓ [Company details](#)
- ✓ [Confirm company](#)
- ✓ [Reservation details](#)
- ✓ [Reservation confirmation](#)
- ▶ [Submit](#)
- [Fees](#)
- [Print form](#)

**Finish form later**

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**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.

Once the form is submitted and accepted by ASIC the proposed name will be reserved for an additional two months. You can extend the reservation by submitting a subsequent form 410F. Alternately you can reserve another name by submitting a separate form 410B. There is a lodgement fee for both forms.

Payment Option **1** Invoice

The reserved name of the company including legal elements is:

**EXAMPLE 2 COMPANY PTY LTD**

You must **submit** the form to **ASIC to have it lodged.**

**Submit Now**

**Authorising officeholder**  
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.  
 Authorising officeholder : **2** Officeholder 1 (Director)

**Declaration**  
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.  
**3**  Yes  No

**4** [Submit](#)

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## Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

**Note:**

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



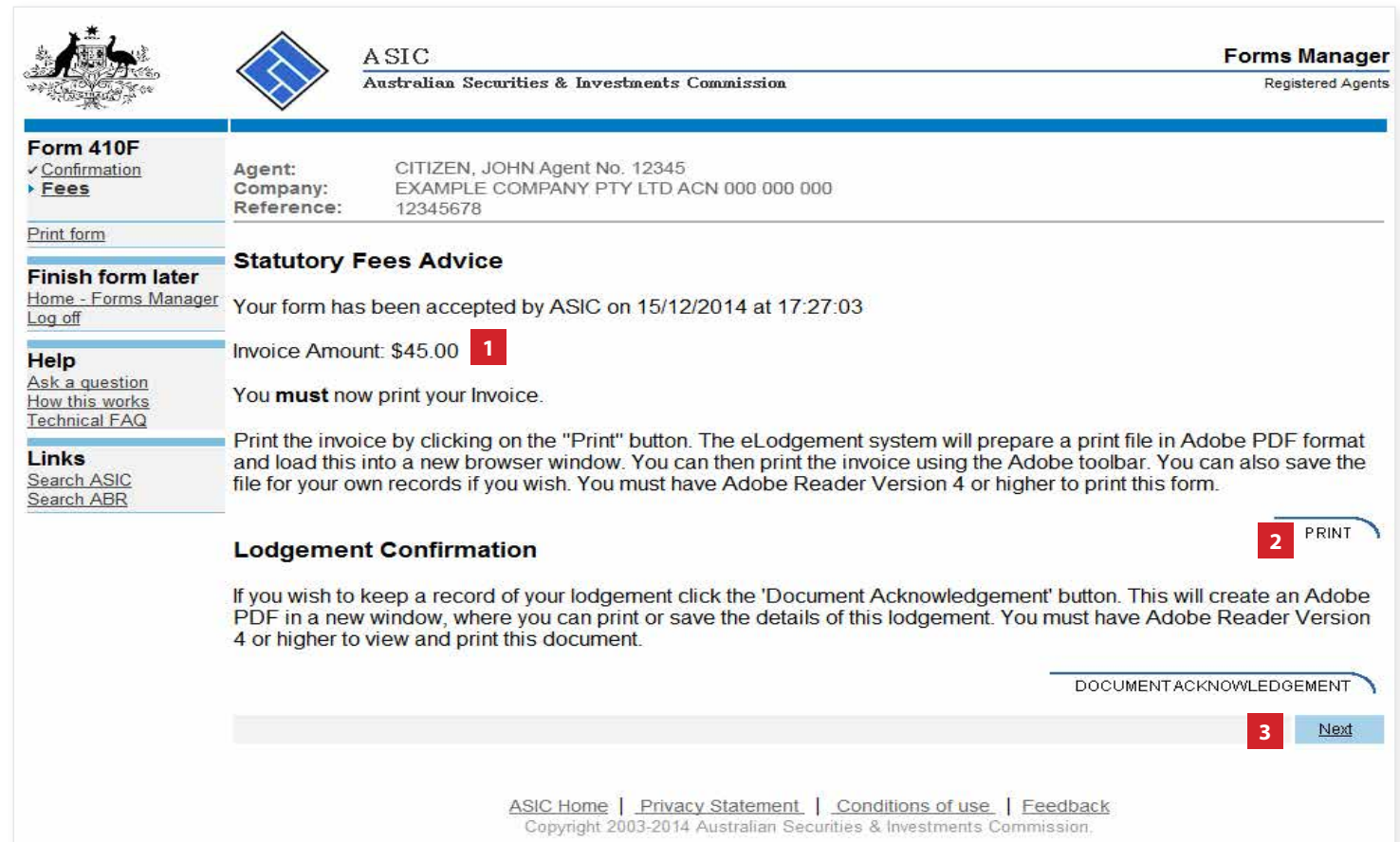
The screenshot shows the ASIC Forms Manager interface. At the top, there are the Australian Government Coat of Arms and the ASIC logo. The text 'ASIC Australian Securities & Investments Commission' is on the left, and 'Forms Manager Registered Agents' is on the right. A left-hand navigation menu contains sections for 'Form 410F' (with sub-items 'Confirmation' and 'Fees'), 'Finish form later' (with sub-items 'Home - Forms Manager' and 'Log off'), 'Help' (with sub-items 'Ask a question', 'How this works', and 'Technical FAQ'), and 'Links' (with sub-items 'Search ASIC' and 'Search ABR'). The main content area displays the agent and company details: 'Agent: CITIZEN, JOHN Agent No. 12345', 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', and 'Reference: 12345678'. Below this is the heading 'Confirmation of Form Submission' and the message 'Your document was submitted for validation to ASIC on 15/12/2014 at 17:27:03.'. At the bottom right, there is a red box with the number '1' and a 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission.'


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## Fees advice

1. Note the **invoice amount** is displayed.
2. Select **Print** to print your invoice.
3. Select **Next** to continue and finalise the transaction.



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**Forms Manager**  
Registered Agents

**Form 410F**  
[Confirmation](#)  
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**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Statutory Fees Advice**

Your form has been accepted by ASIC on 15/12/2014 at 17:27:03

Invoice Amount: \$45.00 **1**

You **must** now print your Invoice.

Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.

**Lodgement Confirmation**

If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.

**2** PRINT

DOCUMENTACKNOWLEDGEMENT

**3** Next

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