

Notification by a company to nominate or cease a registered agent or contact address

This form may be used by an Australian company to nominate or cease a registered agent or contact address.

Changes to a registered office address should be notified using a Form 484.

Related Forms

484 Section A - Change to company details – change of address

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

Company name

ACN/ABN

Refer to guide for information
about corporate key

Corporate key

Lodgement details

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

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

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]

Complete details of registered agent or contact address over page.

1 Request an action

Tick appropriate box(es).

- ☐ Appoint a registered agent — complete Section 2. If ceasing existing registered agent complete Section 3 as well.
- ☐ Nominate a contact address — complete Section 2. If ceasing existing contact address complete Section 3 as well.
- ☐ Cease a registered agent or contact address — complete Section 3.
- If the registered agent or contact address is ceased and a new address is not nominated in Section 2, our mailing address for the company will revert to the registered office address.

If you need to update your registered office you should lodge a Form 484 Change to company details — change of address

2 Details of the new registered agent or contact address

Complete when appointing a registered agent.

ASIC registered agent name

ASIC registered agent number

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.

Complete the address details when appointing a registered agent or nominating a contact address.

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

3 Details of ceasing registered agent or contact address

Complete when ceasing a registered agent.

ASIC registered agent name

ASIC registered agent number

Complete the address details when ceasing a registered agent or ceasing a contact address.

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

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

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

Guide:

Notification by a company to nominate or cease a registered agent or contact address

This guide is not part of the form. It is included by ASIC to assist you in completing and lodging the Form 362/486.

This form may be used by an Australian company to nominate or cease a registered agent or contact address.

Changes to a registered office address should be notified using a Form 484.

Related Forms

484 Section A - Change to company details – change of address

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.

On the appointment of a new registered agent, the company's existing corporate key is cancelled (if not already done so), a new corporate key is generated and sent to the new registered agent.

On the cessation of a registered agent the corporate key is cancelled for the company. You must go to www.asic.gov.au/corporatekey or contact ASIC to have a new corporate key issued.

Signature

This form must be signed by a current company officeholder. The person who is signing this document must use one of the following signing options:

- Physically sign on a paper version of the document
- Physically sign on a touchscreen device (eg. by a stylus or finger)
- Digitally insert an image of the person's usual signature

Lodgement period

Nil.

Lodging fee

No lodging or late fees apply.

How to provide additional information

Photocopied Form 362/486 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.