

Guide: Notification of a registered agent ceasing to act for 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 361.

Related forms

RA01 - Notification to register, change details of or cease as an agent

484 - Change to company details, Section A1 - Change of address

Signature	This form must be signed by the registered agent.	
Lodgement fee	Nil.	
Additional information	<p>Prior to 1 July 2003, the Form 361 Notification of address for the purpose of service of annual return was lodged by the registered agent and allowed notification of that agent commencing and/or ceasing to act on behalf of a company. The functionality of the Form 361 Notification of a registered agent ceasing to act for a company has now changed in that it now only allows the registered agent to notify that it is ceasing to act for a company or companies.</p> <p>A new Form 362 Notification of appointment or cessation of a registered agent by a company has been created which allows a company to notify either the appointment or cessation of a registered agent to act on behalf of that company.</p> <p>The Form RA01 Notification to register, change details of, or cease as an agent has also been changed. The basic function of this form has not changed.</p>	
How to provide additional information	<p>Photocopied Form 361 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.</p> <p>Annexures If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"> 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 <p>The annexure must be signed by the same person(s) who signed the form.</p>	
Lodgement	<p>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.</p> <p>Or lodge the form electronically by visiting the ASIC website www.asic.gov.au</p>	<p>For more information</p> <p>Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630</p>