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sign here

GUIDE

This guide does not form part of the prescribed form and is included by ASIC to assist you in completing and lodging form 205.

Signature

This form must be signed by a director or secretary.

Lodging period & fee

Lodging periods are calculated from the date on which the special or ordinary resolution was passed or agreed to - which ever is applicable.

Change of name	14 days	\$330
Change from public to proprietary company (a form 206 must be lodged)	14 days	\$65
Change from proprietary to public company (a form 206 must be lodged)	14 days	\$65
Change from LMGT & LMSG to LMSH, or other (a form 206 must be lodged)	14 days Various	
Alteration to company's constitution (ss.136(5))	14 days	Nil
Voluntary winding up (ss.491(1))	7 days	Nil
Company resolved to be wound up by Court (ss.461(2))	14 days	Nil
Powers & duties of liquidator (voluntary) (s.506(1B))	14 days	Nil
Company's arrangement with liquidator (ss.507(11))	14 days	Nil
Binding arrangements on company/creditors (s.510(1A))	14 days	Nil
Other - see Corporations Act 2001	Various	Various

A receipt will not be issued unless requested.

Late lodging fees

If lodged within 1 month after the prescribed lodging period stated above

\$65

If lodged more than 1 month after the prescribed lodging period stated above

\$270

Generally, a form is not regarded as being lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001

Additional requirements

The details of the resolution must be machine printed or clearly handwritten.

Names: A name is available unless it is identical to a name that is currently reserved or registered under the Corporations Act 2001 for another body, or is identical to a name that is included on the national business names register in respect of another individual or body who is not the person applying to have the name, or is unacceptable for registration under the Regulations.

If the company proposes to change its name to a name which is identical to a registered business name(s), ASIC must be satisfied that the company is entitled to the use of the name under s147. To assess entitlement to the name, the questions regarding the business name(s) issue shown on the form 205 must be completed. Alternatively, that information may be given in a statement attached to a form 205 (as an annexure) under the heading 'Declaration Regarding Registered Business Name(s)'. Be sure to provide the same information as is required on the form 205. The statement must also be **dated and signed** by a director/secretary of the company as being 'true and correct' as follows: 'I declare that the information given in this statement is true and correct'.

Send to

Australian Securities & Investments Commission GPO Box 4000

Gippsland Mail Centre VIC 3841

Annexures

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 corporation name and ACN.
- 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 identify the annexure with a mark such as A, B, C, etc
- 6 endorse the annexure with the words:

This is 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.

Information in this guide is intended as a guide only. Please consult your accountant or solicitor for further advice.