



Notification of appointment or cessation of an external administrator

Form 505
Corporations Act 2001
415(1), 427(2), 427(4), 450A(1)(a),
537(1) & (2)
Corporations Regulations 2001
5.3A.03

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

Lodgement details

An image of this form will be available as part of the public register.

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

1 Company to which the administrator was appointed

Company name

ACN/ABN/ARBN

2 Company industry type

Tick one box.

Indicate the main industry in which the company was involved.

- | | |
|---|--|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Financial and Insurance Services – Other Financial services |
| <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Information Media and Telecommunications |
| <input type="checkbox"/> Arts and Recreation Services | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Other (Business and Personal) Services |
| <input type="checkbox"/> Electricity, Gas Water and Waste Services | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Financial and Insurance Services - Credit Provider | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Financial and Insurance Services - Deposit Taking Institutions | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Financial and Insurance Services – Insurance | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Financial and Insurance Services – Managed Investments | <input type="checkbox"/> Transport, Postal and Warehousing |
| <input type="checkbox"/> Financial and Insurance Services – Superannuation | <input type="checkbox"/> Wholesale Trade |

3 Details of the person(s)/firm appointed

The address must be completed.

Liquidator registration number

Family name Given name

Firm name (if applicable)

Office, unit, level

Street number and street name

Suburb/City State/Territory Postcode

Country (if not Australia)

Type of appointment
 appointed singly appointed jointly appointed jointly and severally

The address must be completed.

Liquidator registration number

Family name Given name

Firm name (if applicable)

Office, unit, level

Street number and street name

Suburb/City State/Territory Postcode

Country (if not Australia)

Type of appointment
 appointed singly appointed jointly appointed jointly and severally

4 Details of appointment

Date must be provided

Date of appointment

/ /
 [D] [D] [M] [M] [Y] [Y]

Type of administrator

Tick one box

	ASIC internal form code
<input type="checkbox"/> Administrator	505U
<input type="checkbox"/> Provisional liquidator	505S
<input type="checkbox"/> Liquidator of Court liquidation	505G
<input type="checkbox"/> Liquidator of members' voluntary liquidation	505H
<input type="checkbox"/> Liquidator of creditors' voluntary liquidation	505J
<input type="checkbox"/> Liquidator of creditors' voluntary liquidation appointed by ASIC under Part 5.4C	505JA
<input type="checkbox"/> Receiver of the property described in the Schedule of property to this form	505A
<input type="checkbox"/> Receiver and manager of the property described in the Schedule of property to this form	505B
<input type="checkbox"/> Managing controller (other than receiver and manager) of the property described in the Schedule of property to this form	505Q
<input type="checkbox"/> Controller (other than receiver, receiver and manager or managing controller) of the property described in the Schedule of property to this form	505T
<input type="checkbox"/> Deed administrator	505V
<input type="checkbox"/> Scheme administrator under Part 5.1	505C

Method of appointment

If appointment by Court order, tick box to indicate the Court and provide details

Appointment by Court order

Federal Court of Australia State or territory registry

Family Court of Australia State or territory registry

Supreme Court State or territory

Date of obtaining order

/ /
 [D] [D] [M] [M] [Y] [Y]

Proceeding-matter number Year

4 Continued... Details of appointment

Complete both dates.

<input type="checkbox"/>	Appointment by instrument	
	Date of appointment	AND Date of instrument
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]
	Description of instrument <input type="text"/>	
<input type="checkbox"/>	Instrument registered in the Personal Property Securities Register	
	Security interest number <input type="text"/>	
<input type="checkbox"/>	Instrument registered in other register	
	Please specify details <input type="text"/>	
<input type="checkbox"/>	Instrument not registered	
	Name of appointer <input type="text"/>	
<input type="checkbox"/>	Appointment other than by Court or instrument	
	Date of appointment <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	
<input type="checkbox"/>	Appointment by company by writing under its common seal	
	Date of appointment <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	
<input type="checkbox"/>	Appointment by liquidator or provisional liquidator	
	Date of appointment <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	

5 Ceasing, resignation or removal

Date must be provided.

If a controller, show details of method of appointment in Section 4.

Date of cessation, resignation or removal <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	ASIC internal form code
<input type="checkbox"/> Cessation, resignation or removal of administrator	505Y
<input type="checkbox"/> Resignation or removal of liquidator (including Court-appointed liquidator)	505R
<input type="checkbox"/> Resignation or removal of provisional liquidator	505R
<input type="checkbox"/> Cessation of receiver	505K
<input type="checkbox"/> Cessation of receiver and manager	505L
<input type="checkbox"/> Cessation of managing controller (other than receiver and manager)	505W
<input type="checkbox"/> Cessation of controller (other than receiver, receiver and manager or managing controller)	505X
<input type="checkbox"/> Cessation, resignation or removal of deed administrator	505Z
<input type="checkbox"/> Cessation of scheme administrator under Part 5.1	505M

6 Schedule of property

(If insufficient space) Further details are enclosed in the annexure marked () of () pages.

7 Additional ASIC information requirements

Ceasing, Resignation or Removal

Please note that for ASIC to form an opinion whether it may receive or register this document under s1274(9), the following information is required in relation to the ceasing, resignation or removal of an external administrator.

If this notice is lodged to notify the ceasing, resignation, removal of an external administrator or where an administrator has been appointed to replace a currently appointed person or persons, please show below the details of the person or persons who have resigned etc. If joint administrators, show only the names of the person or persons who have resigned etc.

Name

Name

Name

If one of the following administrators, please tick appropriate box and complete date of appointment of the person(s) who have ceased etc.

Date of appointment

/ /
[D] [D] [M] [M] [Y] [Y]

Receiver

Receiver and manager

Managing controller (other than receiver and manager)

Controller (other than receiver, receiver and manager or managing controller)

Please note that failure to supply this information may result in the rejection of this document.

Signature

This form must be signed by the external administrator.

Name

Capacity

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 online by visiting the ASIC website
www.asic.gov.au

For more information

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

Guide: Notification of appointment or cessation as an external administrator

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 505.

Signature	This form must be signed by the external administrator (i.e. liquidator, receiver, administrator etc).																				
Lodgement period	<table border="1"> <thead> <tr> <th colspan="2">Appointments</th> </tr> </thead> <tbody> <tr> <td>Administrator or deed administrator</td> <td>1 business day</td> </tr> <tr> <td>Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)</td> <td>14 days</td> </tr> <tr> <td>Scheme administrator under Part 5.1</td> <td>14 days</td> </tr> <tr> <td>Liquidator</td> <td>14 days</td> </tr> <tr> <th colspan="2">Cessations</th> </tr> <tr> <td>Administrator or deed administrator</td> <td>As soon as practicable</td> </tr> <tr> <td>Scheme administrator under Part 5.1</td> <td>7 days</td> </tr> <tr> <td>Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)</td> <td>7 days</td> </tr> <tr> <td>Liquidator</td> <td>14 days</td> </tr> </tbody> </table>	Appointments		Administrator or deed administrator	1 business day	Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)	14 days	Scheme administrator under Part 5.1	14 days	Liquidator	14 days	Cessations		Administrator or deed administrator	As soon as practicable	Scheme administrator under Part 5.1	7 days	Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)	7 days	Liquidator	14 days
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Late fees	<p>Late fees will apply if you notify a change outside of the lodgement period.</p> <p>For information on fees refer to www.asic.gov.au/forms.</p> <p>A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001. A receipt will not be issued unless requested.</p>																				
Completing this form	<ol style="list-style-type: none"> The third section of the form, Details of the person(s)/firm appointed, should be completed regardless of whether the notice being lodged is of an appointment or a cessation. When an external administrator is appointed by resolution of the company or ASIC, in the Method of appointment area of the form, tick the box next to Appointment other than by Court or instrument. Section 6 Schedule of property should only be completed for receivers, receivers and managers, controllers, or managing controllers. Do not use the same form to advise of an appointment AND a cessation. Instead use two separate forms. See Information sheet 29 <i>External administration - most commonly lodged forms</i> (INFO 29) for more information. You can download it at www.asic.gov.au/infosheets. 																				

How to provide additional information**Photocopied Form 505 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

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
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.

Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

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

For more information

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