



**Form 506**

Corporations Act 2001

427(3), 537(1)

Corporations Regulation 2001

5.3A.04

# Notification of change of address of an external administrator

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

## Lodgement details

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

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address



## 1 Details of the external administrator

Tick one box

	ASIC internal form code
<input type="checkbox"/> Administrator	506H
<input type="checkbox"/> Liquidator	506E
<input type="checkbox"/> Provisional liquidator	506K
<input type="checkbox"/> Receiver	506A
<input type="checkbox"/> Receiver and manager	506A
<input type="checkbox"/> Managing controller (other than receiver and manager)	506F
<input type="checkbox"/> Controller (other than receiver, receiver and manager or managing controller)	506G
<input type="checkbox"/> Deed administrator	506J
<input type="checkbox"/> Scheme administrator under Part 5.1	506B

Date of change of address

Date of change

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

## 2 New address

Family name	Given name
<input type="text"/>	<input type="text"/>
Firm name (if applicable)	
<input type="text"/>	
Unit, level	
<input type="text"/>	
Street number and street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	Country (if not Australia)
<input type="text"/>	<input type="text"/>

  

Family name	Given name
<input type="text"/>	<input type="text"/>
Firm name (if applicable)	
<input type="text"/>	
Unit, level	
<input type="text"/>	
Street number and street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	Country (if not Australia)
<input type="text"/>	<input type="text"/>

## Signature

This form must be signed by the external administrator.

Name
<input type="text"/>
Signature
<input type="text"/>
Date signed
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
[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 electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Notification of change of address of 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 506.

<b>Signature</b>	This form must be signed by the external administrator (i.e. liquidator, receiver, administrator etc).	
<b>Lodgement period</b>	Administrator or deed administrator	within 10 business days after the date of change
	Liquidator	within 14 days after the date of change
	Receiver, receiver and manager, managing controller (other than receiver and manager), controller (other than receiver, receiver and manager or managing controller)	within 14 days after the date of change
	Scheme administrator under Part 5.1 who is a registered liquidator	within 14 days after the date of change
<b>Late fees</b>	<p>Late fees will apply if you notify a change outside of the lodgement period.</p> <p>For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a>.</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>	
<b>How to provide additional information</b>	<p><b>Photocopied Form 506 pages</b> 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><b>Annexures</b> To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"> <li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li> <li>2. show the company name and ACN</li> <li>3. number the pages consecutively</li> <li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li> <li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li> <li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li> <li>7. sign and date the annexure</li> </ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>	
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) 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.	
<b>Lodgement</b>	<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 <a href="http://www.asic.gov.au">www.asic.gov.au</a></p>	<p><b>For more information</b></p> <p>Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630</p>