



# Notification of appointment or cessation of an external administrator

## Form 505

Corporations Act 2001  
415(1), 427(2), 427(4), 450A(1)(a),  
499(2C)(a) & (b), 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

### Company details

Company name

ACN/ABN/ARBN

### 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 Details of the person(s)/firm appointed

Family name

Given name

Firm name (if applicable)

The address must be completed.

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

# 1 Continued... Details of the person(s)/firm appointed

Family name	Given name	
<input type="text"/>	<input type="text"/>	
Firm name (if applicable)		
<input type="text"/>		
Office, unit, level		
<input type="text"/>		
Street number and street name		
<input type="text"/>		
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country (if not Australia)		
<input type="text"/>		
<input type="checkbox"/> appointed singly <input type="checkbox"/> appointed jointly <input type="checkbox"/> appointed jointly and severally		

Type of appointment

# 2 Details of appointment

Date must be provided

Date of appointment	
<input type="text"/>	<input type="text"/>
[D D] / [M M] / [Y Y]	
<input type="checkbox"/> Administrator	ASIC internal form code 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"/> 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
<input type="checkbox"/> Appointment by Court order	
<input type="checkbox"/> Federal Court of Australia	State or territory registry <input type="text"/>
<input type="checkbox"/> Family Court of Australia	State or territory registry <input type="text"/>
<input type="checkbox"/> Supreme Court	State or territory <input type="text"/>
Date of obtaining order	
<input type="text"/>	<input type="text"/>
[D D] / [M M] / [Y Y]	
Proceeding-matter number	Year
<input type="text"/>	<input type="text"/>

Type of administrator  
Tick one box

Method of appointment

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

## 2 Continued... Details of appointment

Complete both dates.

<input type="checkbox"/>	<b>Appointment by instrument</b>																																		
	Date of appointment AND Date of instrument																																		
	<table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>[D]</td> <td>[D]</td> <td></td> <td>[M]</td> <td>[M]</td> <td></td> <td>[Y]</td> <td>[Y]</td> <td></td> <td>[D]</td> <td>[D]</td> <td></td> <td>[M]</td> <td>[M]</td> <td></td> <td>[Y]</td> <td>[Y]</td> </tr> </table>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	[D]	[D]		[M]	[M]		[Y]	[Y]		[D]	[D]		[M]	[M]		[Y]	[Y]
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[D]	[D]		[M]	[M]		[Y]	[Y]		[D]	[D]		[M]	[M]		[Y]	[Y]																			
	Description of instrument																																		
	<input type="text"/>																																		
<input type="checkbox"/>	Instrument registered in the Australian register of company charges																																		
	Registered charge number																																		
	<input type="text"/>																																		
<input type="checkbox"/>	Instrument registered in the register of charges of a State or Territory																																		
	Registered charge number State or Territory																																		
	<input type="text"/> <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"/>	<b>Appointment other than by Court or instrument</b>																																		
	Date of appointment																																		
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[D]	[D]		[M]	[M]		[Y]	[Y]																												
<input type="checkbox"/>	<b>Appointment by company by writing under its common seal</b>																																		
	Date of appointment																																		
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[D]	[D]		[M]	[M]		[Y]	[Y]																												
<input type="checkbox"/>	<b>Appointment by liquidator or provisional liquidator</b>																																		
	Date of appointment																																		
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[D]	[D]		[M]	[M]		[Y]	[Y]																												

## 3 Ceasing, resignation or removal

Date must be provided.

Date of cessation, resignation or removal	ASIC internal form code																
<table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>/</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>[D]</td> <td>[D]</td> <td></td> <td>[M]</td> <td>[M]</td> <td></td> <td>[Y]</td> <td>[Y]</td> </tr> </table>	<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]										
<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																

If a controller, show details of method of appointment in Section 2.

## 4 Schedule of property

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

## 5 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](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 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.

<b>Signature</b>	This form must be signed by the external administrator (i.e. liquidator, receiver, administrator etc).																				
<b>Lodgement period</b>	<table border="1"> <thead> <tr> <th colspan="2"><b>Appointments</b></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"><b>Cessations</b></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>	<b>Appointments</b>		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	<b>Cessations</b>		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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Liquidator	14 days																				
<b>Late fees</b>	<p>Late fees will apply if you lodge outside of the lodgement period.</p> <p>The late fees are:</p> <ul style="list-style-type: none"> <li>• \$67 for up to one month late</li> <li>• \$278 for over one month late.</li> </ul> <p>A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the <i>Corporations Act 2001</i>. A receipt will not be issued unless requested.</p>																				
<b>Completing this form</b>	<ol style="list-style-type: none"> <li>1. The first section of the form, <b>1. Details of person(s) appointed</b>, should be completed regardless of whether the notice being lodged is of an appointment or a cessation.</li> <li>2. When an external administrator is appointed by resolution of the company, in the <b>Method of appointment</b> area of the form, tick the box next to <b>Appointment other than by Court or instrument</b>.</li> <li>3. <b>Section 4 Schedule of property</b> should only be completed for receivers, receivers and managers, controllers, or managing controllers.</li> <li>4. Do not use the same form to advise of an appointment AND a cessation. Instead use two separate forms.</li> <li>5. See <i>INFO 29 External Administration Forms Guide</i> for more information.</li> </ol>																				

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## 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.

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## 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](http://www.asic.gov.au)

### For more information

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