



# Notification that a person has been appointed controller/ entered into possession etc.

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 in respect of which the controller was appointed/entered into possession etc.

Company name

ACN/ABN/ARBN

Tick one box

This notice is being given by:

- the person who obtained an order for the appointment of, or who appointed, the receiver or receiver and manager under s427(1)
- the appointer of the controller under s427(1A)
- the controller (other than receiver, receiver and manager or managing controller) under s427(1B)
- the managing controller (other than receiver and manager) under s427(1B)

**ASIC internal form code**

504A & B

504C

504D

504E

## 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 appointment/entry into possession etc.

Tick one box

- Receiver of the property described in the Schedule to this form
- Receiver and manager of the property described in the Schedule to this form
- Controller (other than receiver, receiver and manager or managing controller) of the property described in the Schedule to this form
- Managing controller (other than receiver and manager) of the property described in the Schedule to this form

# 1 Continued... Details of the appointment/entry into possession etc.

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

If appointment by instrument, tick box to indicate the type of instrument and provide details

**Appointment by instrument**

Date of appointment/entry into possession etc.

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

Date of instrument

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

**Description of instrument**

Instrument registered in the Australian register of company charges  
Registered charge number

Description of instrument

  

Instrument registered in the register of charges of a state or territory

Registered charge number

State or territory

Instrument registered in other register

Please specify details

Instrument not registered

Name of appointer

**2 Details of the person(s) appointed**

Type of appointment	Family name	<input type="text"/>	Given name	<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	<input type="text"/>	State/Territory	<input type="text"/>
	Postcode	<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	Family name	<input type="text"/>	Given name	<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	<input type="text"/>	State/Territory	<input type="text"/>
	Postcode	<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	

**4 Schedule of property**

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

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**Signature**

This form must be signed by:

(a) where the form is lodged for the purposes of s427(1) or s427(1A), by the person who obtains an order for the appointment of, or who appoints, the controller, or

(b) where the form is lodged for the purposes of s427(1B), by the controller or managing controller.

Name

Capacity

Corporation name (if applicable)

Signature

Date signed

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

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**Lodgement**

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

**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 that a person has been appointed controller/ entered into possession etc.

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 504.

<b>Lodgement period</b>	Within 7 days of the date of appointment or taking possession.
<b>Lodgement fees</b>	Nil if lodged within the prescribed lodging period.
<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>Additional information</b>	<p>The Schedule of Property must be annexed to the Form 504.</p> <p>See <i>INFO 29 External Administration Forms Guide</i> for more information.</p>
<b>How to provide additional information</b>	<p><b>Photocopied Form 504 pages</b></p> <p>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></p> <p>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>Lodgement</b>	<p>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.</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>