

Getting started on ASIC's new website for insolvency and other notices

You should continue to publish notices in newspapers up until 1 July 2012.

The process of registering

Shortly before the 'go live' date of July 1, you will receive an email with a link to the website and your user name. Click on the link and you will go to a page where you will reset your password.

Review your profile

Go to your My Profile page which is under the My Notices tab to confirm your details. Make any necessary changes.

First Name	* Joe	
Last Name	* Bloggel	
Company Name		
		Save/Update
Contact Details		
Work Phone	* 02 9968 7766	
Mobile	* 0466 222 222	
Secondary Email		
Billing Email		
		Save/Update
Password		
Old Password *		
200		
New Password *		
Confirm Password *		
		Save/Update
Confirm Password *		Save/Updace
Confirm Password *	tails	Save/Update
Confirm Password *	tails	Save/Update
Confirm Password * Uppointee/Solicitor De Main appointee/solicitor *	tails	
Confirm Password * Appointee/Solicitor De Wain appointee/solicitor * Address	tails	
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Confirm Password * Appointee/Solicitor De Hain appointee/solicitor * Address Contact person Contact person	tails	

The lodgment process

Lodging notices is quick and easy – the standard templates guide you through the simple 5 step process:

- 1. create your notice
- 2. review your notice
- 3. go to your checkout
- 4. pay for the notice
- 5. your notice is published

Step 1 – Create the notice by selecting the notice type

tep 1 - Select notice type		
Select the appointment type *		
Select One	<u> </u>	
Select the purpose of the notice *		
	~	
Choose the notice type *		
	×	

- Enter company details

Company Status	Select One	~
Company Secondary Status	Select One	
Appointment Date *		
Company Details		
Company Name		
ACN *		
Trading Name		

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ASIC

Australian Securities & Investments Commission

- Enter the notice details

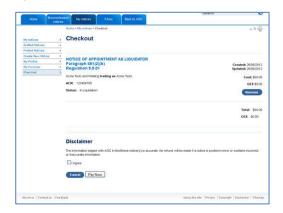


Step 2 – Review your notice

Review your notices carefully as, once your payment is accepted, it is published. If you make a mistake, you need to create a new notice and pay the fee.



Step 3 – Go to the Checkout



After agreeing to the disclaimer, press



Step 4 – Pay for your notice



Pay for your notice using either Visa or MasterCard. You will receive an email confirming payment.

Step 5 - Your notice is published



Help is available. First, check the FAQs on the website as they may readily answer your questions. If not, you can email us (insolvencypages@asic.gov.au) or call us on 1300 300 630.

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