

The Responsible ASIC Registered Agent | Learning Objectives

Module	Module Topic	Focus Area	Learning objectives
1.	ASIC Registered Agents Obligations (T&Cs & ELP)	Provides ASIC Registered Agents with an in-depth understanding of their role and obligations to meet ASIC's expectations of gatekeepers.	<ol style="list-style-type: none"> 1. Consider the role and obligations of an ASIC Registered Agent. 2. Unpack the requirements stipulated in the ASIC Registered Agent Terms & Conditions dated 12 May 2020 and Electronic Lodgement Protocol (ELP). 3. Clearly understand ASIC's expectations of registered agents. What can lead to agents losing their registration? 4. We examine an agent's obligations stemming from the ELP, in particular, the 'special conditions'.
2.	ASIC Registered Agent Portal, ASIC Connect & Useful ASIC Pages	Explores the ASIC Registered Agent Online Services Portal, the publicly available company information and various ASIC pages to offer tips and tricks to assist agents to fully utilise these functions.	<ol style="list-style-type: none"> 1. To provide a crash course in the key ASIC functions/pages that would normally take several months or years to learn how to effectively navigate. 2. To orientate learners through key ASIC functions to achieve desired outcomes. 3. Explore some of ASIC's commonly used functions and learn how to fully utilise these to assist agents in their day to day tasks. 4. We examine the challenges surrounding Corporate Keys, particularly invalid keys and the flow on effects

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3.	Types of Companies & Key Considerations When Registering Companies	We review different types of companies and the key differences. We take a close look at the legal requirements and related governance documentation when registering companies with ASIC.	<ol style="list-style-type: none"> 1. Identify the different elements that make up a company registered under the Corporations Act 2001. 2. Recognise when and how a company's Constitution should be updated or replaced. 3. Understand what the Replaceable rules are and how they can regulate a company 4. Review the process for registering companies with ASIC, the related governance documentation and electronic execution of company related documents.
4.	Maintaining Corporate Registers, Onboarding New Clients & Exiting Lost Clients	Understanding the Corporations Act requirements for maintaining corporate registers and getting processes right in terms of onboarding and exiting corporate secretarial clients.	<ol style="list-style-type: none"> 1. Identify the correct corporate governance documents and registers that make up a corporate register. 2. Examine recommended onboarding processes for new corporate secretarial clients and exiting lost clients. 3. Putting into practice the ASIC agent terms and conditions for onboarding and exiting clients. 4. Consolidate learnings through a practical case study

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5.	Annual Reviews/ Annual Financial Reporting Requirements	Examine the legal requirements for Annual Company Statements, Solvency Resolutions & company financial reporting	<ol style="list-style-type: none"> 1. The ins and outs of processing Annual Company Statements. All the tips and traps explained. 2. ASIC late fees explained. How to calculate late fees and avoid them. 3. What are the annual reporting obligations for different types of companies under Chapter 2M of the Corporations Act? 4. We take a close look at the process for lodging financial reports with ASIC and various audit and lodgements relief options available to proprietary companies.
6.	Company Changes	This module takes a closer look at various company changes and focuses on supporting documentation required to support ASIC lodgements.	<ol style="list-style-type: none"> 1. We examine common company changes and offer tips and tricks 2. Identify the correct process and documentation for processing statutory company changes. 3. Recognise the correct forms and supporting documents for lodgement with ASIC for an array of company changes, including the applicable lodgement period and lodgement fee (in applicable) 4. Recognise when an ASIC lodgement is a change as opposed to a correction and the correct process for each

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7.	Detailed Look at Minutes	This topic focuses on the importance of minutes and provides a practical and expert guide to assist agents to draft accurate, valid and more meaningful minutes to support company changes	<ol style="list-style-type: none"> 1. Learn when to use directors meeting minutes as opposed to written resolutions 2. Identify different types of minutes, when each type is to be used and how to ensure resolutions are validly passed 3. Factors to consider when appointing & resigning directors 4. What are Special Resolutions & when are they required?
8.	Deregistrations & Reinstatements	We take a close look at both ASIC-initiated & members voluntary deregistrations and the importance of due diligence in avoiding a company reinstatement.	<ol style="list-style-type: none"> 1. We examine the conditions, process and consequences of company deregistrations 2. Due diligence before proceeding with a voluntary deregistration 3. ASIC-initiated deregistration and consequences 4. Why does a company needs to be reinstated and how? 5. Deregistration vs Liquidation
9	Director IDs & Status Of ASIC Company Registry Reforms	This module focuses on Director ID and the status of company registration reforms	<ol style="list-style-type: none"> 1. What was the MBR program (now defunct)? 2. Who needs to apply for a Director ID, when and how 3. Australian Business Registry Services (ABRS) 4. MBR Independent Review - Options for future Registry reform