



THE RESPONSIBLE ASIC REGISTERED AGENT

In-depth training on ASIC Registered Agent Obligations, company compliance, ASIC lodgements, company registrations & minutes

A self-paced eLearning course for ASIC Registered Agents, Responsible Persons, ASIC administrators, office managers and company compliance officers providing corporate secretarial services to clients | 9 Modules | 15 CPD Hours

The Responsible ASIC Registered Agent

ASIC places an obligation on registered agents to keep up-to-date, comply and implement processes within their businesses that ensures compliance with their registered agent responsibilities.

In May 2020, ASIC announced ongoing registered agent gatekeeping/compliance programs.

With ASIC's increased focus on gatekeeping compliance programs, it's never been a better time to revisit ASIC's expectations of ASIC Registered Agents.

What's this course all about?

This course provides ASIC Registered Agents with an opportunity to revisit their responsibilities, refresh their knowledge and reflect on their practices.

The course is also appropriate for administrators who are commencing a new role as an ASIC Registered Agent.

The course will give learners a strong understanding of an agents obligations and equip them to provide best practice corporate secretarial services to their clients to ensure they stay compliant.

This course has been developed in conjunction with CorpSec Services who are subject matter experts in relation to course content. [Visit; corpsecservices.com.au](https://corpsecservices.com.au)



ABOUT THE COURSE

CPD For Accountants has partnered with CorpSec Services to deliver The Responsible ASIC Registered Agent self-paced eLearning course. The course is presented by ASIC registered agent specialist Viola Pythas, the founder of CorpSec Services.

Many registered agents don't fully understand their obligations or the consequences of non-compliance for themselves as an agent and also for their clients.

This is a unique course aimed to equip ASIC registered agents with the skills and resources required to provide high quality corporate secretarial services to their clients and navigate ASIC lodgements.

The course will take 15 hours to complete, inclusive of module presentations and assessment tasks. All learners who complete the course will receive a certificate of completion.

Learners have access to the course for 12 months, however they are encouraged to complete the course and assessment requirements within 3 months of enrolment.

HOW DOES IT WORK?

This self-paced course consists of 9 modules with clear learning objectives. Content includes detailed presentations, case studies, checklists, minute templates, reference documents, supporting materials and assessment tasks.

WHO'S IT FOR?

This course is suitable for:

- ASIC registered agents who would like to better understand their role and responsibilities.
- Accountants, bookkeepers and employees of accounting firms wanting further training on governance processes to be better equipped to handle their clients' compliance work and ASIC lodgements.
- Corporate secretarial officers, company compliance officers and managers.
- Agents keen to consolidate and refresh their knowledge of the ASIC Registered Agent Terms and Conditions.
- Anyone wanting to deepen their understand of the rules and regulations around company compliance.
- Agents preparing minutes and governance documents to support company changes.
- Agents wanting to learn tips and tricks from an experienced practicing registered agent and governance professional.

For registration details, visit:

cpdforaccountants.com.au/courses/asic

COURSE CONTENT

This course consists of 9 modules:

1 ASIC Registered Agent's Obligations

- a. Role and responsibilities of ASIC registered agent (agent T&Cs)
- b. ASIC compliance and gatekeeping program
- c. Responsible persons and portal access
- d. Electronic Lodgement Protocols and special conditions for form 362
- e. How to appoint or cease an ASIC agent

2. ASIC Registered Agent Portal, ASIC Connect & Useful ASIC Pages

- a. Using the ASIC Registered Agent Portal and ASIC Connect
- b. Useful public company information and lodgement history
- c. Communicating with ASIC – ASIC online enquiries
- d. Corporate keys, fee waivers, payments, company searches and useful ASIC agent reports

3. Types of Companies & Key Considerations When Registering Companies

- a. Legal elements of types of companies, registration process and governance documents for new companies
- b. Constitution vs Replaceable rules
- c. Adopting or modifying a constitution – when to update
- d. Wet vs Electronic signatures

4. Maintaining Corporate Registers, Onboarding New Clients & Exiting Lost Clients

- a. Maintaining company records on behalf of clients and location of registers and minutes
- b. Tips for onboarding new corporate secretarial clients
- c. Tips for exiting lost clients
- d. Case study: Registered agent obligations

5. Annual Returns & Annual Financial Reporting Requirements

- a. Extract of particulars, solvency resolutions and form 485
- b. Aligning annual review dates
- c. Annual financial reporting, approving and lodging financial reports and audit relief
- d. ASIC late fees explained

6. Company Changes

- a. Common company changes
- b. Non-standard company changes
- c. Governance documents required to support company changes
- d. Company changes vs Corrections

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COURSE CONTENT

This course consists of 9 modules:

7. A Detailed Look at Minutes

- a. Importance of minutes / resolutions
- b. Written resolutions vs Meeting minutes
- c. How to achieve validly passed resolutions and when to resolve, ratify or note
- d. Appointment and resignation of directors - factors to consider and new laws
- e. Special resolutions and short notice

8. Deregistrations & Reinstatements

- a. Conditions for voluntary deregistration
- b. Due diligence before proceeding with voluntary deregistration
- c. Form 6010, process and gazette
- d. ASIC-initiated deregistration and consequences
- e. Deregistration vs Liquidation

9. Modernising Business Registers (MBR) Program & Directors' ID Number

- a. Modernising Business Registers (MBR) program – what to expect
- b. Introduction of new directors identification number
- c. How to prepare clients for the directors ID number
- d. Australian Business Registry Services (ABRS) is coming

CPD – This course is worth 15 CPD hours

Each module includes an online presentation, links to ASIC guidelines, pages or forms, legislative instruments, checklists, minute templates (as applicable), reference documents and supporting materials.

A SMART action planning template is used to consolidate specific actions and to ensure that a timeframe for completion is established and followed.

Learning Objectives

You can download a document 'Learning Objectives' from the registration page.

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OUR LEARNING PROCESS

Our self-paced eLearning courses follow a 4-step process in relation to learning objectives:



THE ELEARNING ACADEMY

- Learners can complete courses at a place that suits them, within and outside work hours
- Each learner will have a dedicated login to give them personal access to their course
- Module material includes online presentations, workbooks, PowerPoint Slides, templates, scripts and articles
- All modules also incorporate formal qualitative assessment tasks that encourage learners to develop practical actions demonstrating understanding of the concepts
- All assessment tasks are scored, with directed feedback to learners on their response
- As the learner progresses, they develop their personal SMART action list to drive change
- Managers are able to see at a glance how their staff are progressing
- Learners are expected to complete the course within 3 months of enrolment
- All learners have access to course content for 12 months following their enrolment

FEEDBACK ON THE RESPONSIBLE ASIC REGISTERED AGENT COURSE

“This course has been developed by a practicing ASIC registered agent, specifically for other registered agents. It combines in one course, a diverse range of topics to equip those undertaking corporate secretarial services with confidence. The course is not software dependent and is not software training. It focuses on governance practices, regulatory requirements, ASIC lodgements and tips and tricks to assist ASIC agents in their role. Over 450 ASIC registered agents, company secretarial officers, responsible officers and ASIC administrators attended the webinar on ‘The Responsible ASIC Registered Agent’. Now the content has been expanded and is offered in this self-paced eLearning course with 15 CPD hours of training.”

Viola Pythas | Principal | CorpSec Services

“Viola from CorpSec services has developed a fantastic course for ASIC Registered Agents and has been offering a training webinar to our CAS360 clients for almost a year. With her wealth of knowledge in this specialised field, many of our clients have benefited from the webinar. BGL is very excited to learn that the webinar has now been developed into a comprehensive self-paced eLearning course which can be completed at your own pace at any time.”

Warren Renden | Head of CAS 360
BGL Corporate Solutions

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