



## Signature

This form must be signed by a current director or secretary of the company, Australian credit licensee or body corporate credit representative, the local agent of a foreign company or the external administrator of a company or pooled group of companies in external administration.

I certify that the information in this form is true and complete.

Name

Capacity

- Director
- Company secretary
- Local agent (foreign companies only)
- External administrator
- Other, please specify

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.

### 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: Request for correction

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 492.

Use this form to notify ASIC of **corrections** to a previously lodged document.

## Signature

Correcting a form for a:	Must be signed by:
company or responsible entity	a current director or secretary
foreign company	a current director or secretary of the company or a local agent of the company.
company or pooled group of companies in external administration	the external administrator (A pooled group is a group of companies, notified to ASIC, established to facilitate the winding up of companies in corporate groups.)
managed investment scheme	a current director or secretary of the responsible entity
Australian credit licensee or body corporate credit representative	a current director or secretary

## Lodgement fee

Nil, except in circumstances where the correction highlights a fee that would have been charged if the original document had been lodged and processed correctly.

## When a Form 492 cannot be used

The Form 492 cannot be used to notify of events that:

- were omitted from a previously lodged document e.g. appointment of an officeholder, change of address or transfer of shares—in that case a new document advising the change must be lodged
- did not happen but were previously notified, such as change of address—in that case the previous document should be withdrawn.

## Telephone corrections

Phone ASIC on 1300 300 630 if you have already notified changes but they are not shown correctly on your company statement.

Only typographic errors or misspelled words will be accepted over the telephone.

Corrections to **dates of change** will not be accepted over the phone as they require supporting documentation.

## Corrections to dates of change

Supporting documentation is required for a correction to a **date of change**. Documentation is defined as a copy of any company record (minutes, resolution, file note, memorandum, letter etc) evidencing the company's decision relating to the event seeking to be corrected.

The copy of the information being provided as evidence to support the correction to a date of change must be duly authorised by a current director or secretary of the company (signed, dated, signatory capacity).

## How to provide additional information

### Annexures

If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

- use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
- show the ASIC document number
- number the pages consecutively
- print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
- identify the annexure with a mark such as A, B, C, etc
- endorse the annexure with the words:

This is annexure (mark) of (number) pages referred to in form (form number and title)

- sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

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**Track your lodgement**

After you have lodged this form, you can check to see if it has been received and processed at ASIC Connect at [www.asic.gov.au](http://www.asic.gov.au).

Alternatively, you can set up a **Company Alert** that notifies you by email when the form has been received by ASIC. Visit [www.asic.gov.au/search](http://www.asic.gov.au/search) for further details.

You can save time and lodge this form online at [www.asic.gov.au](http://www.asic.gov.au).

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**Privacy**

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ([www.asic.gov.au/privacy](http://www.asic.gov.au/privacy)) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

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