



Memorandum of appointment of local agent

Related Forms

402 - Application for registration as a foreign company

403 - Verification of copy of document authorising, on behalf of a foreign company, execution of a document appointing a local agent

404 - Notification of change to agent of a foreign company

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

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

1 Details of foreign company

Company name

ARBN

Place of incorporation

At the office of/ C/- (if applicable)

**Registered office in place of
incorporation**

or if no registered office, the principle place
of business in place of incorporation

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Country

2 Details of appointment of a local agent

The local agent must be an individual who is resident in Australia or an Australian company.

Enter family and given names or, if a company, name of the company and ACN. Address must be in Australia.

Family name	Given names
<input type="text"/>	<input type="text"/>
Company name	
<input type="text"/>	
ACN/ABN	
<input type="text"/>	
Office, unit, level	
<input type="text"/>	
Street number and Street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	
<input type="text"/>	
Date of appointment	
<input type="text"/>	<input type="text"/>
[D]	[D] / [M]
<input type="text"/>	<input type="text"/>
[M]	[M] / [Y]
<input type="text"/>	<input type="text"/>
[Y]	[Y]

Signature

This form must be signed by a director or secretary of the foreign company or a person that has been authorised by the foreign company to appoint a local agent on its behalf.

I appoint the above named person/company to be the local agent for the purposes of the Corporations Act 2001 in Australia and authorise the said agent to accept on the foreign company's behalf service of process and notices.

Name	
<input type="text"/>	
Capacity	
<input type="checkbox"/> Director of foreign company	
<input type="checkbox"/> Secretary of foreign company	
<input type="checkbox"/> Person authorised by the foreign company	
Signature	
<input type="text"/>	
Date signed	
<input type="text"/>	
[D]	[D] / [M]
<input type="text"/>	<input type="text"/>
[M]	[M] / [Y]
<input type="text"/>	<input type="text"/>
[Y]	[Y]

Where the memorandum of appointment is executed by the foreign company or a director or secretary of the foreign company:

- lodge the memorandum of appointment with ASIC.

Where the memorandum of appointment is executed **on behalf of** the foreign company:

- lodge the memorandum of appointment and
- lodge a copy of the document authorising the execution and
- lodge a Form 403 *Verification of copy of document authorising, on behalf of a foreign company, execution of a document appointing a local agent* with ASIC.

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
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide: Memorandum of appointment of local agent

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This guide is not part of the form. It is included by ASIC to assist you in completing and lodging the Form 418.

Signature	This form must be signed by a director or secretary of the foreign company or a person that has been authorised by the foreign company to appoint a local agent on its behalf.
Lodgement fee	Nil.
Lodgement period	Nil - as required.
How to provide additional information	<p>Photocopied Form 418 pages 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>Annexures If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none">1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides2. show the company name and ACN or ARBN3. number the pages consecutively4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)7. sign and date the annexure <p>The annexure must be signed by the same person(s) who signed the form.</p>
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (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.
Lodgement	<p>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841</p> <p>For help or more information Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630</p>