



# Notification by officeholder of resignation or retirement

**Form 370**  
Corporations Act 2001  
205A

This form must be accompanied by a copy of the letter of resignation, as provided to the company.

## Company details

Company name

ACN

## Lodgement details

An image of this form will be available as part of the public register.

**Who should ASIC contact if there is a query about this form?**

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

## 1 Resignation or retirement details

All roles and date of cessation must be in accordance with the letter of resignation to the company.

**Office held** (tick all roles from which the officeholder is ceasing)

Director

Secretary

Alternate director

Family name

Given names

Place of birth (town/city)

(state/country)

Date of cessation

[D] [D] [M] [M] [Y] [Y]

Date of birth

[D] [D] [M] [M] [Y] [Y]

## Signature

This form must be signed by the resigning or retiring officeholder.

I certify that the information in this form is true and complete and that the attached document marked ( ) is a true copy of the original letter of resignation or retirement given to the company.

Name

Signature

Date signed

[D] [D] [M] [M] [Y] [Y]

Copy of resignation or retirement letter endorsed as an annexure to this form.

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

### For help or 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: Notification by officeholder of resignation or retirement

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 370.

## Lodging this notice is optional

You do not have to notify us of your resignation or retirement as an officeholder for a company. Should you wish to do so, you should use this form. To be effective, a copy of the letter of resignation or retirement you sent to the company must be submitted with this form.

The letter you send to the company should include:

- the name of the company
- the name of the officeholder that is resigning or retiring
- the role or roles from which the officeholder is resigning or retiring
- the date from which the resignation or retirement takes effect
- the officeholder's signature.

If the answers to the questions we ask you on this form are different from the information in the accompanying copy of the letter of resignation or retirement you sent to the company, we will contact you for clarification.

If you do notify us on the Form 370, the company is not required to notify us of you ceasing as an officeholder.

You can only include details of one officeholder on each Form 370.

## Signature

As the resigning or retiring company officeholder, you must sign this form.

The date you provide in the form for ceasing as an officeholder must not be later than the date you complete and sign this form.

## Lodgement period

This form should be submitted as soon as practicable after you send your letter of resignation/retirement to the company.

## Lodgement fee

No lodgement or late fees apply.

## How to provide additional information

### Photocopied Form 370 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.

### Annexures

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

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the company name and ACN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. 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

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

## Lodgement

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Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

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