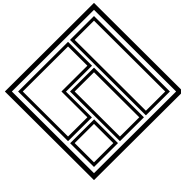


lodging party or agent name _____
 office, level, building name **or** PO Box no. _____
 street number & name _____
 suburb/city _____ state/territory _____ postcode _____
 telephone () _____
 facsimile () _____
 DX number _____ suburb/city _____

	ASS. <input type="checkbox"/>	REQ-A <input type="checkbox"/>
	CASH. <input type="checkbox"/>	REQ-P <input type="checkbox"/>
	PROC. <input type="checkbox"/>	



Australian Securities & Investments Commission

form **361**

Notification of
**address for the purpose of
 service of annual return**

Address for service of annual return form by ASIC

Contact person (if applicable) _____

business address C/- _____

PO Box number _____

or office, level, building name _____

street number & name _____

suburb/city _____

state/territory _____

postcode _____

registered agent number _____

Companies for which a partly completed annual return form is to be sent to the above address

company name	A.C.N.	company name	A.C.N.

Effective date (optional) ____ / ____ / ____

Companies for which the above address is no longer the address for the service of a partly completed annual return form.

company name	A.C.N.	company name	A.C.N.

Effective date (optional) ____ / ____ / ____

Authorisation (where notice is given by agent for companies)

I certify that I have been authorised to act on behalf of the companies listed above to give this notice of alternative address for service of an annual return by the Australian Securities & Investments Commission.

print name _____

(where notice is given by director or secretary of companies)

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

print name _____

sign here _____

date ____ / ____ / ____

Small Business (less than 20 employees), please provide an estimate of the time taken to complete this form

Include

- The time actually spent reading the instructions, working on the question and obtaining the information
- The time spent by all employees in collecting and providing this information

hrs mins

GUIDE **This guide does not form part of the prescribed form and is included by ASIC to assist you in completing and lodging form 361.**

Purpose	This form enables the pre-printed paper annual return to be sent to an address which may or may not be the same address as the company's Registered Office.
Signature	This form must be signed by either: <ul style="list-style-type: none"> • the agent acting for the company/s; or • the director or secretary of the company.
Lodging period	Can be lodged at any time. However, it should be lodged before the dispatch date for the pre-printed annual return. ASIC can advise of the dispatch date
Lodging Fee	Nil.
Other forms to be completed	Nil as lodgement of this form only updates the company records in relation to the mailing address for pre-printed annual returns.
Important information	Please note: <ul style="list-style-type: none"> • the service address must be provided and presented clearly and accurately (eg, floor numbers etc); • if changing either the service address and/or the contact person details, all companies should be listed; • this form will not change the Registered Office address of a company, a Form 203 is required for that purpose; • it is the company secretary's responsibility to ensure that the annual return is lodged; and • appointing an agent does not remove the company secretary's legal obligations under the Corporations Act 2001.
Further information for Registered Agents only:	Please note: <ul style="list-style-type: none"> • all pre-printed paper annual returns will be bulk packaged and mailed to the address shown on this form; • EDGE agents will not receive pre-printed paper annual returns; • if the agent's details have changed, a Form RA01 <i>Notification to register, change details of or cease as an agent</i> must be completed and lodged; • a list of all companies currently recorded at a particular service address is available from your local Business Centre, the IPC or can be downloaded by EDGE agents; • the current list may be lodged as an annexure when updating a service address and/or contact person for all companies; • this form can also be used to remove companies from an agent's company annual return listing; • lodgement of this form indicates that an agreement exists between the company/s and the agent in relation to the annual return; and • as the lodgement of this form by an agent overwrites any previous contact information, the unauthorised use of this form could result in action being taken against the agent.
Send to	Australian Securities & Investments Commission PO Box 4000 Gippsland Mail Centre VIC 3841
Annexures	To make any annexure conform to the regulations, you must <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 sides 2 show the corporation name and A.C.N. or A.R.B.N. 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 identify the annexure with a mark such as A, B, C, etc 6 endorse the annexure with the words: <i>This is annexure (mark) of (number) pages referred to in form (form number and title)</i> 7 sign and date the annexure The annexure must be signed by the same person(s) who signed the form.