

GUIDE

This guide does not form part of the prescribed form and is included by ASIC to assist you in completing and lodging form 105.

Signature	Not required
Lodging period	Nil, however this form is to be lodged with the court order, or an office copy of the court order, in the time set down for the lodgement of the court order.
Lodging Fee	Nil, however late fees may be payable on the court order. A receipt will not be issued unless requested.
Other forms to be completed	An office copy of the Court Order. An 'office copy' of a court order must be originally stamped with a seal of the Registry of the Court
Additional information	Please ensure that the tick boxes are completed to reflect the correct type of court order applied for and that a separate cover page, form 105, is used for each court order. In the section titled Internal administration , the Form 105 currently cites '206G(4) rectifying the charges register'. This is an error and should read '206G(4) preventing persons from managing a body corporate'. This error will be corrected by amendment to the prescribed Form 105 in the Regulations.
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