

# Nominating as the registered agent for a company (362)

Use this form to nominate yourself as a company's registered agent on their behalf. As the registered agent, you'll receive and manage all ASIC correspondence on the company's behalf.

When lodging Form 362 – Notification by a company to nominate a registered agent to nominate yourself as the registered agent for the company, an RA71 - Request for company data is also sent automatically.

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## To nominate as an agent on behalf of a company


If you want to make a change to a form you've already prepared, you have to prepare a new form.

1. Select your client from the client sidebar.
2. Click **Corporate admin** on the top menu bar and click **Company forms** on the top-right of the page.
3. In the list of **Company forms** list, click **Prepare form** to the right of the appropriate form.
4. Under **Agent and Company details**, select the ASIC agent nominated as the registered agent for the company.
5. Select if the company is a **New** or **Existing** client in MYOB Practice:

If you select...	then...
New client	<ol style="list-style-type: none"><li>a. Enter the company name (excluding legal elements) in the <b>Company name</b> field.</li><li>b. Click the <b>Legal elements</b> drop-down and choose the legal element (e.g. PTY LTD, Propriety Limited) that applies to the company.</li></ol>

If you select...	then...
	<p>c. Enter the company's ACN in the <b>Company ACN</b> field.</p> <p>d. Under <b>Officer details</b>, enter the <b>First name</b> and <b>Last name</b> of a company officer in the relevant fields.</p> <p>e. Select the role of this officer.</p>
<b>Existing client</b>	<p>a. Type the client's name in the <b>Search for company</b> field. As you type, a list of companies appears in the drop-down.</p> <p>b. Choose the correct client from the drop-down.</p> <p>c. Select the signatories.</p> <div data-bbox="509 604 1412 661" style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin: 10px 0;"> <p>You can select multiple signatories.</p> </div> <p>d. Enter the details of the meeting held for the change of address.</p>

6. Select "I hereby declare that this information is true and that I am authorised to give this notification to ASIC." to accept the declaration.
7. Click **Create forms**.
8. Click the ellipsis button for the form you created and choose **Send for signing via portal**. The [Create task](#) page appears.

If you regularly send Form 362 with the same text, you can save time by using one of your practice's [task templates](#) to automatically fill in the Title and Description fields. Just click **Apply a template** ( [Apply a template](#)).

9. Complete the details on the page.

When you select the client, you can see the documents that will be sent as part of the change you've made. Use the **Signature required** option to indicate if any documents need signing.

10. Click **Create task** for the selected client.