

Resigning as the registered agent for a company (361)

If you're no longer acting as the registered ASIC agent for a client, you might want to remove them from your list of managed companies by lodging a **361- Notification of a registered agent to cease acting for a company** form.

When you stop acting on behalf of the company:

- you won't receive any ASIC correspondence (including Annual statements) for the company.
- you won't be able to lodge forms on the company's behalf
- they'll no longer appear in your registered agent (RA) reports
- they'll no longer appear in your **Debts** view.

However, the company will continue to be an active client in MYOB Practice.

To resign as the registered agent for a company

1. Select your client from **My List** and click **Corporate admin** on the top menu bar.
2. Click **Company forms**.
3. In the **Resign as agent** row, click **Prepare form**. The **Registered agent ceasing to act for a company** page appears.
4. Click the drop-down and choose the registered agent for this company.
5. Enter the date that you want to cease acting as a registered agent. This date can't be a future date.
6. Type the name of the company that you'll cease acting for in the **Search for company** field. As you type, a list of companies appears in the drop-down.
7. Select the company from the drop-down.
8. Select the **I hereby declare that this information is true and that I am authorised to give this notification to ASIC** checkbox.
9. Click **Lodge form**.