

Retiring or resigning officeholders (370)

This form is used by the officeholder to notify ASIC of their retirement or resignation.

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

To retire or resign an officeholder

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. Select the officeholder you want to resign or retire.
5. Select the roles the officeholder is resigning from.
6. Select the Date of resignation/retirement.
7. Enter the officeholder's reason for retirement or resignation.
8. Click **Create forms**.
9. Click the ellipsis button for the form you created and choose **Send for signing via portal**. The **Create task** page appears.
10. 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.

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

