





# Guide: Charge documents

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form CH01.

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<b>Purpose of form</b>	The use of this form is optional. It is designed to assist you to set out the information we need to process your transactions quickly and effectively.
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<b>Lodgement fee</b>	Nil.
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<b>Lodgement details</b>	To estimate the time taken to complete the form (on the cover page), please include; <ul style="list-style-type: none"><li>• The time actually spent reading the instructions, working on the question and obtaining the information</li><li>• The time spent by all employees in collecting and providing this information</li></ul>
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<b>How to provide additional information</b>	<p><b>Photocopied Form CH01 pages</b> If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b> If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"><li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the company name and ACN or ARBN</li><li>3. number the pages consecutively</li><li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li><li>7. sign and date the annexure</li></ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>
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<b>Lodgement</b>	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.	<b>For help or more information</b> Telephone 03 5177 3988 Email <a href="mailto:info.enquiries@asic.gov.au">info.enquiries@asic.gov.au</a> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a>
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