

How to request a membership liquidation or other insolvency change

This is a guide to requesting and advising AFCA of entering into liquidation and/or administration.

You can also refer the following resources [here](#):

- Managing liquidation or administrative changes
- How to attach or remove an ACR association

You can inform AFCA of entering into liquidation and/or administered in the member portal

Requests will be reviewed and validated by AFCA

Informing AFCA of entering into liquidation and/or administration

1. Log in to the member portal.
2. Click on the **Membership Requests** tab.
3. Select **Advise of Insolvency status**.
4. Click **Next**.
5. Select from the list which applies to you: **Administration, Liquidation or Receivership**

6. Click **Submit**.



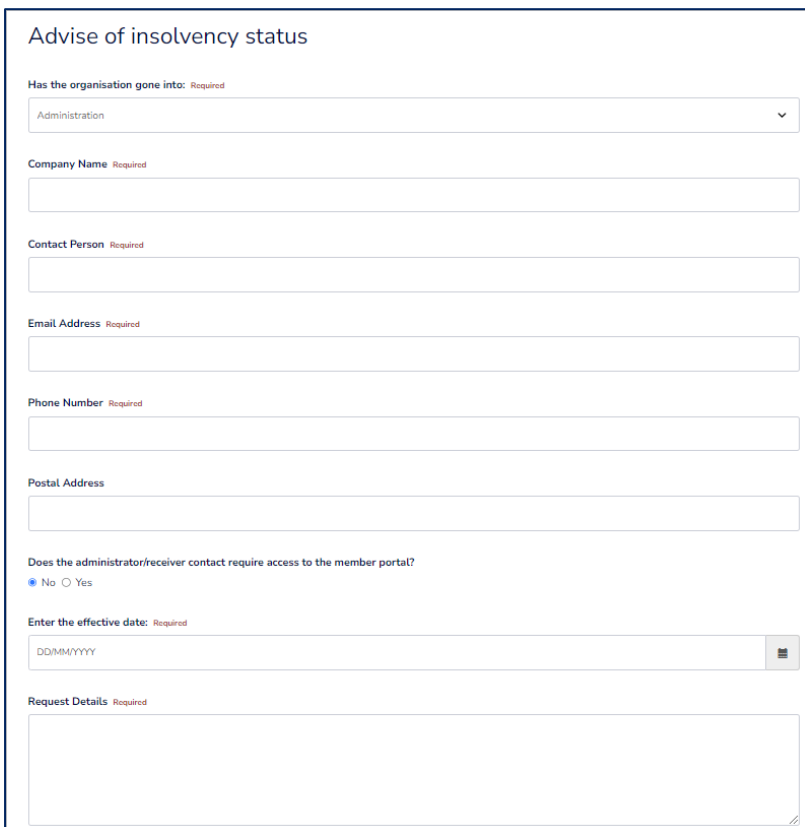
Select the type of request you would like to raise

Member Request Type Required

- Add new superannuation fund
- Advise of insolvency status**
- Business name change
- Cancel Membership
- General request
- Transfer of liability
- Transfer of ownership
- Transfer of Superannuation Fund association
- Update/Remove alias or trading name

If you select Administration:

1. Fill in the required fields.
2. Provide additional details if required.
3. Enter the effective administration date.
4. Attach relevant documents.
5. Click **Submit**.



Advise of insolvency status

Has the organisation gone into: Required

Administration

Company Name Required

Contact Person Required

Email Address Required

Phone Number Required

Postal Address

Does the administrator/receiver contact require access to the member portal?

No Yes

Enter the effective date: Required

DD/MM/YYYY

Request Details Required

If you select Liquidator:

1. Fill in the required fields.
2. Provide additional details if required.
3. Enter the effective liquidation date.
4. Attach relevant documents.
5. Click **Submit**.

Once the request has been submitted, the liquidator will assume ownership of the account and all existing contacts will be manually removed.

Advise of insolvency status

Has the organisation gone into: Required

Company Name Required

Contact Person Required

Email Address Required

Phone Number Required

Postal Address

Enter the effective date: Required

Request Details Required

If you select Receivership:

1. Fill in the required fields.

2. Provide additional details if required.
3. Enter the effective receivership date.
4. Attach relevant documents.
5. Click **Submit**.

Has the organisation gone into: *Required*

Receivership ▼

Company Name *Required*

Contact Person *Required*

Email Address *Required*

Phone Number *Required*

Postal Address

Does the administrator/receiver contact require access to the member portal?

No Yes

Enter the effective date: *Required*

DD/MM/YYYY 📅

Request Details *Required*

Once the request has been submitted, AFCA will review the request and any relevant documents to validate the solvency change.

The appointed administrator/receiver/liquidator will then be added as a contact (if required) and will receive an email invitation to register for the portal.

If the member has gone into liquidation, all existing contacts will lose access to the portal.