

The steps to notify the resignation of an officer or trustee online

1. Select **Maintain Organisation Details** then **Update Organisation Details** from the menu on the left of the screen.
2. If this is the first time you are using this service in this session, a help screen will be displayed. Select **OK** to continue.
3. If you know the organisation number enter it on the next field. To find the organisation number use the **Locate Organisation** button to search for and select the organisation number.
Select **Continue** to display the 'Your Contact Details' screen.
 - If you are a casual user (that is, not logged on) enter your contact details.
 - If you logged on as a registered user these details will already have been entered for you. Check your phone, fax and email details and edit them if required.
 - If you want the system to save your contact details for the rest of this session (which is useful if you are going to file more documents online now), put a tick in the box next to **Save contact details for this session**.
5. Select **Continue**.
6. Enter the registry key for your organisation and then select **Continue** to display the 'Update Organisation Details' screen.
7. Select the **Update** button next to the 'Organisation Officers' heading to display the 'Update Officer/Trustee Details' screen. This screen displays a list of officers or trustees for the selected organisation.
8. Click on the name of the officer or trustee you want to record as having resigned.
9. Select the update option of **Resign Officer/Trustee** from the dropdown list.
10. A screen allowing you to enter the effective resignation date will be displayed. Enter the effective date of the resignation (**format = dd/mm/yyyy eg. 31/12/2007**). You can enter either today's date or a prior date, but you cannot enter a future date.
11. Select **Continue** to return to the 'Update Officer/Trustee Details' screen. The proposed update will be listed on the screen, underneath the relevant officer's - trustee's details.

Note | If you want to delete a proposed update before it is registered, select the **Delete** button next to it.
12. Repeat Steps 2-6 to resign other officers - trustees, as required.
13. Select **Submit Changes** from the 'Update Officer/Trustee Details' screen. The register will be updated immediately with the changes you have made and you will see a confirmation screen once this is done. You can use **[Ctrl] + [P]** buttons on your keyboard to print this screen.
14. Select **OK** to return to the 'Update Organisation Details' screen.



[Update the officer or trustee details for an organisation now \(remember you will need the registry key\)](#)