



APIR Guideline – How to Finalise Provisional APIR Code

What is a Provisional APIR Code?

The Provisional APIR Code allows our clients to proceed with the product registration process before all the mandatory information such as Final Offer Document, ABN/ARSN or Final Open Date is available. This code is used internally and cannot be shared with external partners until the mandatory information is provided.

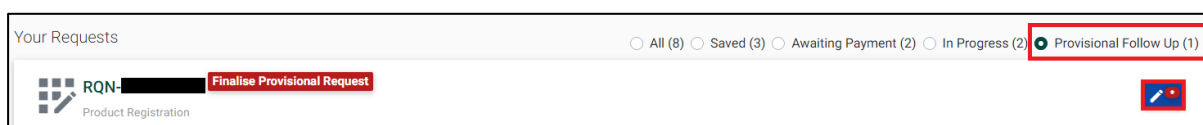
Please be aware that there may be an additional surcharge of 25% for the Provisional APIR Code service.

When can you finalise your Provisional APIR Code status?

To remove or finalise your provisional APIR Code, you will need to provide the final mandatory documentation and information required by the APIR Code registration process.

How to finalise the Provisional APIR Code

- Please login into your portal: <https://www.apir.com.au/>
- From the dashboard:
 - Hover over to the '**Provisional Follow Up**' tab as per below and once in the 'Provisional Follow Up' tab, please locate the request you would like to complete the missing information for. Click on the **blue button** to start completing the request.



- Please **complete** the form and update any missing/outstanding information according to the Final Offer Document (such as final Open Date or Final Registration Numbers etc).
- Please **attach** the Final Offer Document in tab 3 (Attachments).
- **Submit** the request.

Our Client Services Team will review the information and documentation you have provided. They may be in touch if there are any final validation questions or additional information required. Otherwise, you will receive an email confirming the removal of the provisional status once the request is fully validated.