




Leaving a group

1. Click on your account name from the home menu.
2. Click on the **Company Grouping** menu as follows:


 Summary


 Manage users

 Amend name

 Contact details

 Banking details

 **Company Grouping**

 Update/Cancel Registration

3. The accounts within the group are displayed as follows:

Grouping (Claim type: Shared Threshold Entitlement)

Account #	ABN	Name	Start Date	
7654321	11122233344	TEST PTY LTD	10/02/2016	
1234567	44433322211	EXAMPLE COMPANY LTD	29/02/2016	Set as Group Co-ordinator

- [+ Add members to Group](#)
- [- Leave Group](#)
- [- Apply for exclusion from Group](#)

[Show group history](#)

4. Click on the **Leave Group** link
5. The following is displayed:

Removal reason	<input type="text" value="Select..."/>
Will the entity claim the threshold entitlement after leaving the group?	<input type="text" value="Yes"/>
Effective from date	<input type="text"/>
Comments	<input type="text"/>

6. Select the **Removal reason** from the dropdown list.
7. Select if the **Entity will claim the threshold entitlement after leaving the group**.
8. Enter the **Effective from date**.
9. Enter **Comments**.

10. Click on the **Submit** button.
11. The following screen is displayed:

Grouping Result

Your request to be removed from this group has been forwarded to SRO for approval.

◀ [Return to account](#)