



ASIC

User guide

# Company Officeholder

## How to change company details - change of address

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## How to change company details - change of address

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of change to:
  - the Registered Office address
  - the Principal Place of Business
  - the address of a company officeholder, or
  - the address of a member, limited to the top 20 members (for proprietary companies only).

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# Start transaction

- Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms manager Company'. The left-hand menu includes sections for 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The 'Inbox' section is highlighted, showing a red '1' next to 'Start new form'. Below the menu, there is a table with columns for 'Date', 'Form', and 'Description'. The table is currently empty, displaying '\*\*\* None Found \*\*\*'. Below the table, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

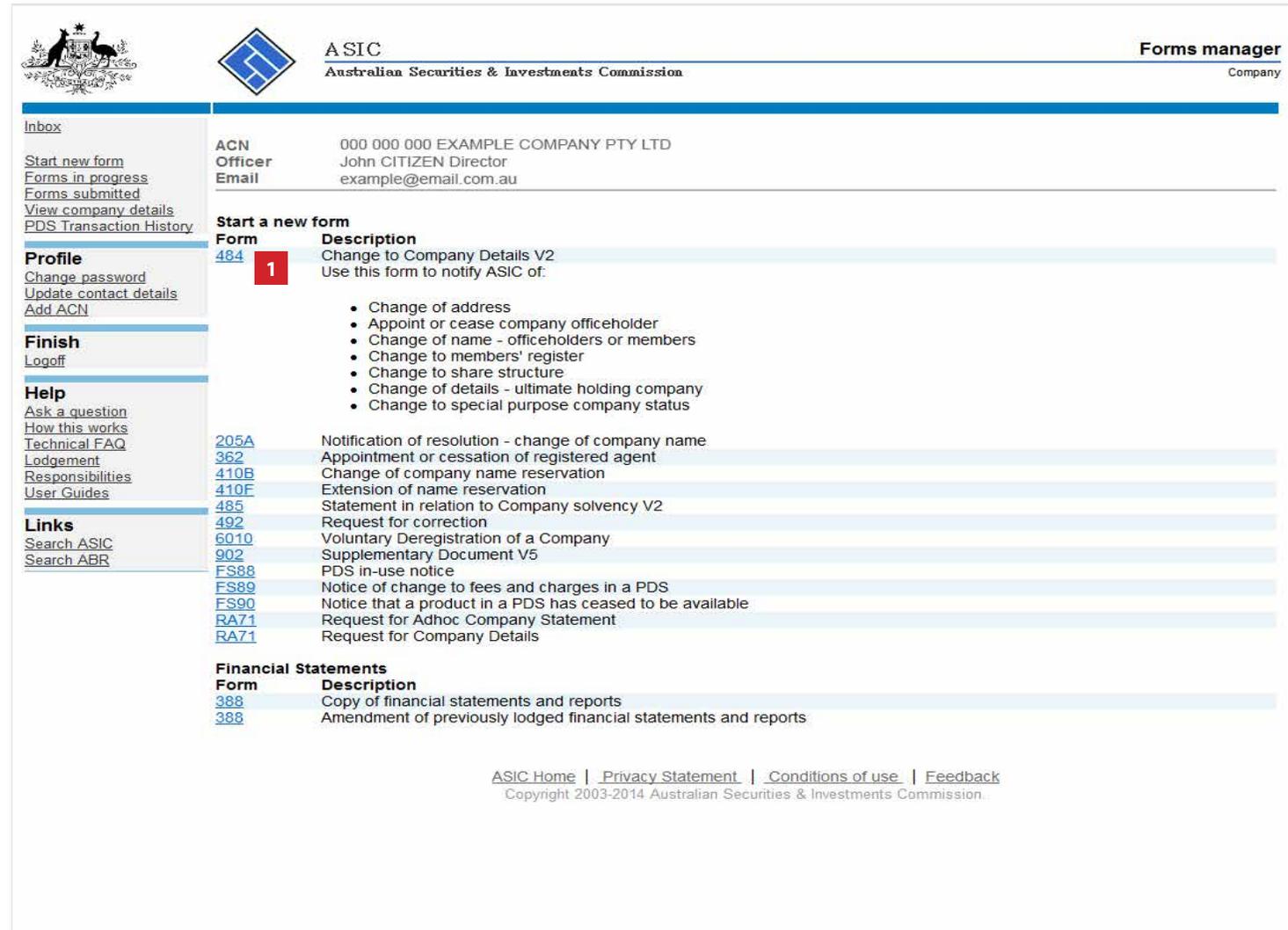
Date	Form	Description
*** None Found ***		

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[How to change company details - change of address](#)

# Select form type

- From the list of available forms, select **484**.



The screenshot shows the ASIC Forms manager interface. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms manager Company'. Below this is a navigation menu on the left with sections: 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The main content area displays a table of forms. The first form, '484', is highlighted with a red '1' in a box, indicating it is the selected form. The table lists various forms with their descriptions and form numbers.

Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officeholder</li> <li>Change of name - officeholders or members</li> <li>Change to members' register</li> <li>Change to share structure</li> <li>Change of details - ultimate holding company</li> <li>Change to special purpose company status</li> </ul>
205A	Notification of resolution - change of company name
362	Appointment or cessation of registered agent
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
6010	Voluntary Deregistration of a Company
902	Supplementary Document V5
FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available
RA71	Request for Adhoc Company Statement
RA71	Request for Company Details
Financial Statements	
Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

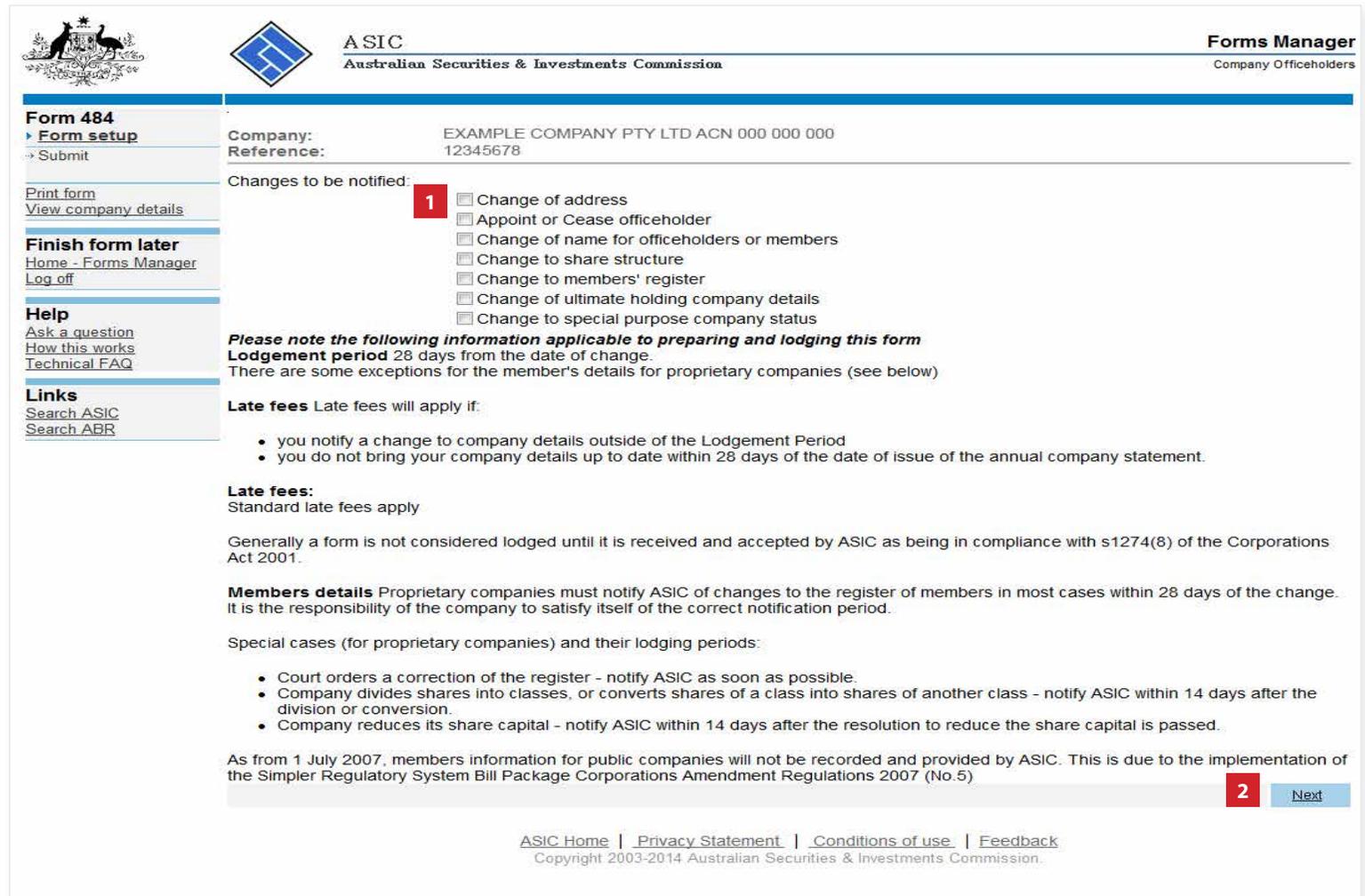
At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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[How to change company details - change of address](#)

# Select change to be notified

1. Select **Change of address**.
2. Select **Next** to continue.



**Form 484**

▶ **Form setup**

→ Submit

Print form  
View company details

**Finish form later**

Home - Forms Manager  
Log off

**Help**

Ask a question  
How this works  
Technical FAQ

**Links**

Search ASIC  
Search ABR

**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Changes to be notified:**

**1**  Change of address  
 Appoint or Cease officeholder  
 Change of name for officeholders or members  
 Change to share structure  
 Change to members' register  
 Change of ultimate holding company details  
 Change to special purpose company status

**Please note the following information applicable to preparing and lodging this form**  
**Lodgement period** 28 days from the date of change.  
 There are some exceptions for the member's details for proprietary companies (see below)

**Late fees** Late fees will apply if:

- you notify a change to company details outside of the Lodgement Period
- you do not bring your company details up to date within 28 days of the date of issue of the annual company statement.

**Late fees:**  
Standard late fees apply

Generally a form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001.

**Members details** Proprietary companies must notify ASIC of changes to the register of members in most cases within 28 days of the change. It is the responsibility of the company to satisfy itself of the correct notification period.

Special cases (for proprietary companies) and their lodging periods:

- Court orders a correction of the register - notify ASIC as soon as possible.
- Company divides shares into classes, or converts shares of a class into shares of another class - notify ASIC within 14 days after the division or conversion.
- Company reduces its share capital - notify ASIC within 14 days after the resolution to reduce the share capital is passed.

As from 1 July 2007, members information for public companies will not be recorded and provided by ASIC. This is due to the implementation of the Simpler Regulatory System Bill Package Corporations Amendment Regulations 2007 (No.5)

**2** [Next](#)

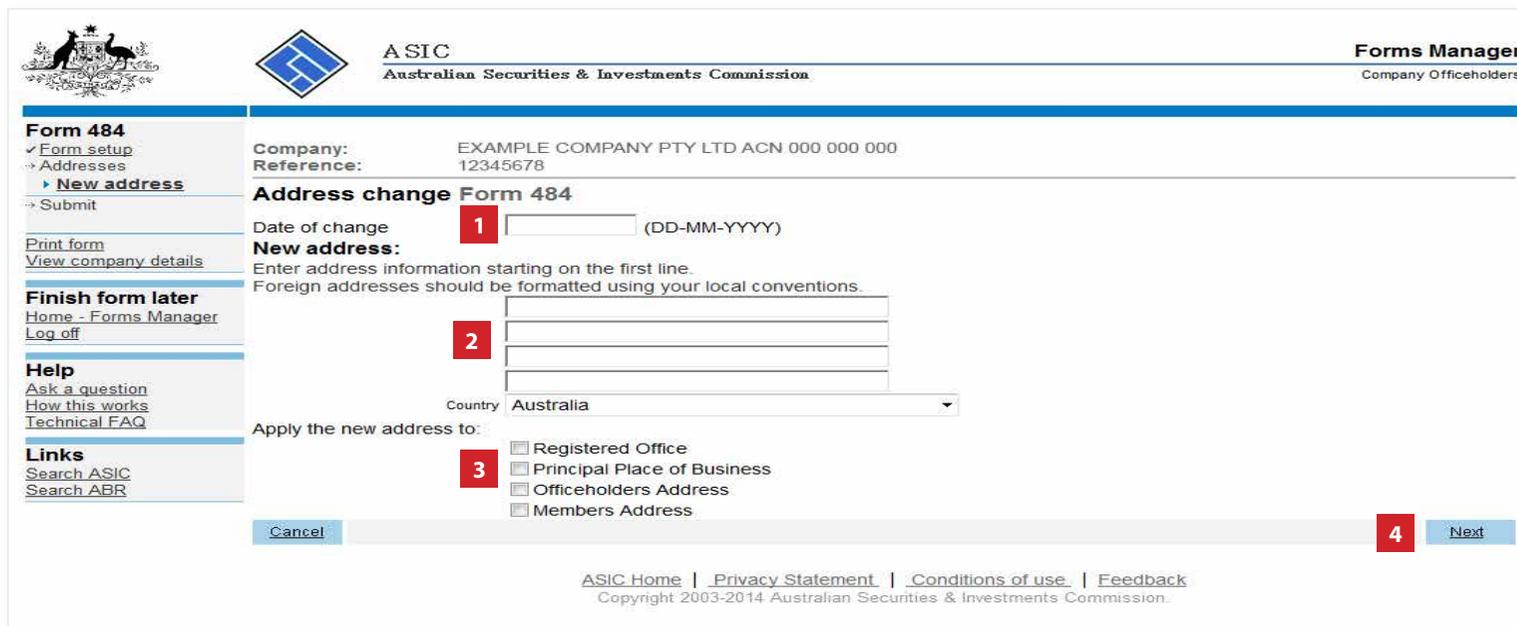
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[How to change company details - change of address](#)

## Enter address change details

1. Enter the **date of change**.
2. Enter the **new address**.
3. Select the box/es for which this **new address applies**.
4. Select **Next** to continue.





**ASIC**  
 Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

---

**Form 484**  
 ✓ Form setup  
 → Addresses  
   ▶ **New address**  
 → Submit

Print form  
 View company details

**Finish form later**  
 Home - Forms Manager  
 Log off

**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

**Links**  
[Search ASIC](#)  
[Search ABR](#)

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Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
 Reference: 12345678

**Address change Form 484**  
 Date of change **1**  (DD-MM-YYYY)

**New address:**  
 Enter address information starting on the first line.  
 Foreign addresses should be formatted using your local conventions.

**2**

Country

Apply the new address to:

**3**  Registered Office  
 Principal Place of Business  
 Officeholders Address  
 Members Address

**4**

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### Notes:

- Address changes for Officeholders or members cannot be a future date.
- If you specified the address change applies to either an officeholder's address or member's address, a further screen displays for you to indicate the officeholder(s) or member(s) that the address change applies to. Tick the box against each officeholder or member to whom the address changes applies, and select **Next**.
- Any Australian address that you enter is validated against Australia Post's standard address format. You may need to vary the way the address is entered before it will be accepted. If it is not accepted, the error message displays in red.
- If the address is close to the standard format but will not validate, you can choose to override the validation by selecting the **confirm address** details box. This should only be done when you are certain the address is correct.

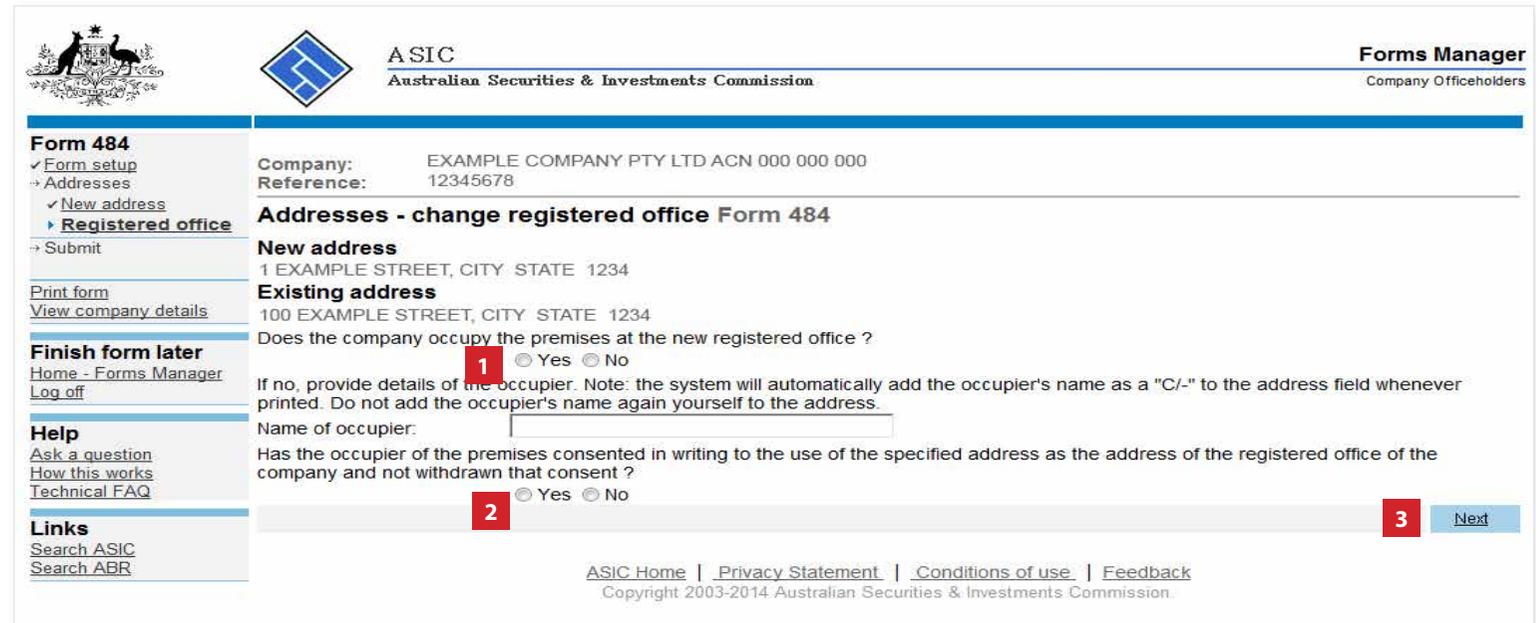
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[How to change company details - change of address](#)

# Confirm address details

The new address and the existing address are displayed for your review.

1. Select **Yes or No** to confirm if the company occupies the premises at the new registered office.
2. If no, **provide details** of the occupier, and select **Yes or No** to confirm if the occupier has provided consent for this address to be specified as the registered office for this company.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 484, titled "Addresses - change registered office Form 484". The page includes the ASIC logo and "Australian Securities & Investments Commission" header. The form displays the company name "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and reference number "12345678".

On the left sidebar, there are sections for "Form 484" (with sub-items: Form setup, Addresses, New address, Registered office, Submit), "Finish form later" (with sub-items: Home - Forms Manager, Log off), "Help" (with sub-items: Ask a question, How this works, Technical FAQ), and "Links" (with sub-items: Search ASIC, Search ABR).

The main content area shows the "New address" as "1 EXAMPLE STREET, CITY STATE 1234" and the "Existing address" as "100 EXAMPLE STREET, CITY STATE 1234". A question asks: "Does the company occupy the premises at the new registered office?" with radio buttons for "Yes" (marked with a red '1') and "No". Below this, a note states: "If no, provide details of the occupier. Note: the system will automatically add the occupier's name as a 'C/-' to the address field whenever printed. Do not add the occupier's name again yourself to the address." A text input field for "Name of occupier:" is provided.

Another question asks: "Has the occupier of the premises consented in writing to the use of the specified address as the address of the registered office of the company and not withdrawn that consent?" with radio buttons for "Yes" (marked with a red '2') and "No".

At the bottom right, there is a "Next" button (marked with a red '3') and a footer with links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2014 Australian Securities & Investments Commission".

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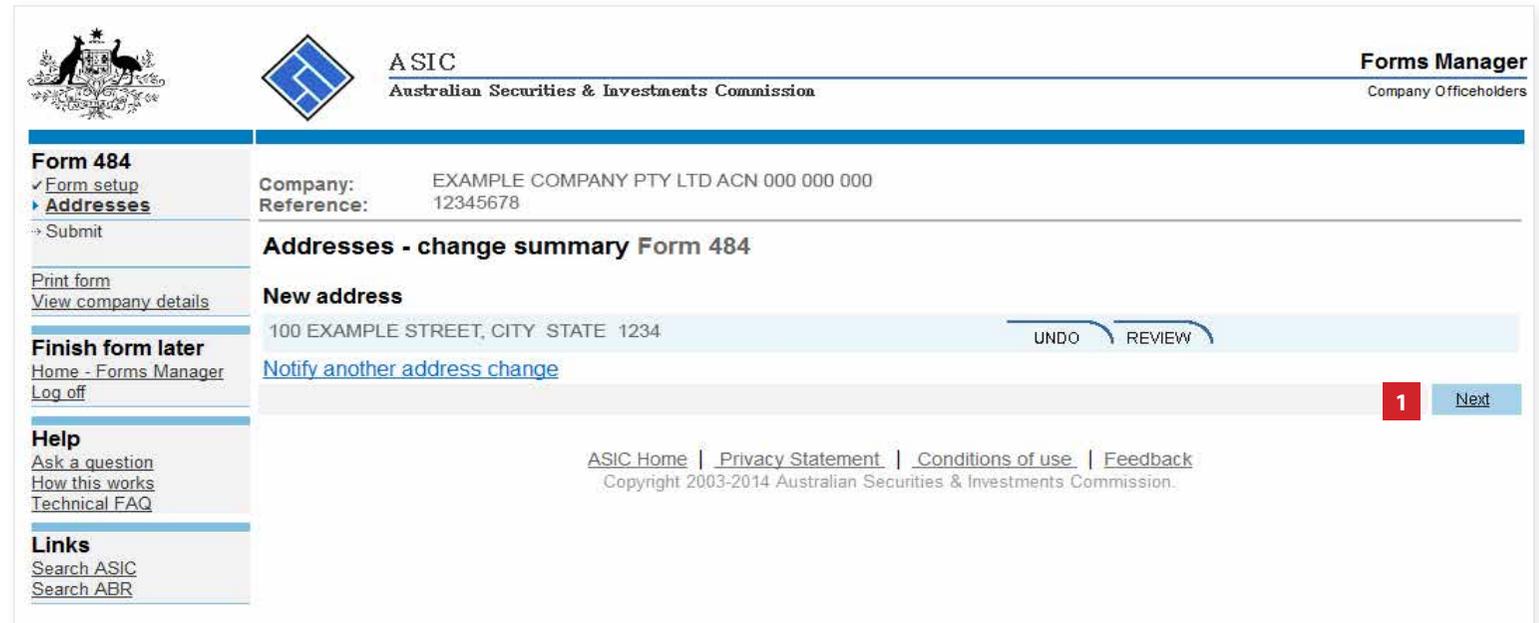
## Enter multiple changes

You are now able to amend this change as follows:

- **undo** cancels the address change shown, or
- **review** displays the full details of the change for you to review.

Note: you can also **notify another address change**.

1. When all address changes have been included, select **Next** to continue.



The screenshot displays the ASIC Forms Manager interface for Form 484. The top navigation bar includes the Australian Coat of Arms, the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and 'Forms Manager Company Officeholders'. The main content area is titled 'Addresses - change summary Form 484' and shows 'New address' details: '100 EXAMPLE STREET, CITY STATE 1234'. It features 'UNDO' and 'REVIEW' buttons. A 'Notify another address change' link is present. A red box with the number '1' and a 'Next' button are at the bottom right. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

**Form 484**  
✓ Form setup  
▶ Addresses  
→ Submit

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

**Addresses - change summary Form 484**

**New address**  
100 EXAMPLE STREET, CITY STATE 1234

UNDO REVIEW

[Notify another address change](#)

1 Next

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**Print form**  
[View company details](#)

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

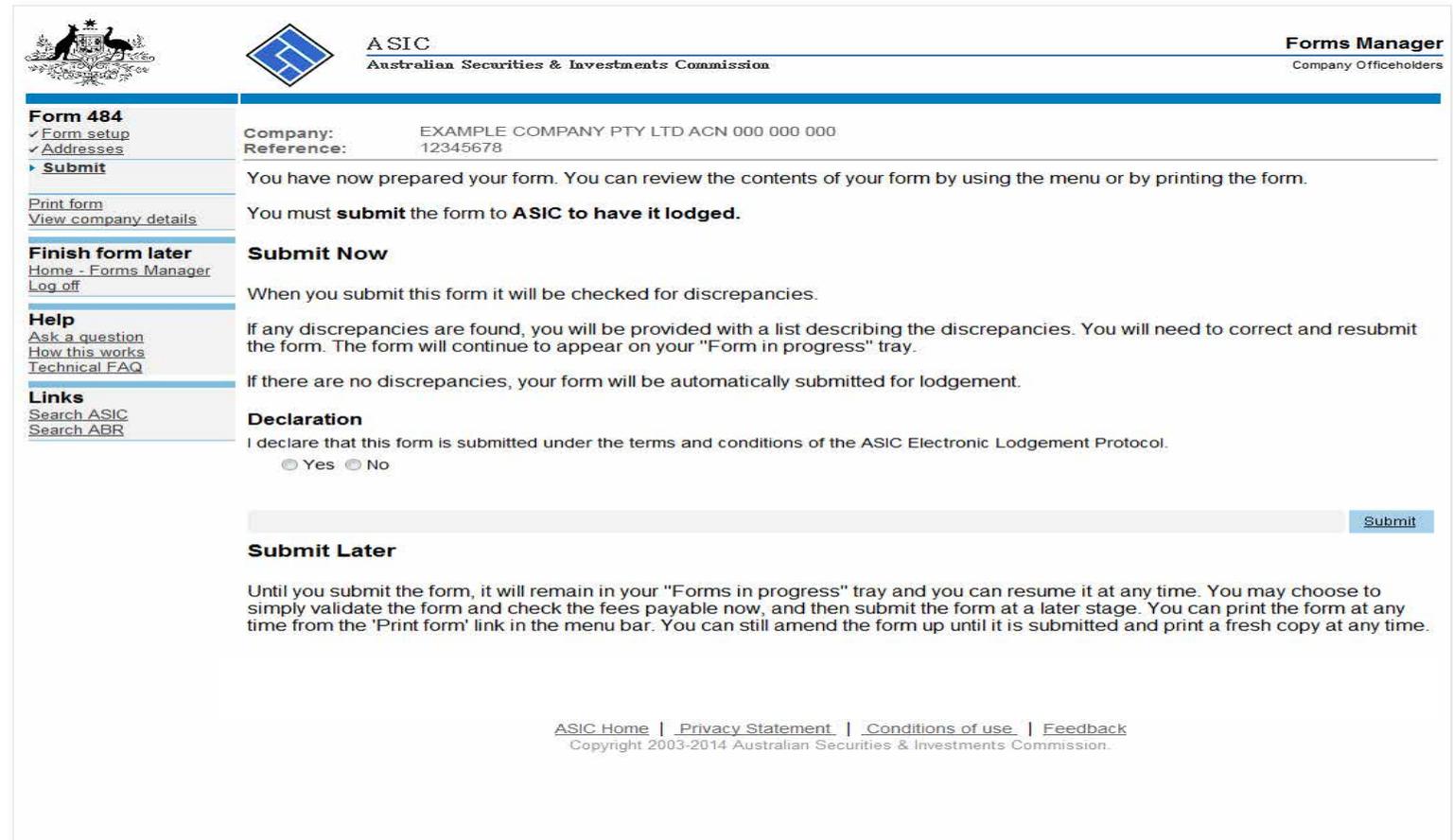
**Links**  
[Search ASIC](#)  
[Search ABR](#)

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[How to change company details - change of address](#)

# Make the declaration

1. Select **Yes** to complete the declaration when you are satisfied within the terms and conditions of ASIC's Electronic Lodgement Protocol.
2. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page header includes the Australian Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission". On the right, it says "Forms Manager Company Officeholders".

The main content area is divided into two columns. The left column contains a navigation menu with the following items:

- Form 484**
  - ✓ Form setup
  - ✓ Addresses
  - ▶ **Submit**
- Print form
- View company details
- Finish form later**
  - Home - Forms Manager
  - Log off
- Help**
  - Ask a question
  - How this works
  - Technical FAQ
- Links**
  - Search ASIC
  - Search ABR

The right column displays the form details and instructions:

- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference:** 12345678
- You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.
- You must **submit** the form to **ASIC to have it lodged.**
- Submit Now**
  - When you submit this form it will be checked for discrepancies.
  - If any discrepancies are found, you will be provided with a list describing the discrepancies. You will need to correct and resubmit the form. The form will continue to appear on your "Form in progress" tray.
  - If there are no discrepancies, your form will be automatically submitted for lodgement.
- Declaration**
  - I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.
  - Yes  No
- Submit Later**
  - Until you submit the form, it will remain in your "Forms in progress" tray and you can resume it at any time. You may choose to simply validate the form and check the fees payable now, and then submit the form at a later stage. You can print the form at any time from the 'Print form' link in the menu bar. You can still amend the form up until it is submitted and print a fresh copy at any time.

At the bottom right of the form area, there is a blue **Submit** button. At the very bottom of the page, there is a footer with links: [ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#). Below the links, it says "Copyright 2003-2014 Australian Securities & Investments Commission."

## Notes:

- The lodgement process is not instantaneous – it may take some time to transmit and validate.
- If the form validates and is accepted by ASIC, it will appear in **Forms Submitted**.
- If the form does not validate, it will appear in the **Forms in Progress**. You must select the form to display the validation errors, in order to correct it.

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[How to change company details - change of address](#)

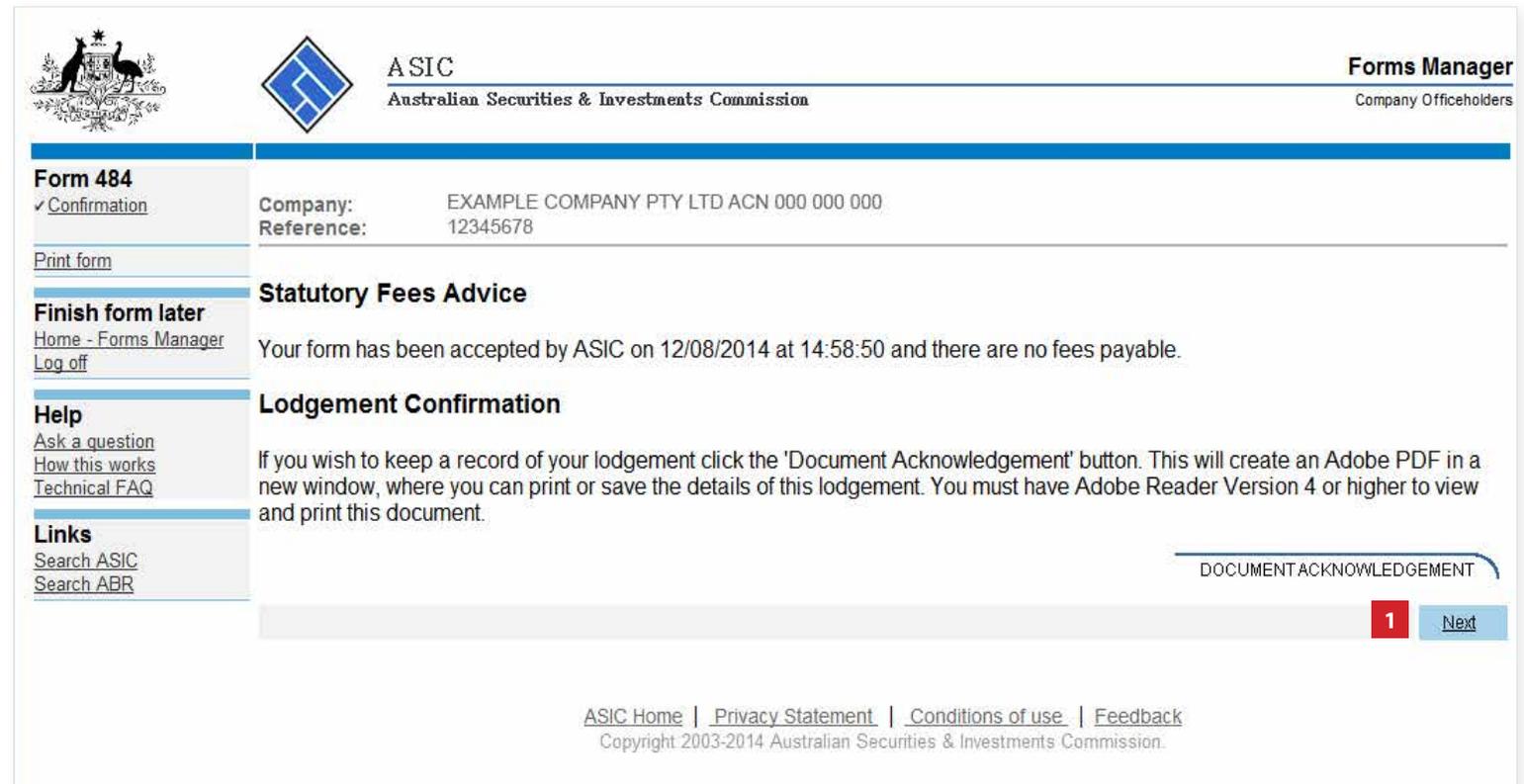
## Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

### Note:

Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.



The screenshot shows the ASIC Forms Manager interface. At the top, there are the Australian Coat of Arms and the ASIC logo. The page title is "ASIC Australian Securities & Investments Commission". On the right, it says "Forms Manager" and "Company Officeholders". The main content area is divided into several sections: "Form 484" with a "Confirmation" status, "Statutory Fees Advice" stating the form was accepted on 12/08/2014 with no fees payable, and "Lodgement Confirmation" with instructions on how to create a PDF record. A "DOCUMENTACKNOWLEDGEMENT" button is visible. At the bottom right, there is a red button with the number "1" and a "Next" button. The footer contains links to "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with a copyright notice for 2003-2014.

  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

**Form 484**  
✓ [Confirmation](#)

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

[Print form](#)

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

**Statutory Fees Advice**  
Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable.

**Lodgement Confirmation**  
If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.

**Help**  
[Ask a question](#)  
[How this works](#)  
[Technical FAQ](#)

**Links**  
[Search ASIC](#)  
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DOCUMENTACKNOWLEDGEMENT

1 Next

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[How to change company details - change of address](#)