



ASIC

User guide

Company Officeholder

How to change company details - appoint or cease company officeholders

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 - appoint or cease company officeholders

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of changes to company officeholders for:
 - appointment of a new company officeholder
 - cessation of a company officeholder, or
 - an officeholder changing their role within the company.

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

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 is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager' and 'Company'. The left-hand menu includes sections for 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The 'Inbox' section is highlighted, and a red box with the number '1' is placed over the 'Start new form' link. The main content area shows a table with columns for 'Date', 'Form', and 'Description'. Below the table, there is a message: '*** None Found ***'. At the bottom, 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 ***		

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 - appoint or cease company officeholders](#)

Select form type

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



The screenshot shows the ASIC Forms manager interface. At the top, there is a navigation bar with the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and a 'Forms manager' link. Below the navigation bar, there is a sidebar on the left with various menu items: 'Inbox', 'Start new form', 'Forms in progress', 'Forms submitted', 'View company details', 'PDS Transaction History', 'Profile', 'Change password', 'Update contact details', 'Add ACN', 'Finish', 'Logoff', 'Help', 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', 'User Guides', 'Links', 'Search ASIC', and 'Search ABR'. The main content area displays a table of forms. The first form is highlighted in blue and has a red '1' in a box next to its form number '484'. The table lists the form number, description, and a list of changes that can be made using the form.

Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> Change of address Appoint or cease company officeholder Change of name - officeholders or members Change to members' register Change to share structure Change of details - ultimate holding company Change to special purpose company status
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'. Below these links is the copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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[How to change company details - appoint or cease company officeholders](#)

Select change to be notified

1. Select **Appoint or Cease officeholder**.

Note: Please read the information regarding late fees carefully.

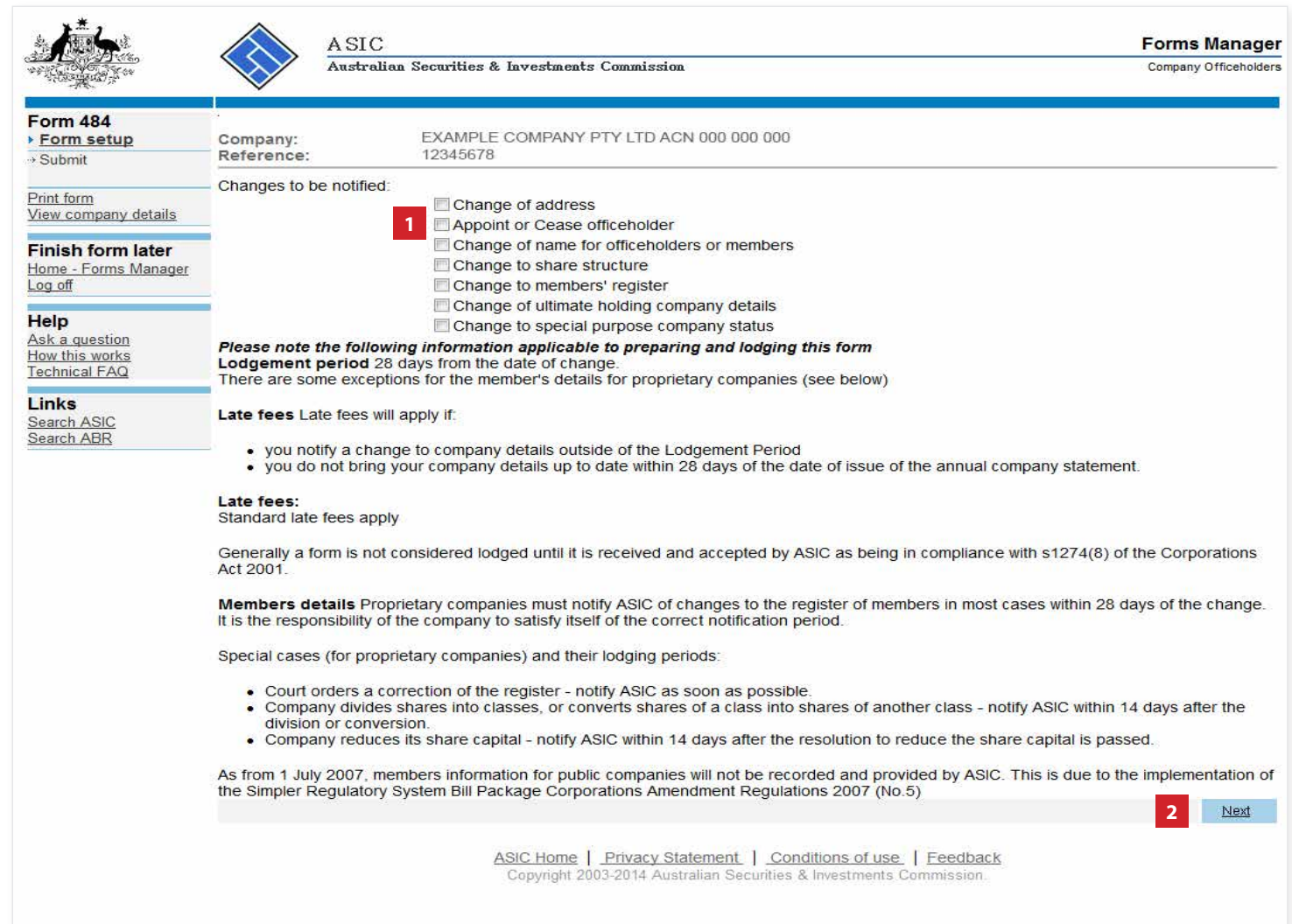
2. Select **Next** to continue.

Note:

If you are **appointing an officeholder**, go to page 6.

If you are **ceasing an officeholder**, go to page 8.

If you are **adding a new role to an officeholder**, go to page 10.



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ASIC
 Australian Securities & Investments Commission

Forms Manager
 Company Officeholders

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

Changes to be notified:

- Change of address
- 1** 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)

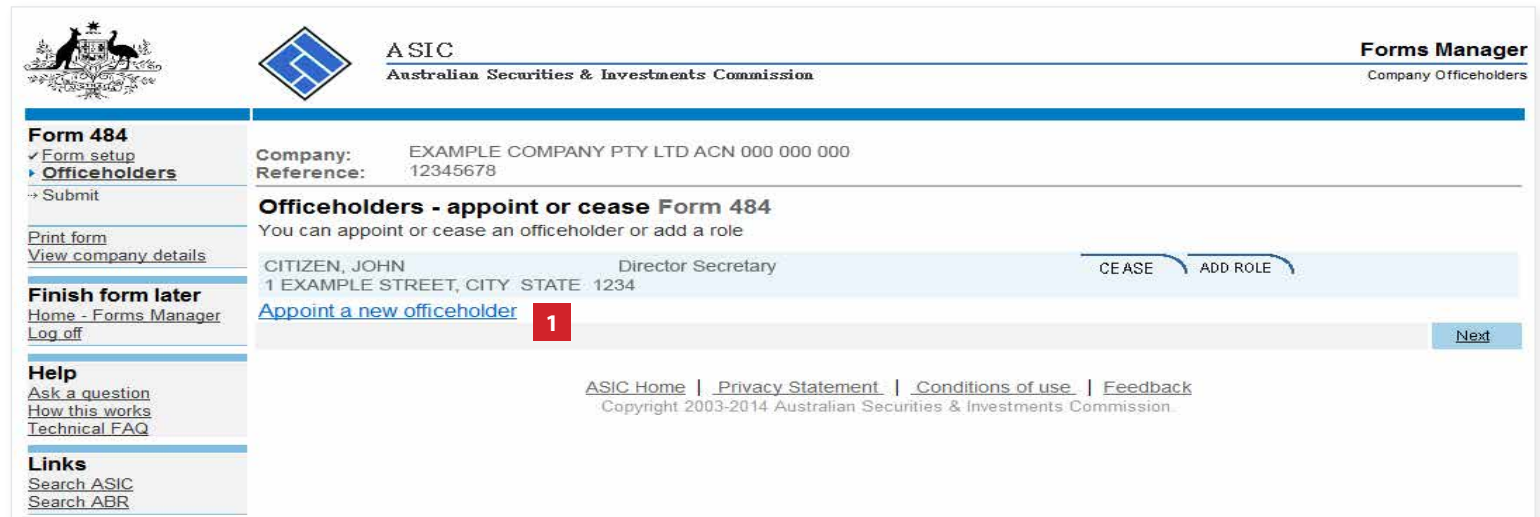
2 [Next](#)


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Appointing a new officeholder

1. Select **Appoint a new officeholder**.



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Forms Manager
Company Officeholders

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

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

Officeholders - appoint or cease Form 484
You can appoint or cease an officeholder or add a role

CITIZEN, JOHN	Director Secretary	CEASE	ADD ROLE
1 EXAMPLE STREET, CITY STATE 1234			
Appoint a new officeholder 1			

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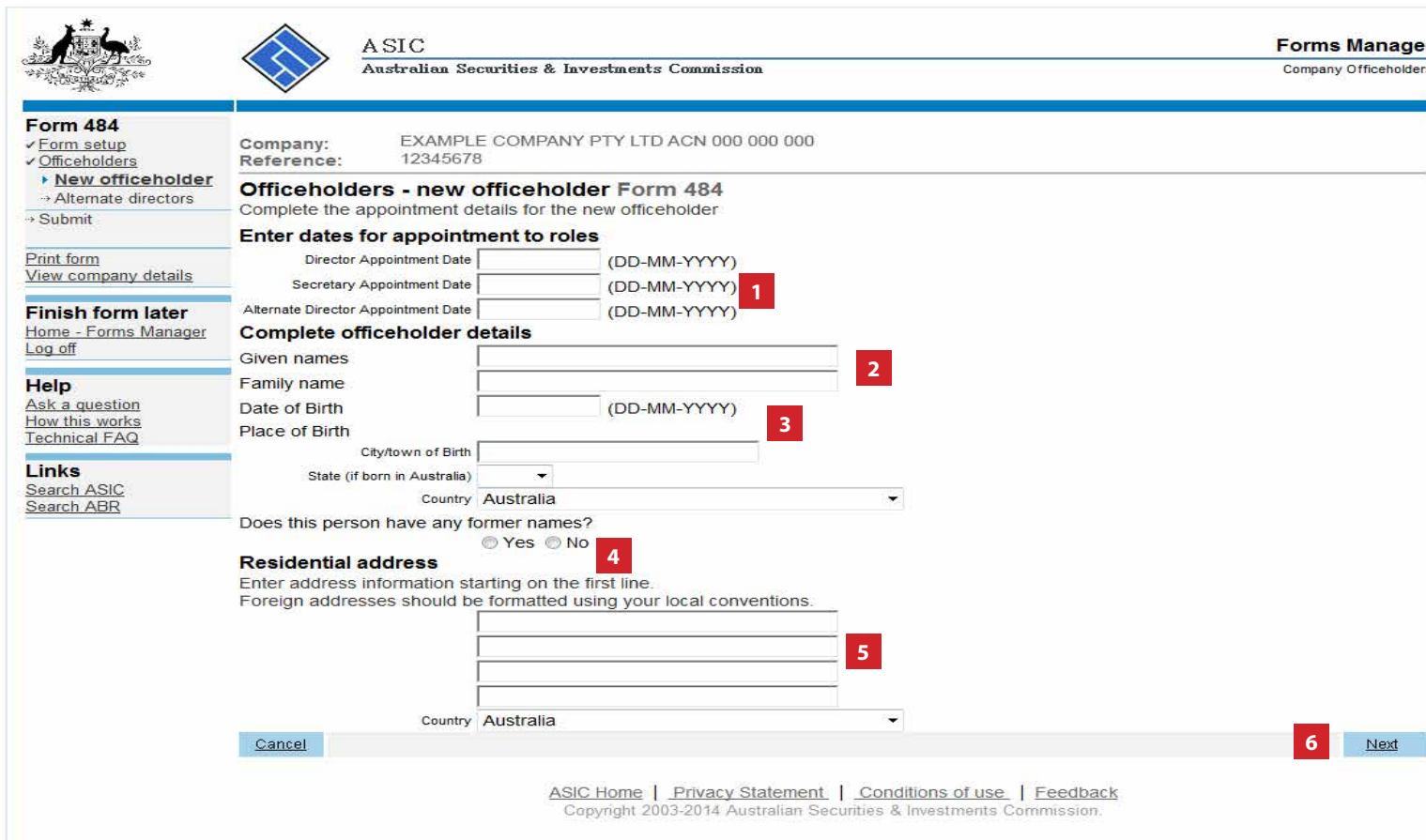
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[How to change company details - appoint or cease company officeholders](#)

Appointing a new officeholder

1. Enter **appointment date/s**.
2. Enter the officeholder's **given and family names**.
3. Enter the officeholder's **date and place of birth**.
4. Select whether the person has any **former names**.
5. Enter the officeholder's **residential address**.
6. Select **Next** to continue.

Note: proceed to **page 12**.



Form 484
 ✓ Form setup
 ✓ Officeholders
 ▶ New officeholder
 → Alternate directors
 → Submit

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

Officeholders - new officeholder Form 484
 Complete the appointment details for the new officeholder

Enter dates for appointment to roles
 Director Appointment Date (DD-MM-YYYY)
 Secretary Appointment Date (DD-MM-YYYY) **1**
 Alternate Director Appointment Date (DD-MM-YYYY)

Complete officeholder details
 Given names **2**
 Family name
 Date of Birth (DD-MM-YYYY) **3**
 Place of Birth
 City/town of Birth
 State (if born in Australia)
 Country

Does this person have any former names?
 Yes No **4**

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

 Country

6

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Notes:

- If you selected **Yes** for 'Does this person have any former names?' the **officeholders – add a former name Form 484** screen displays. Complete the required information and continue.
- At least one of the three possible appointment dates is required, and the rest of the fields are mandatory.
- City/town of Birth and Residential address are validated for Australian addresses.

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[How to change company details - appoint or cease company officeholders](#)

Ceasing an officeholder

1. To cease an existing officeholder, select **Cease** for the relevant officeholder.



The screenshot shows the ASIC Forms Manager interface for ceasing an officeholder. The page is titled "Forms Manager" and "Company Officeholders". The main content area displays the "Officeholders - appoint or cease Form 484" section, which includes a list of officeholders with a "CEASE" button highlighted in red. The interface also includes a sidebar with navigation options like "Form 484", "Finish form later", "Help", and "Links".

Form 484
✓ Form setup
▶ **Officeholders**
→ Submit
[Print form](#)
[View company details](#)

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

Officeholders - appoint or cease Form 484
You can appoint or cease an officeholder or add a role

CITIZEN, JOHN Director Secretary **1** [CEASE](#) [ADD ROLE](#)

1 EXAMPLE STREET, CITY STATE 1234
[Appoint a new officeholder](#)

[Next](#)

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Finish form later
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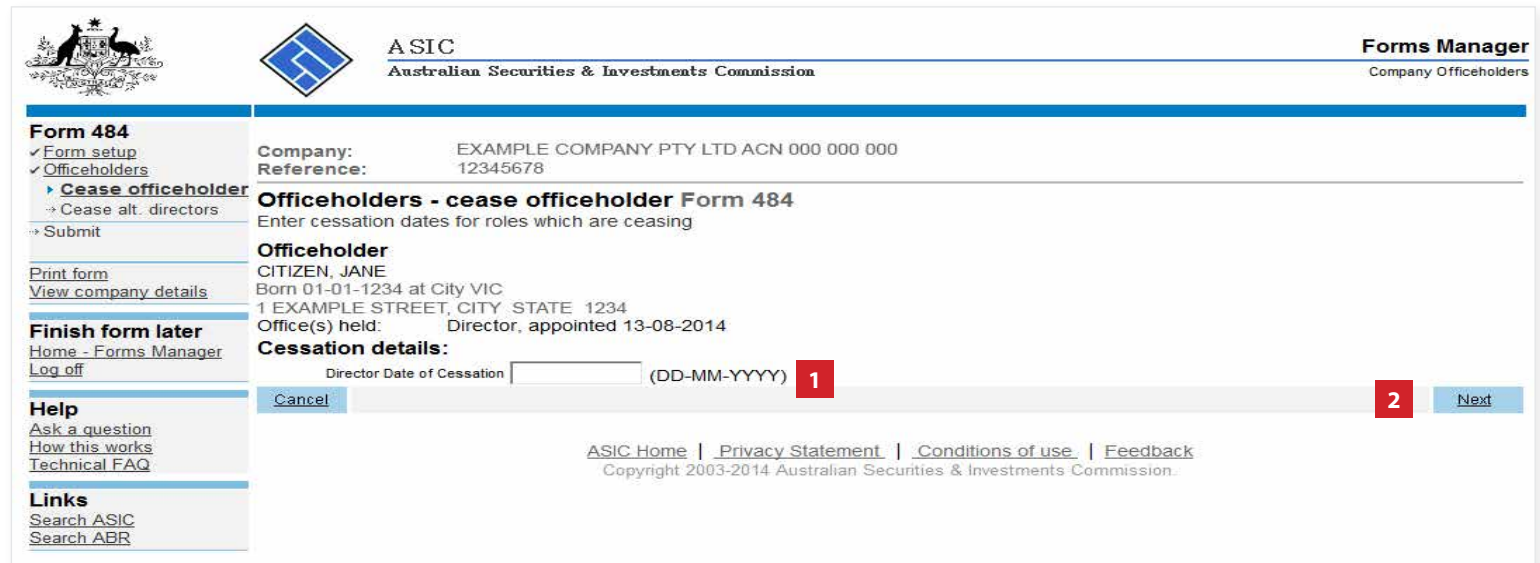
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[How to change company details - appoint or cease company officeholders](#)

Ceasing an officeholder

1. Enter the **date of cessation**.
2. Select **Next** to continue.

Note: proceed to **page 12**.



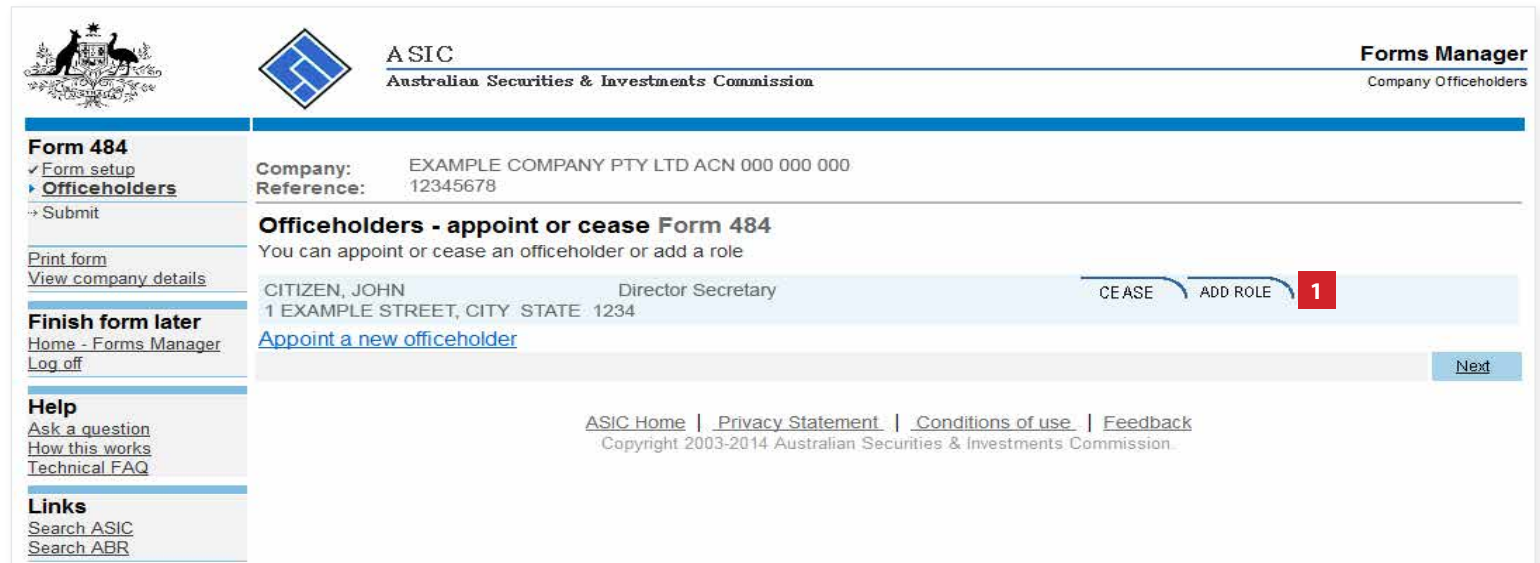
The screenshot shows the ASIC Forms Manager interface for ceasing an officeholder. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Company Officeholders". The main content area is titled "Form 484" and "Officeholders - cease officeholder Form 484". It displays company details for "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and reference number "12345678". The officeholder details for "CITIZEN, JANE" are shown, including her birth date and address. The "Cessation details" section has a "Director Date of Cessation" field with a red "1" next to it, and a "Next" button with a red "2" next to it. A "Cancel" button is also present. 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".

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[How to change company details - appoint or cease company officeholders](#)

Adding a new role to an officeholder

1. To add a new role for an officeholder, select **Add Role**.



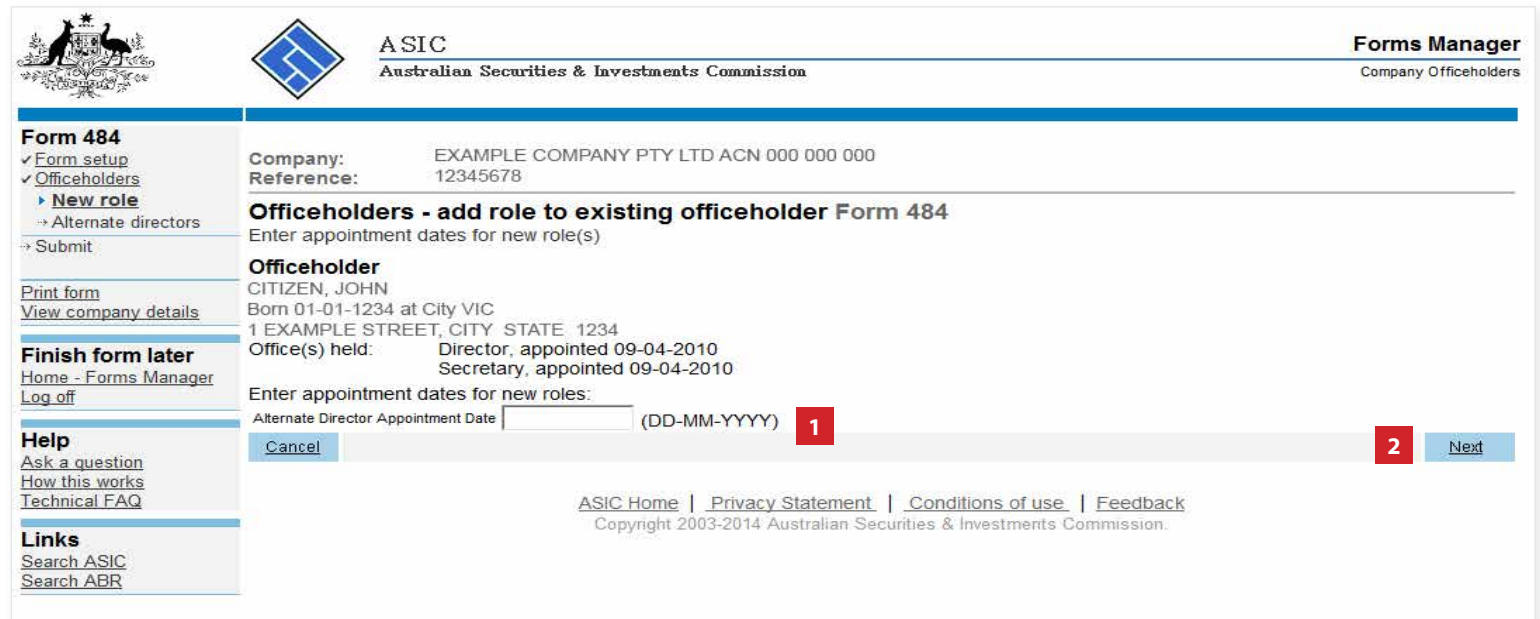
The screenshot shows the ASIC Forms Manager interface for Form 484. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is titled 'Form 484' and includes a navigation menu with 'Form setup', 'Officeholders', and 'Submit'. The 'Officeholders' section is active, displaying the company details: 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'. Below this, the title 'Officeholders - appoint or cease Form 484' is followed by the instruction 'You can appoint or cease an officeholder or add a role'. A table lists an officeholder: 'CITIZEN, JOHN' with the role 'Director Secretary' and address '1 EXAMPLE STREET, CITY STATE 1234'. To the right of the table are two buttons: 'CEASE' and 'ADD ROLE', with a red square containing the number '1' next to 'ADD ROLE'. A 'Next' button is located at the bottom right of the table. 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'.

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[How to change company details - appoint or cease company officeholders](#)

Adding a new role to an officeholder

1. Enter **appointment date** for the new role/s.
2. Select **Next** to continue.



Form 484
✓ Form setup
✓ Officeholders
▶ **New role**
→ Alternate directors
→ Submit

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Australian Securities & Investments Commission

Forms Manager
Company Officeholders

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

Officeholders - add role to existing officeholder Form 484
Enter appointment dates for new role(s)

Officeholder
CITIZEN, JOHN
Born 01-01-1234 at City VIC
1 EXAMPLE STREET, CITY STATE 1234
Office(s) held: Director, appointed 09-04-2010
Secretary, appointed 09-04-2010

Enter appointment dates for new roles:
Alternate Director Appointment Date (DD-MM-YYYY) **1**

[Cancel](#) **2** [Next](#)

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Review changes to company officeholders

1. **Review the changes** you have made to the company officeholders.
2. If you are satisfied all changes have been made, select **Next** to continue.





ASIC
 Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484

- ✓ Form setup
- ▶ **Officeholders**
- Submit

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Finish form later

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

Officeholders - appoint or cease Form 484
 You can appoint or cease an officeholder or add a role.

CITIZEN, Jane	Director	1 EXAMPLE STREET, CITY STATE 1234	UNDO	REVIEW
CITIZEN, John	Director Secretary	1 EXAMPLE STREET, CITY STATE 1234	CEASE	ADD ROLE

[Appoint a new officeholder](#)

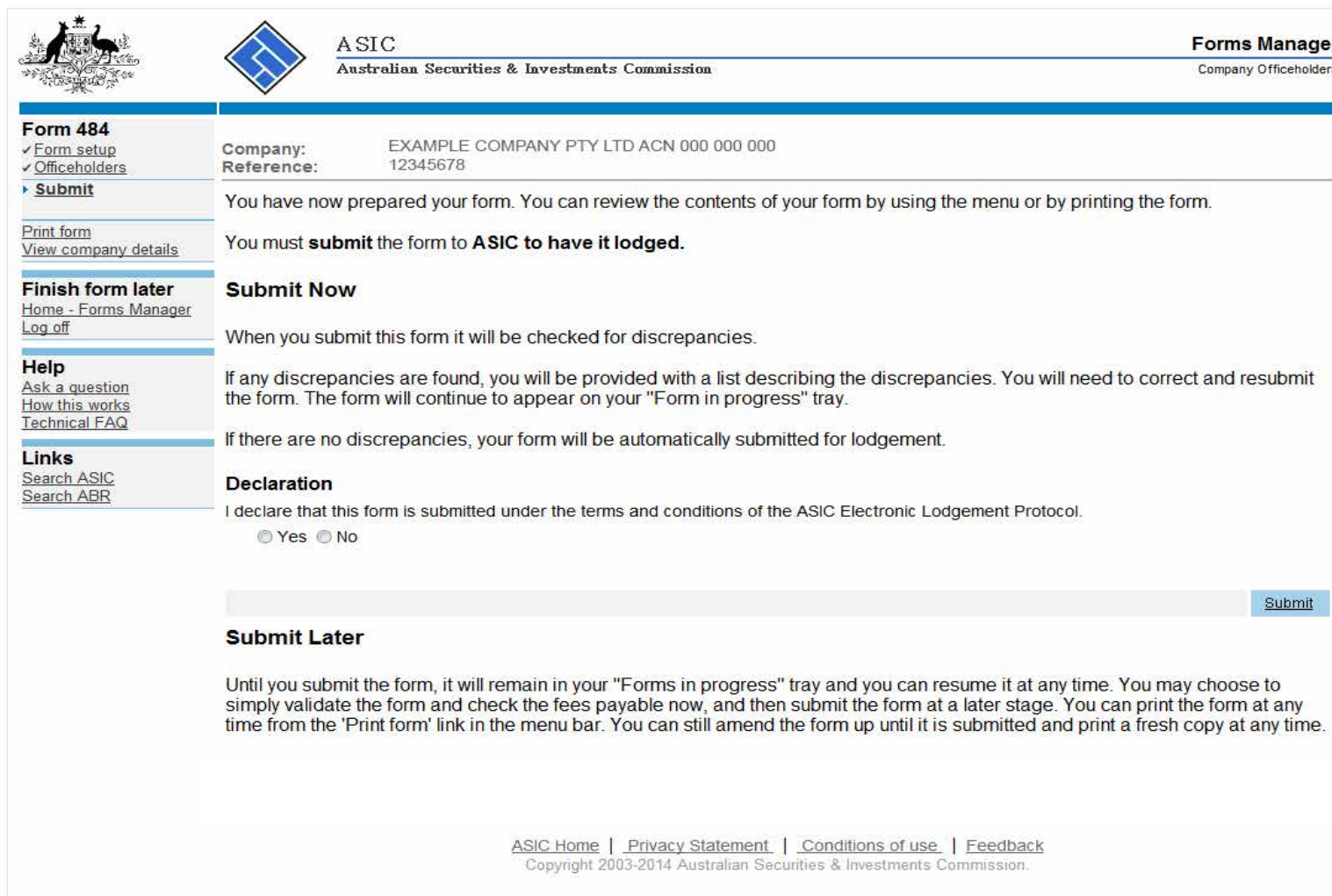
Next

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Make the declaration

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



Form 484
 ✓ [Form setup](#)
 ✓ [Officeholders](#)
 ▶ **Submit**

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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](#)

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.

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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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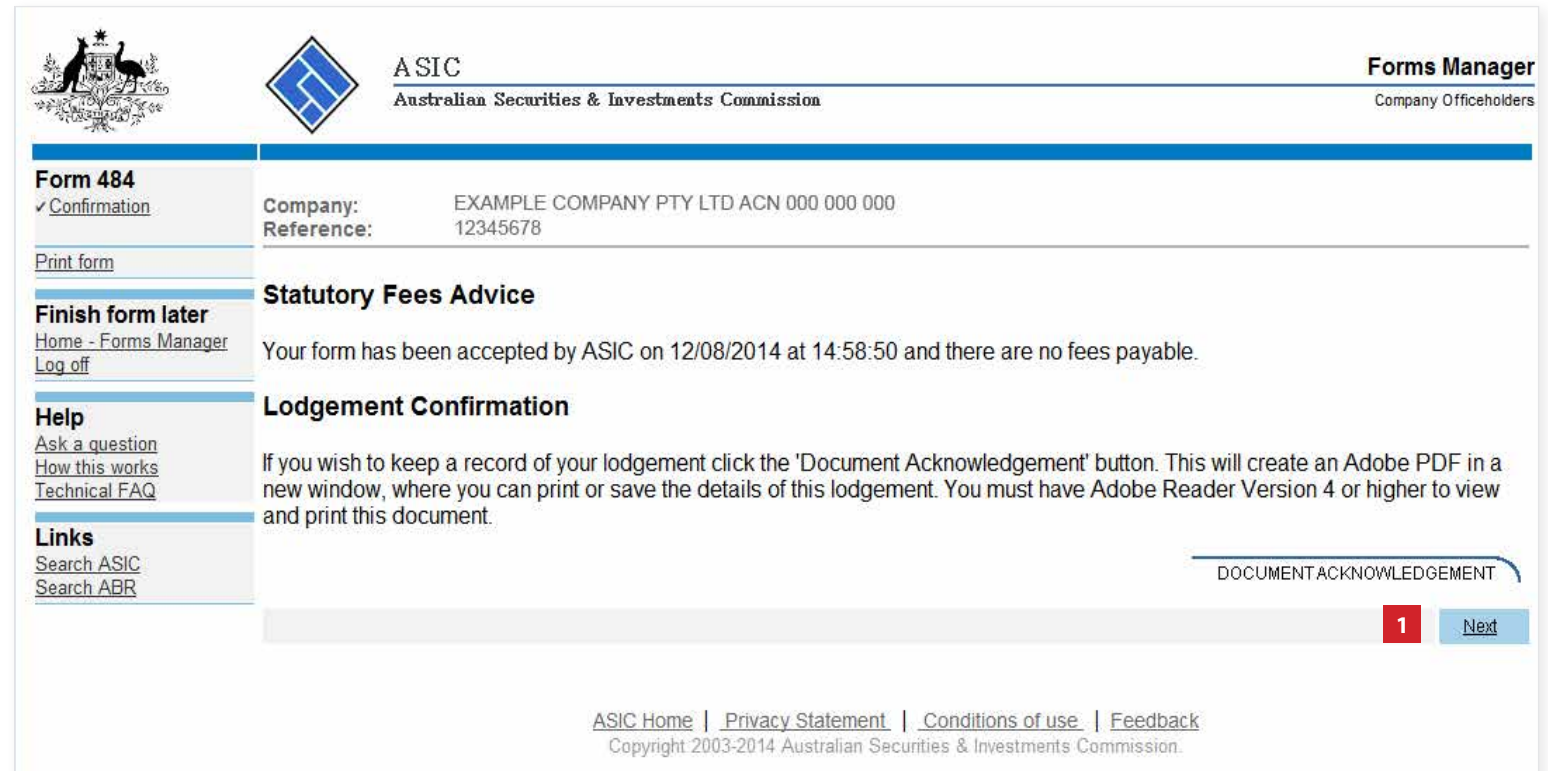
Confirmation of form submission

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 is the Australian Coat of Arms and the ASIC logo. The text 'ASIC Australian Securities & Investments Commission' is displayed on the left, and 'Forms Manager Company Officeholders' is on the right. The main content area is divided into several sections: 'Form 484' with a 'Confirmation' link, 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678', 'Print form', 'Finish form later' with 'Home - Forms Manager' and 'Log off' links, 'Statutory Fees Advice' stating 'Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable.', 'Lodgement Confirmation' with instructions on how to create a PDF, and a 'DOCUMENTACKNOWLEDGEMENT' button. At the bottom right, there is a red box with the number '1' and a 'Next' button. 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
✓ [Confirmation](#)
[Print form](#)

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

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.

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