



ASIC

User guide

Company Officeholder

How to change company details - ultimate holding company

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 - ultimate holding company

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of:
 - the change to ultimate holding company (proprietary companies)
 - the date of issue of the Company Statement, or change to the ultimate holding company (public companies).

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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 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 ***		

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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 this is a header section for a company profile, showing 'ACN 000 000 000 EXAMPLE COMPANY PTY LTD', 'Officer John CITIZEN Director', and 'Email example@email.com.au'. The main content area is titled 'Start a new form' and lists various forms with their descriptions. Form 484 is highlighted with a red '1' in a box. The forms listed are:

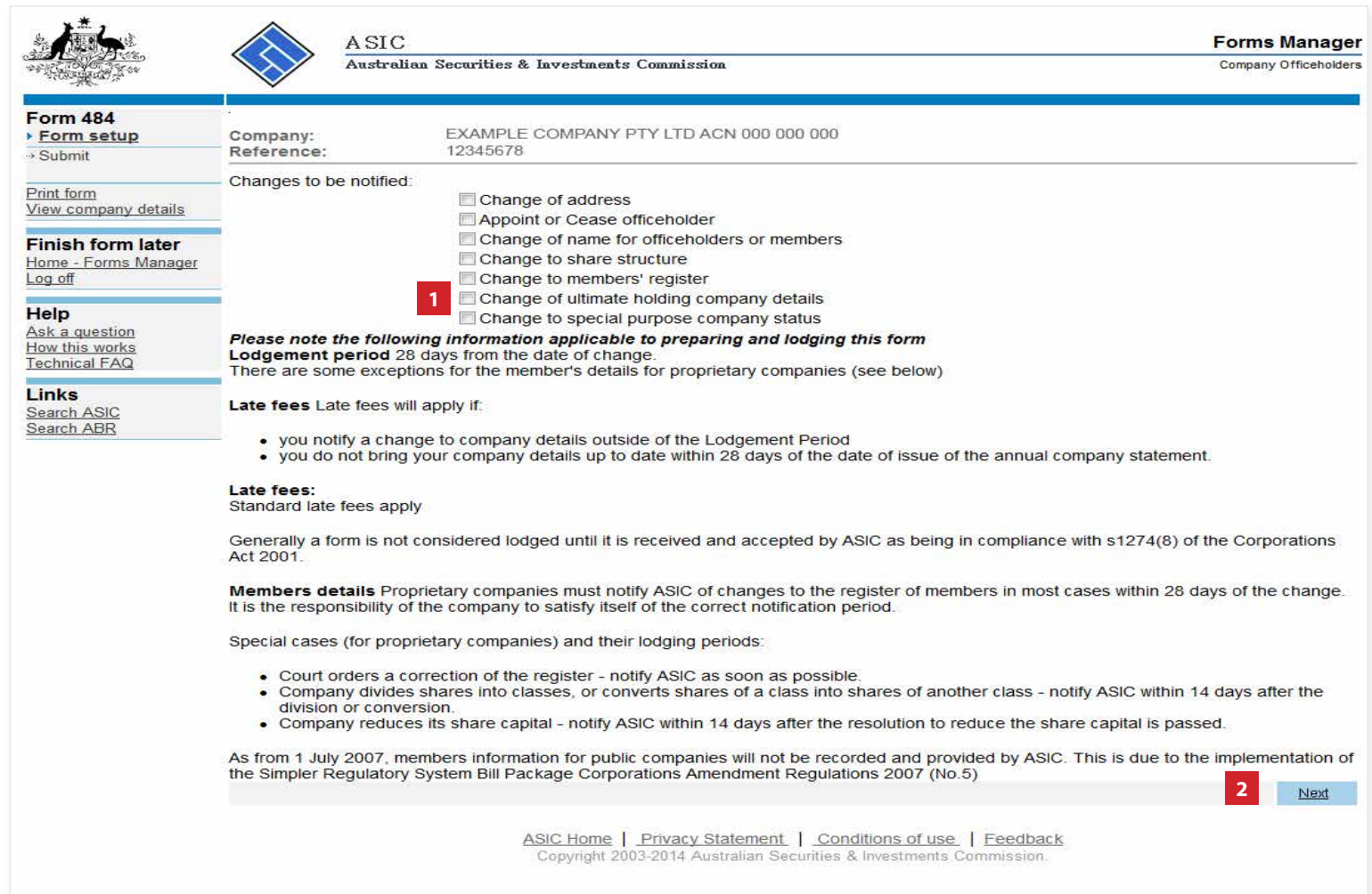
Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - 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', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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Select change to be notified

1. Select **Change of ultimate holding company details**.
2. Select **Next** to continue.



Form 484
[Form setup](#)
[Submit](#)

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

Finish form later
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Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Changes to be notified:

- 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)

Next

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Add ultimate holding company

1. Enter the **ultimate holding company ABN, ACN or ARBN.**

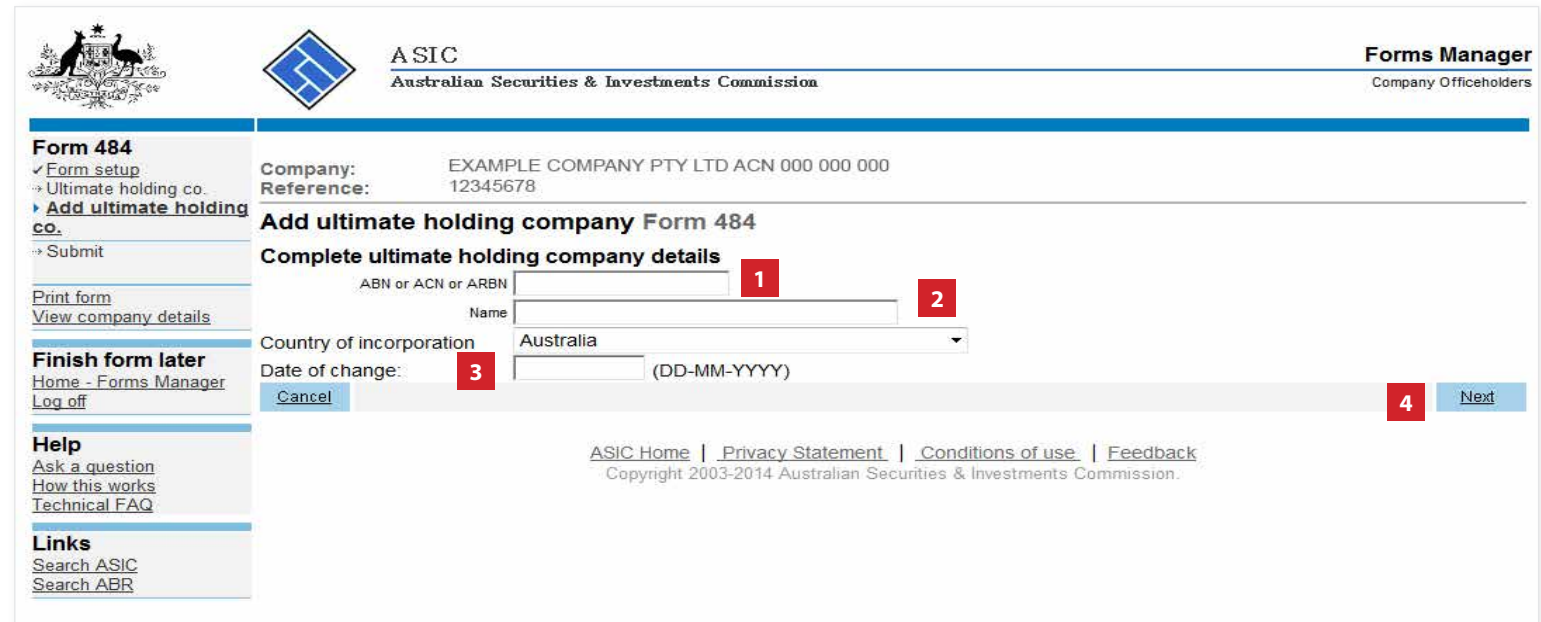
Note: if the ultimate holding company does not have an ABN, ACN or ARBN, you will need to complete this transaction via a paper form.

2. Enter the **ultimate holding company name.**

Note: if the ultimate holding company is a registered company with ASIC, please ensure the name is entered exactly, including punctuation and spelling.

3. Enter the **Date of change.**

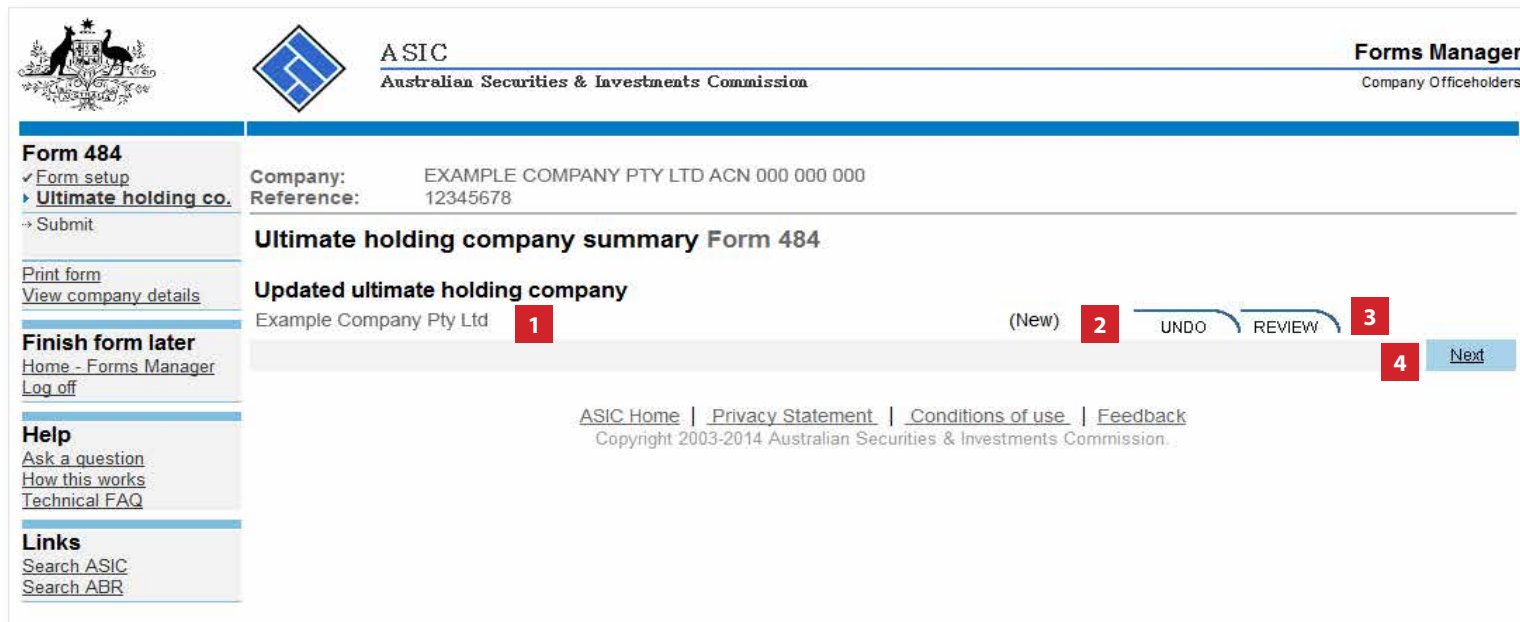
4. Select **Next** to continue.





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Review ultimate holding company details

1. Review the **ultimate holding company** details.
2. Select **Undo** to remove the changes, or
3. Select **Review** to edit the changes (this will take you to the previous screen - add ultimate holding company), or
4. Select **Next** to confirm the ultimate holding company details are correct and continue.





 ASIC
 Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484
 ✓ Form setup
 ▶ **Ultimate holding co.**
 → Submit

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

Ultimate holding company summary Form 484

Updated ultimate holding company

Example Company Pty Ltd **1** (New) **2** UNDO REVIEW **3** **4** Next

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Finish form later
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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.

ASIC
Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484

- [✓ Form setup](#)
- [✓ Ultimate holding co.](#)
- [▶ Submit](#)
- [Print form](#)
- [View company details](#)

Finish form later

- [Home - Forms Manager](#)
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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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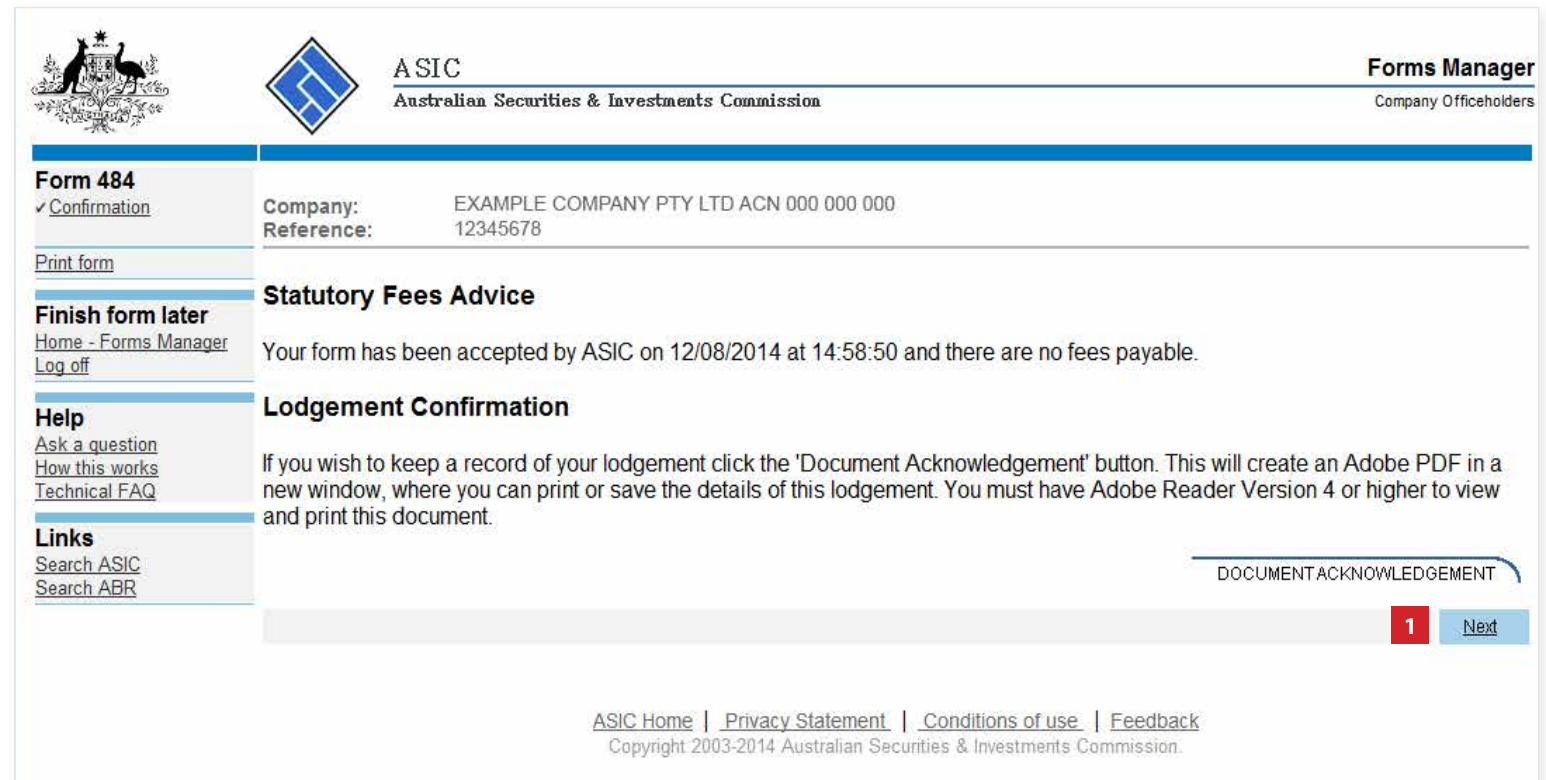
Confirmation of form submission

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 are 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' status, 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', and 'Reference: 12345678'. Below this is a 'Print form' link. The 'Statutory Fees Advice' section states: 'Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable.' The 'Lodgement Confirmation' section says: '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.' A 'DOCUMENTACKNOWLEDGEMENT' button is visible. 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'.

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