



ASIC

User guide

Company Officeholder

How to change company details - change to members register

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 to members register

- You will need to log in to your [online account](#) before you begin.
- You must submit this form within 28 days of any changes to details of members.
- You must be aware of the following information in regards to shares:
 - All companies must notify ASIC if they cancel or issue shares. Notifications must be received within 28 days of the change occurring.
 - Proprietary companies must also notify ASIC of any changes to:
 - the company's share structure.
 - details of their top 20 members.
 - Public companies must notify of changes to their share structure after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days of the date of issue of the annual company statement.
- Special cases (for proprietary companies) and their lodging periods:
 - Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.
 - Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.
- Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares.
- These companies are not required to provide any details about share structure or members.
- Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03.

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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 Australian Government Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission". On the right, it says "Forms manager" and "Company".

The left-hand menu contains the following items:

- [Inbox](#)
- [Start new form](#) **1**
- [Forms in progress](#)
- [Forms submitted](#)
- [View company details](#)
- [PDS Transaction History](#)
- Profile**
 - [Change password](#)
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The main content area shows the following information:

ACN 000 000 000 EXAMPLE COMPANY PTY LTD
Officer John CITIZEN Director
Email example@email.com.au

Inbox

Date	Form	Description
Hide Documents		
Show all documents		

Viewing Forms in the Inbox
 To view the form that has been sent to you, click on the form code.
 A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

*** None Found ***

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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 to members register](#)

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. Below it, a list of other forms is shown with their respective descriptions. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

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

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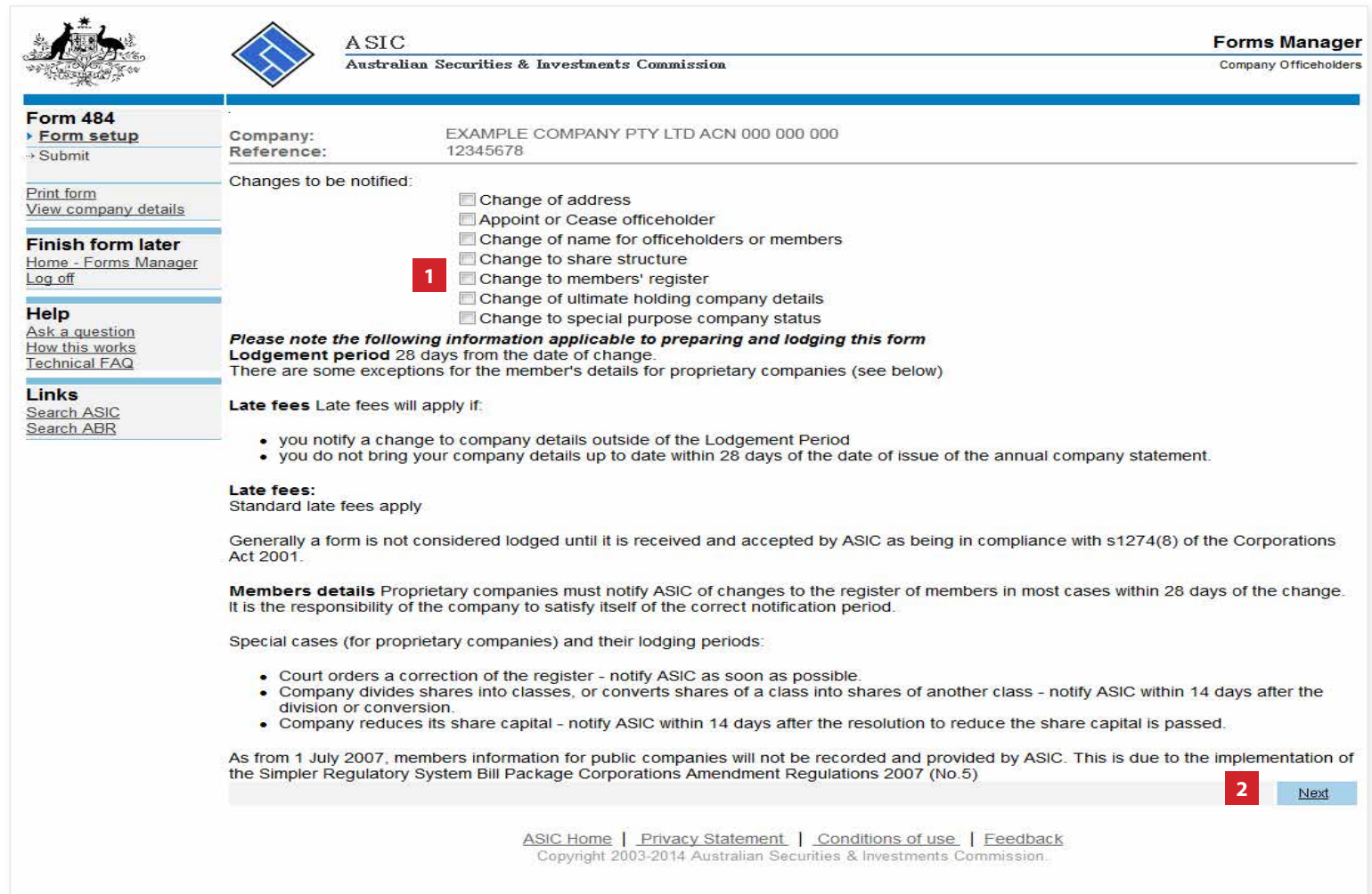
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Select change to be notified

1. Select **Change to members register**.

Note: If you are changing the total number of shares for this company, please also select **Change to share structure**. Refer to the [Registered Agent User Guide - how to change company details - change to share structure](#) for further assistance with share structure changes.

2. Select **Next** to continue.



Form 484

▶ **Form setup**

→ Submit

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[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)

2 [Next](#)

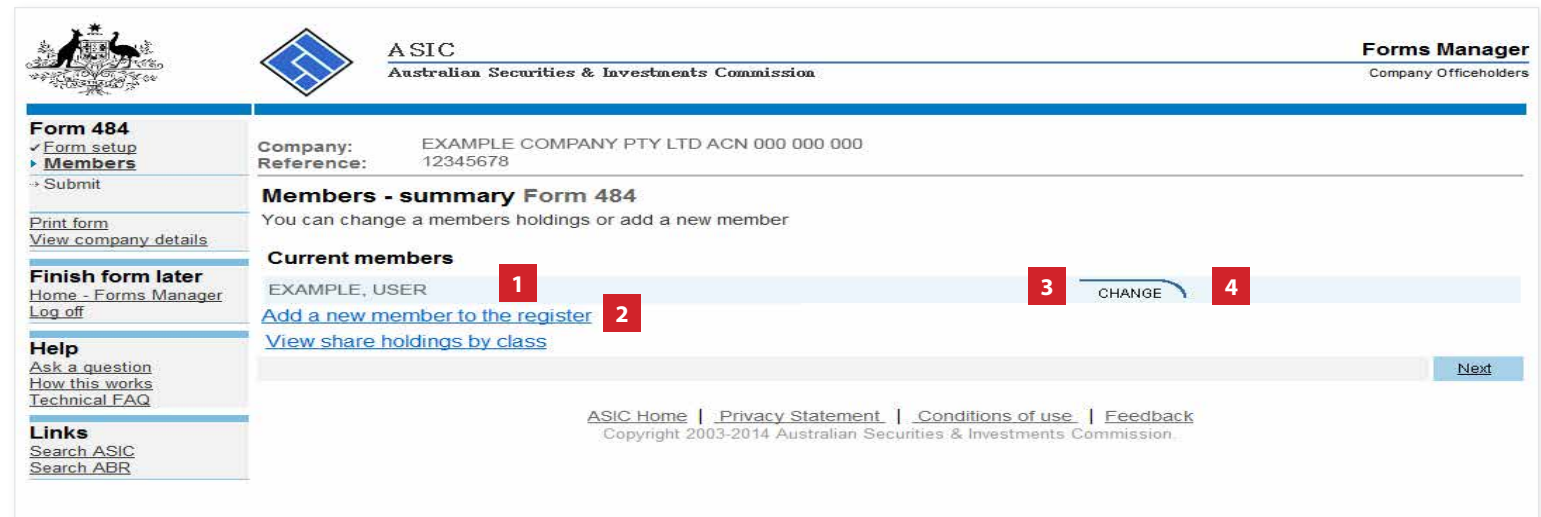
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[How to change company details - change to members register](#)

Change/ add details to members register

1. **Review** the existing member information. From here you can:
2. **Add a new member** to the register (go to page 7), or
3. **Change an existing member's shareholdings** (go to page 10), or
4. **Cease a member.** Select **Change** against the member you want to cease and go to page 13.



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

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

Members - summary Form 484
 You can change a members holdings or add a new member

Current members

EXAMPLE, USER	1	3 CHANGE	4
---------------	----------	-----------------	----------

[Add a new member to the register](#) **2**
[View share holdings by class](#)

[Next](#)

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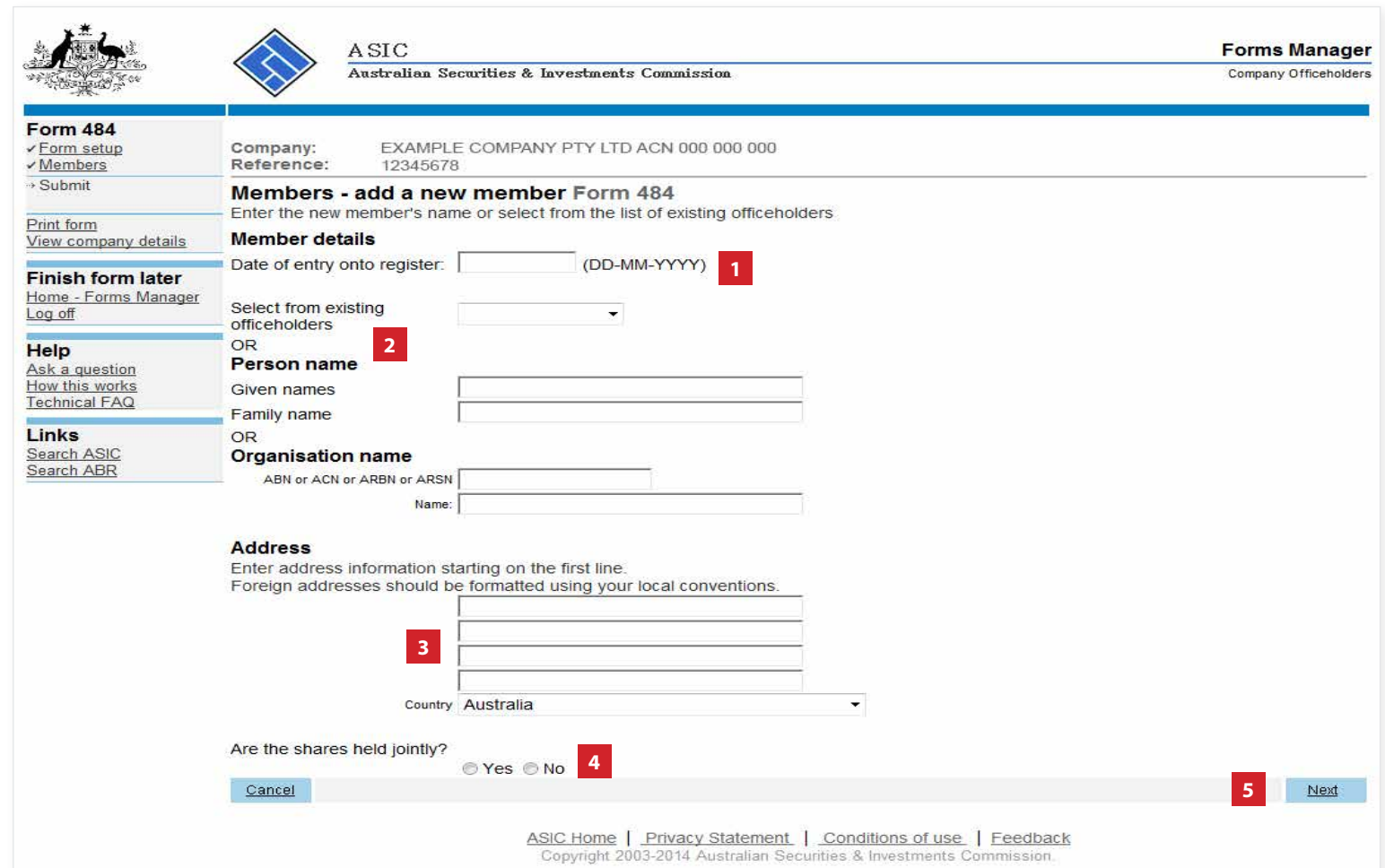
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Adding a new member

1. Enter the **date of entry onto register**.
2. Select an **existing officeholder** from the drop-down list, or enter the person name, or enter the organisation name/ACN.
3. Enter the **address** of the new member.
4. Select whether the shares are **held jointly**.

Note: If the share are jointly held, you will be prompted to add the details of the joint shareholder.

5. Select **Next** to continue.



Form 484
 ✓ Form setup
 ✓ Members
 → Submit

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

Members - add a new member Form 484
 Enter the new member's name or select from the list of existing officeholders.

Member details
 Date of entry onto register: (DD-MM-YYYY) **1**

Select from existing officeholders **2**
 OR
Person name
 Given names
 Family name

OR
Organisation name
 ABN or ACN or ARBN or ARSN
 Name:

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

3

Country: Australia

Are the shares held jointly? Yes No **4**

5

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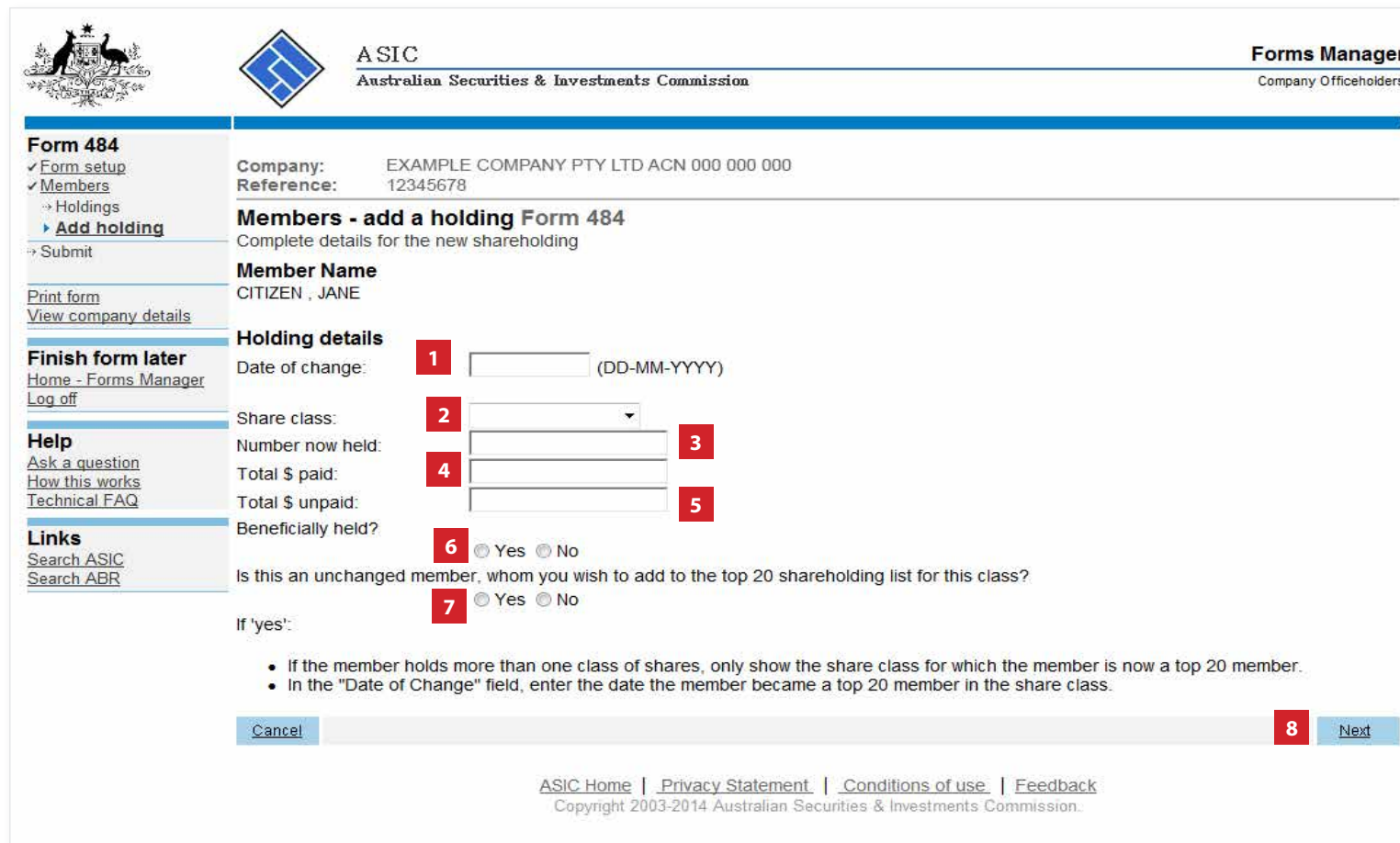
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Adding a new member - holding details

1. Enter the **Date of change**.
2. Select a **Share class** from the drop-down list.
3. Enter the **Number now held**.
4. Enter the **Total paid**.
5. Enter the **Total unpaid**.
6. Select whether or not the shares are **Beneficially held**.
7. Select whether or not you wish to add the member to the **top 20 shareholding list** for this class.

Note: This question is not mandatory. If the company does not have more than 20 members, you can ignore this question.

8. Select **Next** to continue.



Form 484
 ✓ Form setup
 ✓ Members
 → Holdings
 ▶ **Add holding**
 → Submit

Print form
 View company details

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

Members - add a holding Form 484
 Complete details for the new shareholding

Member Name
 CITIZEN , JANE

Holding details

Date of change: **1** (DD-MM-YYYY)

Share class: **2**

Number now held: **3**

Total \$ paid: **4**

Total \$ unpaid: **5**

Beneficially held? **6** Yes No

Is this an unchanged member, whom you wish to add to the top 20 shareholding list for this class?
7 Yes No

If 'yes':

- If the member holds more than one class of shares, only show the share class for which the member is now a top 20 member.
- In the "Date of Change" field, enter the date the member became a top 20 member in the share class.

Cancel **8** Next

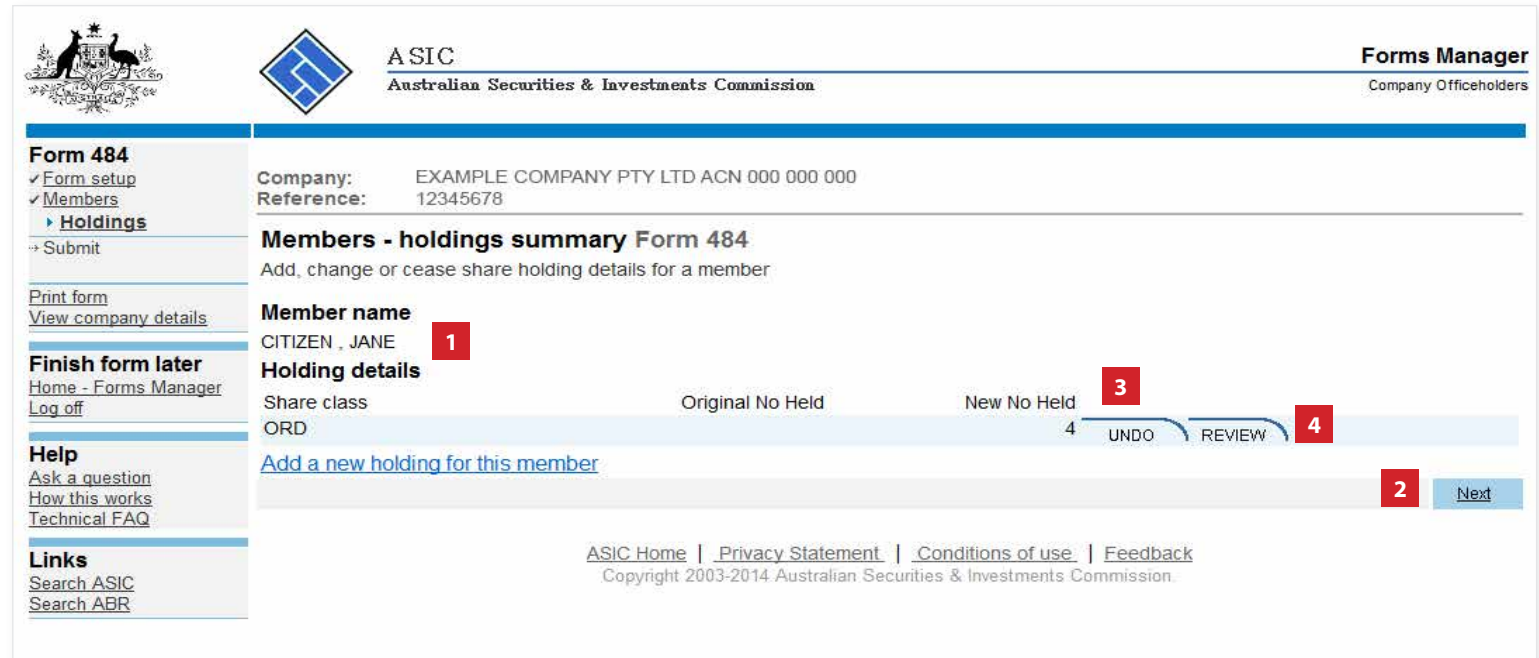
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Adding a new member - holding details

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

Note: if no further changes are required, go to page 16.



Form 484
 ✓ Form setup
 ✓ Members
 ▶ Holdings
 → Submit

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

Members - holdings summary Form 484
 Add, change or cease share holding details for a member

Member name
 CITIZEN , JANE **1**

Holding details

Share class	Original No Held	New No Held
ORD		4 3

[Add a new holding for this member](#)

UNDO REVIEW **4** **2** Next

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Note:

If you adding a new share type to an existing member, select **Next** to continue to the member’s summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

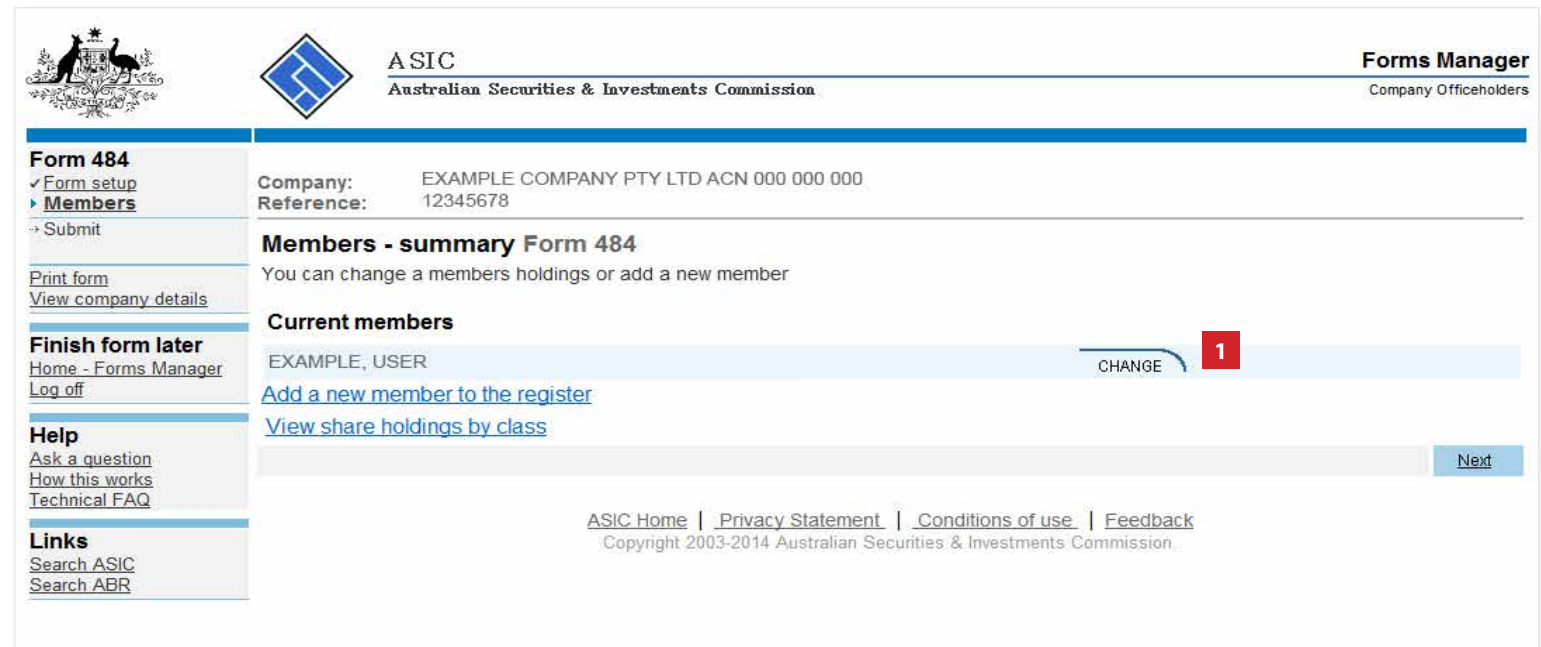
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change company details - change to members register](#)

Changing an existing member's shareholding

1. Select **Change** to change the member's shareholdings.

Note: if the only 'change' you wish to make is to whether or not the member's shares are beneficially held, you must cease and then re-add the member.



The screenshot shows the ASIC Forms Manager interface for Form 484. 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 "Members - summary Form 484" and includes a "CHANGE" button with a red notification badge containing the number "1". The interface also displays company details, a "Current members" list, and various navigation links.

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

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

Members - summary Form 484
You can change a members holdings or add a new member

Current members
EXAMPLE, USER CHANGE **1**

[Add a new member to the register](#)
[View share holdings by class](#)

[Next](#)

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[View company details](#)

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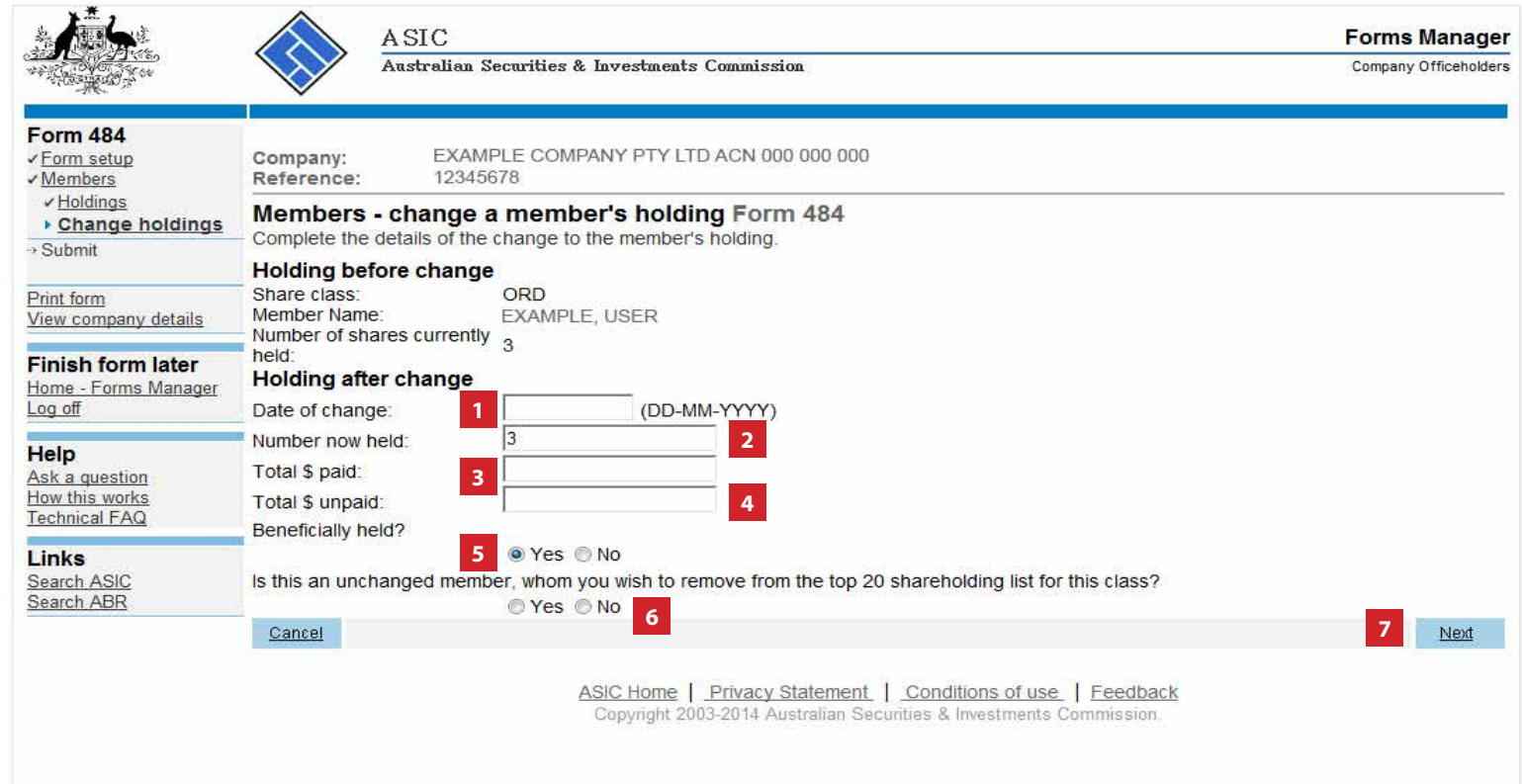
[How to change company details - change to members register](#)

Changing an existing member's shareholding

1. Enter the **Date of change**.
2. Enter the **Number now held**.
3. Enter the **Total paid**.
4. Enter the **Total unpaid**.
5. Select whether or not the shares are **Beneficially held**.
6. Select whether or not you wish to remove the member from the **top 20 shareholding list** for this class.

Note: This question is not mandatory. If the company does not have more than 20 members, you can ignore this question.

7. Select **Next** to continue.



Form 484
 ✓ Form setup
 ✓ Members
 ✓ Holdings
 ▶ Change holdings
 → Submit

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

Members - change a member's holding Form 484
 Complete the details of the change to the member's holding.

Holding before change
 Share class: ORD
 Member Name: EXAMPLE, USER
 Number of shares currently held: 3

Holding after change
 Date of change: **1** (DD-MM-YYYY)
 Number now held: **2**
 Total \$ paid: **3**
 Total \$ unpaid: **4**
 Beneficially held? **5** Yes No
 Is this an unchanged member, whom you wish to remove from the top 20 shareholding list for this class?
 Yes No **6**

7

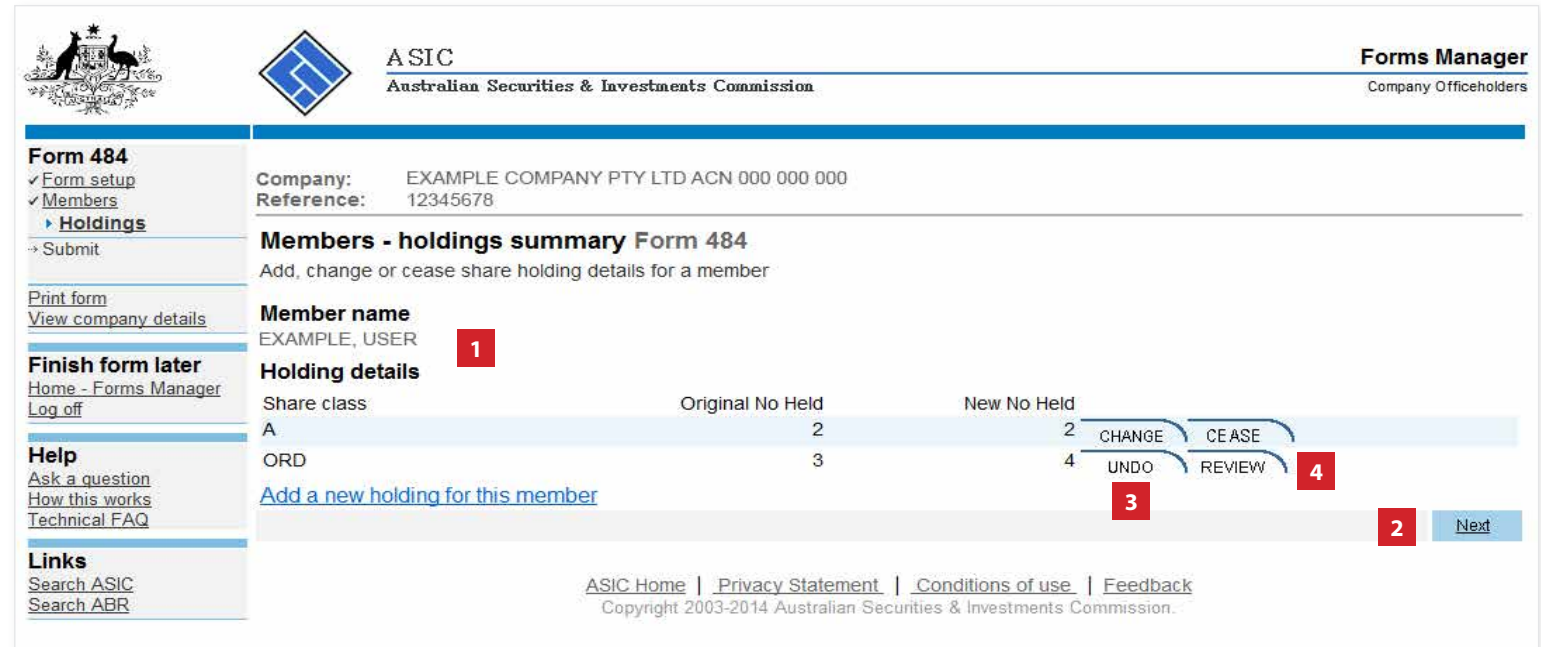
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Changing a member's shareholdings

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

Note: if no further changes are required, go to page 18.





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 Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484
 ✓ Form setup
 ✓ Members
 ▶ Holdings
 → Submit

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

Members - holdings summary Form 484
 Add, change or cease share holding details for a member

Member name
 EXAMPLE, USER 1

Holding details

Share class	Original No Held	New No Held		
A	2	2	CHANGE	CEASE
ORD	3	4	UNDO	REVIEW 4

[Add a new holding for this member](#)

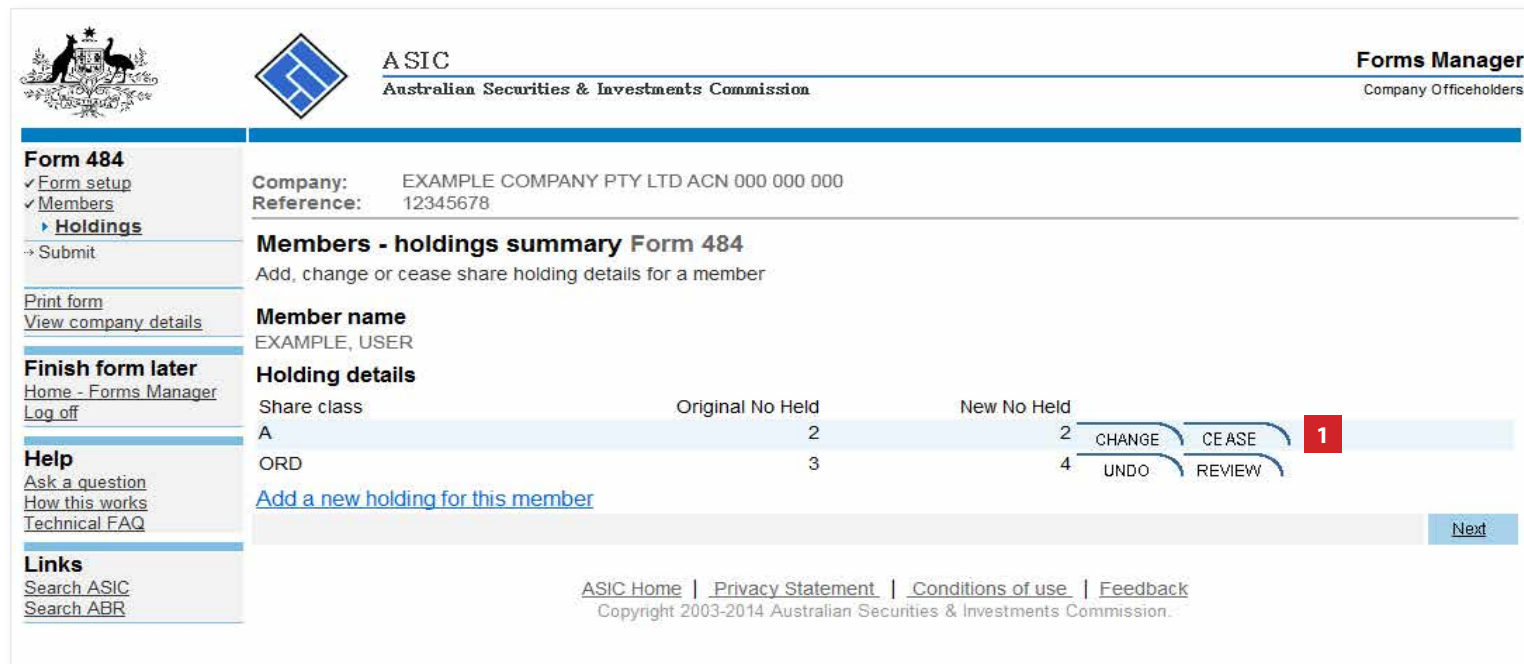
3 2 [Next](#)

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

Ceasing a member

1. Select **Cease** to cease a member.



Form 484
 ✓ Form setup
 ✓ Members
 ▶ Holdings
 → Submit

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Forms Manager
 Company Officeholders

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

Members - holdings summary Form 484
 Add, change or cease share holding details for a member

Member name
 EXAMPLE, USER

Holding details

Share class	Original No Held	New No Held		
A	2	2	CHANGE	CEASE 1
ORD	3	4	UNDO	REVIEW

[Add a new holding for this member](#)

[Next](#)

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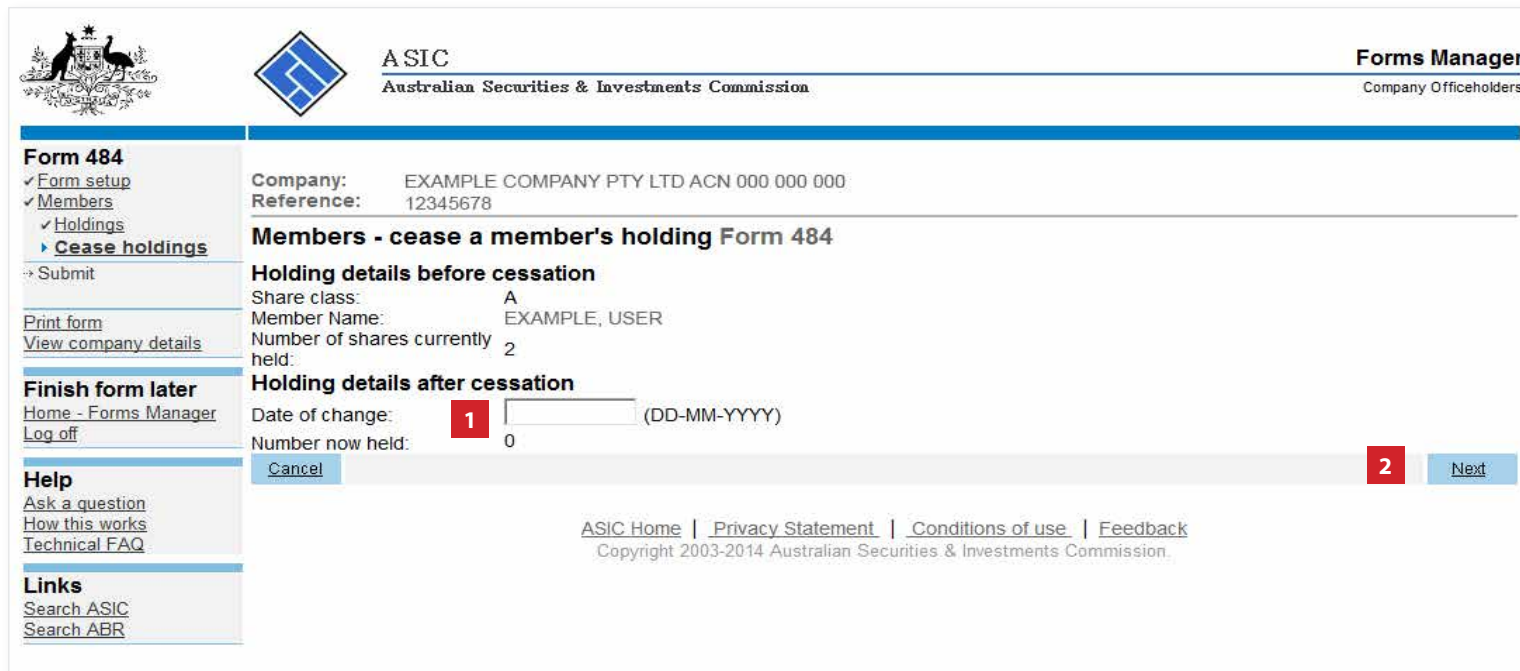
Note:

If you adding a new share type to an existing member, select **Next** to continue to the member’s summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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

Ceasing a member

1. Enter the **Date of change**.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for ceasing a member's holding. The page is titled "Members - cease a member's holding Form 484". It displays the company name "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and the reference number "12345678". The form is divided into two sections: "Holding details before cessation" and "Holding details after cessation". The "before" section shows a share class of "A", a member name of "EXAMPLE, USER", and 2 shares currently held. The "after" section shows a date of change of "1" (with a red box around the number) and 0 shares now held. A "Next" button is highlighted with a red box and the number "2". The page also includes a sidebar with navigation options like "Form 484", "Finish form later", "Help", and "Links".

Form 484
✓ Form setup
✓ Members
✓ Holdings
▶ **Cease holdings**
→ Submit

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

Members - cease a member's holding Form 484

Holding details before cessation
Share class: A
Member Name: EXAMPLE, USER
Number of shares currently held: 2

Holding details after cessation
Date of change: **1** (DD-MM-YYYY)
Number now held: 0

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

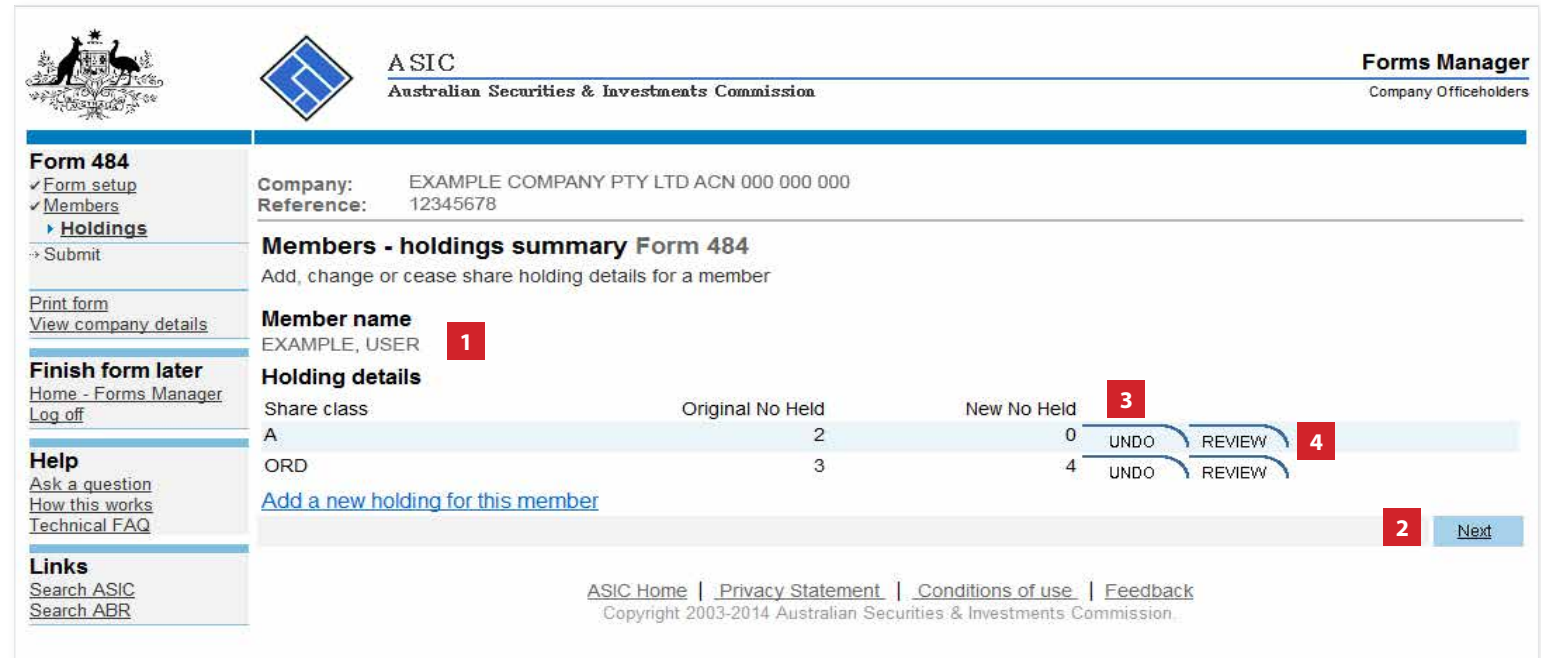
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[How to change company details - change to members register](#)

Ceasing a member's shareholdings

1. Review the **details of the member being ceased.**
2. Select **Next** to confirm the details are correct, and to continue.
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes (this will take you to the previous screen).



Form 484
 ✓ Form setup
 ✓ Members
 ▶ Holdings
 → Submit

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

Members - holdings summary Form 484
 Add, change or cease share holding details for a member

Member name
 EXAMPLE, USER **1**

Holding details

Share class	Original No Held	New No Held	
A	2	0	3 UNDO REVIEW 4
ORD	3	4	UNDO REVIEW

[Add a new holding for this member](#)

2 [Next](#)

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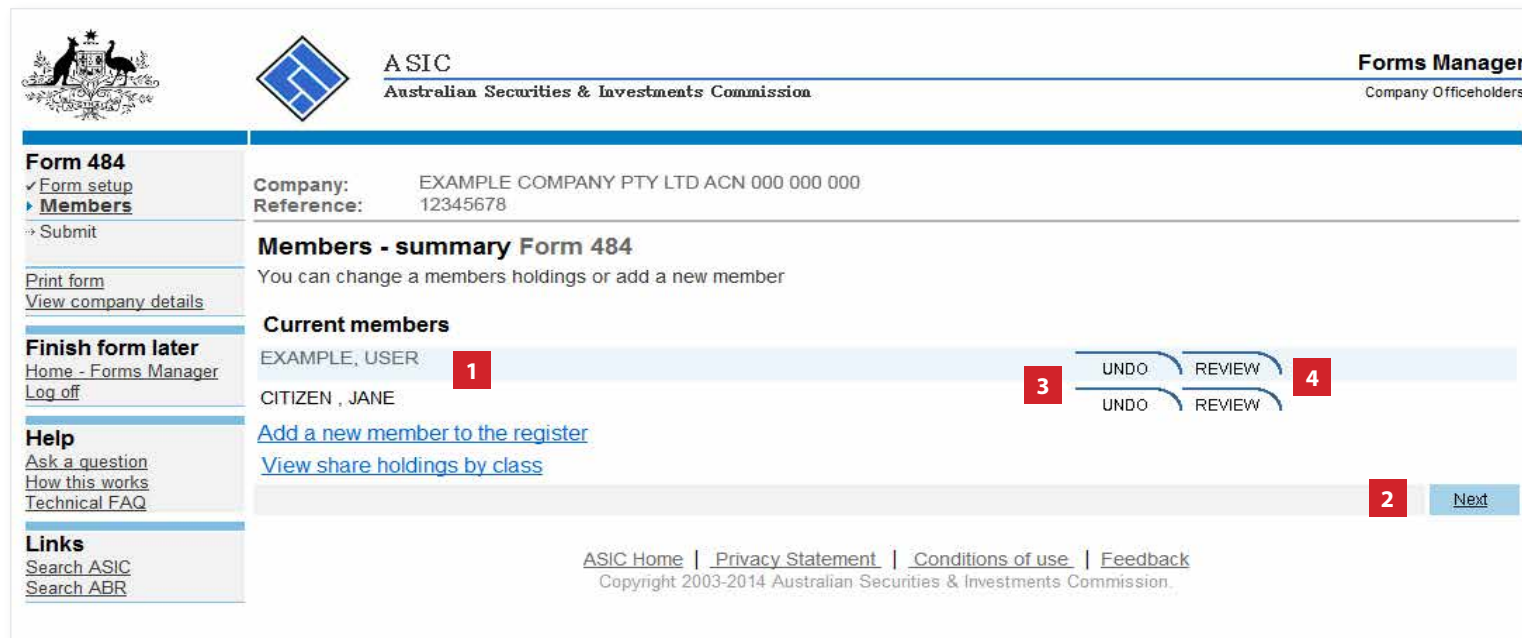
Note: If you are adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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 to members register](#)

Review changes

1. **Review** all changes to the members register.
2. Select **Next** to confirm the changes are correct, or
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes.



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

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

Members - summary Form 484
 You can change a members holdings or add a new member

Current members

EXAMPLE, USER	1	UNDO	REVIEW	4
CITIZEN, JANE		UNDO	REVIEW	

2 [Next](#)

3 [Add a new member to the register](#)
[View share holdings by class](#)



4 [Undo](#) [Review](#)

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

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.

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Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484

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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.

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 to members register](#)

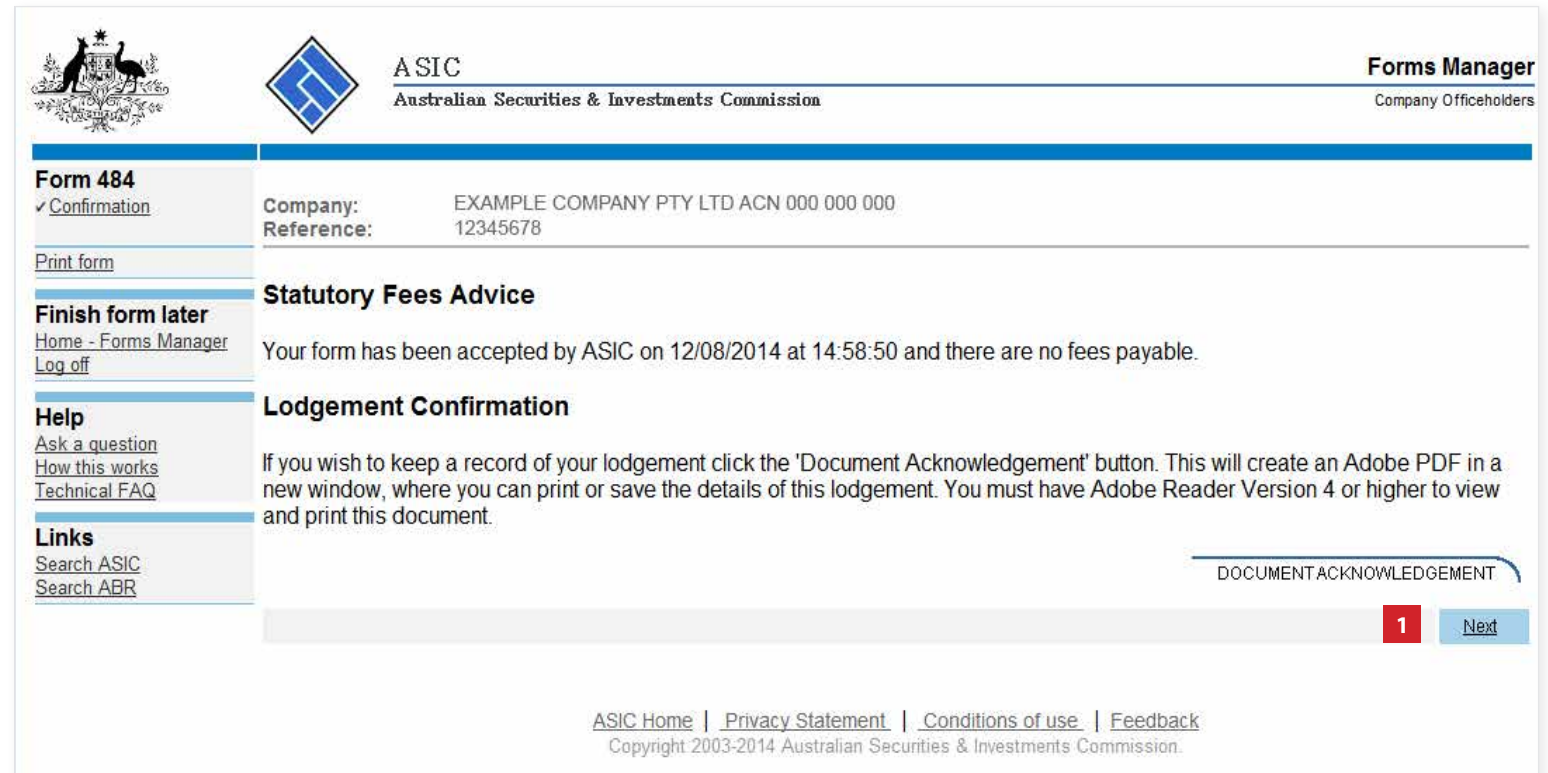
Confirmation of form submission

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 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**: Includes a checked "Confirmation" link, "Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000", and "Reference: 12345678".
- Print form**: A link to print the form.
- Finish form later**: Includes links for "Home - Forms Manager" and "Log off".
- Help**: Includes links for "Ask a question", "How this works", and "Technical FAQ".
- Links**: Includes links for "Search ASIC" and "Search ABR".
- Statutory Fees Advice**: States "Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable."
- Lodgement Confirmation**: States "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."

At the bottom right, there is a "DOCUMENTACKNOWLEDGEMENT" button and a "Next" button. A red box with the number "1" is positioned above the "Next" button.

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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