User guide

Company Officeholder

How change company details - change to share structure

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 share structure

- You will need to log in to your online account before you begin.
- Before you commence, be aware of the following information regarding 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 ASIC of changes to their share structure after they have received their annual company statement. Notification must be received within 28 days of the date of issue of the 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 Regulation 12.8.03.
1. Once logged in, select **Start new form** in the left hand menu.

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**Start transaction**

1. Once logged in, select **Start new form** in the left hand menu.
Select form type

1. From the list of available forms, select 484.
Select change to be notified

1. Select **Change to share structure**.
   
   **Note:** If you are issuing or cancelling shares, please also select **Change to members register**. Refer to the Registered Agent User Guide - how to change company details - change to members register for further assistance.

2. Select **Next** to continue.
Change/add share class details

Review existing share information. From here you can:

1. **Change** details for any existing share classes (continue to page 7), or
2. **Add another share class** (continue to page 10).
1. Select the **Reason for change**.

2. Select **Next** to continue.

**Note:** this guide follows the example of selecting to issue shares. If you select an alternative reason for change, the following screen/s will differ.

### Options to change a share class:

1. **Issue of Shares**

   This also requires Change to Members’ Register. If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged along with:
   - (for proprietary companies) a Form 207Z certifying that all stamp duties have been paid, or
   - (for public companies) a Form 207Z and either a Form 208 or a copy of the contract.

2. **Cancellation of Shares**

   This also requires Change to Members’ Register. Depending on the reason for cancellation, other paper forms may be required to be lodged prior to lodging the Form 484.

3. **Call on unpaid shares**

4. **Division or conversion of a class of shares**

   This is not yet available in Easy lodge: a paper Form 211 has to be lodged.

5. **Conversion of shares into smaller or larger numbers**

   This is not yet available in **Easy lodge**: a paper Form 2205 has to be lodged.
Change share details

1. Enter the **Number of shares issued**.
2. Enter the **Amount per share**.
3. Enter the **Amount unpaid per share**.
4. Enter the **Earliest date of change**.
5. Select **Yes or No** as to whether the shares were issued for other than cash.
6. Select **Next** to continue.
Confirm share class changes

1. Review the original share class details and the resultant share class details.

**Note:** This is an important confirmation as it replaces completion of the summary details that are a part of the paper Form 484 Part C3.

2. When you are satisfied the share details are correct and up to date, select **Next** to continue.

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How to change company details - change to share structure
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The Share structure – summary Form 484 screen is displayed.

From here you can:

1. Select ‘Add another share class’ and go to page 11, or
2. Select Undo, Change or Review share information.
3. Select Next if you do not wish to make any more changes or additions, and go to page 13.
Add another share class

1. Select a Share class from the drop-down list, or
2. Enter Share class code, and Title of share class.
3. Enter the Effective date of class.
4. Select the Reason for a new class.
5. Select Next to continue.

Note: the following screen/s will differ slightly, depending on the share class details entered.

Note:
If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged with:
- (for proprietary companies) a Form 207Z certifying that all stamp duties have been paid, or
- (for public companies) a Form 207Z and either a Form 208 or a copy of the contract.
Add another share class

1. Enter the **Number of shares issued**.
2. Enter the **Amount per share**.
3. Enter the **Amount unpaid per share**.
4. Enter the **Earliest date of change**.
5. Select **Yes or No** as to whether the shares were issued for other than cash.
6. Select **Next** to continue.
Review share class changes

1. **Review** the original share class details and the resultant share class details.
   
   **Note:** This is an important confirmation as it replaces completion of the summary details that are a part of the paper Form 484 Part C3.

2. When you are satisfied these details are correct, select **Next** to continue.

### How to change company details - change to share structure

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

#### Share structure - confirm share class changes Form 484

Complete the details of the resulting share class.

**Original class details**
- **Share class code:** A Class A
- **Total number issued:** 2
- **Total amount paid:** 2.00
- **Total amount unpaid:** 0.00

**Resultant class details**
- **Total number issued:** 2
- **Total amount paid:** 2.00
- **Total amount unpaid:** 0.00

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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.
The Share structure – summary Form 484 screen is displayed.

From here you can:

1. Select ‘Add another share class’ and go to page 12, or
2. Select Undo, Change or Review share information.
3. Select Next if you do not wish to make any more changes or additions, and go to page 15.
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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**How to change company details - change to share structure**

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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.

Form 484

<table>
<thead>
<tr>
<th>Form 484</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
<td>EXAMPLE COMPANY PTY LTD ACN 000 000 000</td>
</tr>
<tr>
<td>Reference:</td>
<td>12345678</td>
</tr>
</tbody>
</table>

**Statutory Fees Advice**

Your form has been accepted by ASIC on 18/08/2014 at 12:33:09 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.