



ASIC

User guide

# Registered Agent Portal

## How to change company details - change of name (officeholders or members)

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 name (officeholders or members)

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days if there is a change of:
  - personal name of a company officeholder or member,
  - company name of a member (limited to the top 20 members).

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.

**ASIC**  
 Australian Securities & Investments Commission

**Forms manager**  
 Registered agent

---

**Inbox (11)**

[Start new form](#) 1

[Forms in progress \(6\)](#)

[Forms submitted](#)

[View company details](#)

---

**Charges Reports**

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debits](#)

---

**Profile**

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

---

**Finish**

[Logoff](#)

---

**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

---

**Links**

[Search ASIC](#)

[Search ABR](#)

**Agent Contact** CITIZEN, JOHN Agent No. 12345

**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000

**Email** 12345678

---

**Inbox**

| Date             | Form  | ACN         | Company Name           | □ |
|------------------|---|-------------|------------------------|---|
| 11/08/2011 16:03 | <a href="#">Transaction Listing Report</a>                |             |                        | □ |
| 05/06/2011 03:43 | <a href="#">RC05 - Confirmation notice</a>                | 000 570 114 | TEST COMPANY A PTY LTD | □ |
| 05/06/2011 03:41 | <a href="#">RC05 - Confirmation notice</a>                | 007 560 581 | TEST COMPANY B PTY LTD | □ |
| 05/06/2011 03:41 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 872 | TEST COMPANY C PTY LTD | □ |
| 25/05/2011 18:54 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY D PTY LTD | □ |
| 25/05/2011 18:29 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 970 | TEST COMPANY E PTY LTD | □ |
| 23/05/2011 16:25 | <a href="#">RC05 - Confirmation notice</a>                | 000 405 845 | TEST COMPANY F PTY LTD | □ |
| 03/05/2011 14:06 | <a href="#">RC05 - Change of company name certificate</a> | 000 570 114 | TEST COMPANY G PTY LTD | □ |
| 30/04/2011 12:37 | <a href="#">RC08 - Charge Certificate</a>                 | 550 585 183 | TEST COMPANY H PTY LTD | □ |
| 30/04/2011 11:43 | <a href="#">RC08 - Charge Certificate</a>                 | 000 687 230 | TEST COMPANY I PTY LTD | □ |
| 30/04/2011 11:31 | <a href="#">RC05 - Change of company name certificate</a> | 550 471 219 | TEST COMPANY J PTY LTD | □ |
| 21/04/2011 18:01 | <a href="#">RC05 - Confirmation notice</a>                | 551 790 688 | TEST COMPANY K PTY LTD | □ |
| 14/04/2011 18:05 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY L PTY LTD | □ |
| 12/04/2011 18:02 | <a href="#">RC05 - Confirmation notice</a>                | 551 789 907 | TEST COMPANY M PTY LTD | □ |
| 24/03/2011 11:38 | <a href="#">RC05 - Company Statement</a>                  | 000 687 230 | TEST COMPANY N PTY LTD | □ |

[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.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

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 name \(officeholders or members\)](#)

# 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 'Forms manager Registered agent'. Below this, there is a sidebar with various menu items: 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', 'View company details', 'Charges Reports', '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 the table, there are sections for 'Financial Statements' and 'Product Disclosure Statements'.

| Form       | Description  |
|------------|--|
| <b>484</b> | Change to Company Details V2<br>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  |
| 361        | Registered Agent ceasing to act  |
| 362        | Appointment or cessation of registered agent   |
| 370        | Resignation of Officeholder V3   |
| 410B       | Change of company name reservation   |
| 410F       | Extension of name reservation  |
| 485        | Statement in relation to Company solvency V2   |
| 492        | Request for correction   |
| 5100A      | Registration of a managed investment scheme  |
| 6010       | Voluntary Deregistration of a Company  |
| 902        | Supplementary Document V4  |
| 902        | Supplementary Document V5  |
| RA61       | Review Date Report   |
| RA67       | Company Debt Report  |
| 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 |

**Product Disclosure Statements**

| Form | Description   |
|------|---|
| FS88 | PDS in-use notice   |
| FS89 | Notice of change in a PDS                                 |
| FS90 | Notice that a product in a PDS has ceased to be available |

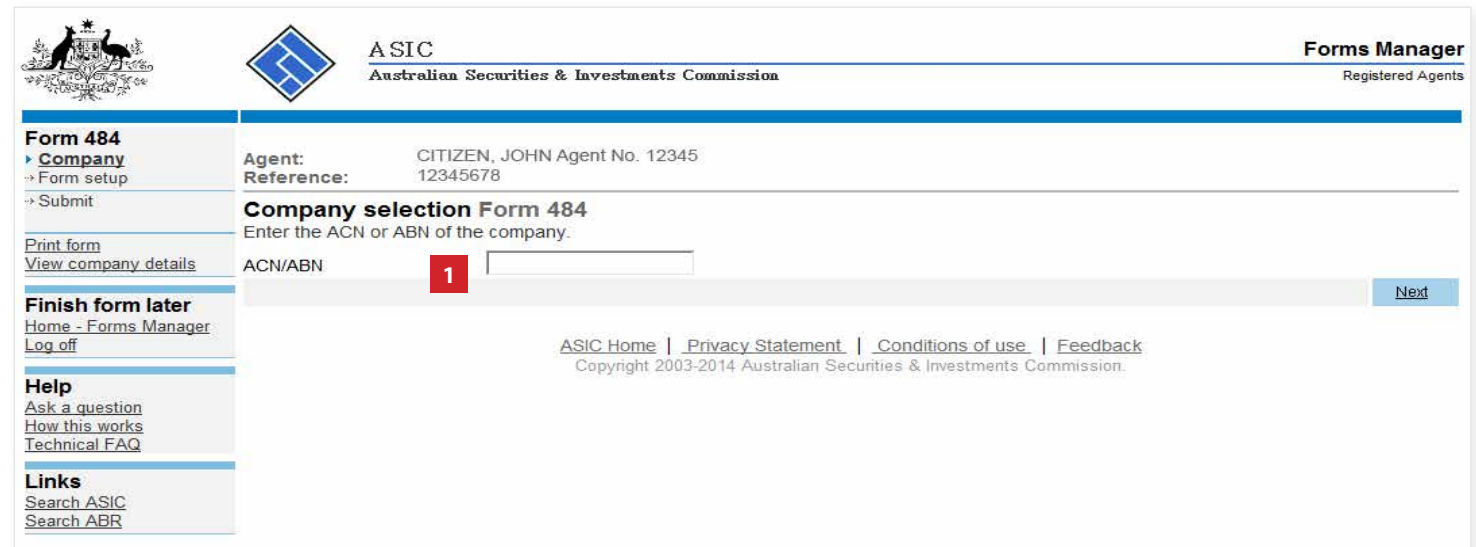
ASIC Home | Privacy Statement | Conditions of use | Feedback  
Copyright 2003-2014 Australian Securities & Investments Commission.



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 name \(officeholders or members\)](#)

## Enter ACN/ABN

1. Enter the **ACN/ABN**.
2. Select **Next** to continue.



  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

---

**Form 484**  
▶ **Company**  
→ 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](#)

---

Agent: CITIZEN, JOHN Agent No. 12345  
Reference: 12345678

---

**Company selection Form 484**  
Enter the ACN or ABN of the company.

ACN/ABN 1

[Next](#)

---

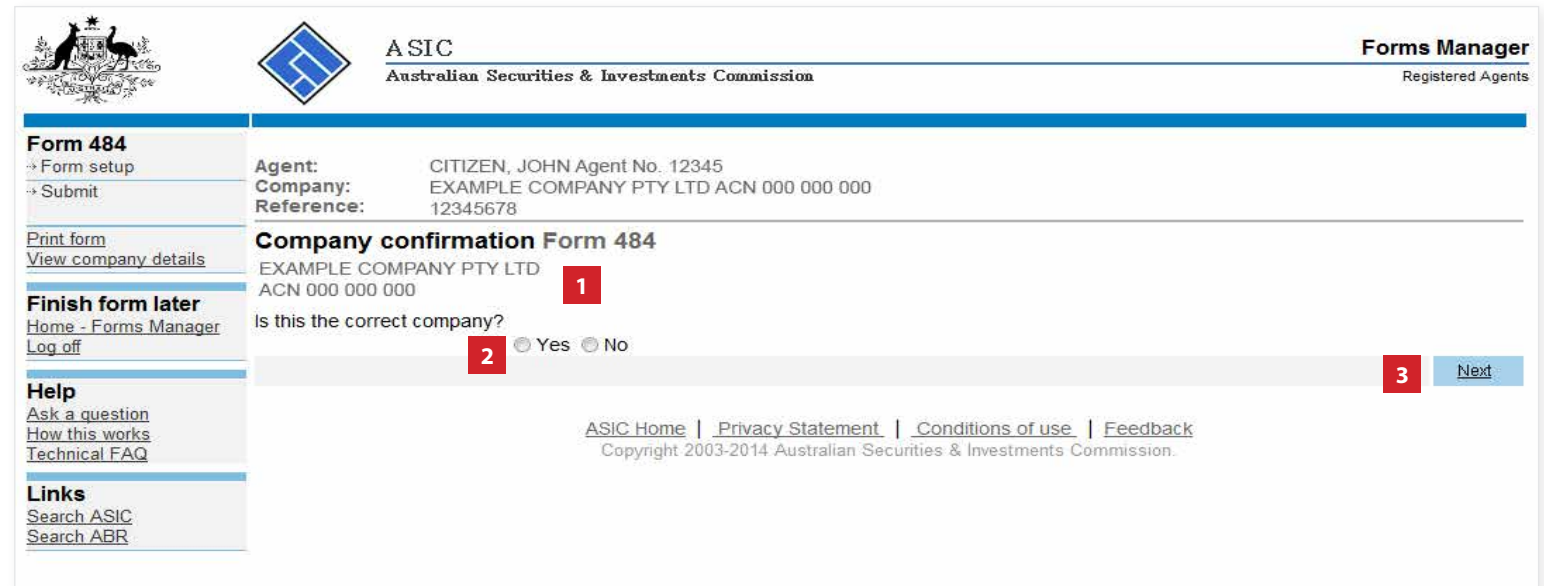
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
Copyright 2003-2014 Australian Securities & Investments Commission.



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 name \(officeholders or members\)](#)

# Confirm company selection

1. Review the **company details**.
2. Select **Yes** to confirm.
3. Select **Next** to continue.



 **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

---

**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](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

---

**Company confirmation Form 484**  
EXAMPLE COMPANY PTY LTD  
ACN 000 000 000 **1**

Is this the correct company?  
**2**  Yes  No

**3** [Next](#)

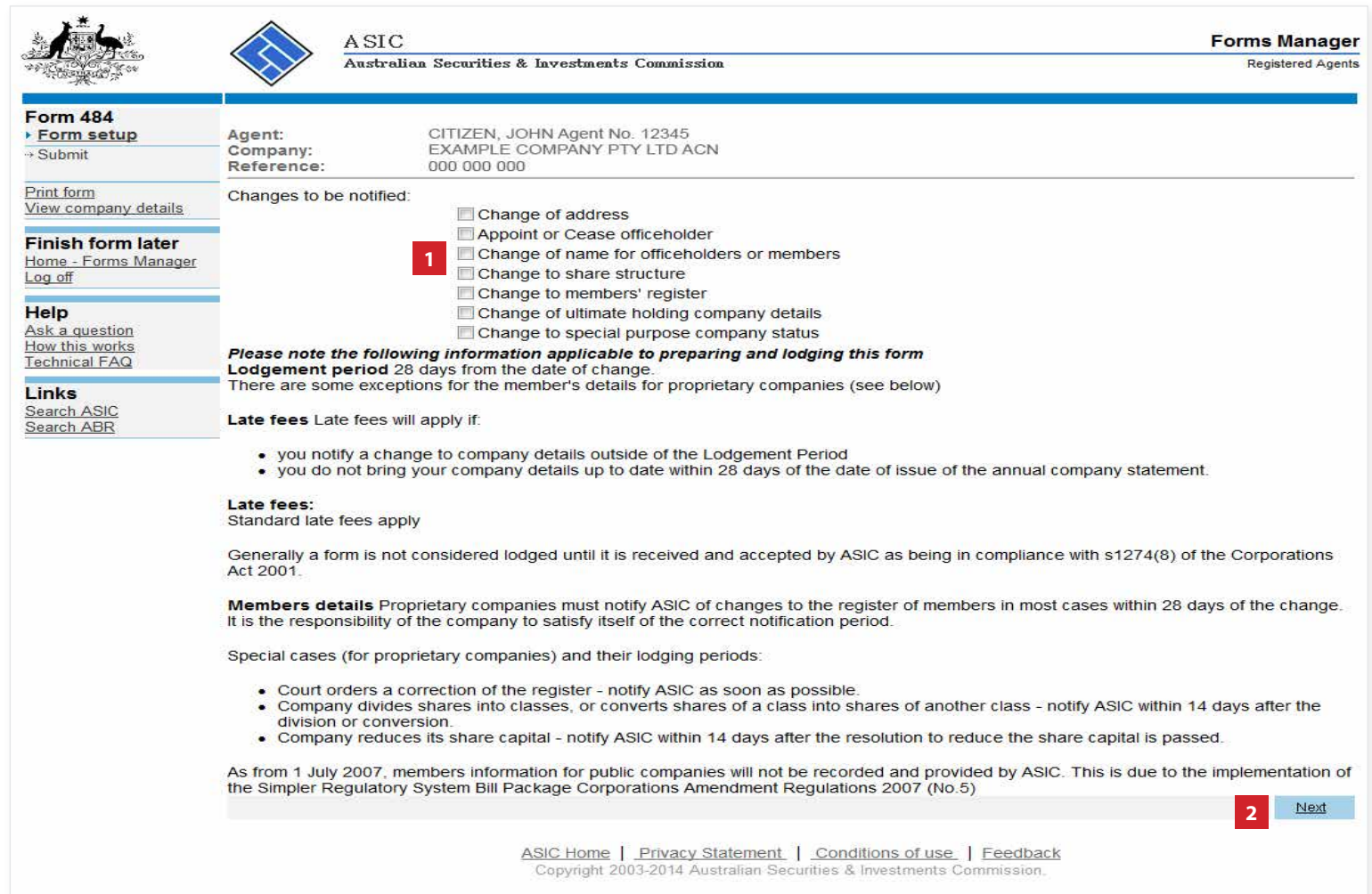
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
Copyright 2003-2014 Australian Securities & Investments Commission.

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 name \(officeholders or members\)](#)

# Select change to be notified

1. Select **Change of name for officeholder or members**.
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](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN  
**Reference:** 000 000 000

Changes to be notified:

- Change of address
- Appoint or Cease officeholder
- 1**  **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](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

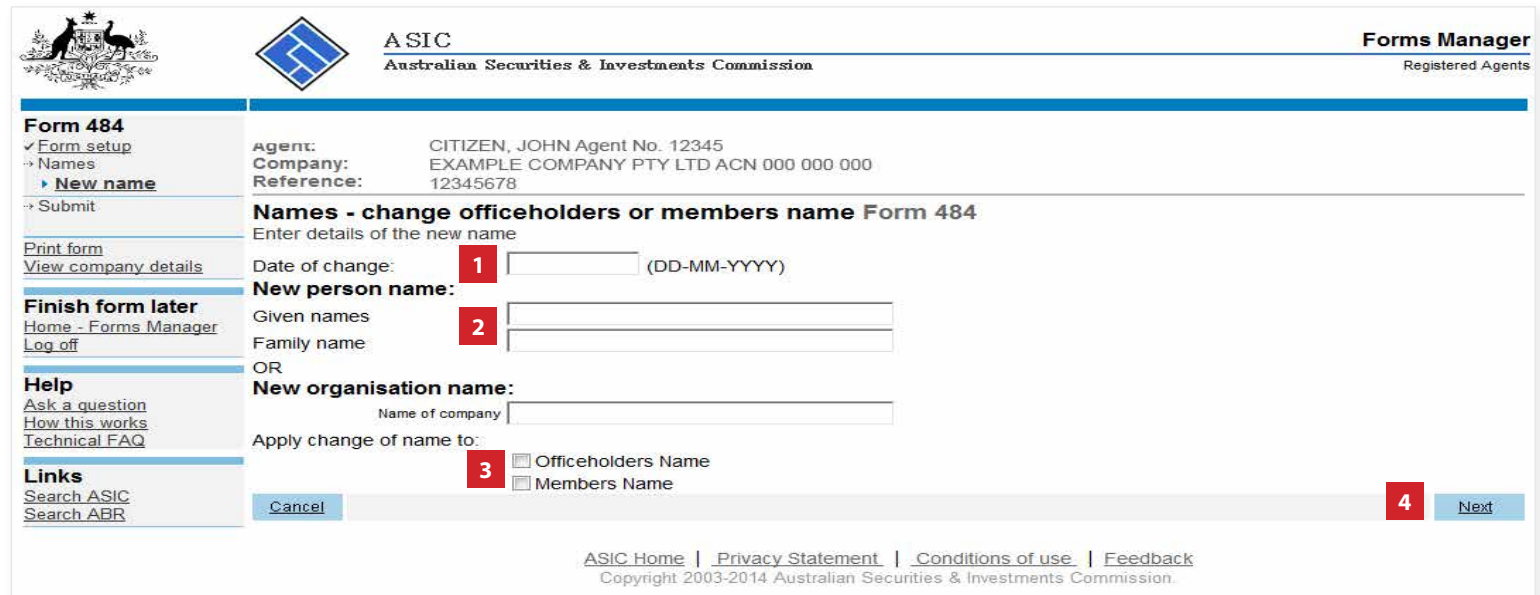
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change company details - change of name \(officeholders or members\)](#)

# Changing the name

1. Enter the **date of change**.
2. Enter the **new name**.
3. Select the **relevant box** to confirm if the change of name applies to an officeholder or a member.
4. Select **Next** to continue.

**Note:** The screens used in the following pages are for changing an officeholder name; the screens will vary if a member is selected.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Names - change officeholders or members name Form 484' and contains the following elements:

- Form 484** navigation menu: Form setup (checked), Names, **New name** (selected), Submit.
- Agent: CITIZEN, JOHN Agent No. 12345
- Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference: 12345678
- Section: **Names - change officeholders or members name Form 484**
- Instruction: Enter details of the new name
- Date of change: **1** [input field] (DD-MM-YYYY)
- Section: **New person name:**
- Given names: **2** [input field]
- Family name: [input field]
- OR
- Section: **New organisation name:**
- Name of company: [input field]
- Apply change of name to: **3**  Officeholders Name  Members Name
- Buttons: **4** Cancel, **4** Next

Footer: ASIC Home | Privacy Statement | Conditions of use | Feedback  
Copyright 2003-2014 Australian Securities & Investments Commission.

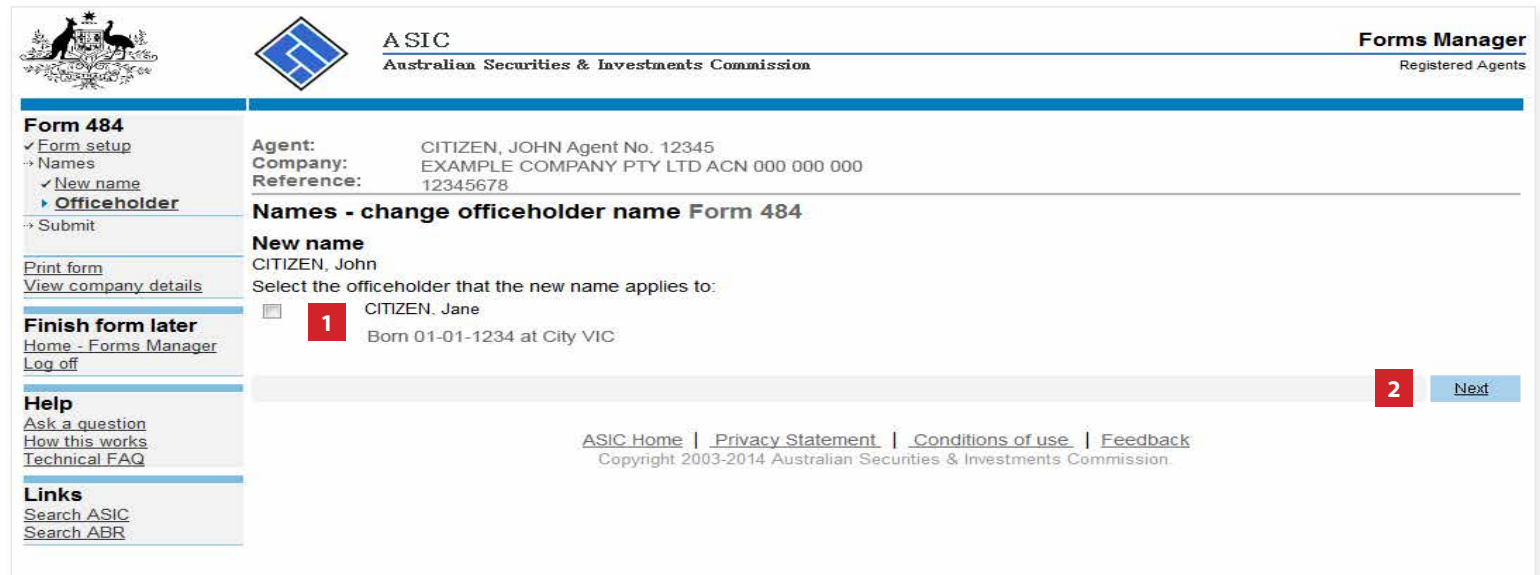
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change company details - change of name \(officeholders or members\)](#)



## Select member or officeholder

1. Select the relevant **officeholder or member**.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Registered Agents". The main content area is titled "Names - change officeholder name Form 484" and displays the following information:

**Form 484**  
✓ Form setup  
→ Names  
✓ New name  
→ Officeholder  
→ Submit

**Agent:** CITIZEN, JOHN Agent No: 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Names - change officeholder name Form 484**  
**New name**  
CITIZEN, John  
Select the officeholder that the new name applies to:

**1** CITIZEN, Jane  
Born 01-01-1234 at City VIC

**2** [Next](#)

[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](#)

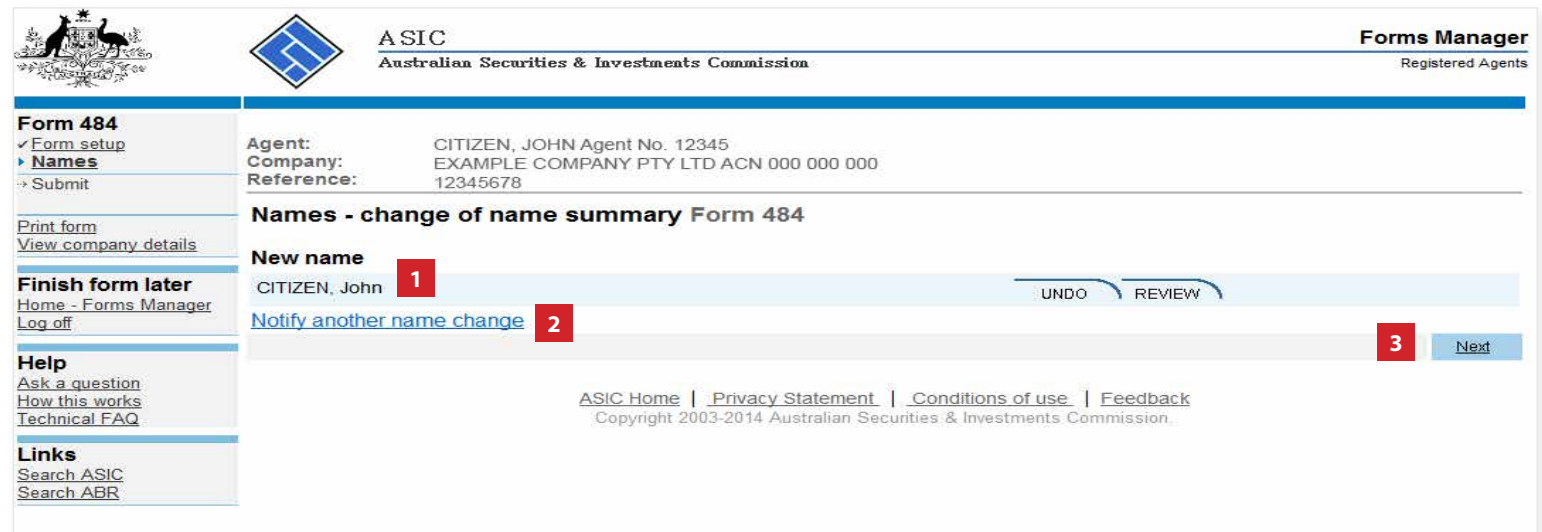
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
Copyright 2003-2014 Australian Securities & Investments Commission.



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 name \(officeholders or members\)](#)

# Changing the officeholder name

1. **Review** the change of name.
2. If you wish to enter multiple name changes, select **Notify another name change**.
3. Select **Next** to continue.



  **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

**Form 484**  
✓ Form setup  
▶ **Names**  
→ 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](#)

Agent: CITIZEN, JOHN Agent No. 12345  
Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000  
Reference: 12345678

**Names - change of name summary Form 484**

**New name**  
CITIZEN, John **1** UNDO REVIEW

[Notify another name change](#) **2**

**3** [Next](#)

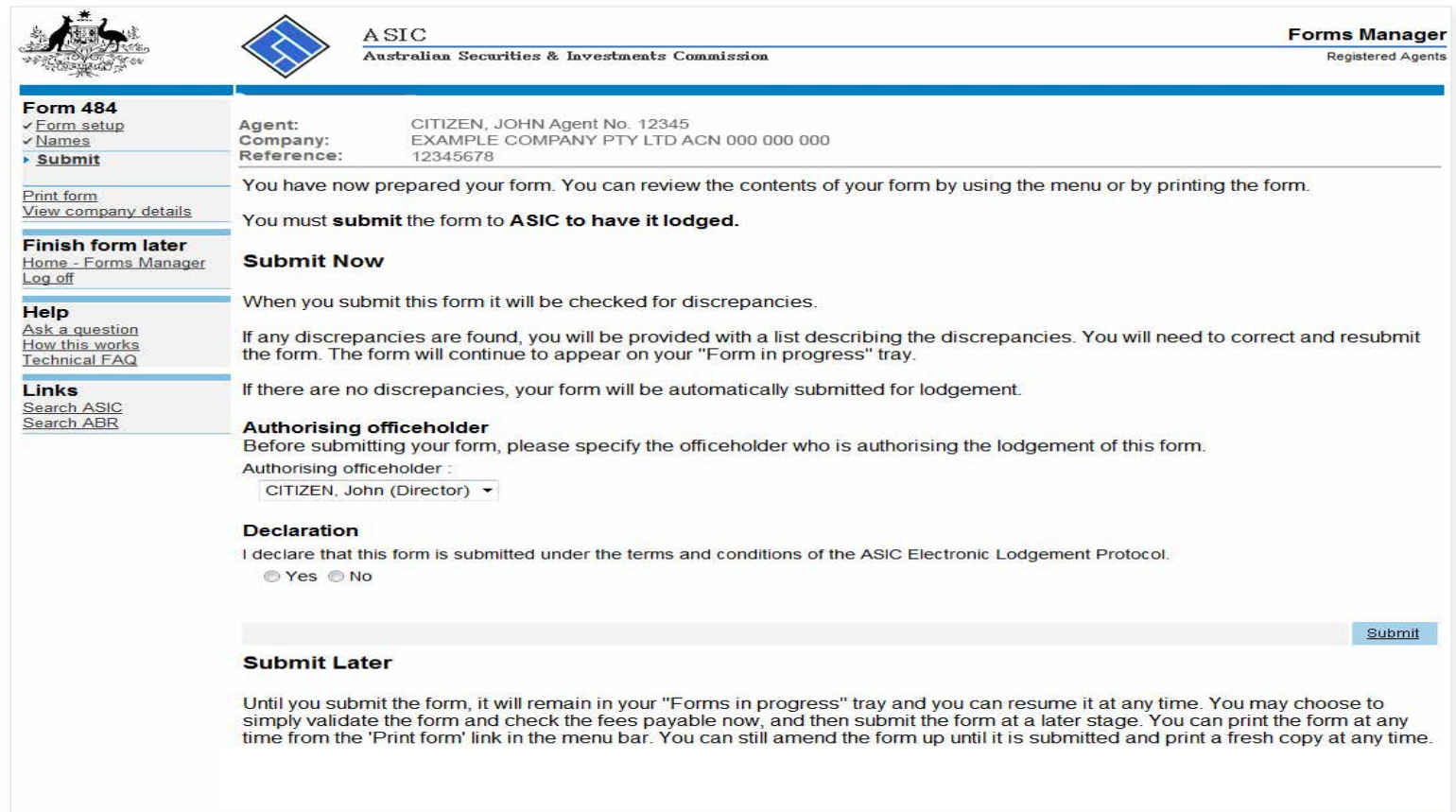
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
Copyright 2003-2014 Australian Securities & Investments Commission.

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 name \(officeholders or members\)](#)

# Make the declaration

1. Select the company's **authorising officeholder** from the drop-down list.
2. 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.
3. Select **Submit** to lodge the form with ASIC.



**Form 484**  
 ✓ Form setup  
 ✓ Names  
 ▶ **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](#)

**Agent:** CITIZEN, JOHN Agent No. 12345  
**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.

**Authorising officeholder**  
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.  
 Authorising officeholder :  
 CITIZEN, John (Director) ▼

**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.

## 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 of name \(officeholders or members\)](#)

## 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, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms Manager Registered Agents'. The main content area is titled 'Confirmation of Form Submission' and contains the following information:

|                            |   |
|----------------------------|---|
| <b>Form 484</b>            | <b>Agent:</b> CITIZEN, JOHN Agent No. 12345             |
| <b>Confirmation</b>        | <b>Company:</b> EXAMPLE COMPANY PTY LTD ACN 000 000 000 |
| <a href="#">Print form</a> | <b>Reference:</b> 12345678                              |

Below this, there are sections for 'Finish form later' (with links for Home - Forms Manager and Log off), 'Help' (with links for Ask a question, How this works, and Technical FAQ), and 'Links' (with links for Search ASIC and Search ABR).

The confirmation message states: 'Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.'

At the bottom right, there is a red box with the number '1' and a '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 Australian Securities & Investments Commission.'

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 name \(officeholders or members\)](#)