



ASIC

User guide

Registered Agent Portal

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.

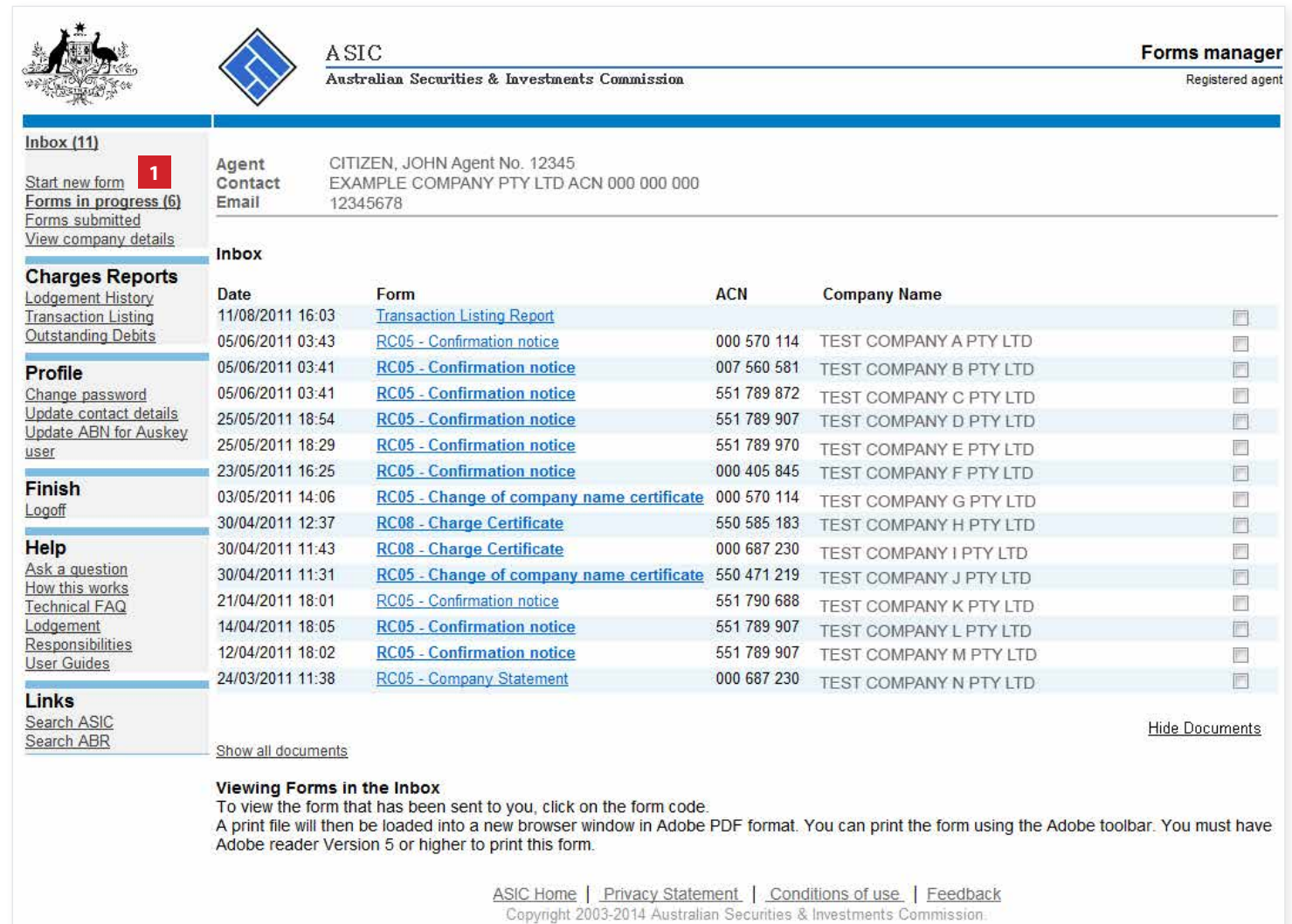
How to change company details - change to members register

- 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.

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 Registered agent'. Below this is a navigation menu on the left with options like 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', and 'View company details'. A red '1' is next to 'Start new form'. Other menu items include 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main area displays an 'Inbox' table with columns for Date, Form, ACN, and Company Name. The table lists various forms such as 'Transaction Listing Report', 'RC05 - Confirmation notice', and 'RC08 - Charge Certificate' for different companies. At the bottom, there is a section titled 'Viewing Forms in the Inbox' with instructions on how to view and print the forms. Footer links include 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback'.

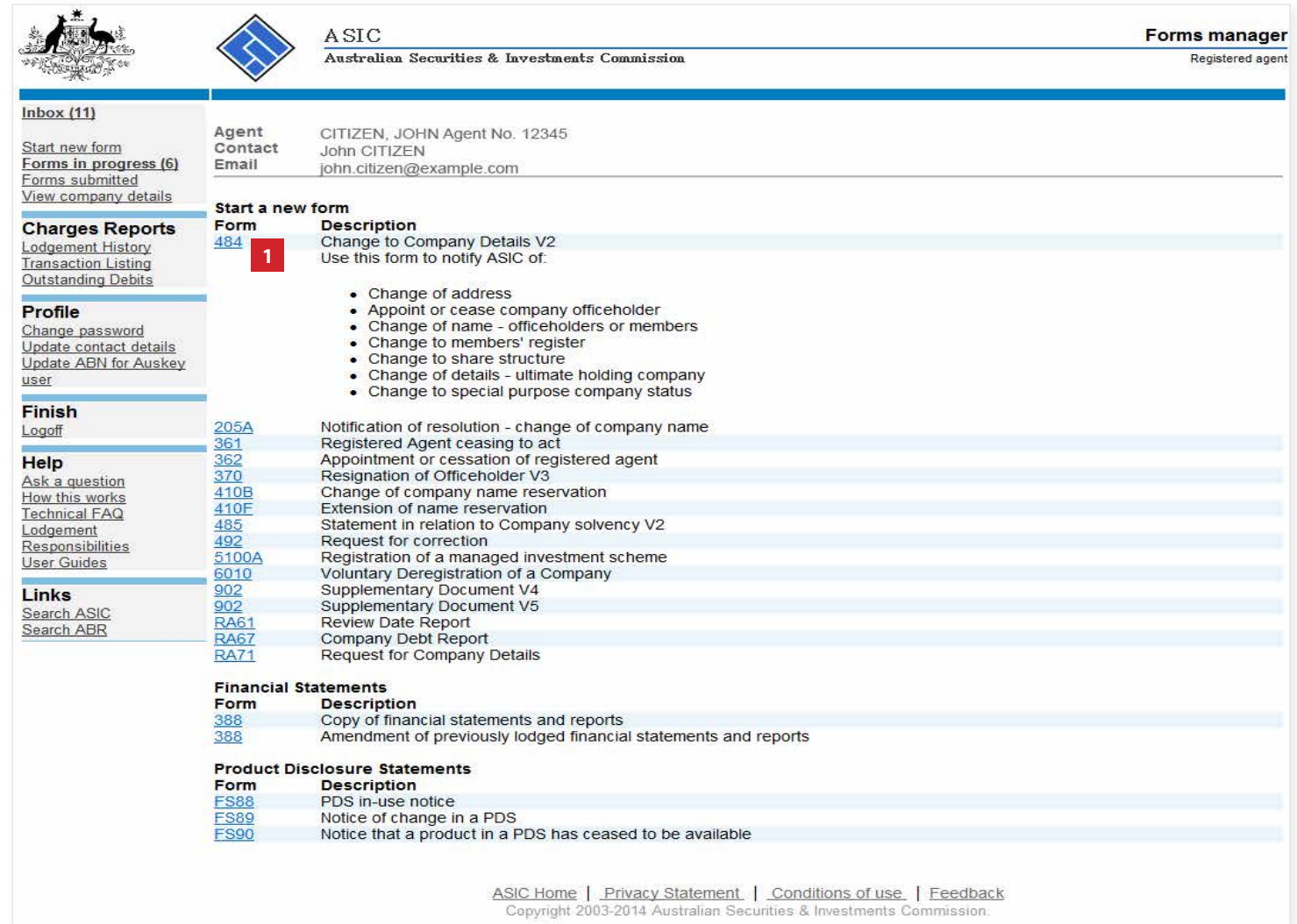
Date	Form	ACN	Company Name
11/08/2011 16:03	Transaction Listing Report		
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C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

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 is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager Registered agent'. Below this is a navigation menu with links for 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', and 'View company details'. The main content area is titled 'Start a new form' and contains a table of forms. The form '484' is highlighted with a red box and the number '1'. Below the table, there are sections for 'Financial Statements' and 'Product Disclosure Statements'. At the bottom, 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'.

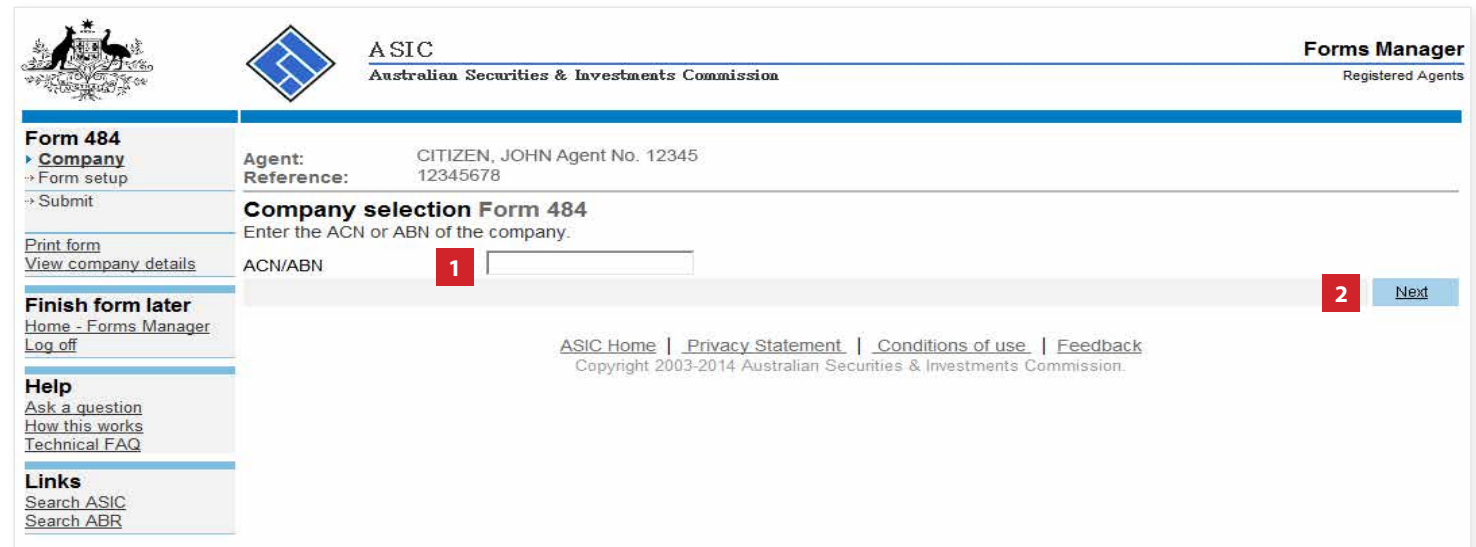
Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
205A	Notification of resolution - change of company name
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



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](#)

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 2 [Next](#)

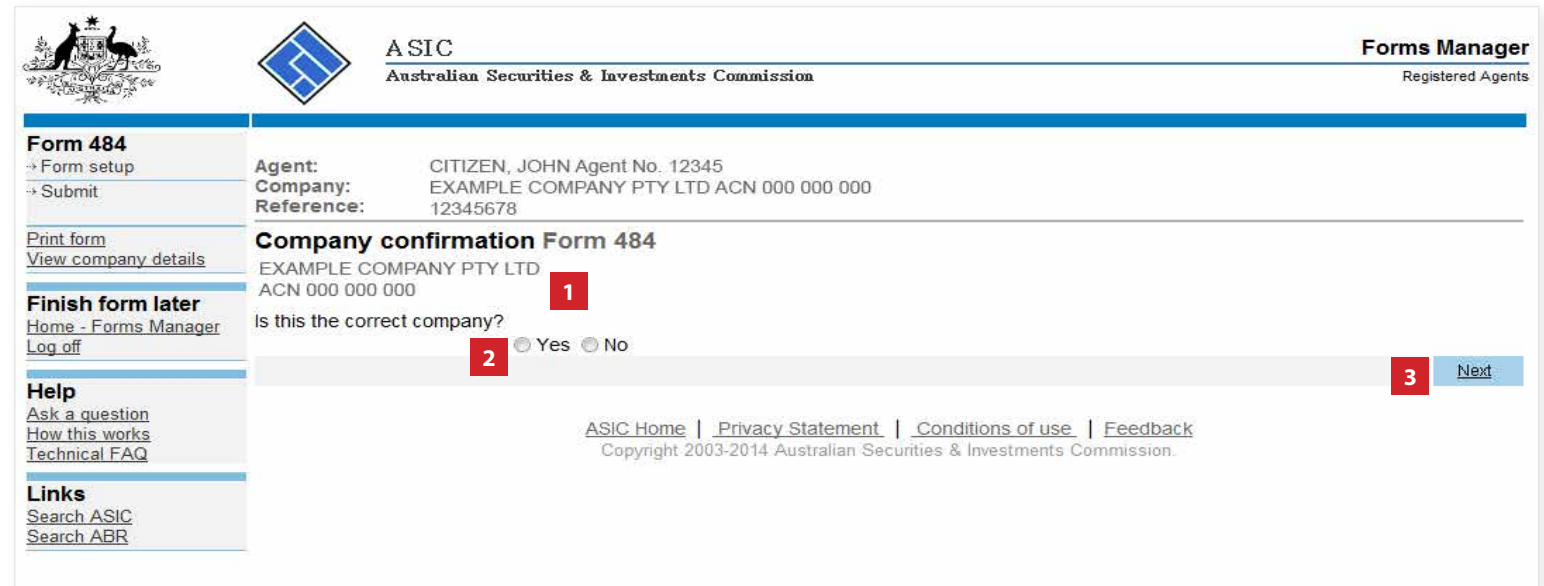
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.



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 to members register](#)

Confirm company details

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.

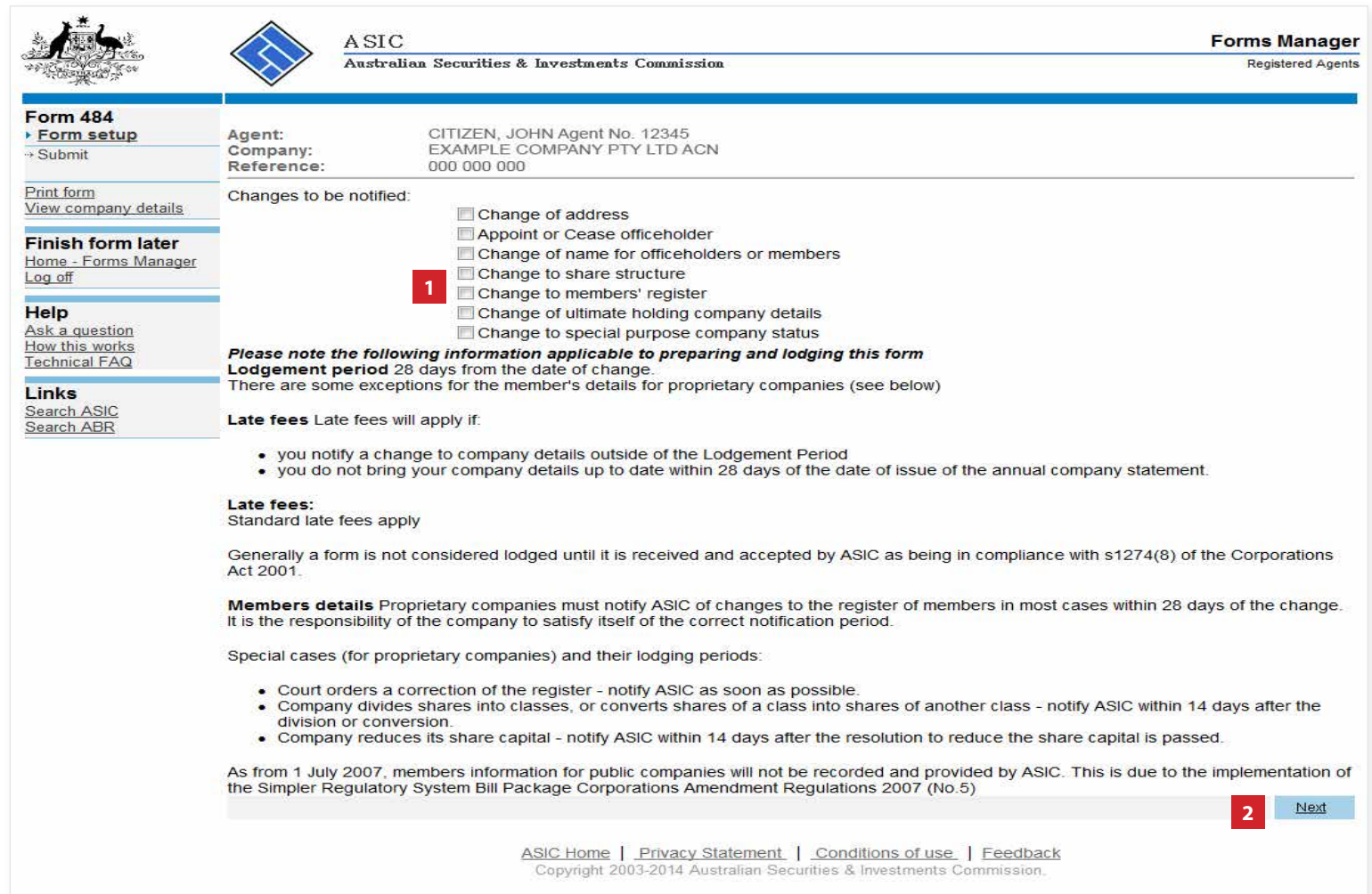
[How to change company details - change to members register](#)

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](#)
[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
- 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.

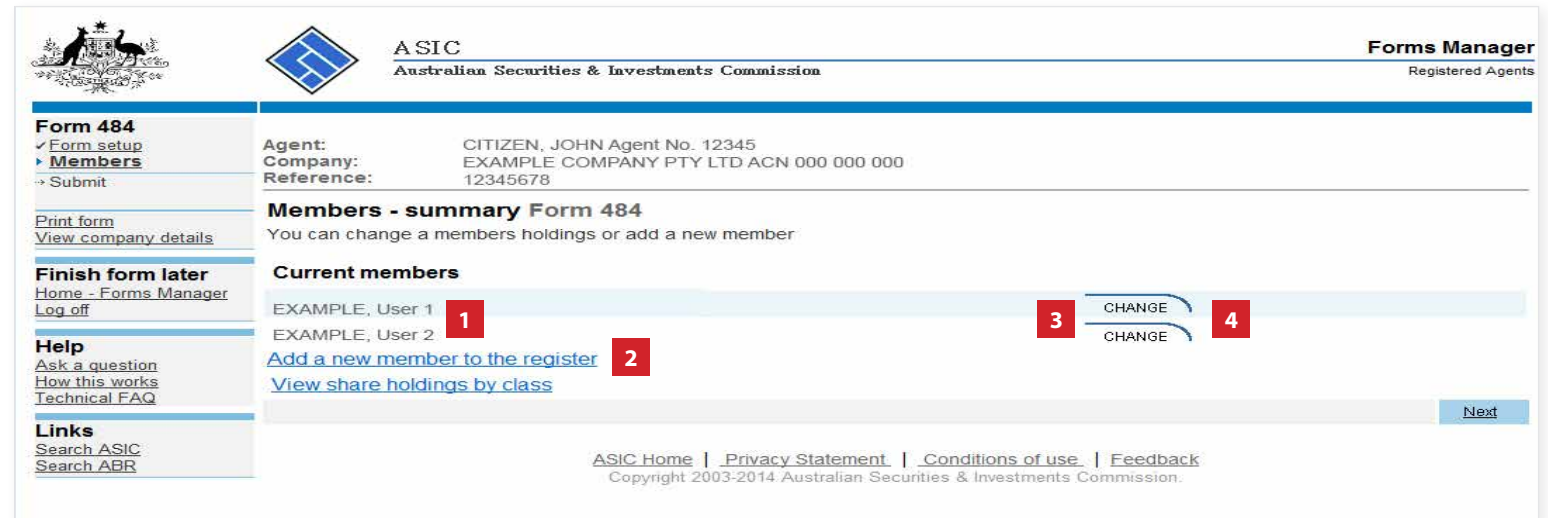
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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

© Australian Securities and Investments Commission October 2014

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 9), or
 - 3. **Change an existing member's shareholdings** (go to page 12), or
 - 4. **Cease a member.** Select **Change** against the member you want to cease and go to page 15.



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

ASIC
 Australia Securities & Investments Commission

Forms Manager
 Registered Agents

Agent: CITIZEN, JOHN Agent No. 12345
 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	1	3	CHANGE	4
EXAMPLE, User 2			CHANGE	

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

[Next](#)

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

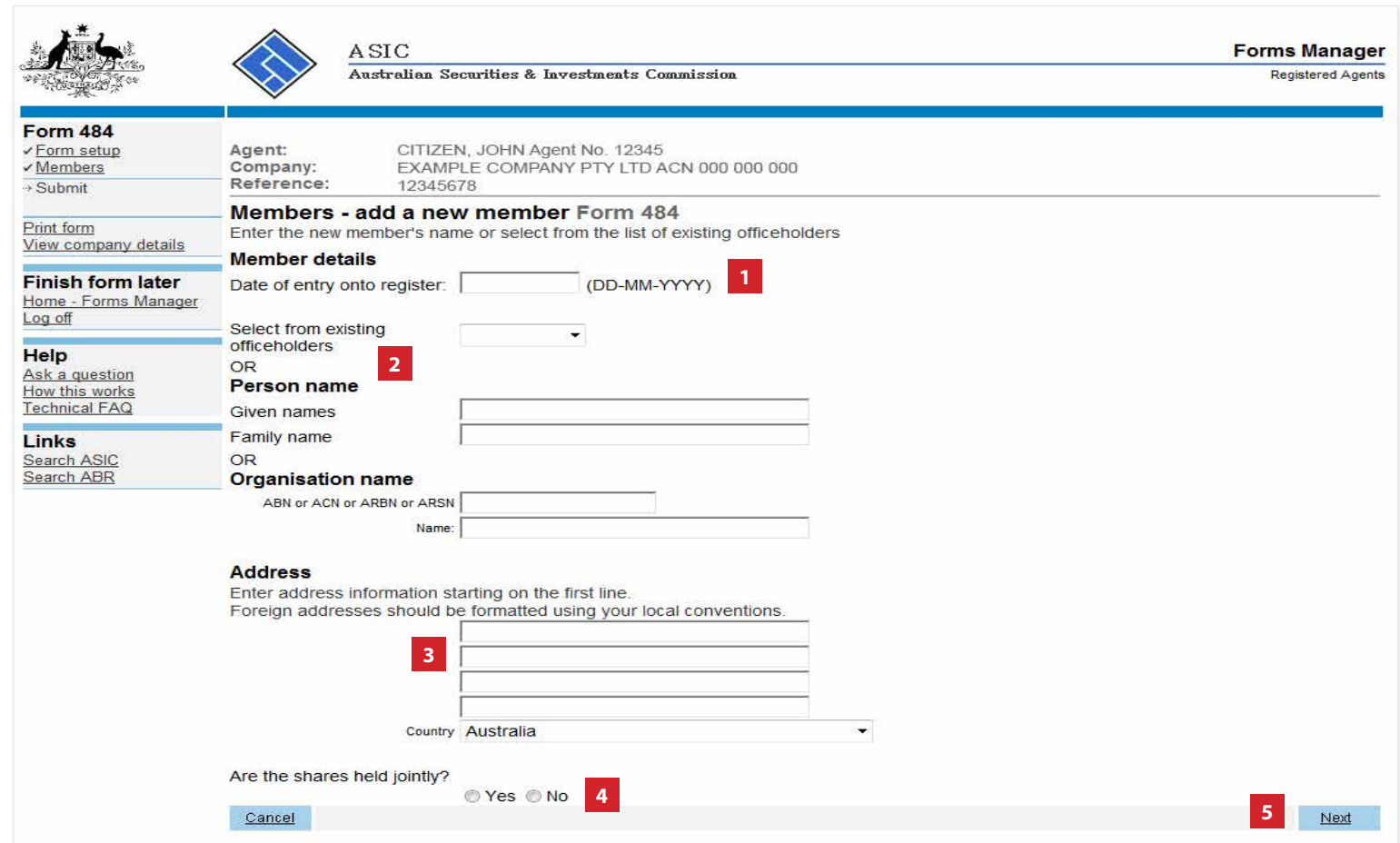
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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](#)

[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

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.

Country: Australia **3**

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

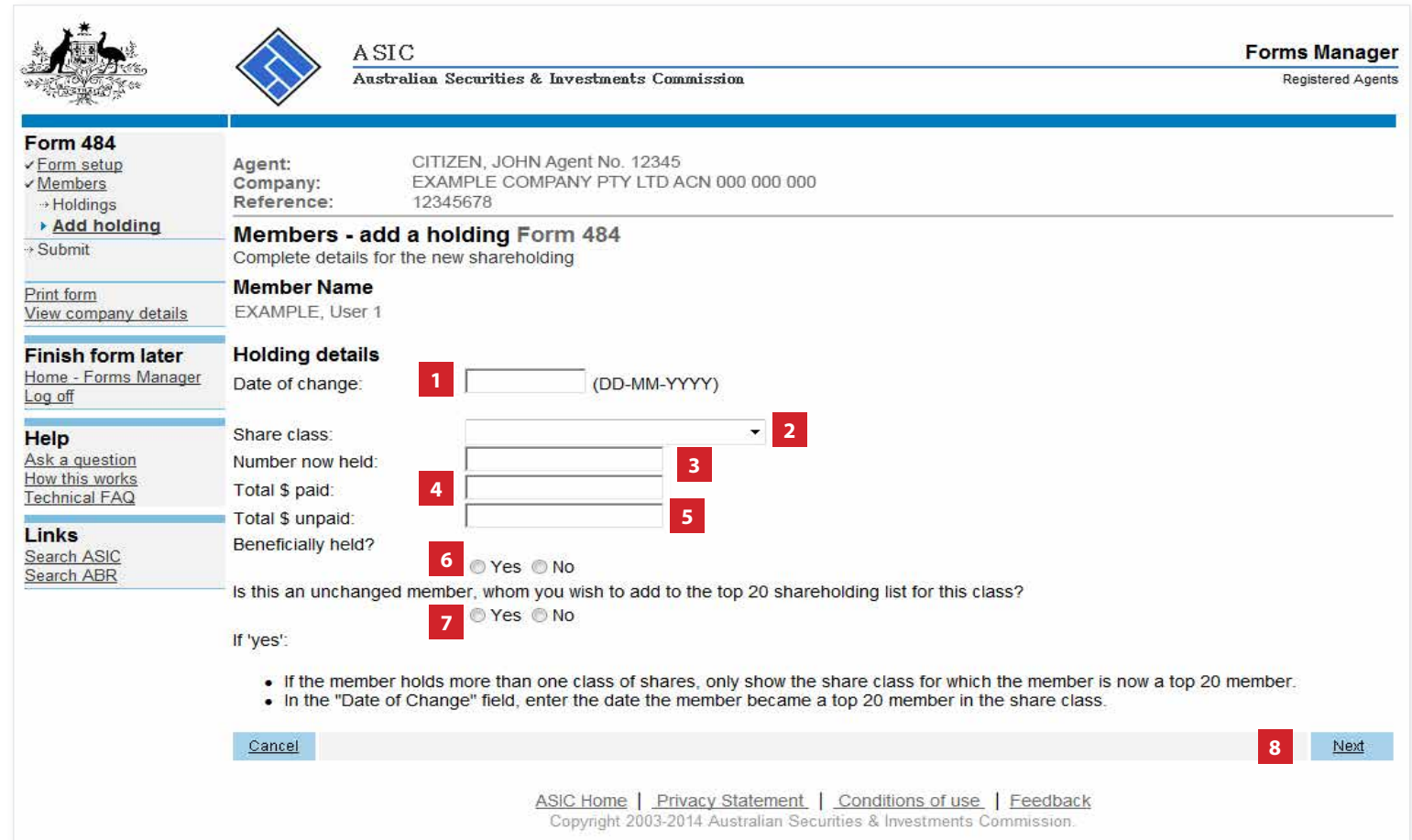
5

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.
8. Select **Next** to continue.

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



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

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

Member Name
 EXAMPLE, User 1

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](#)

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

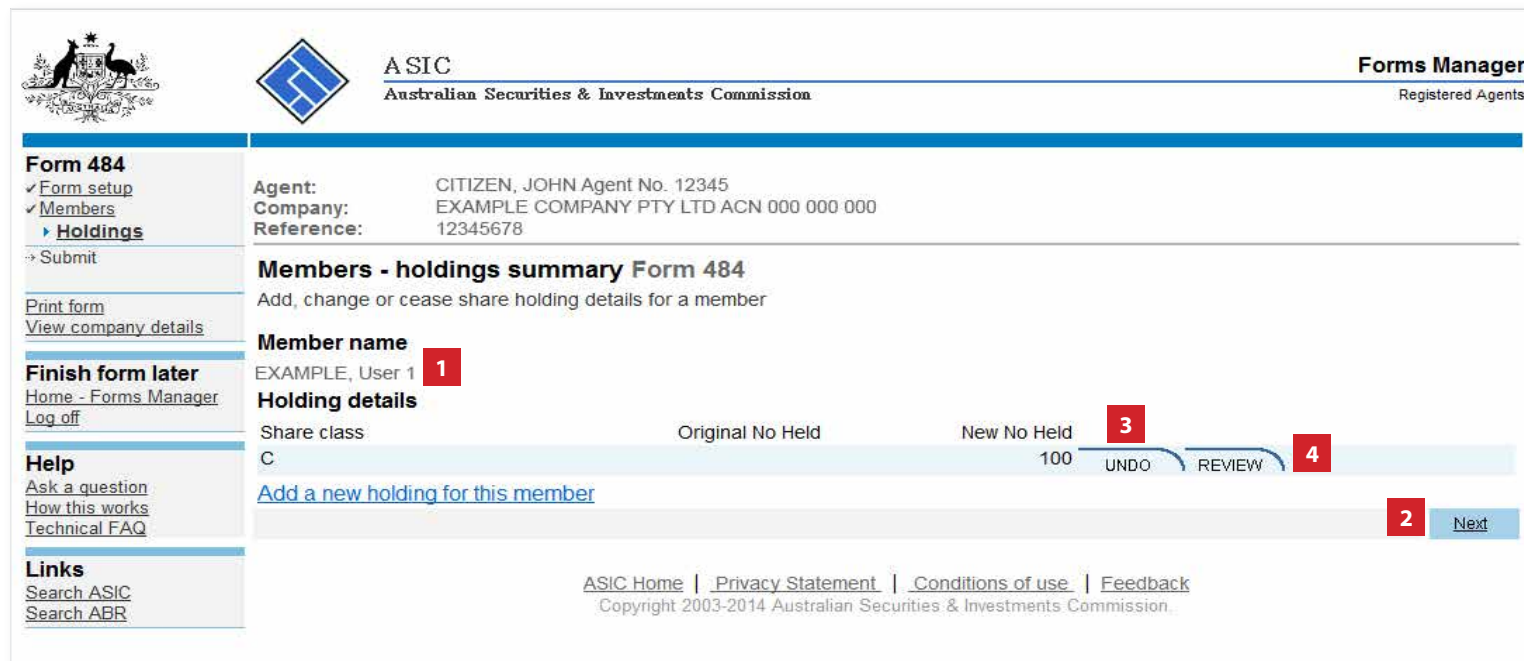
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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

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 18.



Form 484
 ✓ [Form setup](#)
 ✓ [Members](#)
 ▶ [Holdings](#)
 → [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

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

Member name
 EXAMPLE, User 1 **1**

Holding details

Share class	Original No Held	New No Held
C		100 3

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

2 [Next](#)

4 [REVIEW](#) **3** [UNDO](#)

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

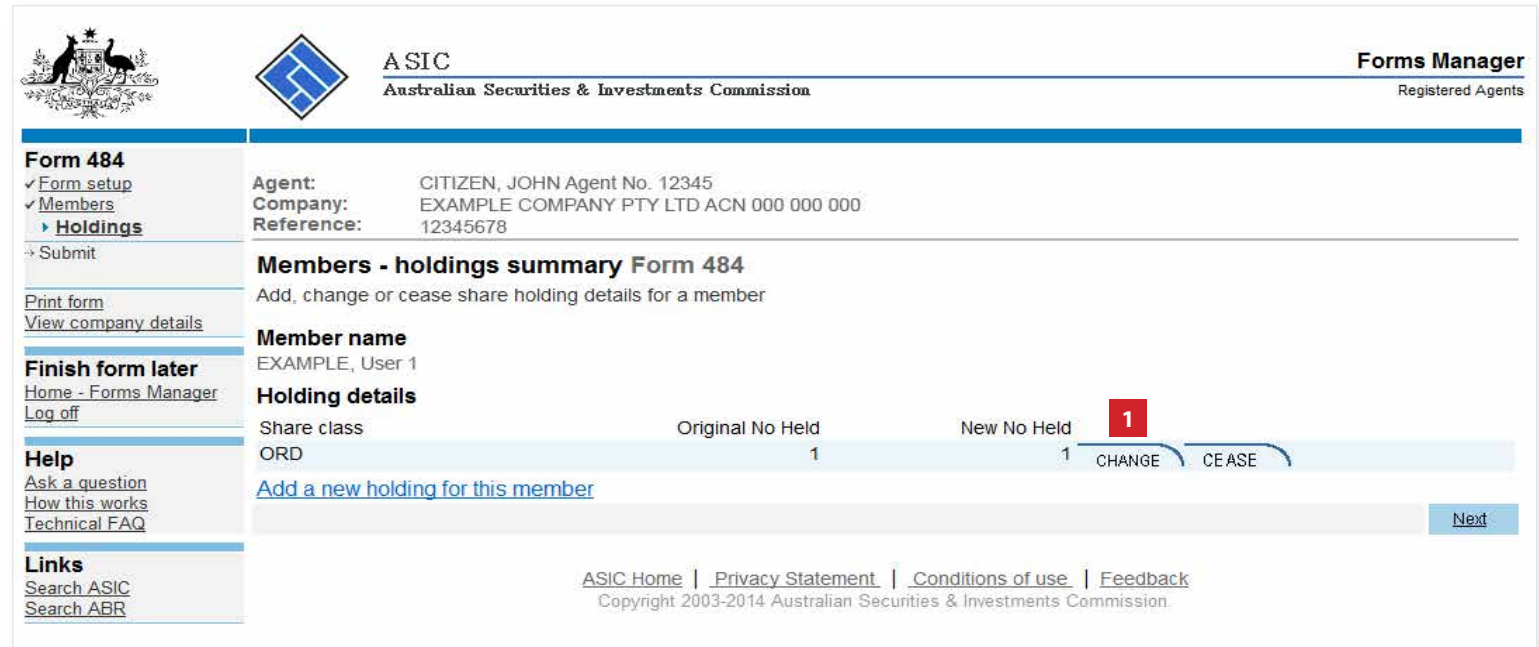
Note: If you adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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

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 header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Members - holdings summary Form 484' and includes a sub-header 'Add, change or cease share holding details for a member'. Below this, there is a 'Member name' field with the value 'EXAMPLE, User 1' and a 'Holding details' table. The table has columns for 'Share class', 'Original No Held', and 'New No Held'. The first row shows 'ORD' with '1' in both columns. To the right of the table, there are two buttons: 'CHANGE' (highlighted with a red '1' in a box) and 'CEASE'. Below the table is a link 'Add a new holding for this member'. At the bottom right, there is 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'.

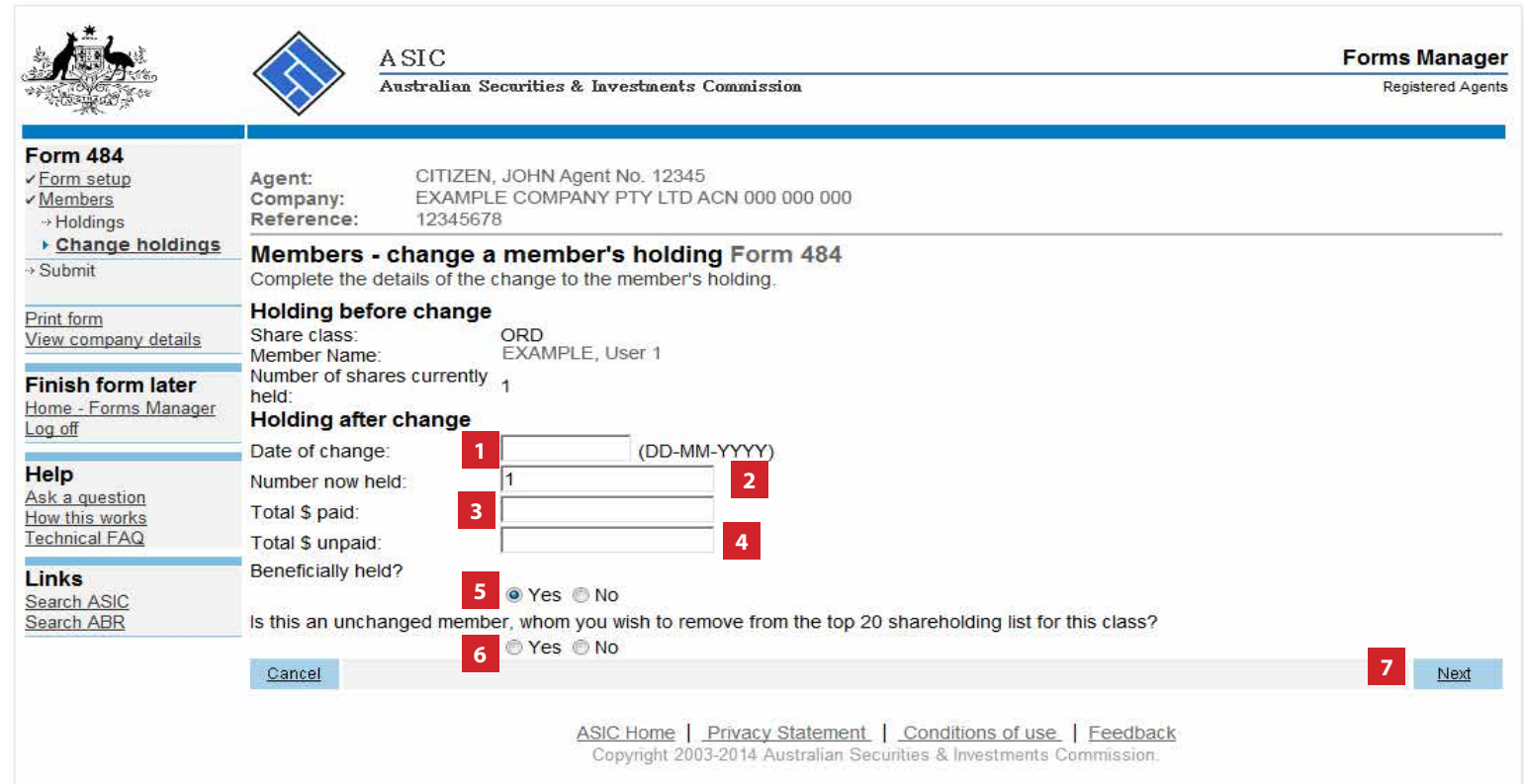
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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

[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

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 1
 Number of shares currently held: 1

Holding after change
 Date of change: **1** (DD-MM-YYYY)
 Number now held: **2** **1**
 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? **6** Yes No

7

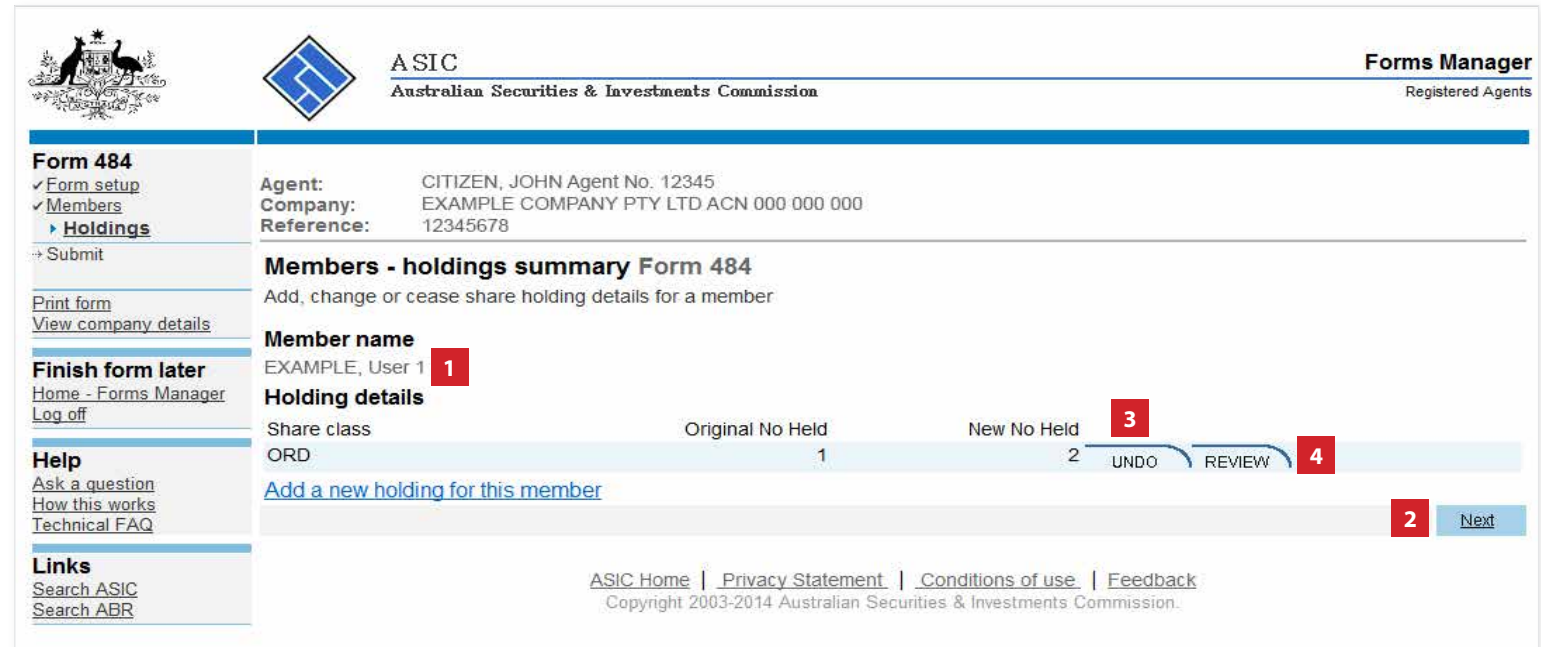
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

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.



Form 484
 ✓ Form setup
 ✓ Members
 ▶ Holdings
 Submit

Agent: CITIZEN, JOHN Agent No. 12345
 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 **1**

Holding details

Share class	Original No Held	New No Held	
ORD	1	2	3

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

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

[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.

Ceasing a member

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

ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 484
✓ Form setup
✓ Members
▶ Holdings
→ Submit

Agent: CITIZEN, JOHN Agent No. 12345
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	
ORD	1	1	CHANGE CEASE 1

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

[Next](#)

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

Finish form later
[Home - Forms Manager](#)
[Log off](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

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

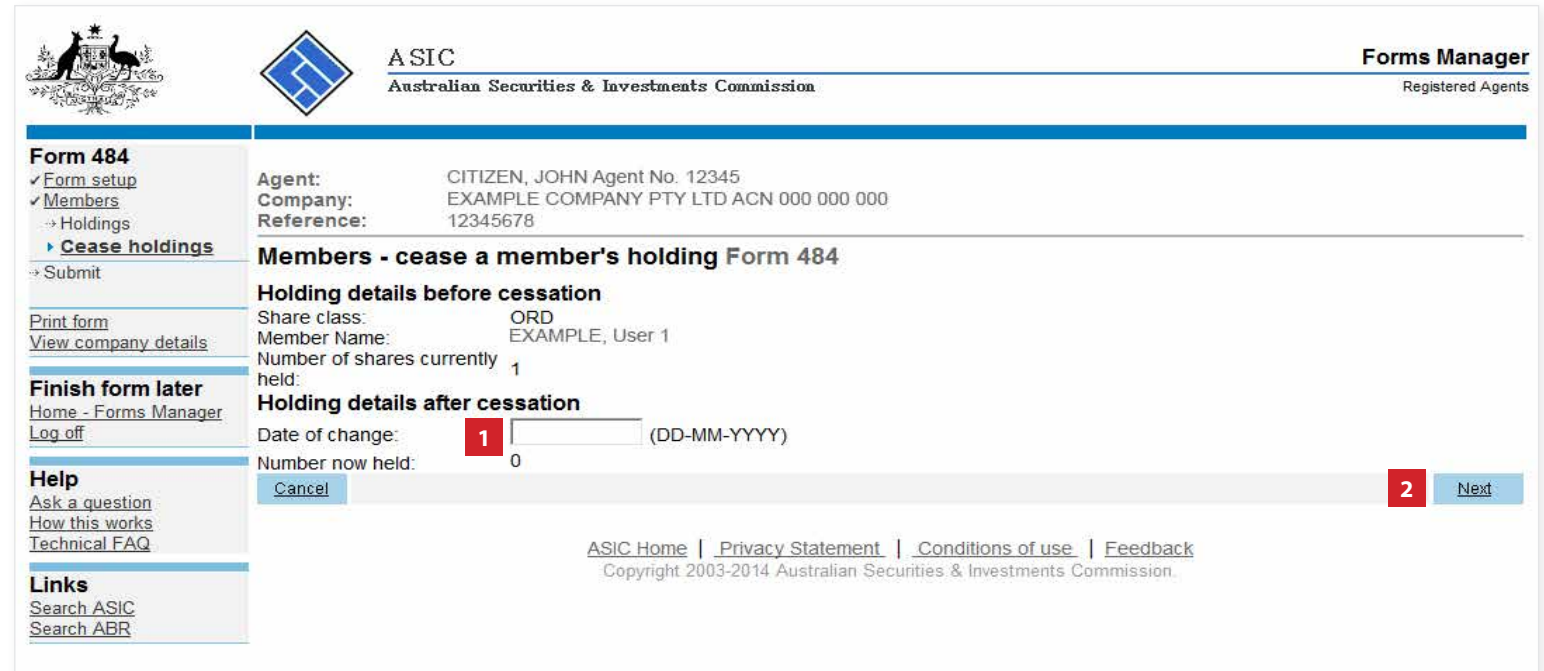
Note: If you adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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](#)

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". The left sidebar contains navigation options for Form 484, including "Form setup", "Members", "Holdings", "Cease holdings", and "Submit". Below these are links for "Print form", "View company details", "Finish form later", "Home - Forms Manager", "Log off", "Help", "Ask a question", "How this works", "Technical FAQ", and "Links" (Search ASIC, Search ABR). The main content area displays agent and company information, followed by "Holding details before cessation" and "Holding details after cessation". The "Date of change" field is highlighted with a red box containing the number "1". A "Cancel" button is visible below the date field. At the bottom right, a "Next" button is highlighted with a red box containing the number "2". The footer includes 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
✓ [Form setup](#)
✓ [Members](#)
→ [Holdings](#)
→ [Cease holdings](#)
→ [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

Members - cease a member's holding Form 484

Holding details before cessation
Share class: ORD
Member Name: EXAMPLE, User 1
Number of shares currently held: 1

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

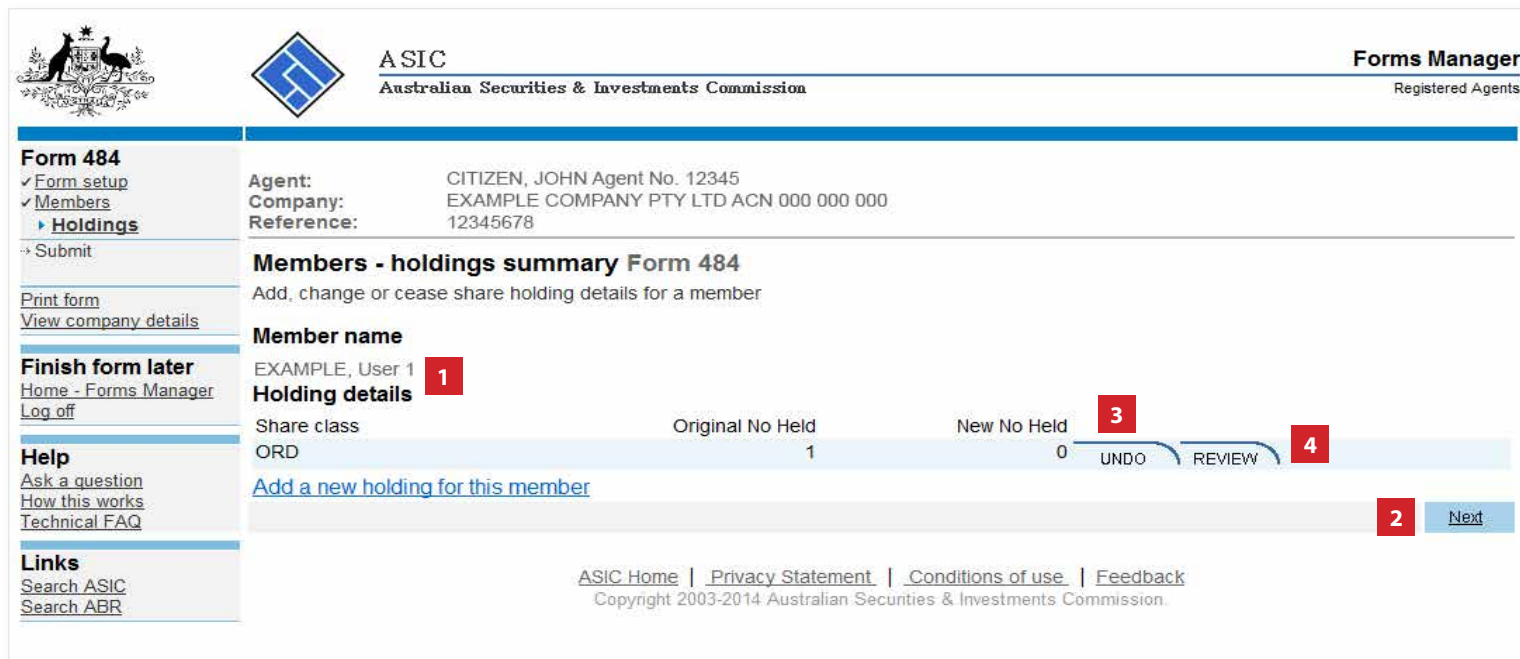
[Cancel](#) **2** [Next](#)



[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.

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).





ASIC
 Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 484

- ✓ Form setup
- ✓ Members
- ▶ **Holdings**
- 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

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

Member name
EXAMPLE, User 1 1

Holding details

Share class	Original No Held	New No Held	
ORD	1	0	3 UNDO 4 REVIEW

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

2 [Next](#)

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

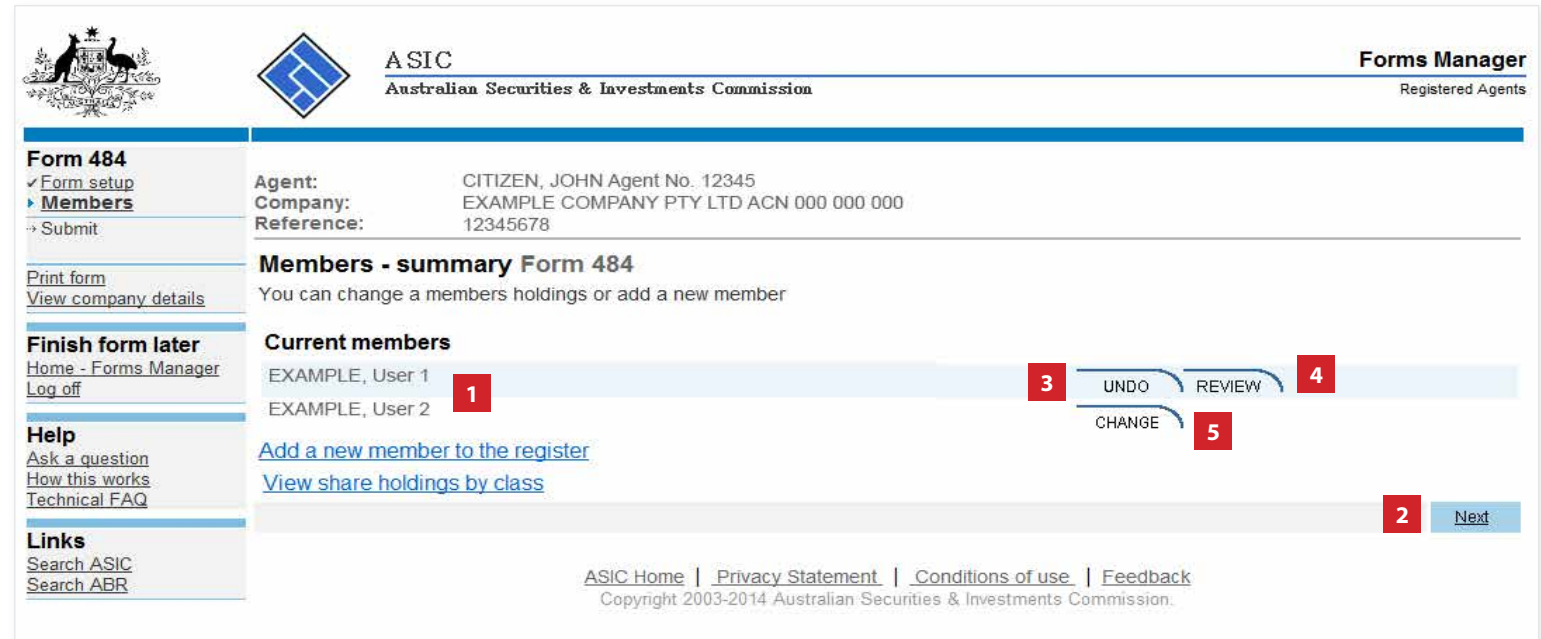
Note: If you adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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](#)

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, or
5. Select **Change** to make additional changes.



ASIC
Australian Securities & Investments Commission

Forms Manager
Registered Agents

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

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

Current members
 EXAMPLE, User 1 **1**
 EXAMPLE, User 2

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

3 UNDO **4** REVIEW
 CHANGE **5**

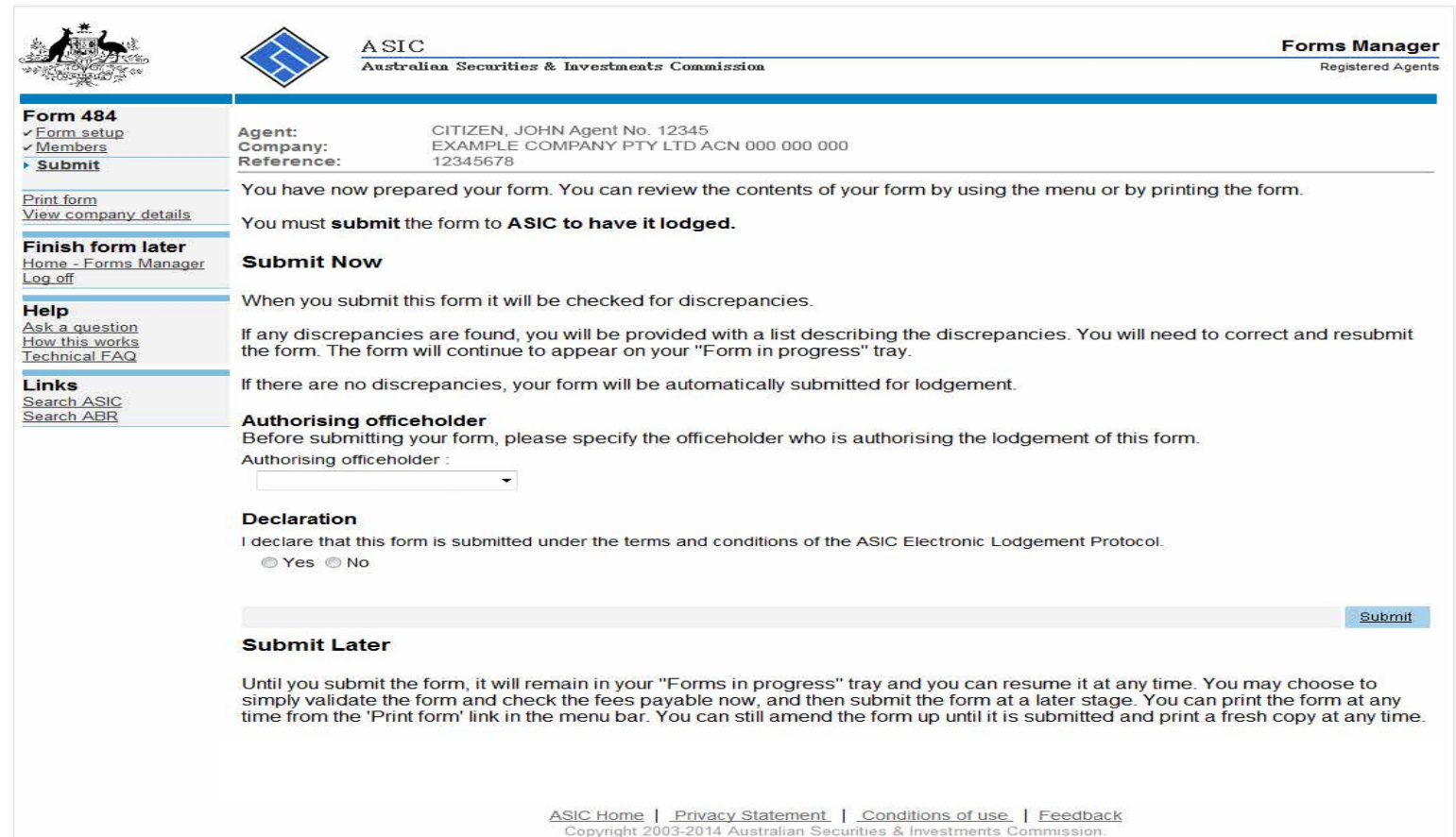
2 [Next](#)

[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.

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](#)
[Members](#)
[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 :

Declaration
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.
 Yes No

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.

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

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](#)

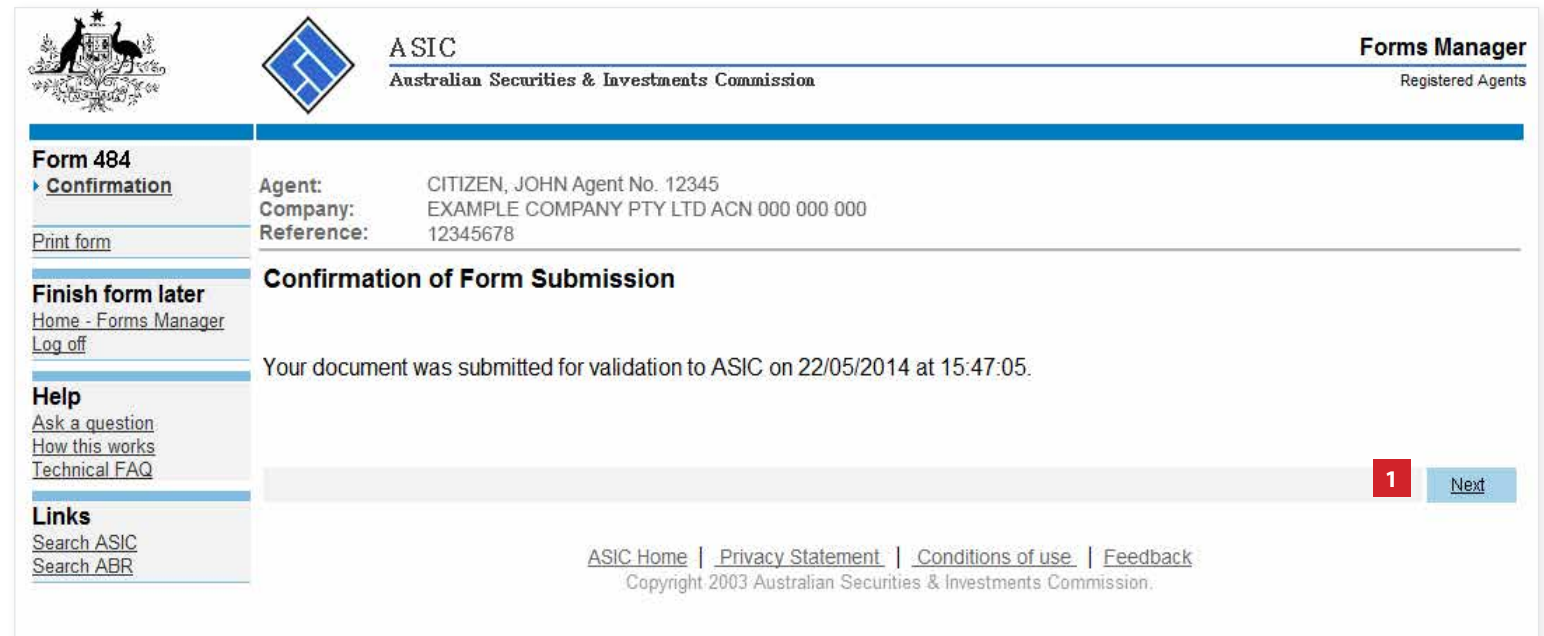
Confirmation of form submission

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 are the Australian coat of arms and the ASIC logo. The page title is "Forms Manager" and the subtitle is "Registered Agents". The main content area is titled "Confirmation of Form Submission" and displays the following information:

Form 484	Agent: CITIZEN, JOHN Agent No. 12345
Confirmation	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Print form	Reference: 12345678

Below this information, there is a section for "Confirmation of Form Submission" with the message: "Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05." A red box with the number "1" is positioned above a "Next" button.

On the left side of the screen, there are several navigation links:

- Finish form later**
 - [Home - Forms Manager](#)
 - [Log off](#)
- Help**
 - [Ask a question](#)
 - [How this works](#)
 - [Technical FAQ](#)
- Links**
 - [Search ASIC](#)
 - [Search ABR](#)

At the bottom of the page, there are links for [ASIC Home](#), [Privacy Statement](#), [Conditions of use](#), and [Feedback](#). The footer text reads: "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 to members register](#)