



ASIC

User guide

# Registered Agent Portal

## 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.
- This form is relevant to:
  - any company – ASIC must be notified within 28 days of shares being issued or cancelled
  - proprietary companies – ASIC must be notified within 28 days of changes to share structure, or changes to details of the members
  - public companies – ASIC must be notified within 28 days (from the issue of the annual company statement) of changes to the share structure.
- Before you begin, 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.

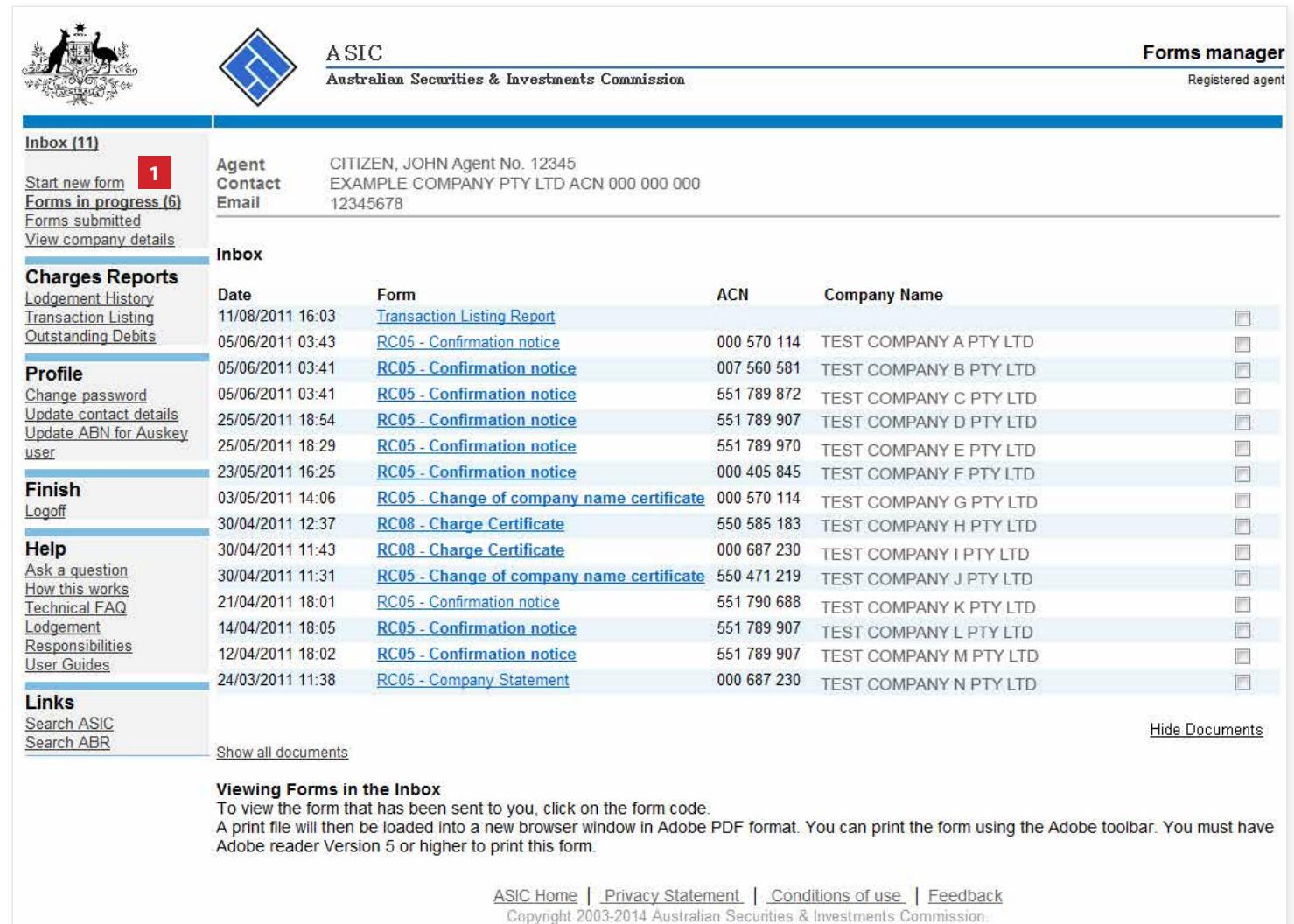
### Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares

- 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.

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

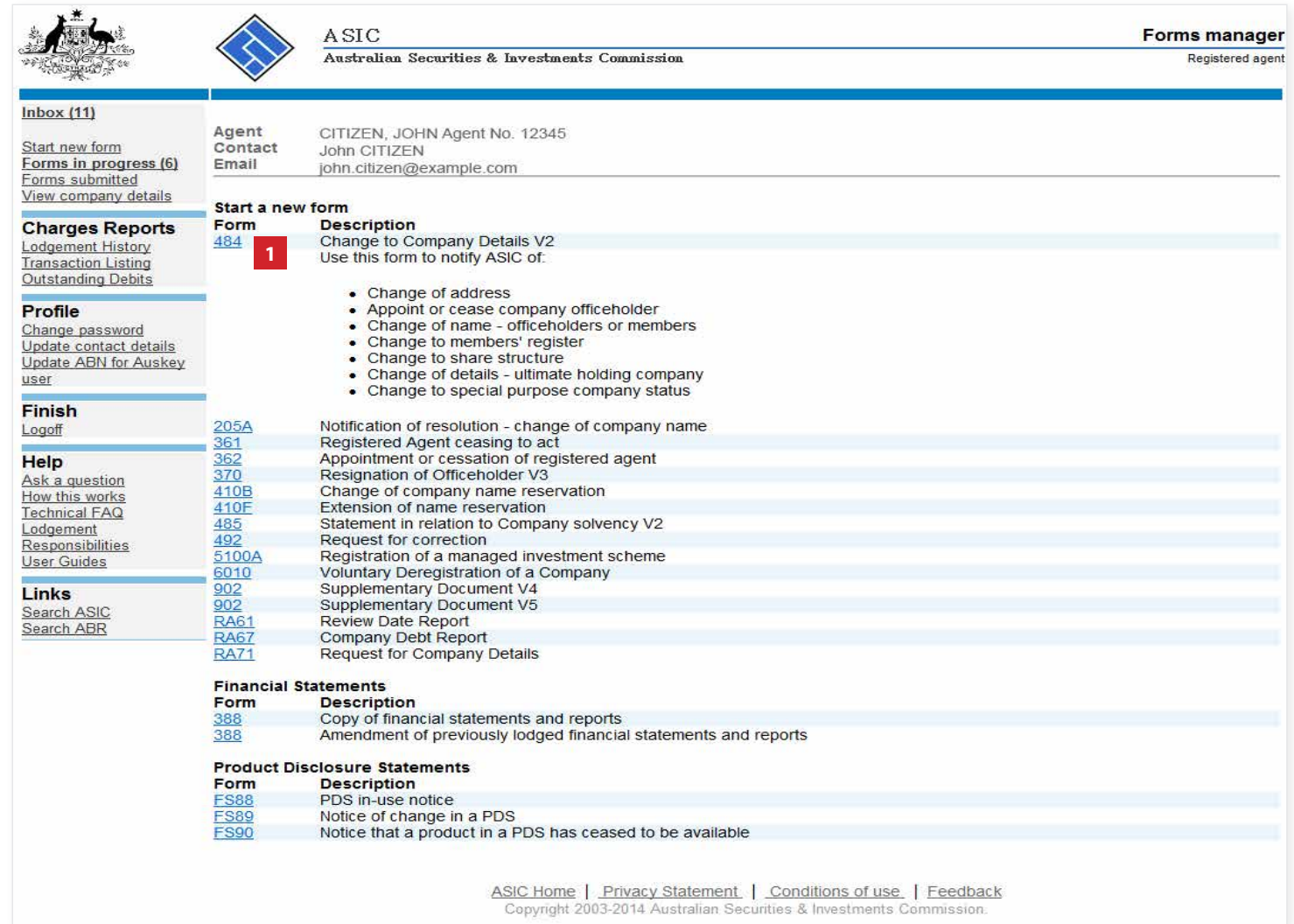
Date	Form	ACN	Company Name
11/08/2011 16:03	<a href="#">Transaction Listing Report</a>		
05/06/2011 03:43	<a href="#">RC05 - Confirmation notice</a>	000 570 114	TEST COMPANY A PTY LTD
05/06/2011 03:41	<a href="#">RC05 - Confirmation notice</a>	007 560 581	TEST COMPANY B PTY LTD
05/06/2011 03:41	<a href="#">RC05 - 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

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](#)

# 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 a '1' in a red square, indicating it is the selected form. 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'.

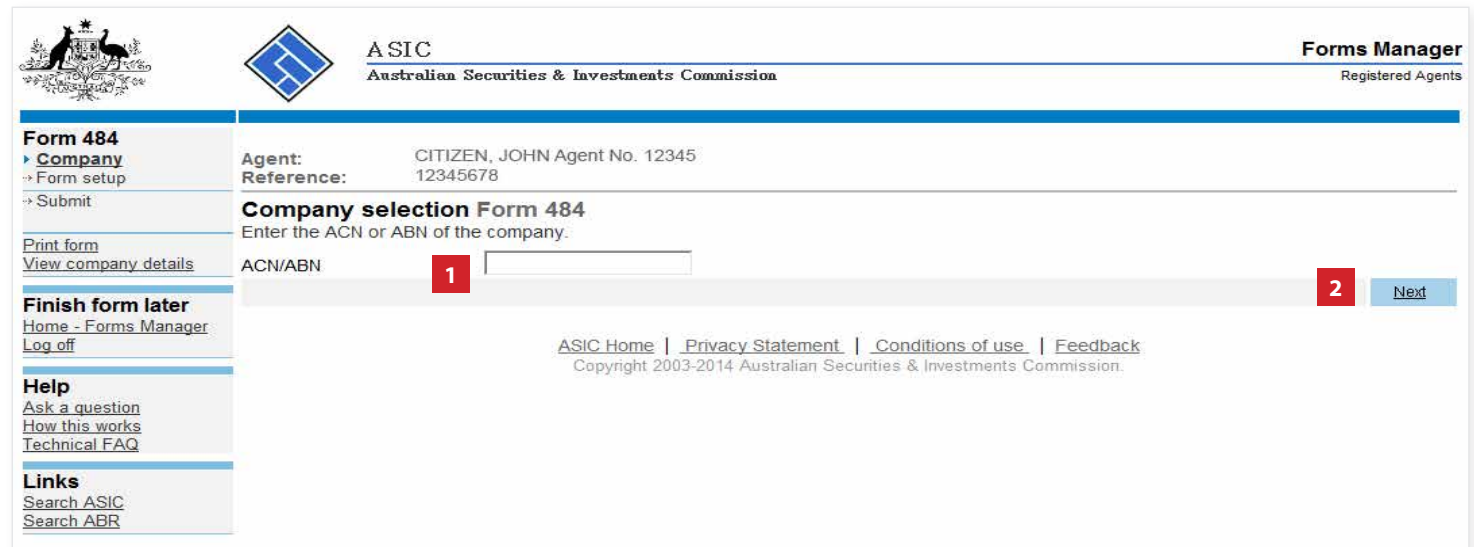
Form	Description
<b>484</b>	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>• Change of address</li> <li>• Appoint or cease company officeholder</li> <li>• Change of name - officeholders or members</li> <li>• Change to members' register</li> <li>• 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



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](#)

## Enter ACN/ABN

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



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Registered Agents

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**Form 484**  
▶ **Company**  
→ Form setup  
→ Submit

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

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

ACN/ABN 1 2 [Next](#)

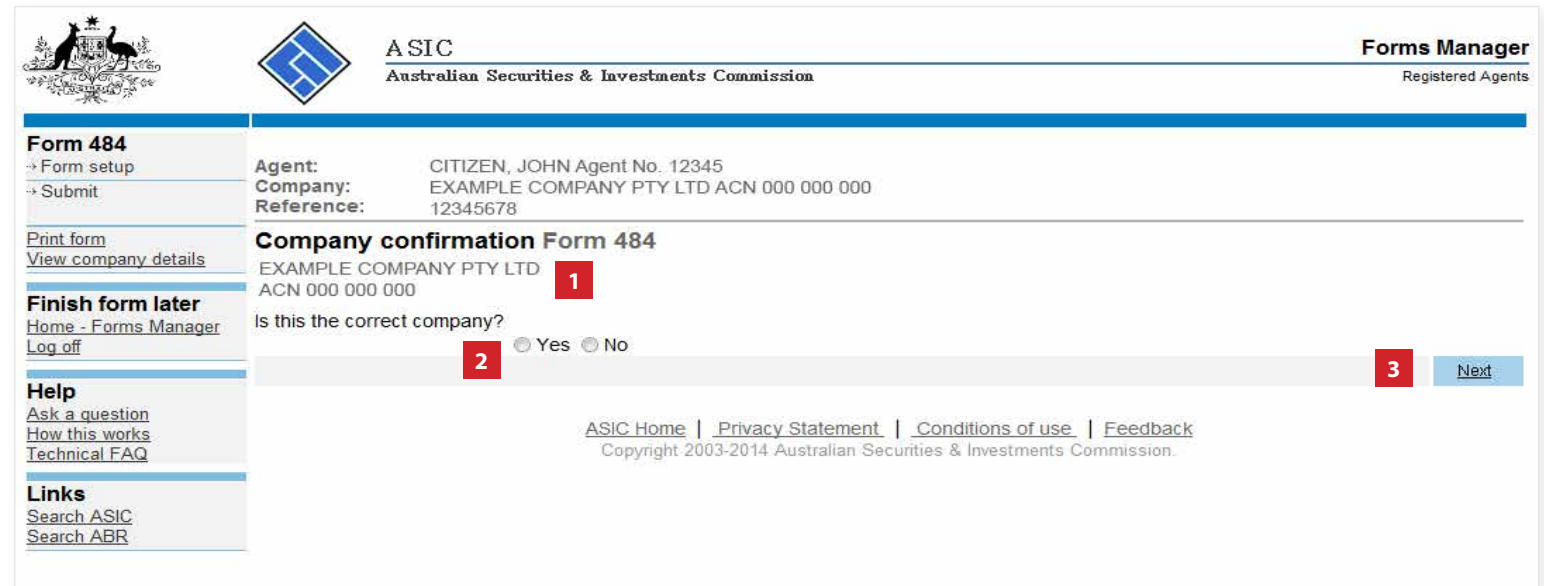
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[How to change company details - change to share structure](#)

## Confirm company details

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



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**Form 484**  
→ Form setup  
→ Submit

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**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

Is this the correct company?

Yes  No

**Next**

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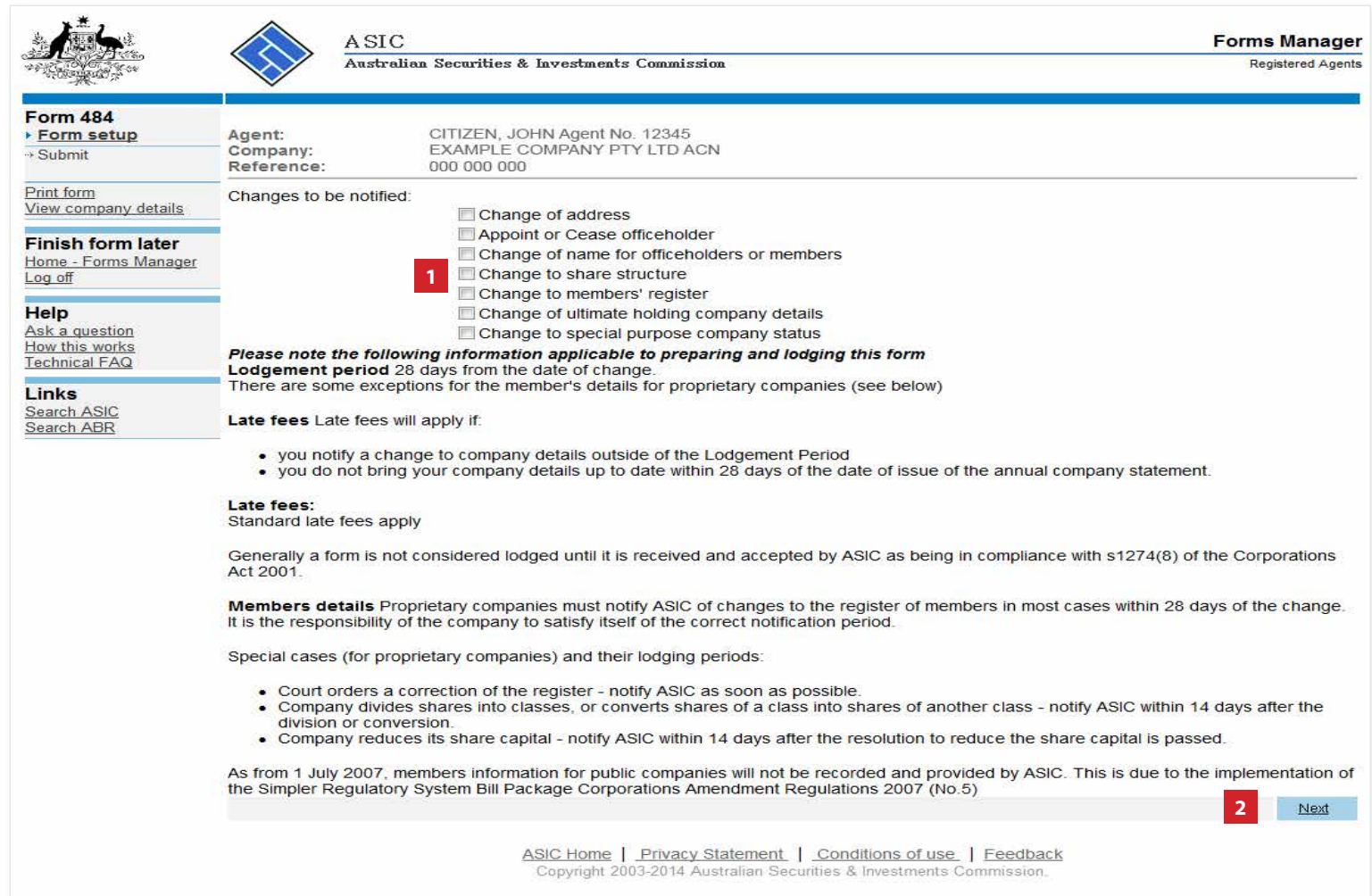


# Select change to be notified

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.



**Form 484**

▶ **Form setup**

→ Submit

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View company details

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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](#)

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[How to change company details - change to share structure](#)

# Change/add share class details

Review existing share information. From here you can:

1. **Change** details for any existing share classes (continue to page 9), or
2. **Add another share class** (continue to page 12).

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**Form 484**

- ✓ [Form setup](#)
- ▶ [Share structure](#)
- [Submit](#)

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

---

**Share structure - summary Form 484**  
 You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid	
B CLASS B	2	2.00	4.00	CHANGE
ORD ORDINARY	1	1.00	1.00	CHANGE

[Add another share class](#) 2

[Next](#)

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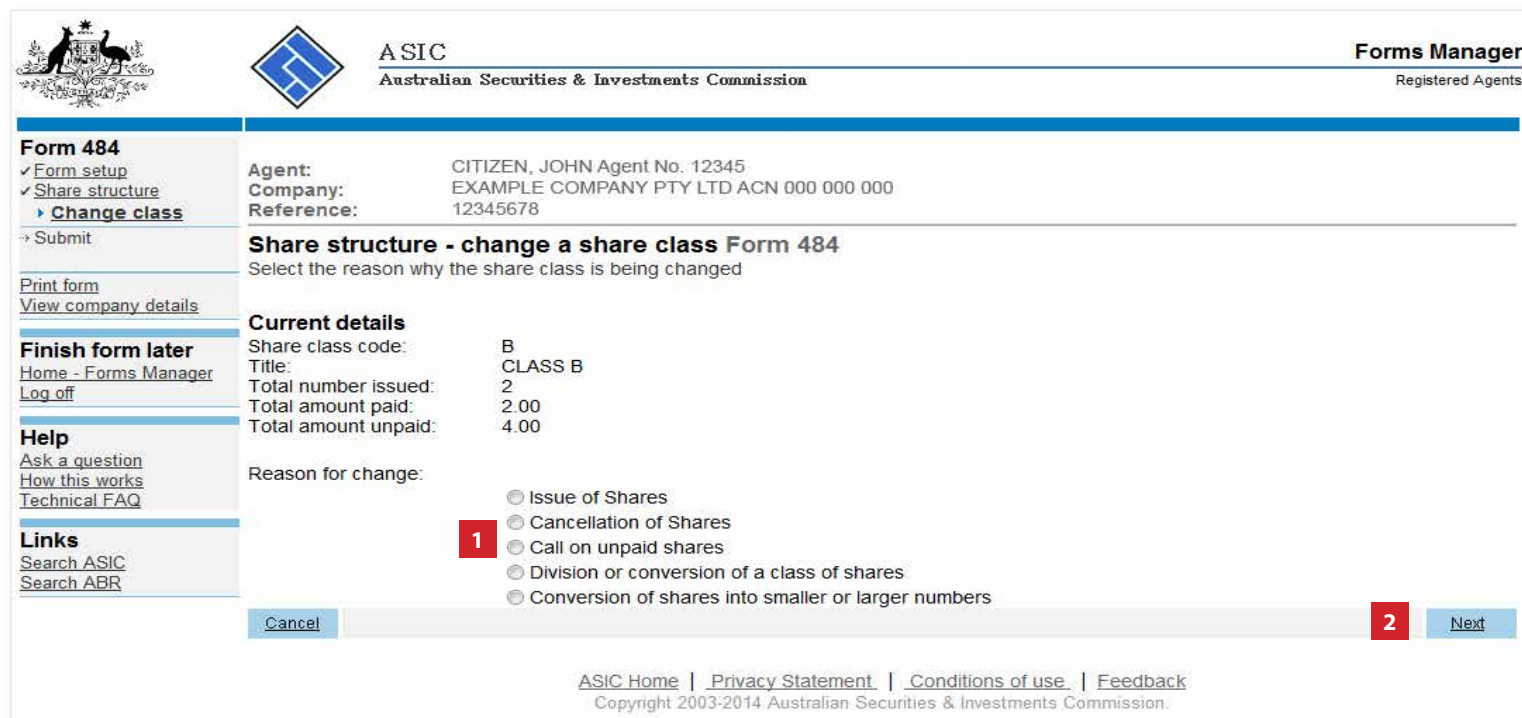
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



# Change share details

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.



**Form 484**  
 ✓ Form setup  
 ✓ Share structure  
 ▶ Change class  
 → Submit

Print form  
 View company details

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

**Share structure - change a share class Form 484**  
 Select the reason why the share class is being changed

**Current details**  
 Share class code: B  
 Title: CLASS B  
 Total number issued: 2  
 Total amount paid: 2.00  
 Total amount unpaid: 4.00

Reason for change:

- Issue of Shares
- Cancellation of Shares
- Call on unpaid shares
- Division or conversion of a class of shares
- Conversion of shares into smaller or larger numbers

Cancel 2 Next

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## Notes:

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

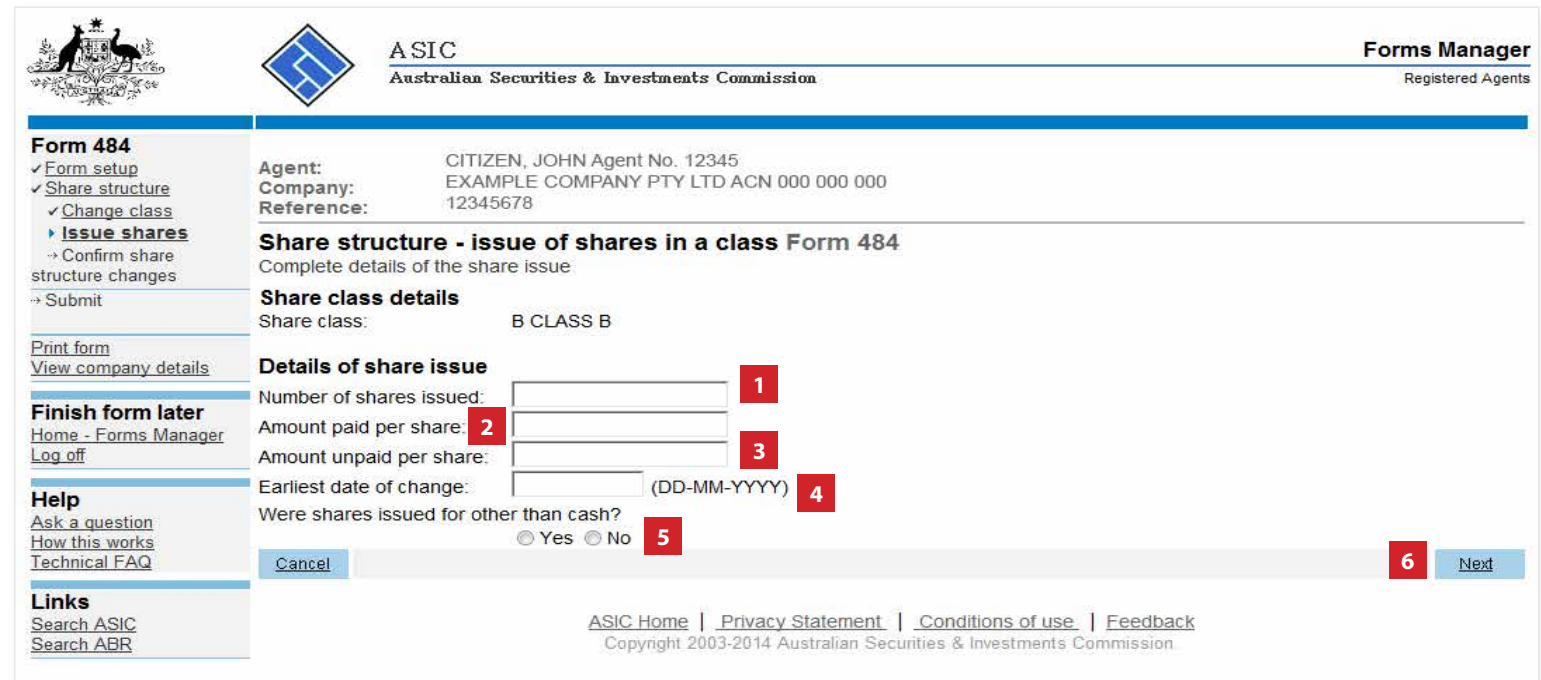
This is not yet available in **Easy lodge**: a paper Form 2205 has to be lodged.

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[How to change company details - change to share structure](#)

# 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.



**Form 484**

- ✓ [Form setup](#)
- ✓ [Share structure](#)
- ✓ [Change class](#)
- ▶ [Issue shares](#)
  - Confirm share structure changes
  - Submit

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

**Share structure - issue of shares in a class Form 484**  
Complete details of the share issue

**Share class details**  
Share class: B CLASS B

**Details of share issue**

Number of shares issued:  **1**

Amount paid per share:  **2**

Amount unpaid per share:  **3**

Earliest date of change:  (DD-MM-YYYY) **4**

Were shares issued for other than cash?  
 Yes  No **5**

**6**

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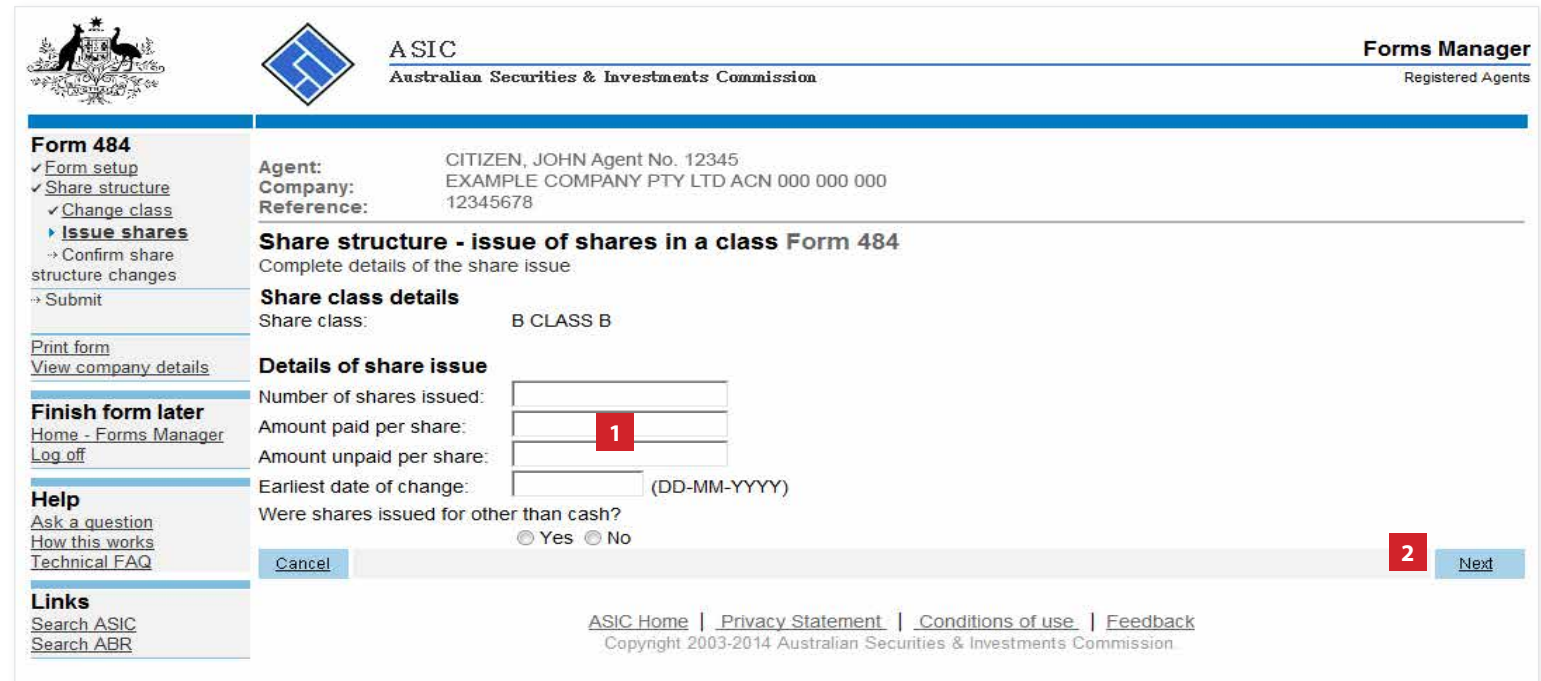
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.


# 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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**Form 484**

- ✓ [Form setup](#)
- ✓ [Share structure](#)
- ✓ [Change class](#)
- ▶ [Issue shares](#)
  - Confirm share structure changes
  - Submit

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**Finish form later**

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

---

**Share structure - issue of shares in a class Form 484**  
 Complete details of the share issue

**Share class details**  
 Share class: B CLASS B

**Details of share issue**

Number of shares issued:

Amount paid per share: 1

Amount unpaid per share:

Earliest date of change:  (DD-MM-YYYY)

Were shares issued for other than cash?  
 Yes  No

---

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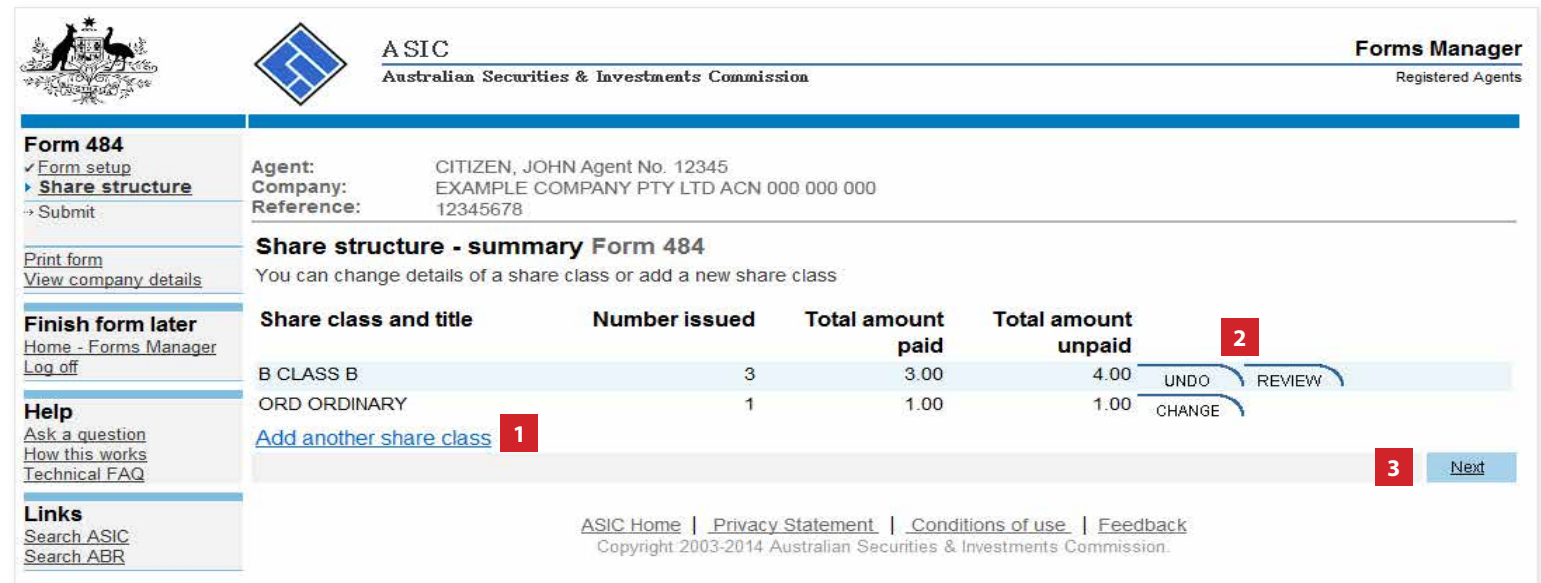
[How to change company details - change to share structure](#)

# Review share summary

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.**



**Form 484**  
 ✓ Form setup  
 ▶ **Share structure**  
 → Submit

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

**Share structure - summary Form 484**  
 You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid	
B CLASS B	3	3.00	4.00	UNDO REVIEW
ORD ORDINARY	1	1.00	1.00	CHANGE

[Add another share class](#) **1**

**2**

**3** [Next](#)

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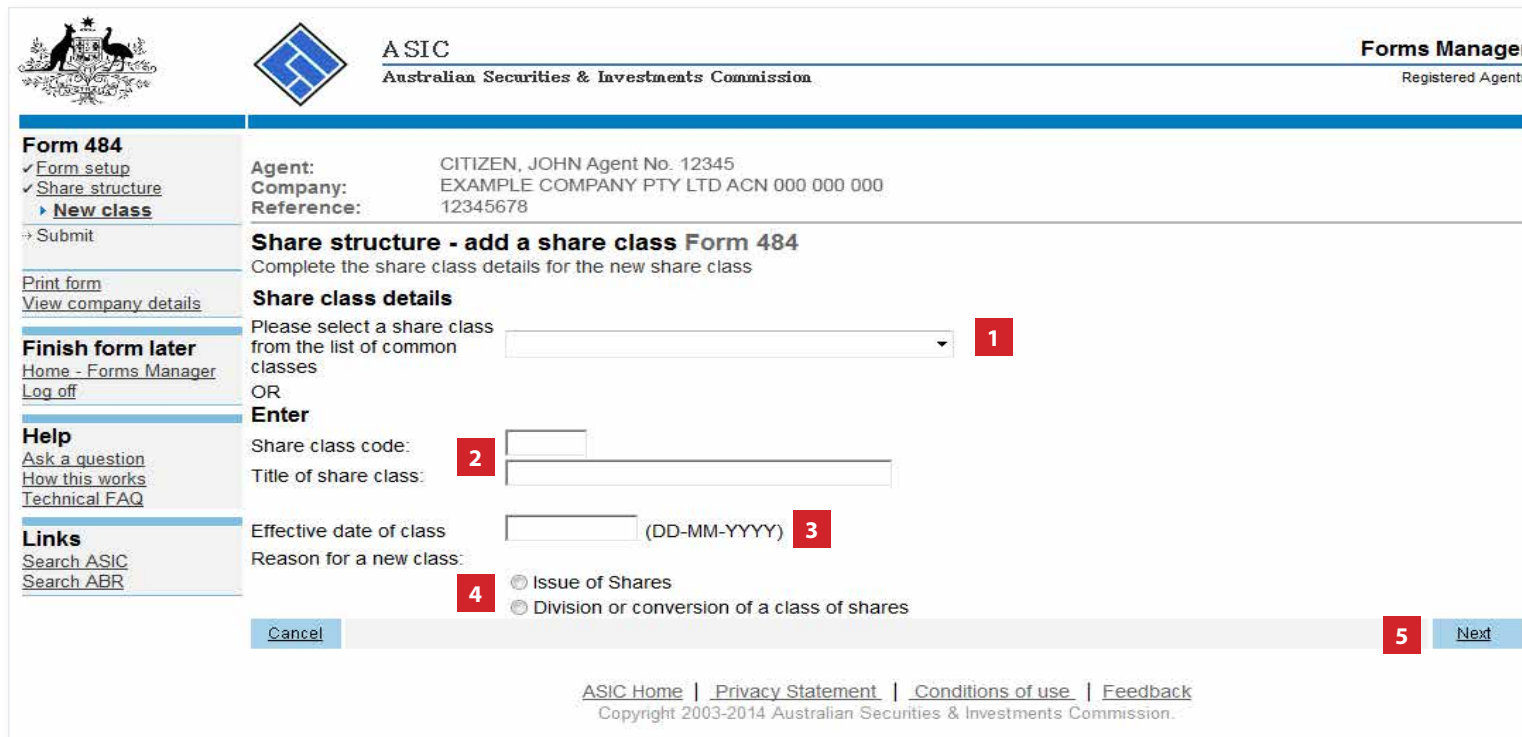
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## Add another share class

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.



**Form 484**  
 ✓ Form setup  
 ✓ Share structure  
 ▶ New class  
 → Submit

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

**Share structure - add a share class Form 484**  
 Complete the share class details for the new share class

**Share class details**  
 Please select a share class from the list of common classes **1**  
 OR  
 Enter

Share class code: **2**   
 Title of share class:

Effective date of class:  (DD-MM-YYYY) **3**  
 Reason for a new class: **4**  
 Issue of Shares  
 Division or conversion of a class of shares

**5**

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**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.


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](#)

## 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.





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**Form 484**

- ✓ [Form setup](#)
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- ▶ [Issue shares](#)
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**Agent:** CITIZEN, JOHN Agent No. 12345  
**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

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**Share structure - issue of shares in a class Form 484**  
Complete details of the share issue

**Share class details**  
Share class: N Class N

**Details of share issue**

Number of shares issued:  1

Amount paid per share:  2

Amount unpaid per share:  3

Earliest date of change:  (DD-MM-YYYY) 4

Were shares issued for other than cash?  
 Yes  No 5

[Cancel](#) 6 [Next](#)

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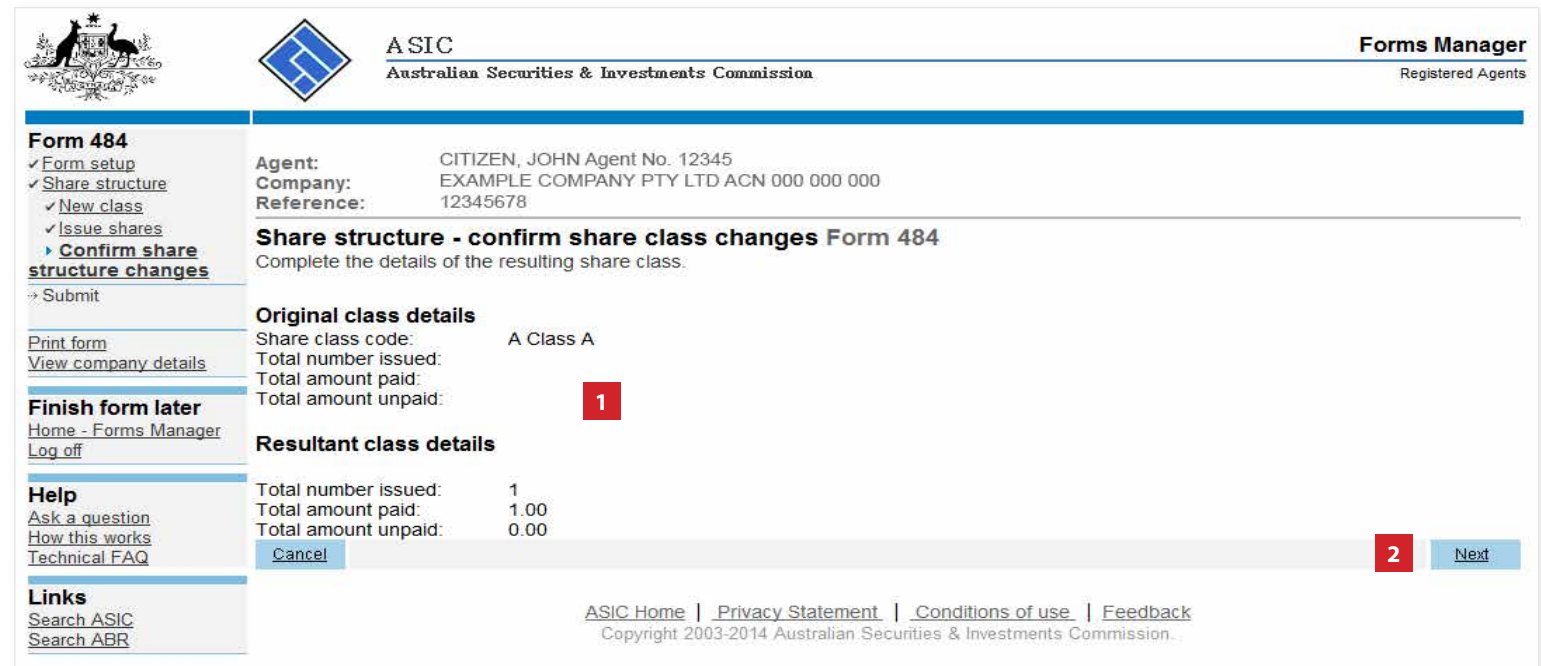


# Review share class changes

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.



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 'Share structure - confirm share class changes Form 484' and includes the following information:

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

The form is divided into two sections: 'Original class details' and 'Resultant class details'. The 'Original class details' section shows 'Share class code: A Class A', 'Total number issued: 1', 'Total amount paid: 0.00', and 'Total amount unpaid: 0.00'. The 'Resultant class details' section shows 'Total number issued: 1', 'Total amount paid: 1.00', and 'Total amount unpaid: 0.00'. A red box with the number '1' is placed over the 'Total amount unpaid' field in the resultant section. At the bottom of the form, there are 'Cancel' and 'Next' buttons, with a red box containing the number '2' over the 'Next' button. 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'.

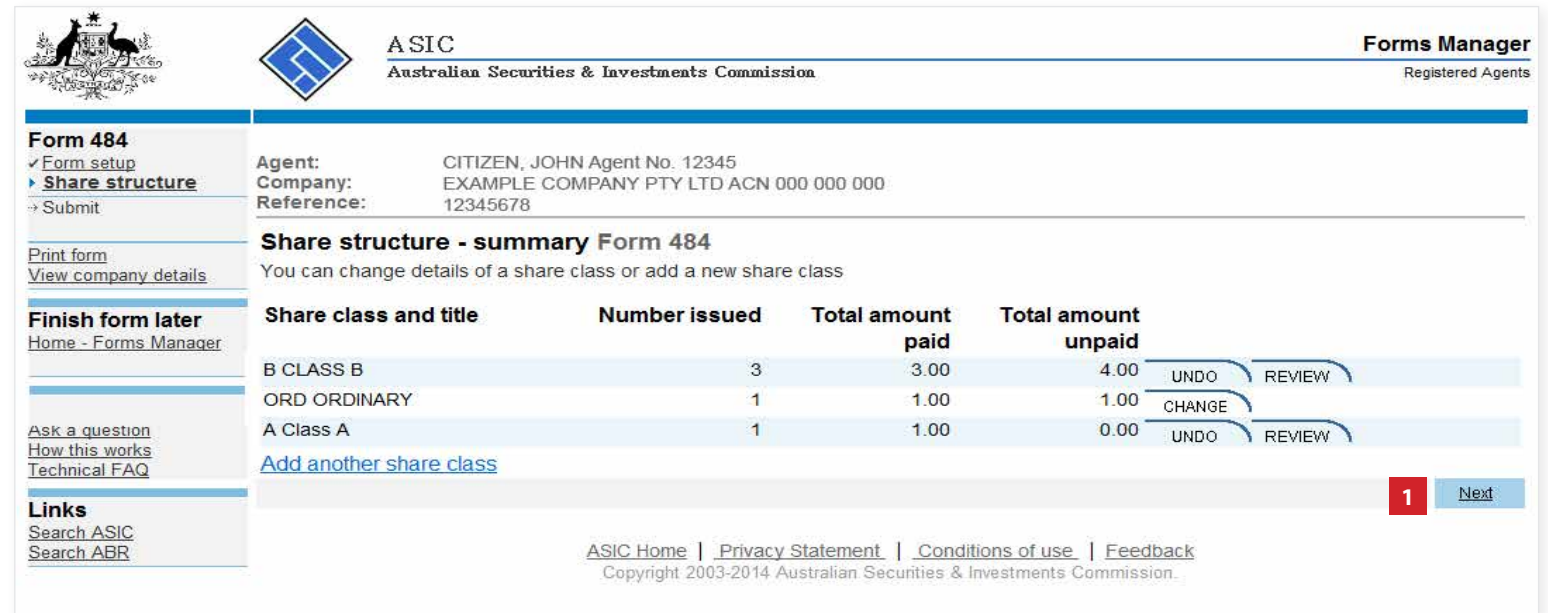
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Review share summary

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**.



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'. The top right corner says 'Forms Manager Registered Agents'. The main content area is titled 'Share structure - summary Form 484' and includes a table of share classes. A sidebar on the left contains navigation options like 'Form 484', 'Share structure', 'Finish form later', and 'Links'. A red box with the number '1' highlights the 'Next' button at the bottom right.

Share class and title	Number issued	Total amount paid	Total amount unpaid		
B CLASS B	3	3.00	4.00	UNDO	REVIEW
ORD ORDINARY	1	1.00	1.00	CHANGE	
A Class A	1	1.00	0.00	UNDO	REVIEW

Additional text on the screen includes: 'Agent: CITIZEN, JOHN Agent No. 12345', 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', 'Reference: 12345678', and 'You can change details of a share class or add a new share class'. Navigation buttons include 'Next' (highlighted with a red box containing '1') and 'Add another share class'.

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[How to change company details - change to share structure](#)

# 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.

The screenshot displays the ASIC Forms Manager interface for Form 484. At the top, the ASIC logo and name are visible, along with the 'Forms Manager' title and 'Registered Agents' status. The main content area is divided into two columns. The left column contains a sidebar with navigation options: 'Form 484' (with sub-links for 'Form setup', 'Share structure', and 'Submit'), '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 right column shows the form details: 'Agent: CITIZEN, JOHN Agent No. 12345', 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000', and 'Reference: 12345678'. Below this, there are instructions: 'You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.' and 'You must **submit** the form to **ASIC to have it lodged**.' A 'Submit Now' section follows, explaining that the form will be checked for discrepancies and that if any are found, the user will need to correct and resubmit. It also states that if there are no discrepancies, the form will be automatically submitted. The 'Authorising officeholder' section requires the user to specify the officeholder, with a dropdown menu currently showing 'EXAMPLE, User'. The 'Declaration' section asks the user to declare that the form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol, with radio buttons for 'Yes' and 'No'. A 'Submit' button is located at the bottom right of the form area.

## Notes:

- The lodgement process is not instantaneous – it may take some time to transmit and validate.
- If the form validates and is accepted by ASIC, it will appear in **Forms Submitted**.
- If the form does not validate, it will appear in the **Forms in Progress**. You must select the form to display the validation errors, in order to correct it.

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[How to change company details - change to share structure](#)

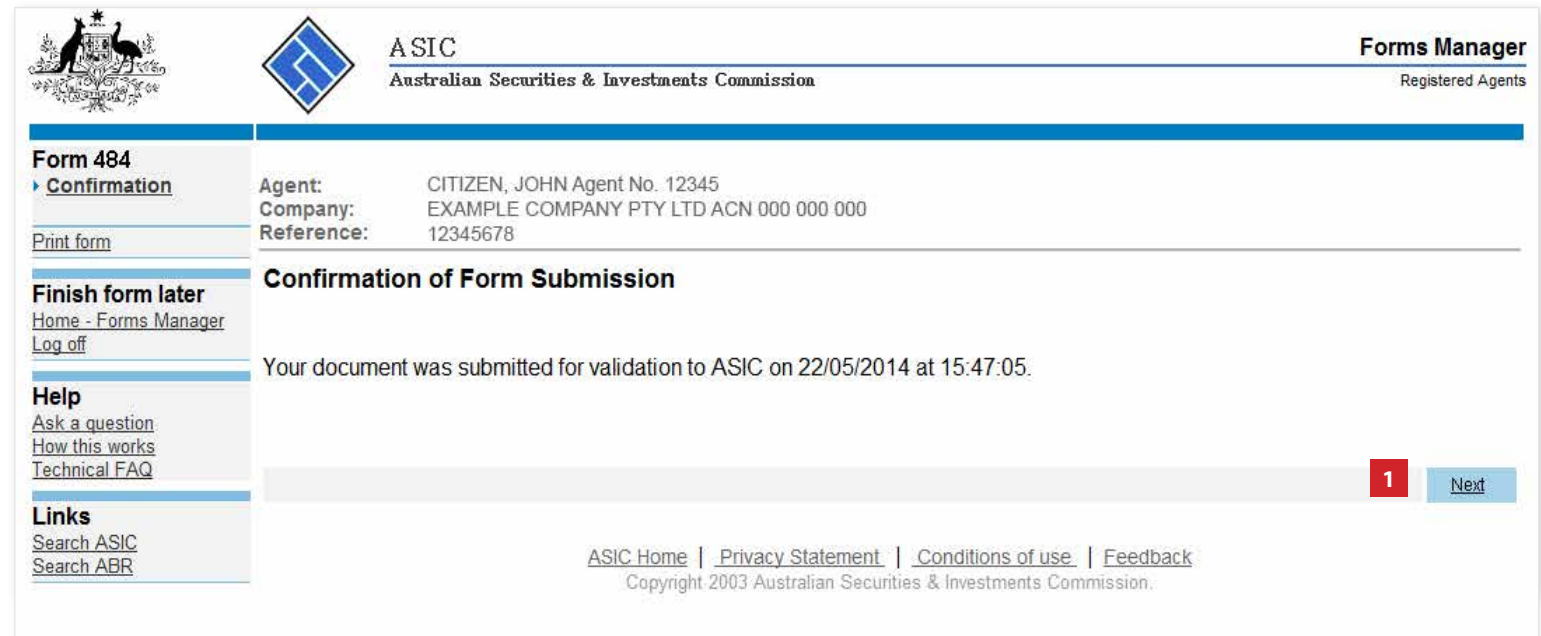
# Confirmation of form submission

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 logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Form 484 Confirmation' and displays the following information: Agent: CITIZEN, JOHN Agent No. 12345; Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000; Reference: 12345678. Below this, a section titled 'Confirmation of Form Submission' states: 'Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.' On the right side of the screen, there is a red box with the number '1' and a 'Next' button. The left sidebar contains navigation links for 'Form 484 Confirmation', 'Print form', 'Finish form later', 'Home - Forms Manager', 'Log off', 'Help', 'Ask a question', 'How this works', 'Technical FAQ', and 'Links', 'Search ASIC', and 'Search ABR'. At the bottom, 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 to share structure](#)