



ASIC

User guide

# Registered Agent Portal

## How to change company details - change to special purpose status

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

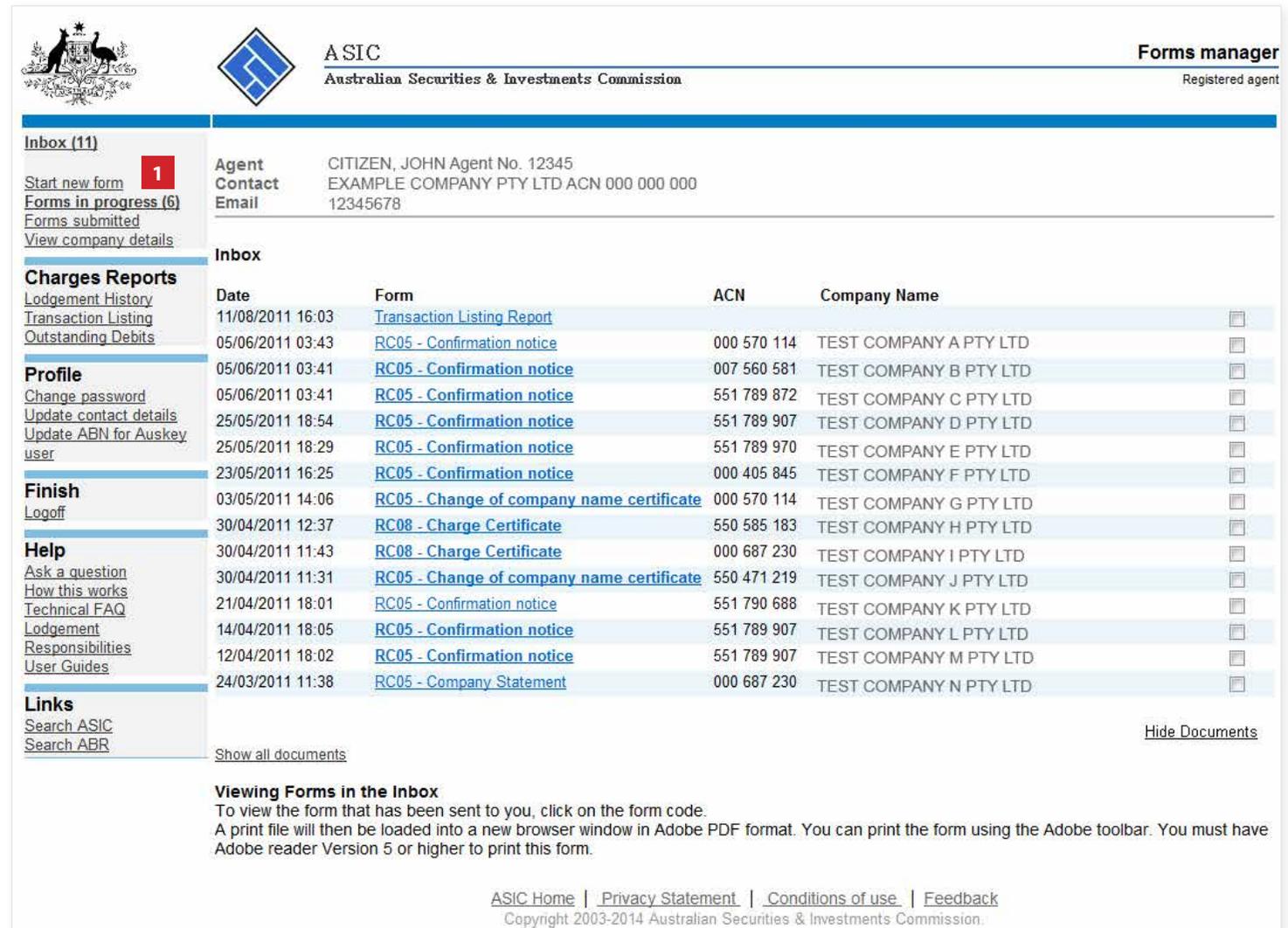
## How to change company details - change to special purpose status

- You will need to sign in to your [online account](#) before you begin.
- Complete this transaction within 28 days of commencement of the company operating as a special purpose company.

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# Start transaction

- Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. At the top, there is the 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 box with the number '1' highlights the 'Start new form' option. Other menu items include 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The main content area shows an 'Agent Contact' section with details for 'CITIZEN, JOHN' and an 'Inbox' table listing various forms with columns for Date, Form, ACN, and Company Name. At the bottom, there is a 'Viewing Forms in the Inbox' section with instructions on how to view and print forms.

| 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 |

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[How to change company details - change to special purpose status](#)

# Select form type

- From the list of available forms, select **484**.



**ASIC**  
 Australian Securities & Investments Commission

**Forms manager**  
 Registered agent

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**Inbox (11)**

[Start new form](#)

**Forms in progress (6)**

[Forms submitted](#)

[View company details](#)

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**Charges Reports**

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debts](#)

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**Profile**

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

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**Finish**

[Logoff](#)

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**Help**

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

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**Links**

[Search ASIC](#)

[Search ABR](#)

|                |                               |  |
|----------------|-------------------------------|--|
| <b>Agent</b>   | CITIZEN, JOHN Agent No. 12345 |  |
| <b>Contact</b> | John CITIZEN                  |  |
| <b>Email</b>   | john.citizen@example.com      |  |

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**Start a new form**

| Form                  |   | Description  |
|-----------------------|---|--|
| <a href="#">484</a>   | 1 | 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> |
| <a href="#">205A</a>  |   | Notification of resolution - change of company name  |
| <a href="#">361</a>   |   | Registered Agent ceasing to act  |
| <a href="#">362</a>   |   | Appointment or cessation of registered agent   |
| <a href="#">370</a>   |   | Resignation of Officeholder V3   |
| <a href="#">410B</a>  |   | Change of company name reservation   |
| <a href="#">410F</a>  |   | Extension of name reservation  |
| <a href="#">485</a>   |   | Statement in relation to Company solvency V2   |
| <a href="#">492</a>   |   | Request for correction   |
| <a href="#">5100A</a> |   | Registration of a managed investment scheme  |
| <a href="#">6010</a>  |   | Voluntary Deregistration of a Company  |
| <a href="#">902</a>   |   | Supplementary Document V4  |
| <a href="#">902</a>   |   | Supplementary Document V5  |
| <a href="#">RA61</a>  |   | Review Date Report   |
| <a href="#">RA67</a>  |   | Company Debt Report  |
| <a href="#">RA71</a>  |   | Request for Company Details  |

**Financial Statements**

| Form                | Description   |
|---------------------|---|
| <a href="#">388</a> | Copy of financial statements and reports                        |
| <a href="#">388</a> | Amendment of previously lodged financial statements and reports |

**Product Disclosure Statements**

| Form                 | Description   |
|----------------------|---|
| <a href="#">FS88</a> | PDS in-use notice   |
| <a href="#">FS89</a> | Notice of change in a PDS                                 |
| <a href="#">FS90</a> | Notice that a product in a PDS has ceased to be available |

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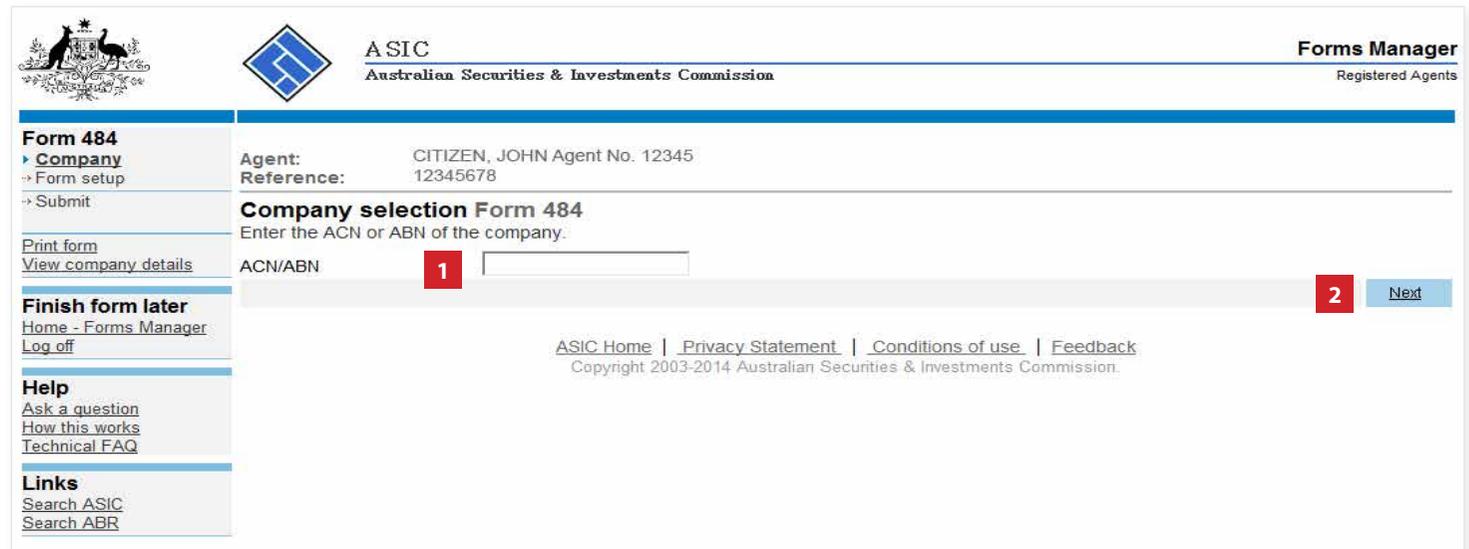
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## Enter ACN/ABN

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

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](#)

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

**Finish form later**  
[Home - Forms Manager](#)  
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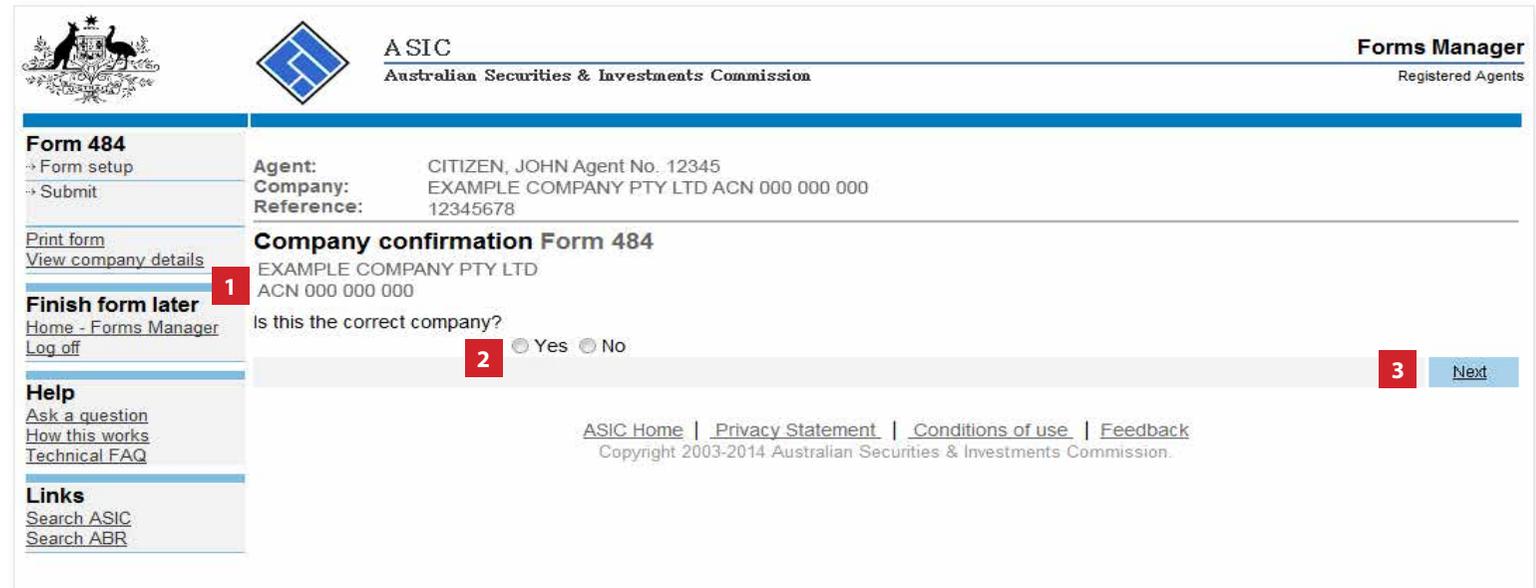
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# Confirm company selection

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



 ASIC  
Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

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**Form 484**  
→ Form setup  
→ Submit

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

**Finish form later**  
[Home - Forms Manager](#)  
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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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**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 special purpose company status**.
2. Select **Next** to continue.




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**Form 484**

[Form setup](#)

[Submit](#)

---

[Print form](#)

[View company details](#)

---

**Finish form later**

[Home - Forms Manager](#)

[Log off](#)

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

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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

**1**

**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)

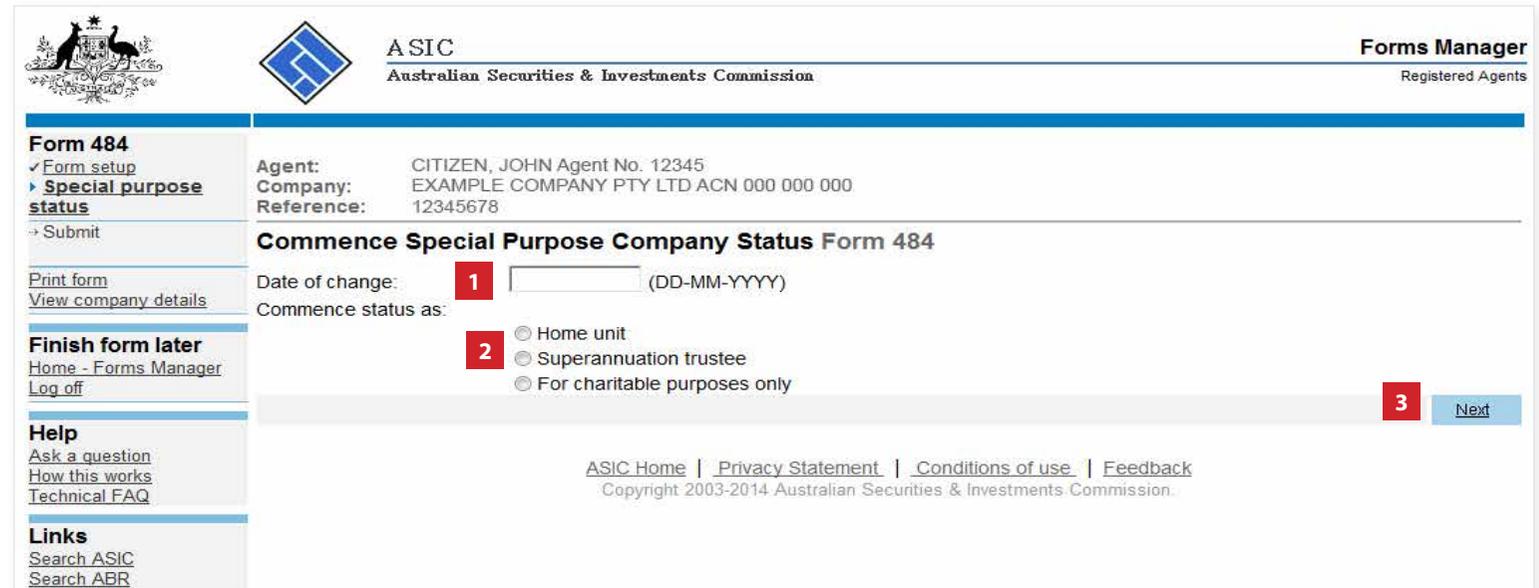
2
[Next](#)

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# Changing company status

1. Enter the **date of change**.
2. Select the **status type**.
3. Select **Next** to continue.



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Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

**Form 484**  
✓ Form setup  
▶ **Special purpose status**  
→ Submit

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

**Commence Special Purpose Company Status Form 484**

Date of change: **1**  (DD-MM-YYYY)  
Commence status as: **2**  Home unit  
 Superannuation trustee  
 For charitable purposes only

**3** [Next](#)

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

**Finish form later**  
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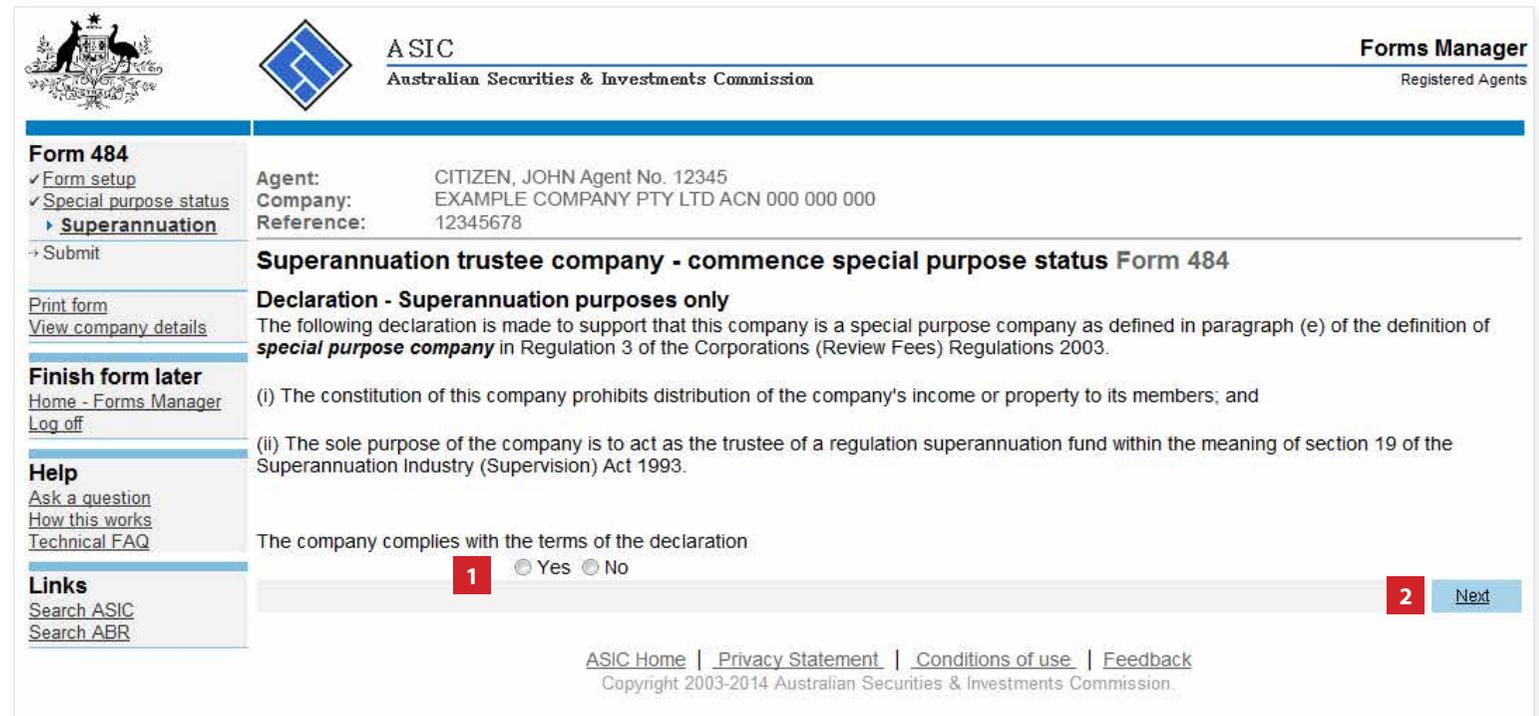
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# Declaration

Depending on which status you applied, an explanatory screen displays including the section of the Corporations Act 2011 under which your special purpose applies. **Please read this information carefully.**

1. Confirm the company complies with the declaration by selecting **Yes**.

2. Select **Next** to continue.



**Form 484**  
✓ Form setup  
✓ Special purpose status  
▶ Superannuation  
→ Submit

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

**Superannuation trustee company - commence special purpose status Form 484**

**Declaration - Superannuation purposes only**  
The following declaration is made to support that this company is a special purpose company as defined in paragraph (e) of the definition of **special purpose company** in Regulation 3 of the Corporations (Review Fees) Regulations 2003.

(i) The constitution of this company prohibits distribution of the company's income or property to its members; and

(ii) The sole purpose of the company is to act as the trustee of a regulation superannuation fund within the meaning of section 19 of the Superannuation Industry (Supervision) Act 1993.

The company complies with the terms of the declaration

**1**  Yes  No

**2** [Next](#)

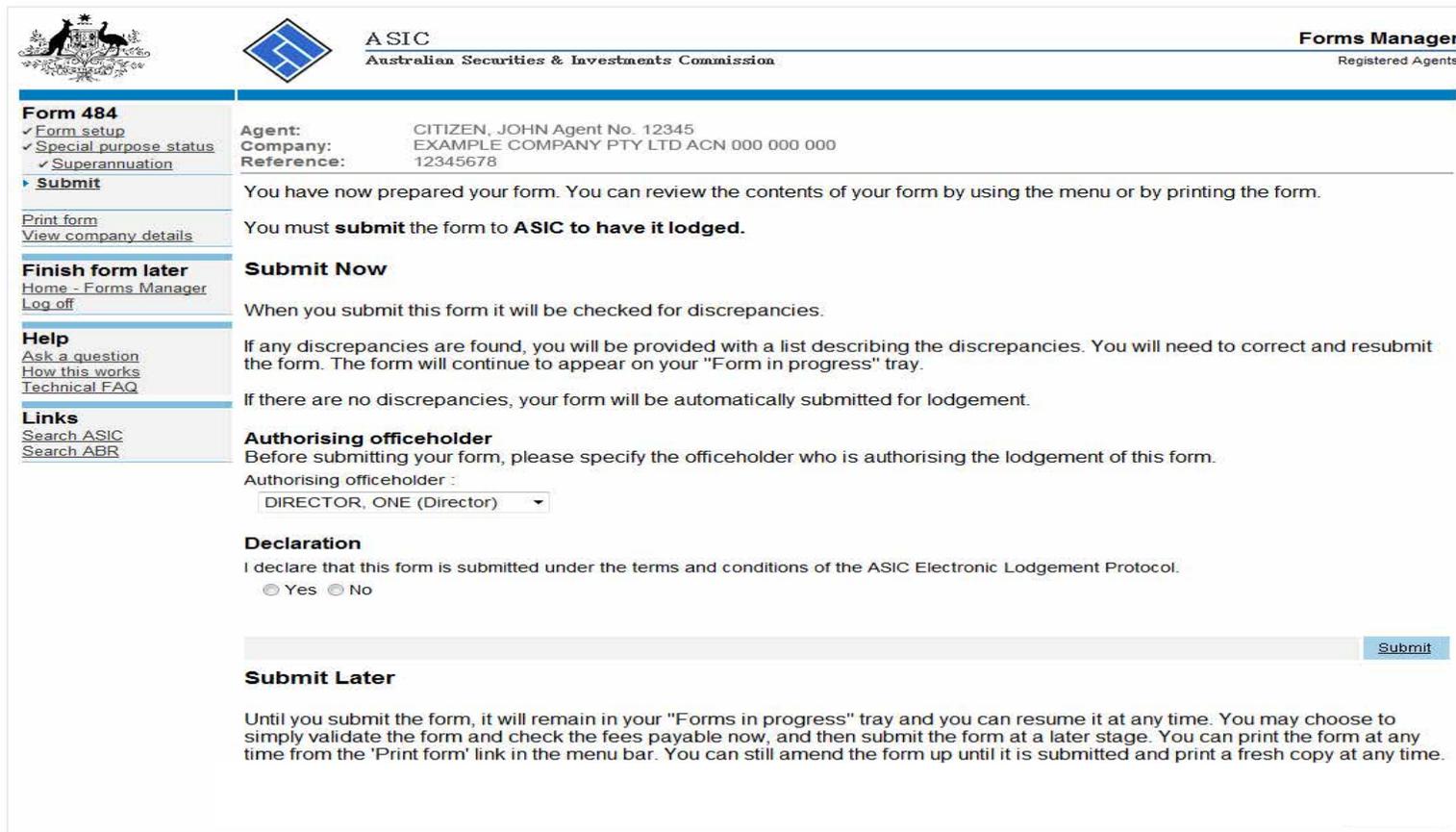
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## Make the declaration

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 shows the ASIC Forms Manager interface for Form 484. The page header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is divided into several sections:

- Form 484**: Includes links for 'Form setup', 'Special purpose status', and 'Superannuation'. A 'Submit' button is highlighted.
- Agent/Company/Reference**: Displays 'CITIZEN, JOHN Agent No. 12345', 'EXAMPLE COMPANY PTY LTD ACN 000 000 000', and '12345678'.
- Submit**: A message states 'You have now prepared your form. You can review the contents of your form by using the menu or by printing the form.' Below this, it says 'You must **submit** the form to **ASIC to have it lodged.**'
- Finish form later**: Includes links for 'Home - Forms Manager' and 'Log off'.
- Submit Now**: A message states 'When you submit this form it will be checked for discrepancies.' Below this, it says '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.' and 'If there are no discrepancies, your form will be automatically submitted for lodgement.'
- Help**: Includes links for 'Ask a question', 'How this works', and 'Technical FAQ'.
- Links**: Includes links for 'Search ASIC' and 'Search ABR'.
- Authorising officeholder**: A message states 'Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.' Below this, there is a dropdown menu for 'Authorising officeholder' with 'DIRECTOR, ONE (Director)' selected.
- Declaration**: A message states 'I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.' Below this, there are radio buttons for 'Yes' and 'No'.
- Submit**: A blue 'Submit' button is located at the bottom right of the form.
- Submit Later**: A message states '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.

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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.



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 Agents'. The main content area is titled 'Confirmation of Form Submission' and displays 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 information, the text reads: '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. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.'

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