



Notification of change of registered office or office hours of a registered body

Use this form to notify ASIC of changes to registered office in this jurisdiction (Australia), office hours of the registered office in this jurisdiction, and/or registered office in place of incorporation/origin for a registered body. Do not use for changes to an Australian company.

Related forms:

Form 490 Notification of change to directors of a registered body

Form 404 Notification of change to agent of a foreign company

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Registered body details

Do not use this form for an Australian company; refer to the Guide for definitions.

Registered body name

ARBN

Type of registered body (tick one box)

Registered foreign company

Registered Australian body

Lodgement details

Who should ASIC contact if there is a query about this form?

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

Signature

This form must be signed by a director (or equivalent), secretary, local agent of a registered foreign company or director or secretary of a company appointed as local agent of a registered foreign company.

I certify that the information in this form is true and complete.

Name

Capacity

Director (or equivalent)

Secretary

Local agent of a registered foreign company

Director or secretary of a company appointed as local agent of a registered foreign company

Signature

Date signed

 / /

[D] [D] [M] [M] [Y] [Y]

1 Type of change

Tick boxes that apply

- Registered office in Australia
- Office hours in Australia
- Registered office in place of origin

2 Change of registered office in Australia

New address

(A PO Box is not acceptable)

At the office of, C/- (if applicable)

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Date of change

 / /

[D D] [M M] [Y Y]

Does the registered body occupy the premises?

Yes

No

If no, name of occupier?

Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the registered body and has not withdrawn that consent.

3 Change of office hours in Australia

New office hours

a. Registered office is open to the public each business day from at least 10 am to 12 noon and 2 pm to 4 pm

b. Registered office is open to the public each business day for at least 3 hours between 9 am and 5 pm

If b, insert hours open from am/pm close to am/pm

Date of change

Date of change

 / /

[D D] [M M] [Y Y]

4 Change of registered office in place of origin

The address supplied should be the registered office of the registered body in its place of origin, if the law of that jurisdiction requires a registered office. Otherwise, provide the principal place of business for the registered body.

New address in place of origin
(A PO Box is not acceptable)

<input type="checkbox"/> Registered office
<input type="checkbox"/> Principal place of business
At the office of, C/- (if applicable)
<input type="text"/>
Office, unit, level
<input type="text"/>
Street number and Street name
<input type="text"/>
Suburb/City
<input type="text"/>
State/Territory
<input type="text"/>
Postcode
<input type="text"/>
Country
<input type="text"/>

Date of change

Date of change

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide:

Notification of change of registered office or office hours of a registered body

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 489.

Use this form to notify ASIC of changes to registered office in this jurisdiction (Australia), office hours of the registered office in this jurisdiction, and/or registered office in place of incorporation/origin for a registered body. Do not use for changes to an Australian company.

Related Forms

Form 490 Notification of change to directors of a registered body

Form 404 Notification of change to agent of a foreign company

Signature

This form must be signed by:

- a director (or equivalent) or secretary* of a registered Australian body, or
- a director (or equivalent) or secretary* of a registered foreign company, or
- a local agent of a registered foreign company, or
- a director or secretary of a company appointed as a local agent of a registered foreign company.

* Although a secretary can sign this form, the position of secretary does not need to be notified for a registered Australian body or a registered foreign company under the *Corporations Act 2001*.

Lodgement period

7 days for change of office hours
7 days for change of registered office in Australia
1 month for change of address in the place of origin

Lodging fee

Nil within prescribed lodging period.

Late fees

Late fees will apply if you notify a change outside of the lodgement period.

For information on fees refer to www.asic.gov.au/forms.

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*. A receipt will not be issued unless requested.

Definitions

A registered body means:

- a registered Australian body—a body corporate not being a company or an unincorporated body that under the law of its place of formation may sue or be sued or may hold property in the name of a secretary or officer duly appointed for that purpose and is registered under part 5B.2 of the *Corporations Act 2001*, OR
- a registered foreign company—a body corporate that is incorporated in an external territory, or outside Australia and its external territories and is registered under Part 5B.2 of the *Corporations Act 2001*.

An Australian company means:

- a company incorporated in Australia and registered under the *Corporations Act 2001*.

Change of office hours

If the 'Office hours in Australia' box has been marked, then **Section 3 Change of office hours in Australia** must be completed. The registered office must be open to the public from at least 10 am to 12 pm and 2 pm to 4 pm OR for at least 3 hours between 9 am and 5 pm, each business day.

How to provide additional information**Photocopied Form 489 pages**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as annexures.

Annexures

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the registered body name and ARBN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
6. endorse the annexure with the words:
This annexure (mark) of (number) pages referred to in form (form number and title)
7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630