



# Change to scheme details

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

<b>Scheme details</b>	Scheme name <input type="text"/>
	ARSN/ABN <input type="text"/>

<b>Lodgment details</b>	<b>Who should ASIC contact if there is a query about this form?</b>
	Firm/organisation <input type="text"/>
	Contact name/position description <input type="text"/>
	ASIC registered agent number (if applicable) <input type="text"/>
	Telephone number <input type="text"/>
	Postal address or DX address <input type="text"/>
	<input type="text"/>

## 1 Change to issued interest structure table

This section allows a change to the interest class (eg. as a result of the issue or cancellation of interests) to be shown. Only details of the changed interest class need to be shown here.

### 1a Unit trusts

Class into which interests are divided	Description of class	Number of interests in the class	Total amount paid up for the class	Total amount unpaid for the class

Note: If insufficient space in the table above, please provide details in an annexure. (Refer to the guide for annexure requirements)

### 1b Other than unit trusts

Class into which interests are divided	Description of class	Number of interests in the class	Total amount paid up for the class	Total amount unpaid for the class

Note: If insufficient space in the table above, please provide details in an annexure. (Refer to the guide for annexure requirements)

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## Signature

This form must be signed by a current director or secretary of the responsible entity.

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

Name

Capacity

Director of responsible entity

Secretary of responsible entity

Signature

Date signed

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

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## 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](http://www.asic.gov.au)

Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)

Telephone 1300 300 630

# Guide: Change to scheme details

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 491.

<b>Signature</b>	This form must be signed by a continuing company officeholder of the responsible entity.
<b>Lodgement period</b>	Within 28 days after the date of issue of your annual scheme statement.
<b>Late fees</b>	<p>Late fees will apply if you notify a change outside of the lodgement period.</p> <p>For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a>.</p> <p>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.</p>
<b>Issued interests</b>	<p>Responsible entities of schemes must notify ASIC of changes made to issued interests between the date of their last annual return or scheme statement and the date of the current scheme statement. This notification must be made within 28 days of the review date on the scheme statement.</p> <p>You must notify issued interests in:</p> <ul style="list-style-type: none"><li>• Part 1a if the interests are unit trusts</li><li>• Part 1b if the interests are other than unit trusts (eg wood lots, time-share etc)</li></ul> <p>Note: If a scheme has not yet issued interests as at the first annual review, a statement to that effect should be included when lodging the Form 491 with ASIC.</p>
<b>How to provide additional information</b>	<p><b>Annexures</b></p> <p>If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement. To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"><li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the scheme name and ARSN or ARBN</li><li>3. number the pages consecutively</li><li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. identify the annexure with a mark such as A, B, C, etc</li><li>6. endorse the annexure with the words: This is annexure (mark) of (number) pages referred to in form (form number and title)</li><li>7. sign and date the annexure</li></ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) 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.
<b>Lodgement</b>	<p>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.</p> <p><b>For more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630</p>