



ASIC

User guide

# Company Officeholder

## How to change company details - change of name (officeholders or members)

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 of name (officeholders or members)

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days if there is a change of:
  - personal name of a company officeholder or member,
  - company name of a member (limited to the top 20 members).
- If the company has a sole officeholder, a change to the officeholder name cannot be lodged electronically. You must notify this change via the paper form.
- Once an officeholder's name has been changed, the officeholder will need to re-register for online access.

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.



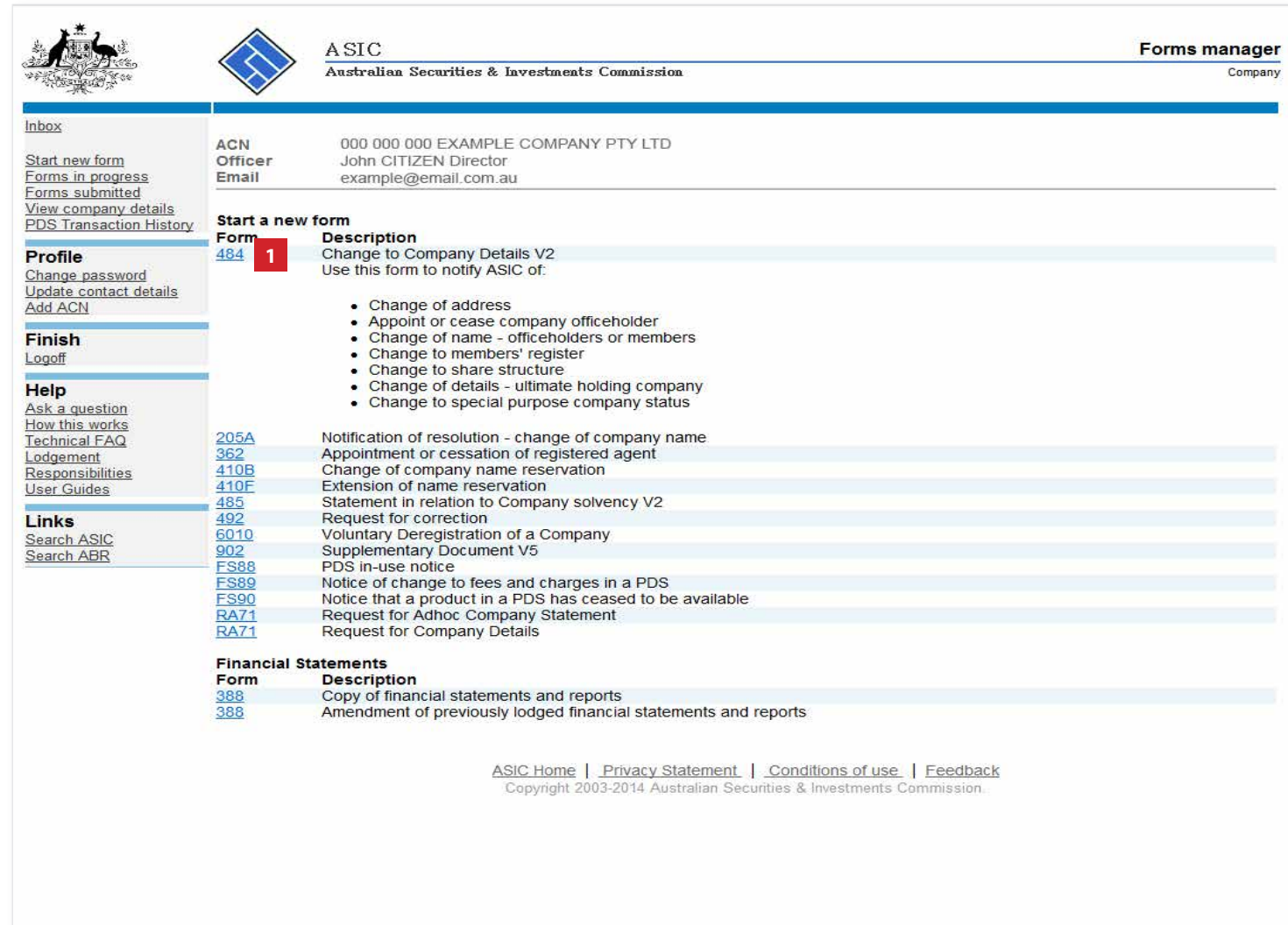
The screenshot shows the ASIC Forms manager interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager' and 'Company'. Below this is a navigation menu on the left with sections: 'Inbox' (containing 'Start new form' with a red '1' badge, 'Forms in progress', 'Forms submitted', 'View company details', and 'PDS Transaction History'), 'Profile' (containing 'Change password', 'Update contact details', and 'Add ACN'), 'Finish' (containing 'Logoff'), and 'Help' (containing 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'). Below the menu is a 'Links' section with 'Search ASIC' and 'Search ABR'. The main content area shows 'ACN Officer Email' for '000 000 000 EXAMPLE COMPANY PTY LTD', 'John CITIZEN Director', and 'example@email.com.au'. Below this is an 'Inbox' table with columns 'Date', 'Form', and 'Description'. A 'Show all documents' link is present. Below the table, there is a message: 'Viewing Forms in the Inbox. To view the form that has been sent to you, click on the form code. A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.' Below this message, it says '\*\*\* None Found \*\*\*'. 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'.

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 of name \(officeholders or members\)](#)

# Select form type

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



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 Company'. Below this is a navigation menu on the left with sections: 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The main content area displays a table of forms. The first form, '484', is highlighted with a red '1' in a box. Below it, a list of other forms is shown with their respective descriptions. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

Form	Description
484	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
362	Appointment or cessation of registered agent
410B	Change of company name reservation
410F	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
6010	Voluntary Deregistration of a Company
902	Supplementary Document V5
FS88	PDS in-use notice
FS89	Notice of change to fees and charges in a PDS
FS90	Notice that a product in a PDS has ceased to be available
RA71	Request for Adhoc Company Statement
RA71	Request for Company Details
Financial Statements	
Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

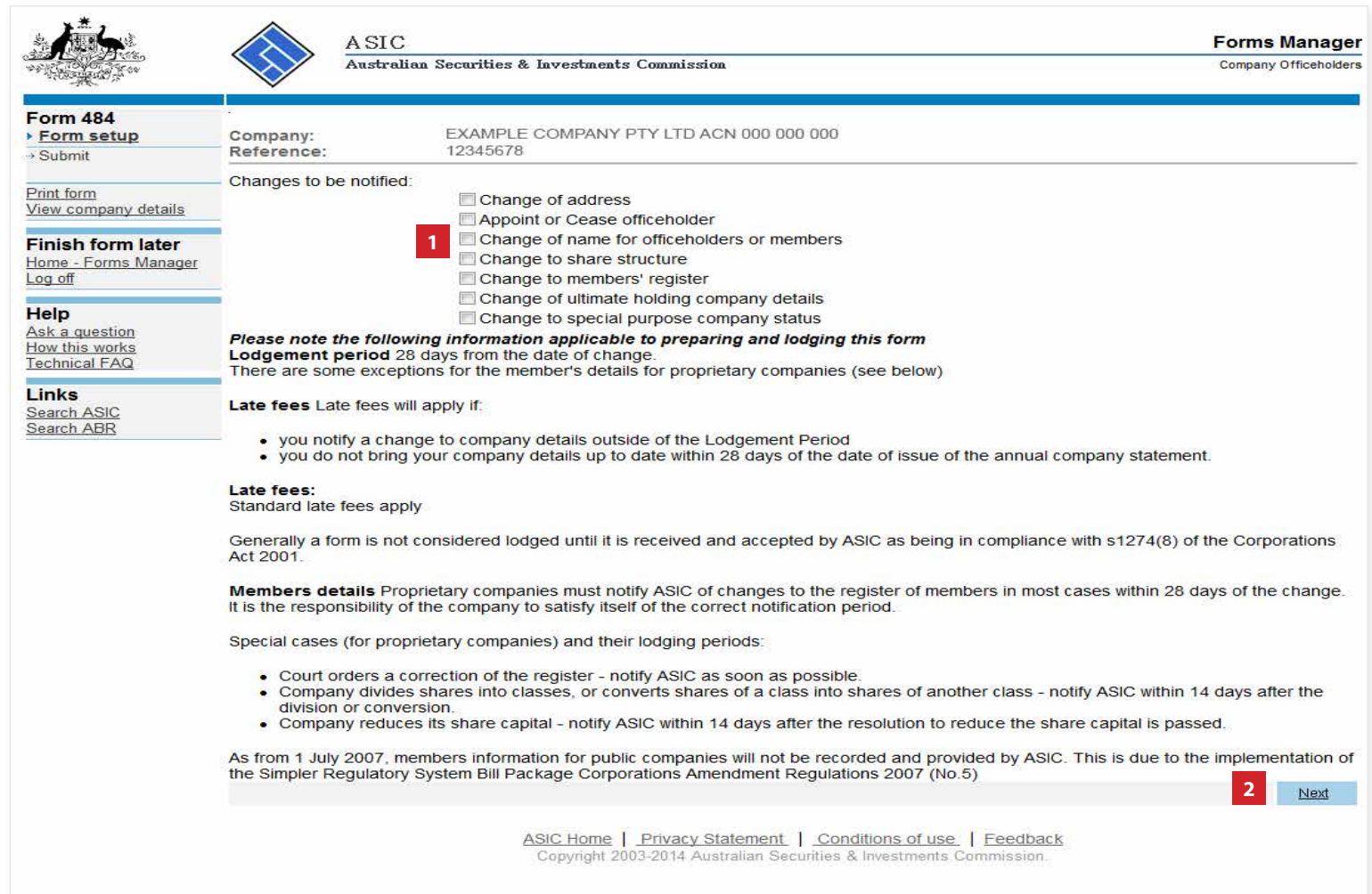
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

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 of name \(officeholders or members\)](#)

# Select change to be notified

1. Select **Change of name for officeholder or members**.
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

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

**Changes to be notified:**

- Change of address
- Appoint or Cease officeholder
- 1**  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](#)

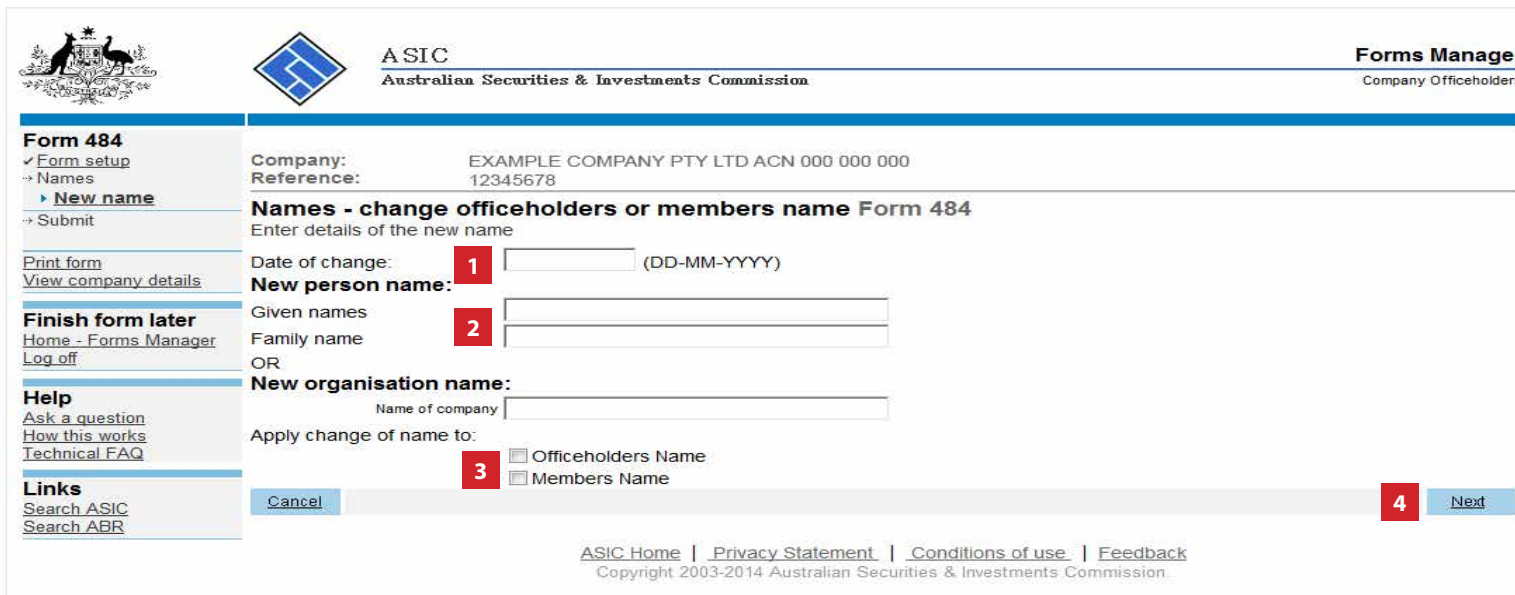
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

# Changing the name

1. Enter the **date of change**.
2. Enter the **new name**.
3. Select the **relevant box** to confirm if the change of name applies to an officeholder or a member.
4. Select **Next** to continue.

**Note:** The screens used in the following pages are for changing an officeholder name; the screens will vary if a member is selected.



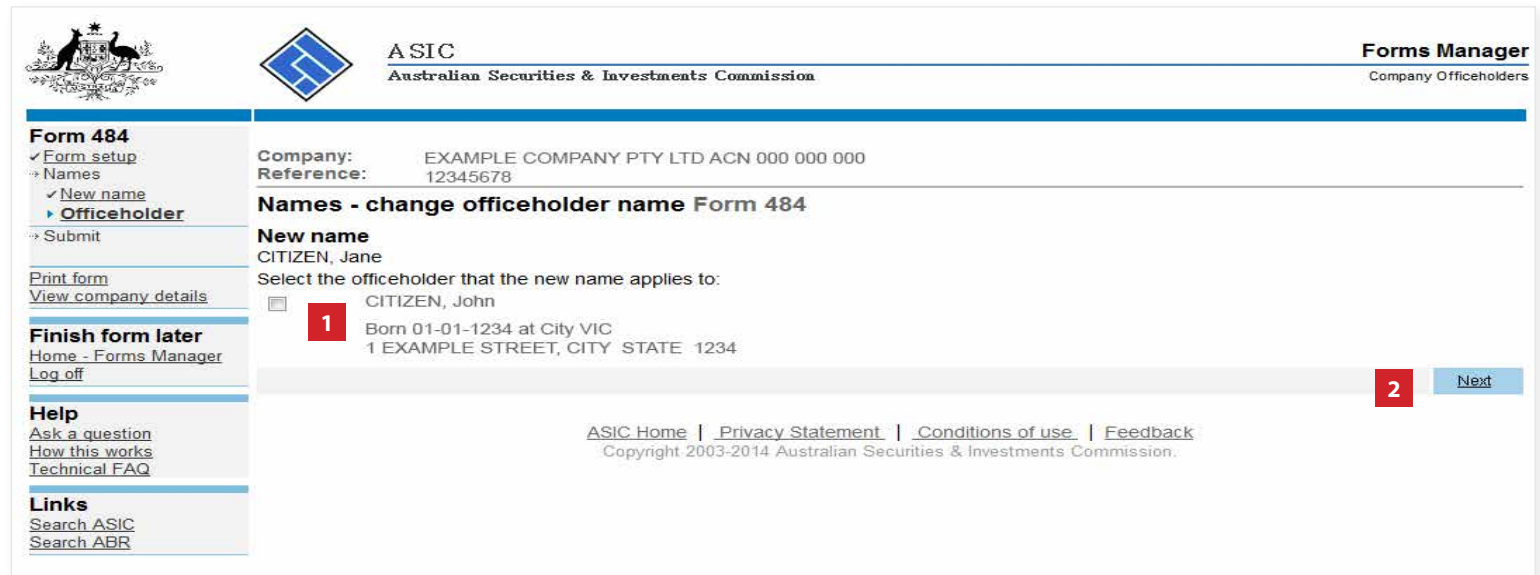
The screenshot shows the ASIC Forms Manager interface for Form 484. The page title is 'Names - change officeholders or members name Form 484'. The company details are 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' with reference '12345678'. The form asks for the date of change (marked with a red '1'), the new person name (given and family names, marked with a red '2'), and the new organisation name. There are checkboxes for 'Officeholders Name' and 'Members Name' (marked with a red '3'). At the bottom, there are 'Cancel' and 'Next' buttons (marked with a red '4'). The footer includes links for ASIC Home, Privacy Statement, Conditions of use, and Feedback, along with the copyright notice for 2003-2014.


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 of name \(officeholders or members\)](#)

## Select member or officeholder

1. Select the relevant **officeholder or member**.
2. Select **Next** to continue.



 **ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

**Form 484**

- ✓ [Form setup](#)
- [Names](#)
- ✓ [New name](#)
- **[Officeholder](#)**
- [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](#)

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

**Names - change officeholder name Form 484**

**New name**  
CITIZEN, Jane

Select the officeholder that the new name applies to:

**1** CITIZEN, John  
Born 01-01-1234 at City VIC  
1 EXAMPLE STREET, CITY STATE 1234

**2** [Next](#)

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

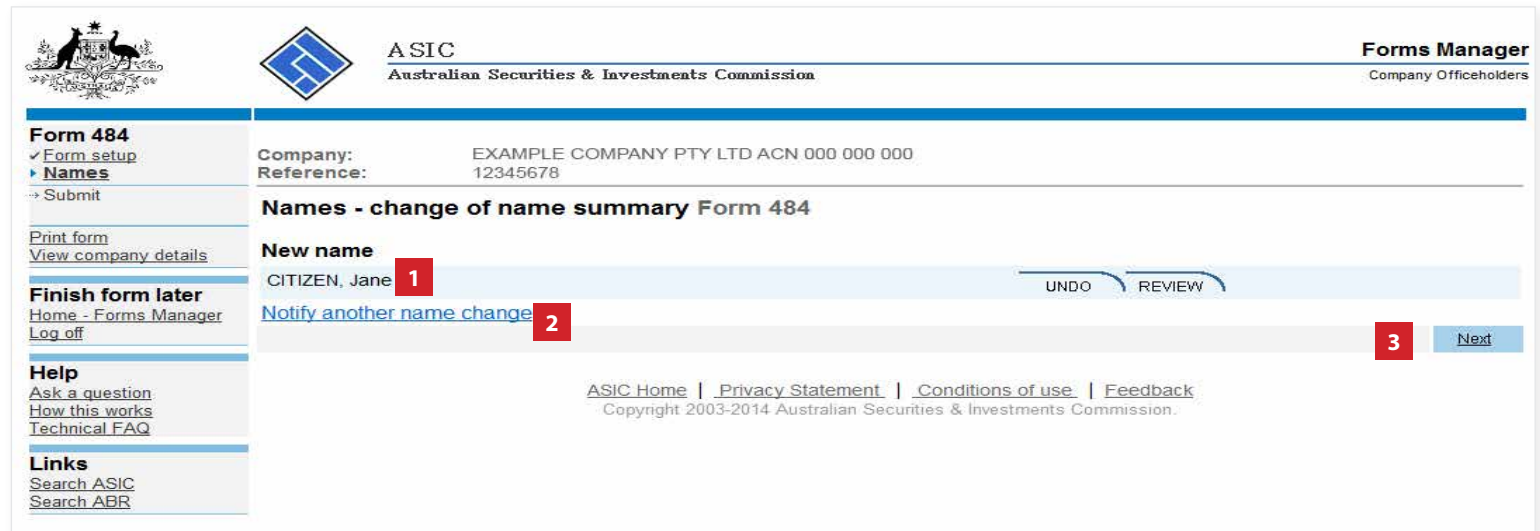
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.


[How to change company details - change of name \(officeholders or members\)](#)



## Changing the officeholder name

1. **Review** the change of name.
2. If you wish to enter multiple name changes, select **Notify another name change**.
3. Select **Next** to continue.



 ASIC  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

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

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

**Names - change of name summary Form 484**

**New name**  
CITIZEN, Jane **1** UNDO REVIEW

[Notify another name change](#) **2**

**3** Next

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

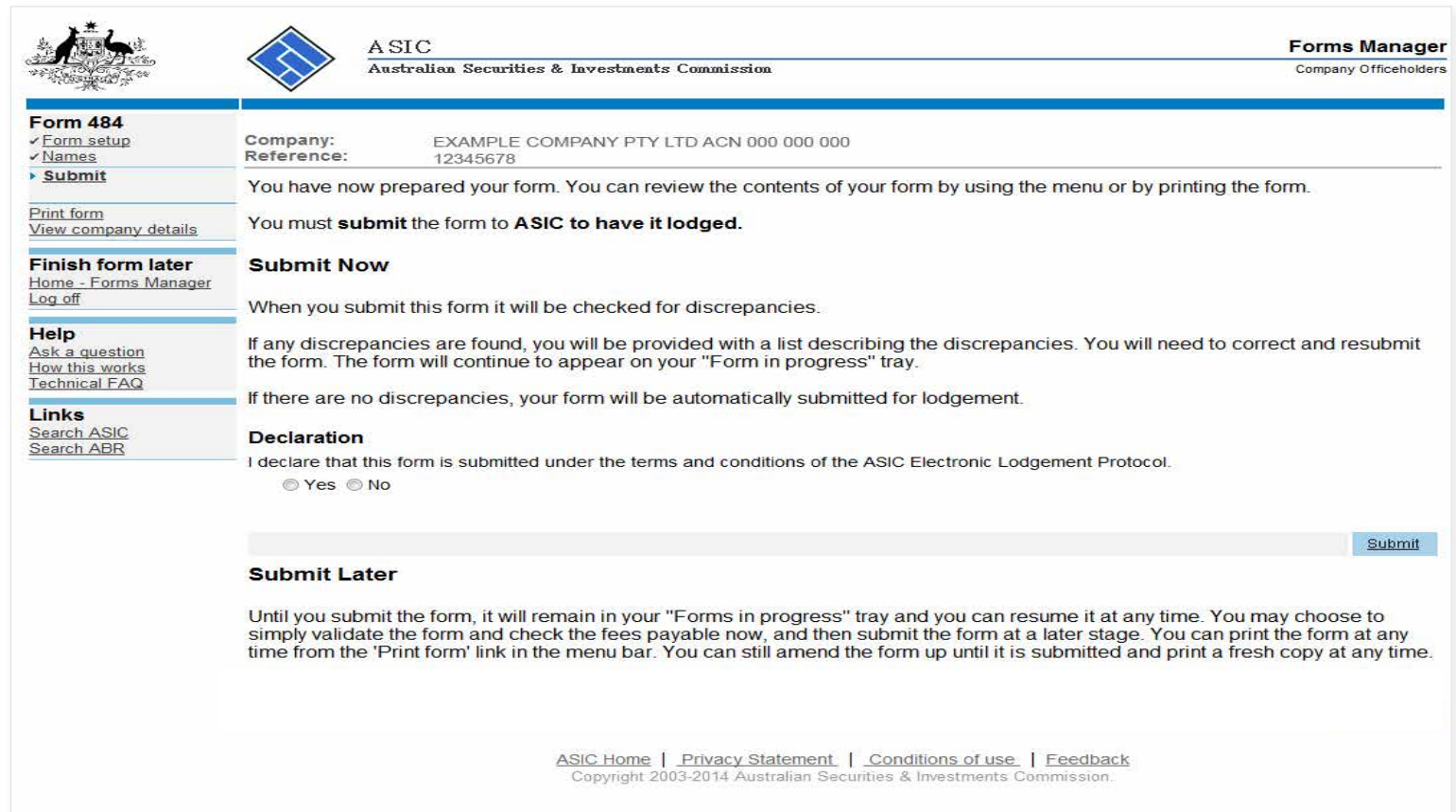
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change company details - change of name \(officeholders or members\)](#)



# Make the declaration

1. 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.
2. Select **Submit** to lodge the form with ASIC.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Company Officeholders".

**Form 484**

- ✓ [Form setup](#)
- ✓ [Names](#)
- ▶ [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](#)

**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.

**Declaration**

I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.

Yes  No

[Submit](#)

**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 of name \(officeholders or members\)](#)

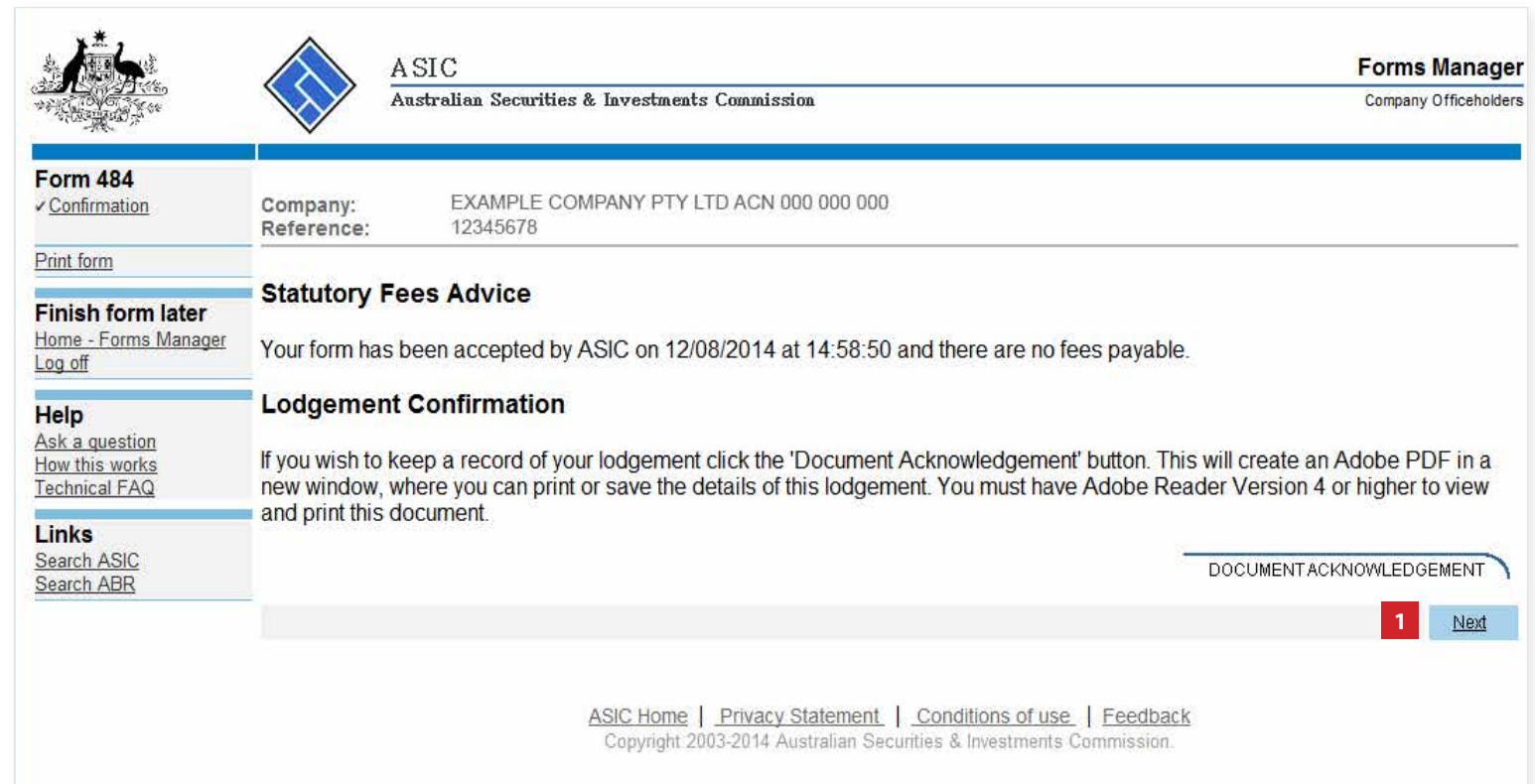
## Confirmation of form submission

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 Australian Coat of Arms and the ASIC logo. The text 'ASIC Australian Securities & Investments Commission' is displayed. On the right, it says 'Forms Manager Company Officeholders'. The main content area is divided into several sections: 'Form 484' with a 'Confirmation' link, 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678', 'Print form' link, 'Statutory Fees Advice' stating the form was accepted on 12/08/2014 at 14:58:50 with no fees payable, 'Lodgement Confirmation' with instructions on how to create a PDF, and a 'DOCUMENTACKNOWLEDGEMENT' button. A sidebar on the left contains 'Finish form later' (Home - Forms Manager, Log off), 'Help' (Ask a question, How this works, Technical FAQ), and 'Links' (Search ASIC, Search ABR). At the bottom right, there is a red '1' and a 'Next' button. The footer contains links for ASIC Home, Privacy Statement, Conditions of use, and Feedback, along with a copyright notice for 2003-2014.

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 of name \(officeholders or members\)](#)