



ASIC

User guide

Company Officeholder

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.
- You must complete this transaction within 28 days of commencement of the company operating as a special purpose company.

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

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Start transaction

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



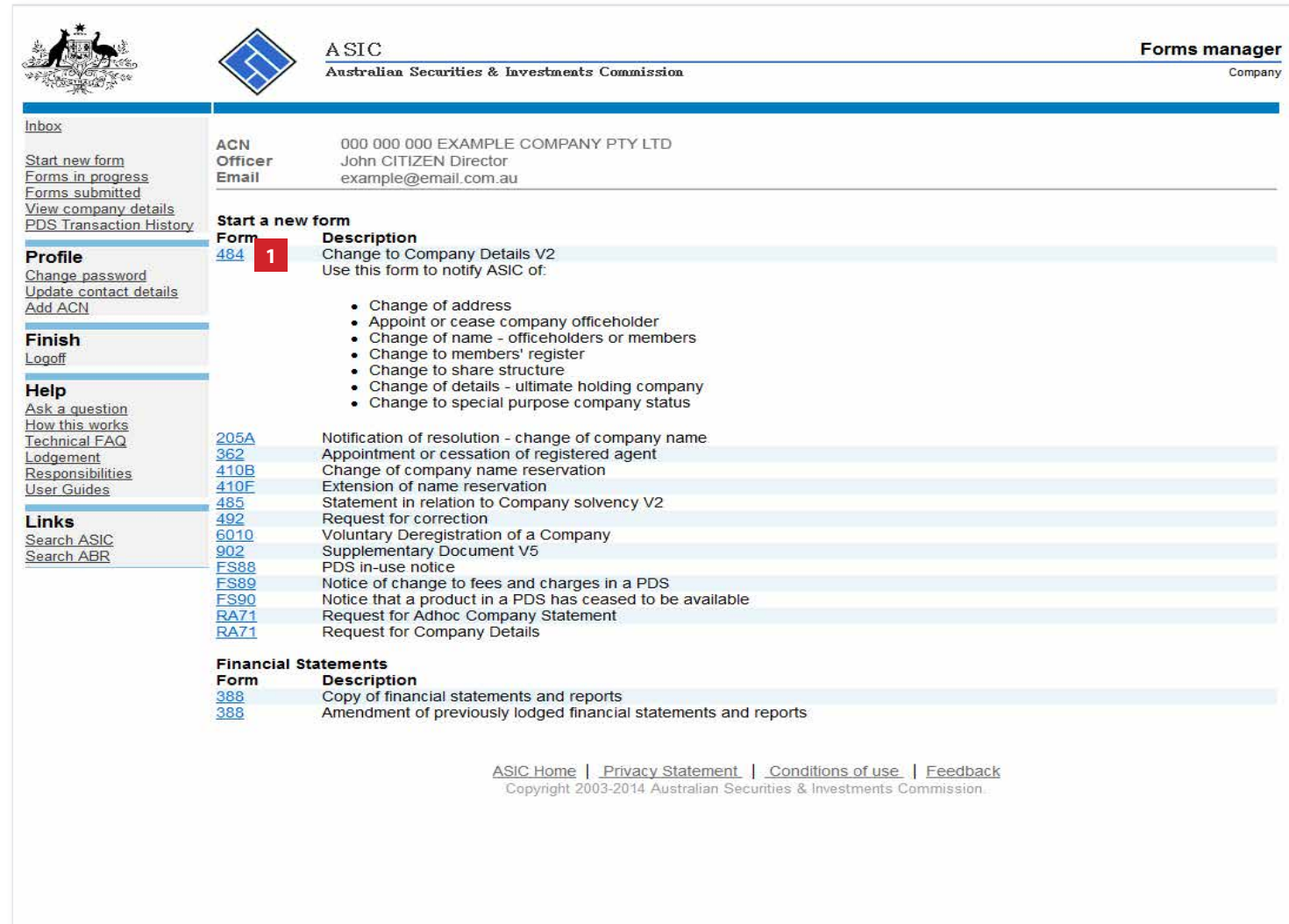
The screenshot shows the ASIC Forms manager interface. At the top, there is the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager' and 'Company'. The left-hand menu includes sections for 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The 'Inbox' section is highlighted and contains a red box with the number '1' next to the 'Start new form' link. Below the menu, there is a table with columns for 'Date', 'Form', and 'Description'. The table is currently empty, and the text '*** None Found ***' is displayed in the center. Below the table, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

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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**.



The screenshot shows the ASIC Forms manager interface. At the top, there is a navigation bar with the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and a 'Forms manager' link. Below this, there is a sidebar on the left with various menu items: 'Inbox', 'Start new form', 'Forms in progress', 'Forms submitted', 'View company details', 'PDS Transaction History', 'Profile', 'Change password', 'Update contact details', 'Add ACN', 'Finish', 'Logoff', 'Help', 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', 'User Guides', 'Links', 'Search ASIC', and 'Search ABR'. The main content area displays a table of forms. The first row shows the company details: 'ACN 000 000 000 EXAMPLE COMPANY PTY LTD', 'Officer John CITIZEN Director', and 'Email example@email.com.au'. Below this, there is a 'Start a new form' section with a table of forms. The form '484' is highlighted with a red '1' in a box. The table lists the form number and a description of the form's purpose.



Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: <ul style="list-style-type: none"> • Change of address • Appoint or cease company officeholder • Change of name - officeholders or members • Change to members' register • Change to share structure • Change of details - ultimate holding company • Change to special purpose company status
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

At the bottom of the page, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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Select change to be notified

1. Select **Change to special purpose company status**.
2. Select **Next** to continue.

ASIC
Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484

▶ **Form setup**

→ Submit

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

Finish form later

[Home - Forms Manager](#)
[Log off](#)

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Links

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Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000

Reference: 12345678

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)

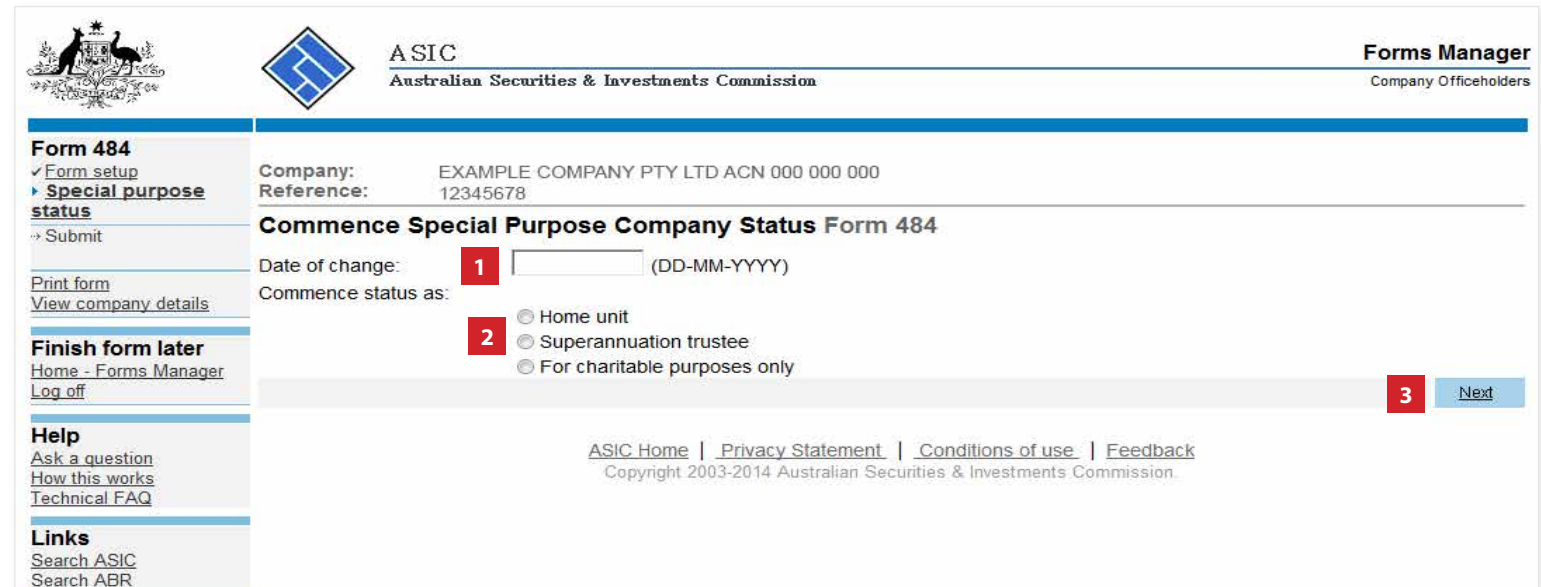
2
[Next](#)



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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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Forms Manager
Company Officeholders

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

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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

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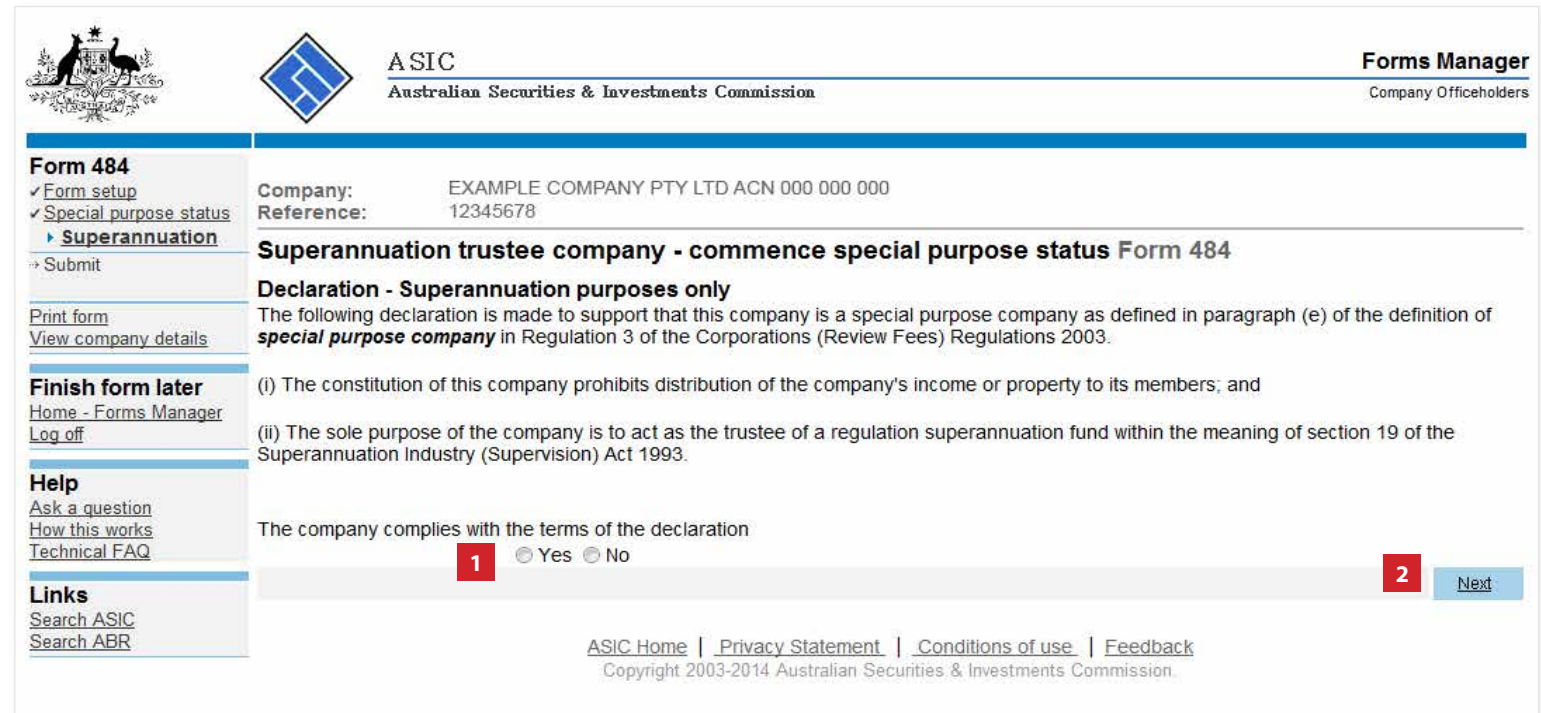
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Declaration

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.



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Forms Manager
Company Officeholders

Form 484
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✓ [Special purpose status](#)
▶ [Superannuation](#)
→ [Submit](#)

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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](#)

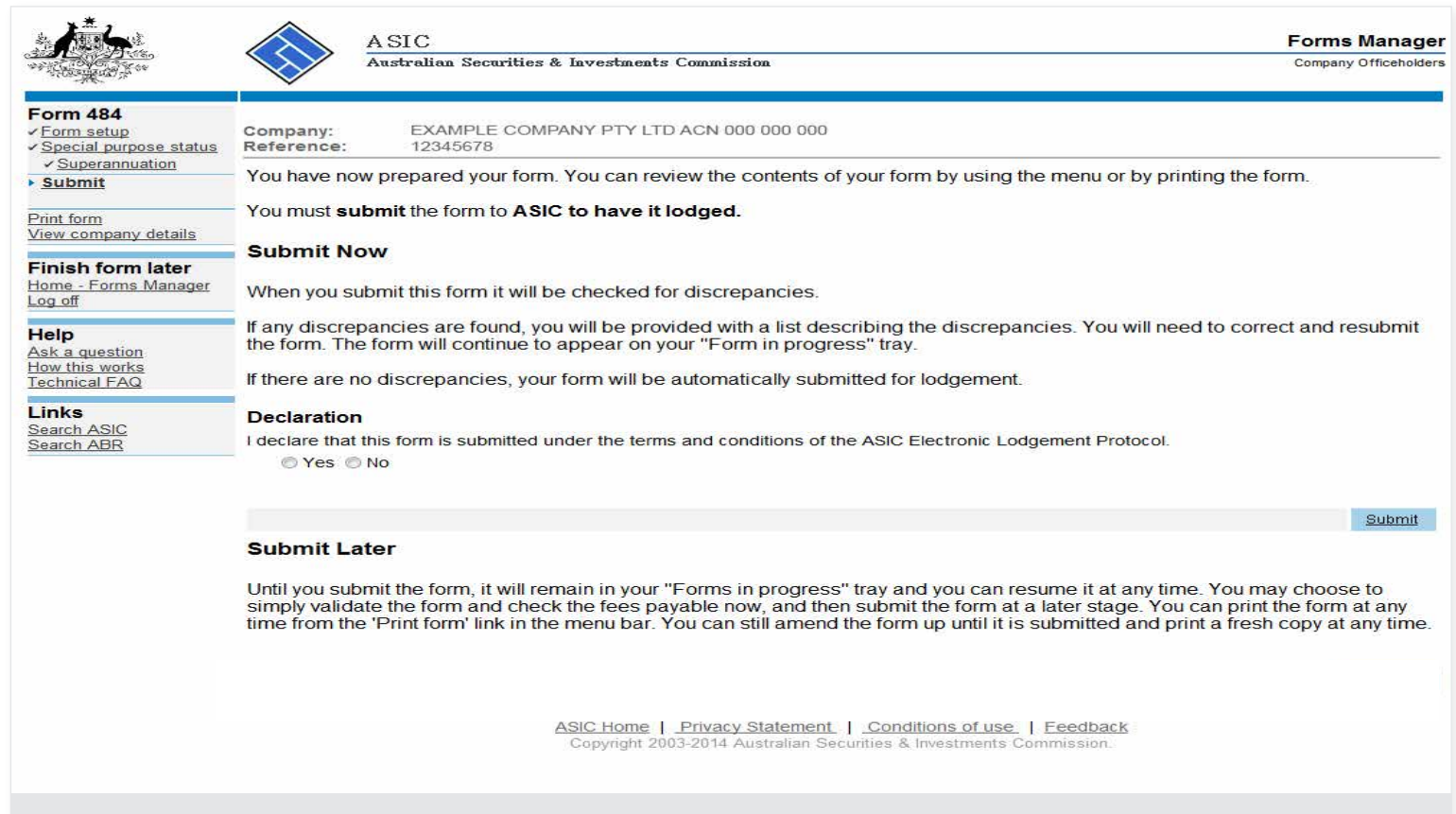
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Make the declaration

1. Select **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.



Form 484
 Form setup
 Special purpose status
 Superannuation
[Submit](#)
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[View company details](#)

Finish form later
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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.

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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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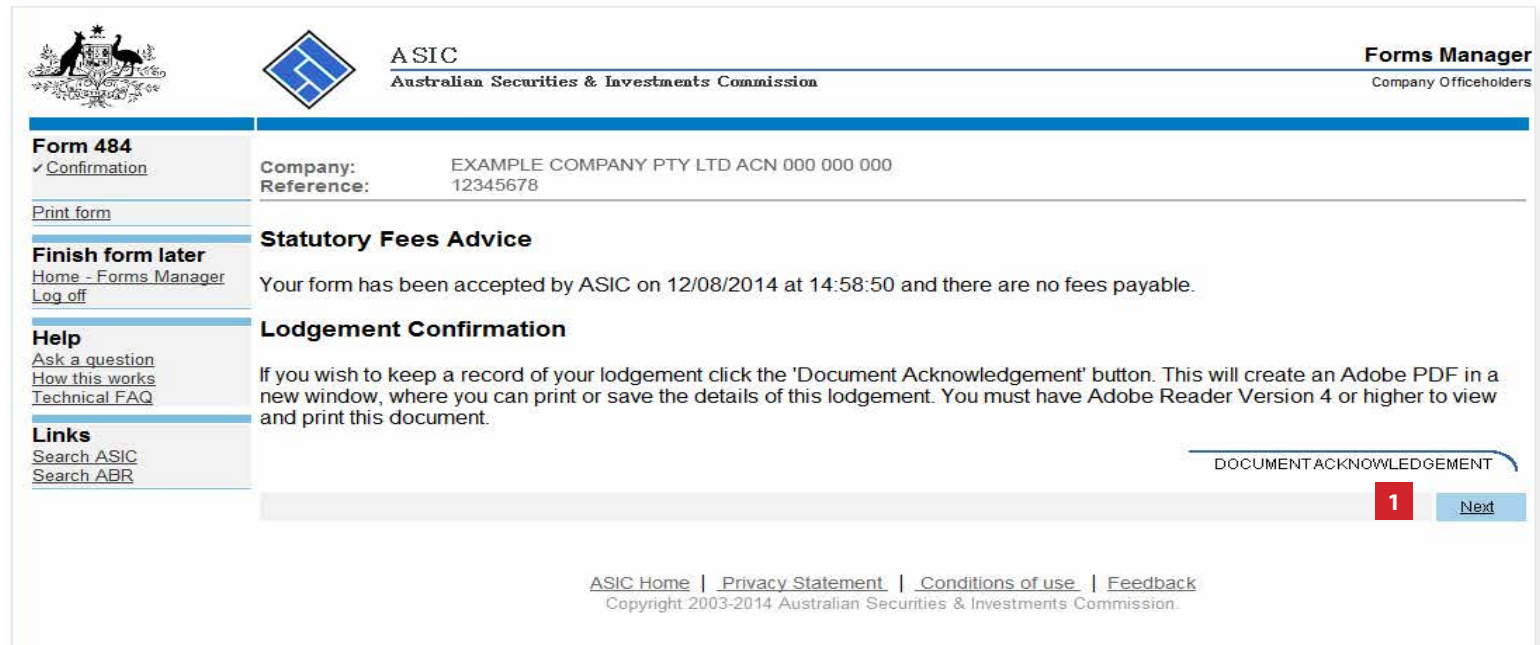
Confirmation of form submission

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 Australian Coat of Arms, the ASIC logo, and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms Manager Company Officeholders'. The main content area is divided into sections: 'Form 484' with a checked 'Confirmation' status and a 'Print form' link; 'Statutory Fees Advice' stating the form was accepted on 12/08/2014 at 14:58:50 with no fees payable; and 'Lodgement Confirmation' with instructions on how to create a PDF record. A 'DOCUMENT ACKNOWLEDGEMENT' progress bar is at the bottom right, with a red box containing the number '1' and a 'Next' button. A footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

Form 484
✓ [Confirmation](#)
[Print form](#)

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

Statutory Fees Advice
Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable.

Lodgement Confirmation
If you wish to keep a record of your lodgement click the 'Document Acknowledgement' button. This will create an Adobe PDF in a new window, where you can print or save the details of this lodgement. You must have Adobe Reader Version 4 or higher to view and print this document.

DOCUMENT ACKNOWLEDGEMENT 1 [Next](#)

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