



ASIC

User guide

# Registered Agent Portal

## How to change company details - change of address

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 address

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of change to:
  - the Registered Office address
  - the Principal Place of Business
  - the address of a company officeholder, or
  - the address of a member, limited to the top 20 members (for proprietary companies only).

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# Start transaction

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

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Australian Securities & Investments Commission

**Forms manager**  
Registered agent

---

**Inbox (11)**

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**Agent Contact** CITIZEN, JOHN Agent No. 12345

**Contact** EXAMPLE COMPANY PTY LTD ACN 000 000 000

**Email** 12345678

---

**Inbox**

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	☐

[Hide Documents](#)

[Show all documents](#)

**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.

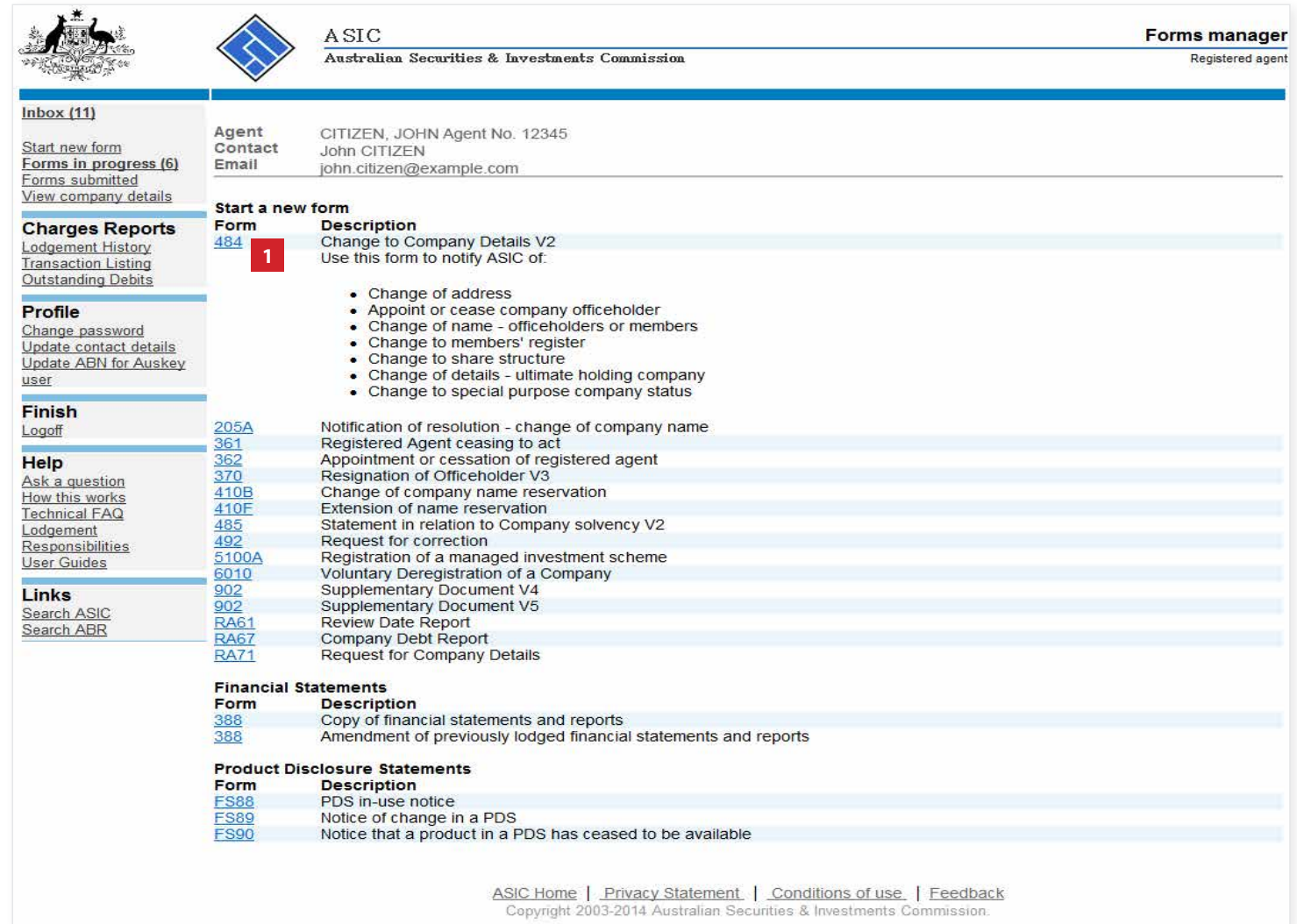
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# Select form type

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



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**Agent Contact**  
 Agent: CITIZEN, JOHN Agent No. 12345  
 Contact: John CITIZEN  
 Email: john.citizen@example.com

**Start a new form**

Form	Description
<b>484</b>	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>
<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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## Enter ACN/ABN

1. Enter the **ACN/ABN**.
2. Select **Next** to continue.

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**Forms Manager**  
Registered Agents

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**Form 484**  
▶ **Company**  
→ Form setup  
→ Submit

[Print form](#)  
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**Finish form later**  
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Agent: CITIZEN, JOHN Agent No. 12345  
Reference: 12345678

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**Company selection Form 484**  
Enter the ACN or ABN of the company.

ACN/ABN   1

2 [Next](#)

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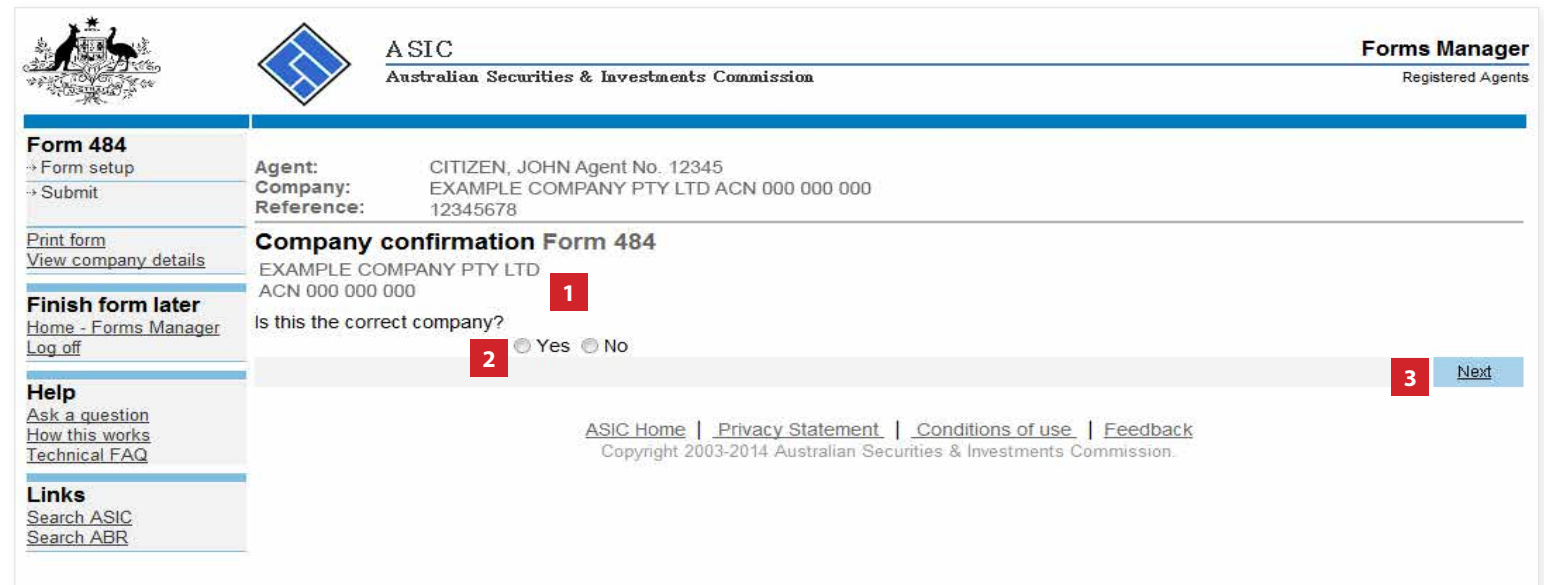
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## Confirm company details

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



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**Form 484**  
→ Form setup  
→ Submit

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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

1

Is this the correct company?

2  Yes  No

3 [Next](#)

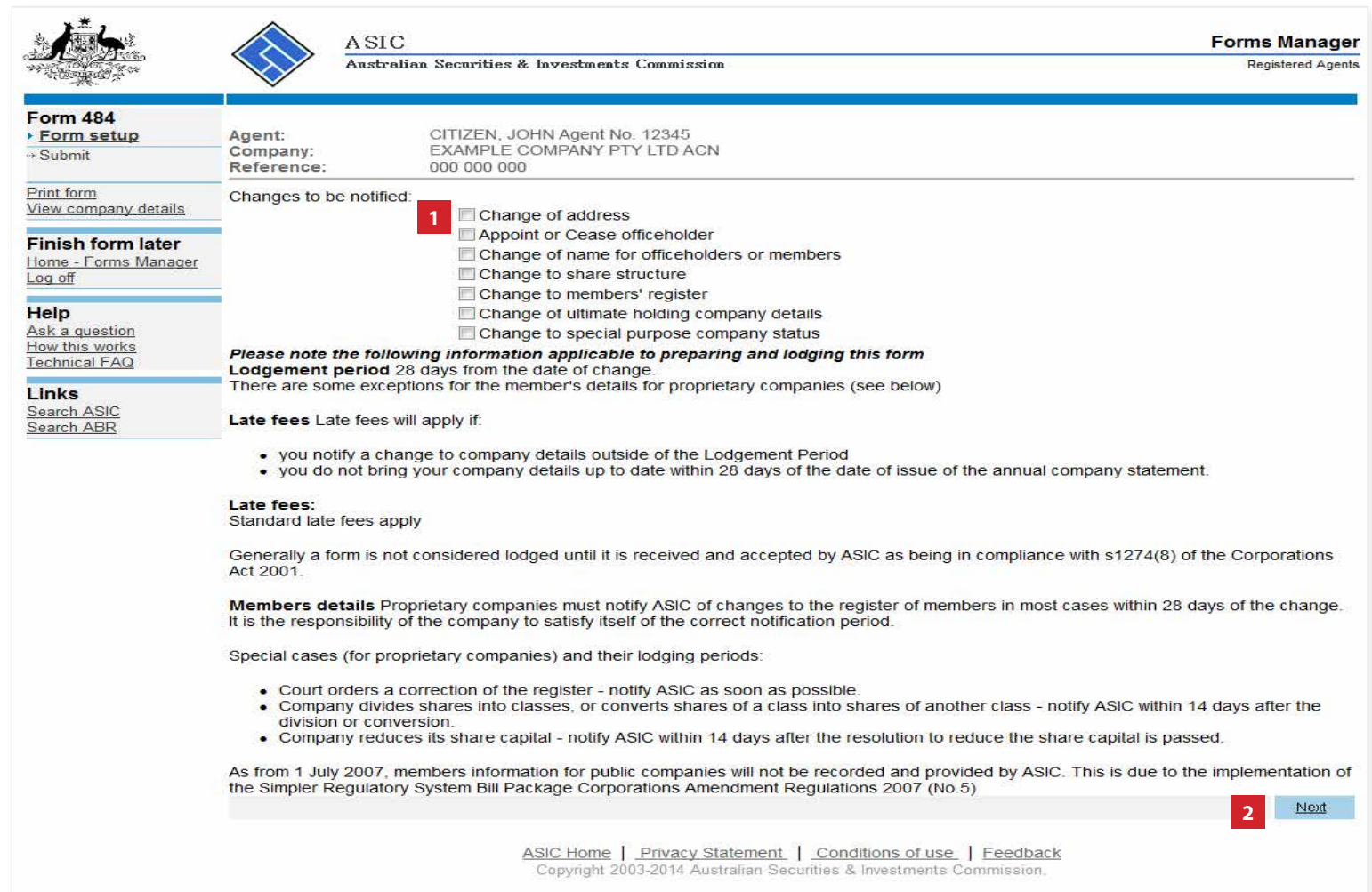
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## Select change to be notified

1. Select **Change of Address**.
2. Select **Next** to continue.



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Australian Securities & Investments Commission

**Forms Manager**  
Registered Agents

**Form 484**  
▶ **Form setup**  
▶ Submit

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

Changes to be notified:

**1**  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

**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](#)

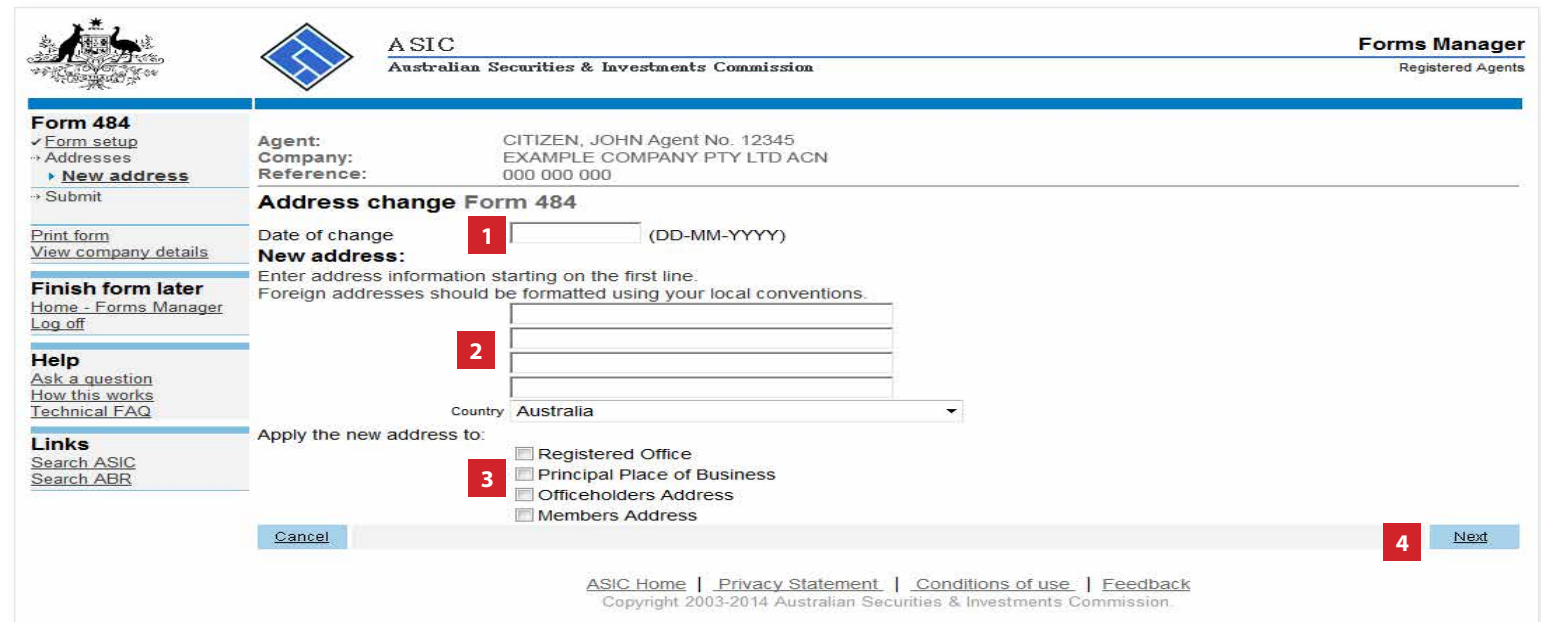
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# Enter address change details

1. Enter the **date of change**.
2. Enter the **new address**.
3. Select the box/es for which this **new address applies**.
4. Select **Next** to continue.



### Notes:

- Address changes for Officeholders or members cannot be a future date.
- If you specified the address change applies to either an officeholder’s address or member’s address, a further screen displays for you to indicate the officeholder(s) or member(s) that the address change applies to. Tick the box against each officeholder or member to whom the address changes applies, and select **Next**.
- Any Australian address that you enter is validated against Australia Post’s standard address format. You may need to vary the way the address is entered before it will be accepted. If it is not accepted, the error message displays in red.
- If the address is close to the standard format but will not validate, you can choose to override the validation by selecting the **confirm address** details box. This should only be done when you are certain the address is correct.

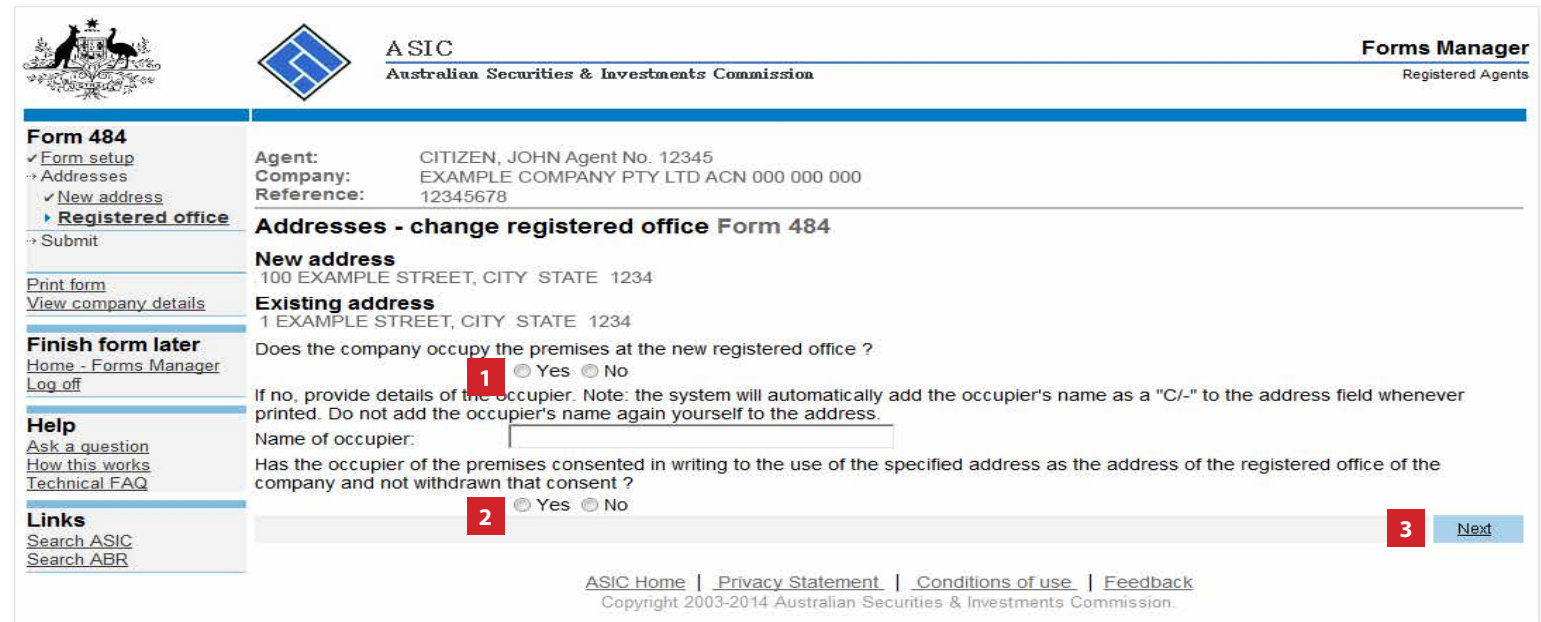
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



# Confirm address details

The new address and the existing address are displayed for your review.

1. Select **Yes or No** to confirm if the company occupies the premises at the new registered office.
2. If no, **provide details** of the occupier, and select **Yes or No** to confirm if the occupier has provided consent for this address to be specified as the registered office for this company.
3. Select **Next** to continue.



**Form 484**  
 ✓ Form setup  
 → Addresses  
 ✓ New address  
 ▶ **Registered office**  
 → Submit

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

**Addresses - change registered office Form 484**

**New address**  
 100 EXAMPLE STREET, CITY STATE 1234

**Existing address**  
 1 EXAMPLE STREET, CITY STATE 1234

Does the company occupy the premises at the new registered office ?  
 Yes  No

If no, provide details of the occupier. Note: the system will automatically add the occupier's name as a "C/-" to the address field whenever printed. Do not add the occupier's name again yourself to the address.  
 Name of occupier:

Has the occupier of the premises consented in writing to the use of the specified address as the address of the registered office of the company and not withdrawn that consent ?  
 Yes  No

**3** [Next](#)

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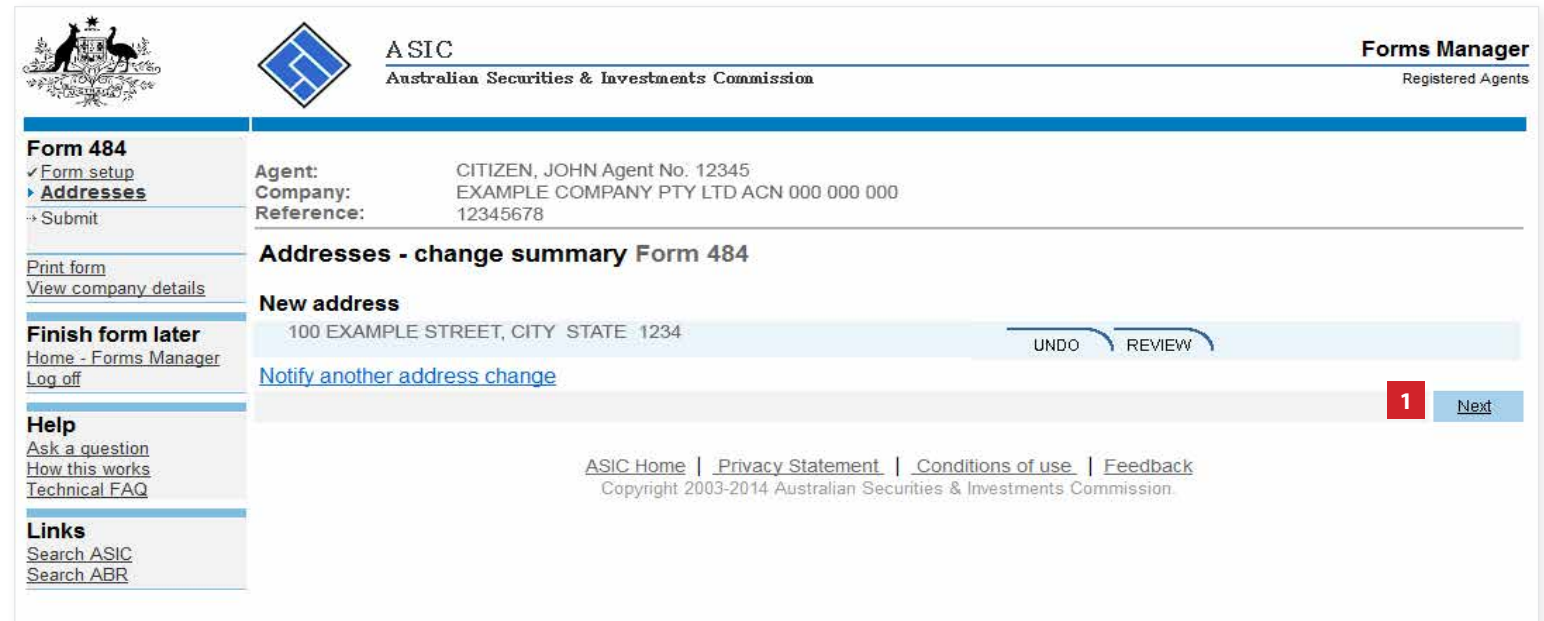
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Enter multiple changes

You are now able to amend this change as follows:

- **undo** cancels the address change shown, and
- **review** displays the full details of the change for you to review.

1. When all address changes have been included, select **Next** to continue.



The screenshot displays the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area shows the following details:

- Form 484**
  - ✓ Form setup
  - ▶ **Addresses**
  - Submit
- Agent:** CITIZEN, JOHN Agent No: 12345
- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference:** 12345678

The main heading is **Addresses - change summary Form 484**. Below this, the **New address** is listed as '100 EXAMPLE STREET, CITY STATE 1234'. There are **UNDO** and **REVIEW** buttons next to the address. A link for **Notify another address change** is also present.

At the bottom right, there is a red box with the number **1** and a **Next** button.

Footer text includes: [ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
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**Left sidebar menu:**

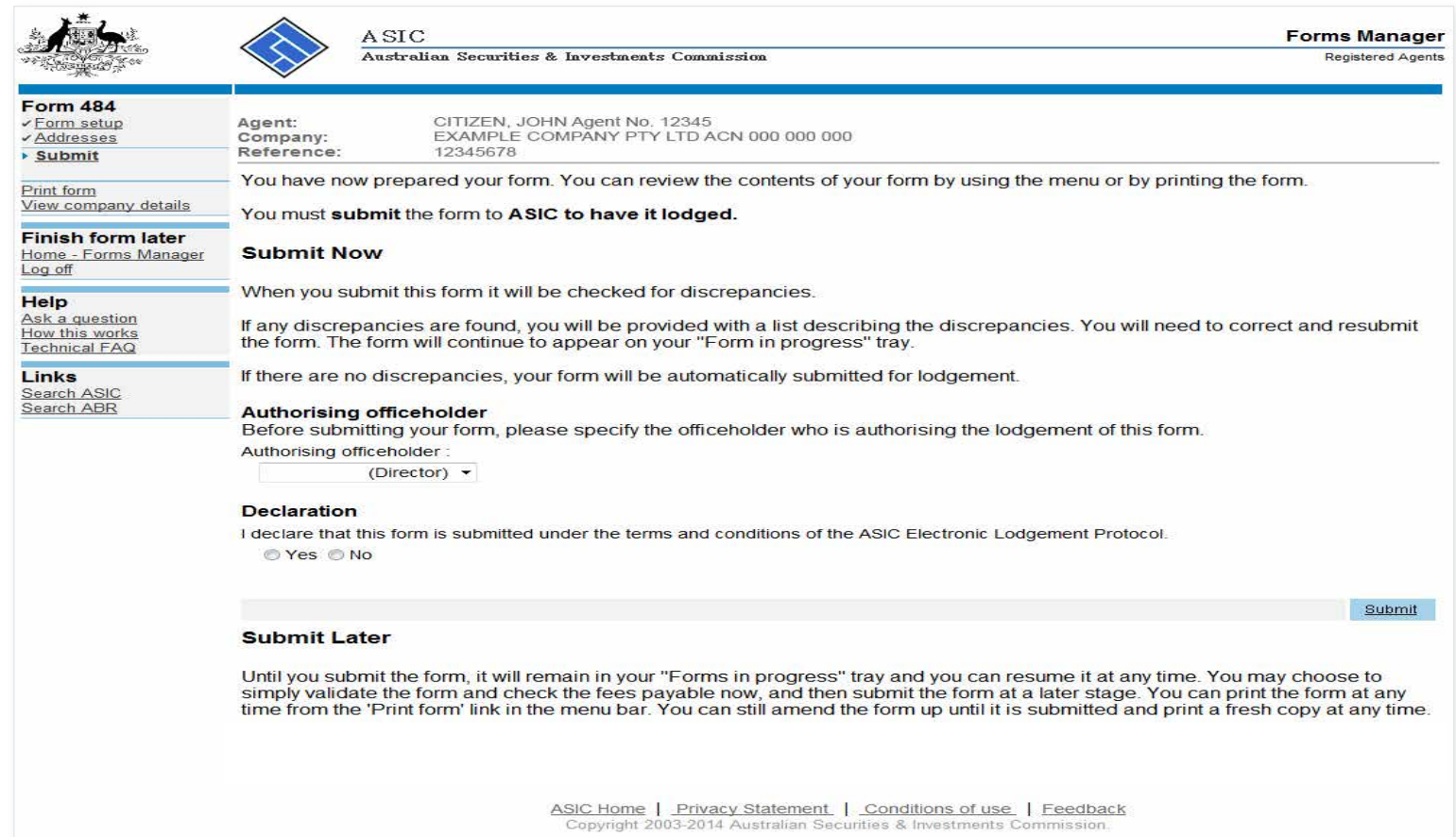
- Form 484**
  - ✓ Form setup
  - ▶ **Addresses**
  - Submit
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# Make the declaration

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. At the top, there are logos for the Australian Government and ASIC (Australian Securities & Investments Commission). The page title is "Forms Manager" with "Registered Agents" below it. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for "Form 484" (with sub-links for "Form setup", "Addresses", and "Submit"), "Print form", "View company details", "Finish form later" (with sub-links for "Home - Forms Manager" and "Log off"), "Help" (with sub-links for "Ask a question", "How this works", and "Technical FAQ"), and "Links" (with sub-links for "Search ASIC" and "Search ABR"). The main panel displays form details: "Agent: CITIZEN, JOHN Agent No. 12345", "Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000", and "Reference: 12345678". Below this, there are instructions: "You have now prepared your form. You can review the contents of your form by using the menu or by printing the form." and "You must **submit** the form to **ASIC to have it lodged.**". A "Submit Now" section follows, stating: "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." An "Authorising officeholder" section asks the user to specify the officeholder, with a dropdown menu currently showing "(Director)". A "Declaration" section asks: "I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol." with radio buttons for "Yes" and "No". At the bottom right of the main panel is a blue "Submit" button. Below the main panel, there is a "Submit Later" section with instructions: "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." At the very bottom, 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."

## 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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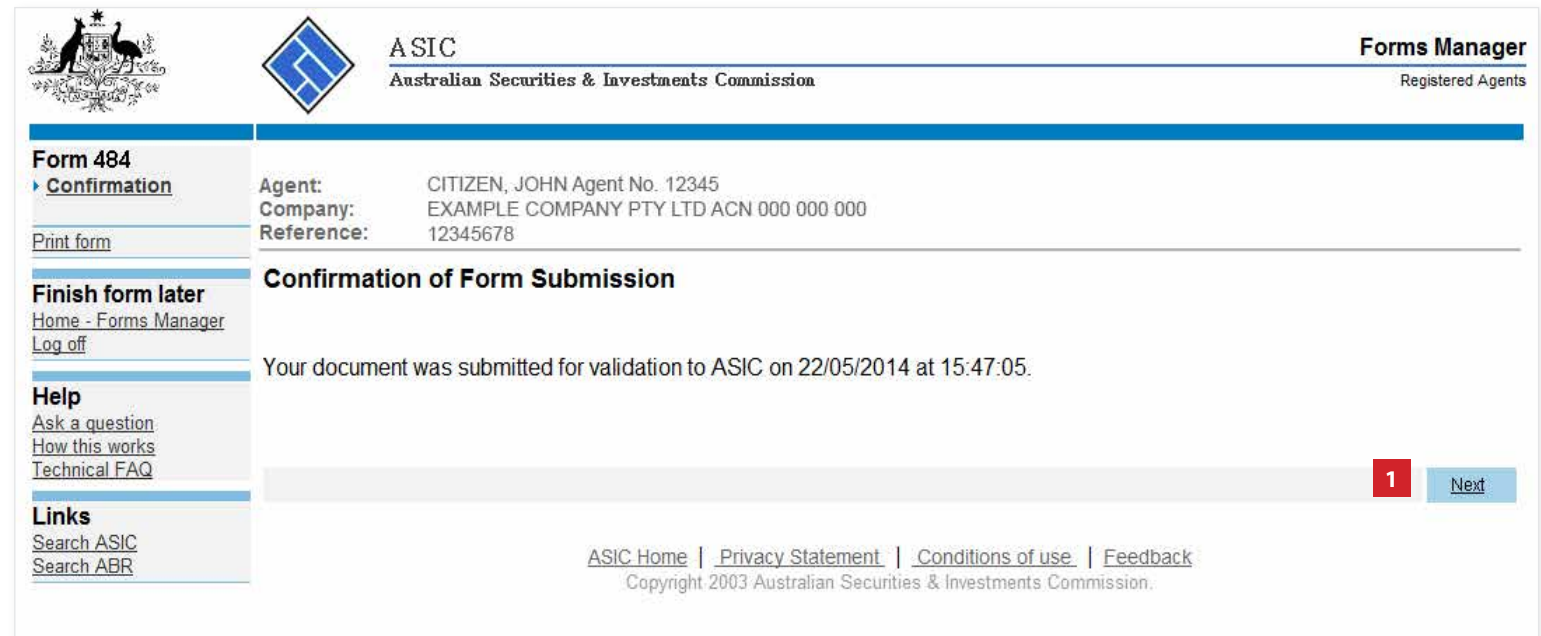
# Confirmation of form submission

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 are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Registered Agents'. The main content area is titled 'Form 484' and 'Confirmation'. It displays the following information: Agent: CITIZEN, JOHN Agent No. 12345; Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000; Reference: 12345678. Below this, there is a section titled 'Confirmation of Form Submission' with the message: 'Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.' On the right side, there is a red box with the number '1' and a 'Next' button. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission.' On the left side, there are navigation links for 'Form 484', 'Confirmation', 'Print form', 'Finish form later', 'Home - Forms Manager', 'Log off', 'Help', 'Ask a question', 'How this works', 'Technical FAQ', and 'Links', 'Search ASIC', and 'Search ABR'.

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