



ASIC

User guide

# Company Officeholder

## How to submit a notification of resolution (change of company name)

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

## How to submit a notification of resolution (change of company name)

- You will need to sign in to your [online account](#) before you begin.
- Complete this transaction when members of the company have passed a special resolution to change the company name.
- You must use the current, valid ACN and name of the company.
- The company must:
  - be an Australian company
  - have a status of registered.
- The date of the special resolution must not be later than today's date and it must be after the company's registration.

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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. The left-hand menu is expanded, and the 'Start new form' option is highlighted with a red box containing the number '1'. The main content area displays the user's profile information and an empty inbox table.

**ASIC**  
Australia Securities & Investments Commission

**Forms manager**  
Company

**Inbox**

[Start new form](#) **1**

[Forms in progress](#)

[Forms submitted](#)

[View company details](#)

[PDS Transaction History](#)

**Profile**

[Change password](#)

[Update contact details](#)

[Add ACN](#)

**Finish**

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**Links**

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ACN: 000 000 000 EXAMPLE COMPANY PTY LTD

Officer: John CITIZEN Director

Email: example@email.com.au

**Inbox**

| Date                           | Form | Description |
|--------------------------------|------|-------------|
| <a href="#">Hide Documents</a> |      |             |

[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.

\*\*\* None Found \*\*\*

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[Notification of resolution \(change of company name\)](#)

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# Select form type

- From the list of available forms, select **205A**.



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 Australia Securities & Investments Commission" and "Forms manager Company".

On the left side, there is a navigation menu with sections: "Inbox", "Profile", "Finish", "Help", and "Links".

The main content area is titled "Start a new form" and contains a table of forms:

| Form        | Description  |
|-------------|--|
| 484         | Change to Company Details V2<br>Use this form to notify ASIC of: <ul style="list-style-type: none"> <li>Change of address</li> <li>Appoint or cease company officerholder</li> <li>Change of name - officerholders 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> |
| <b>205A</b> | <b>Notification of resolution - change of company name</b>   |
| 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  |

Below the table, there is a section for "Financial Statements" with the following forms:

| 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 the copyright notice: "Copyright 2003-2014 Australian Securities & Investments Commission."

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[Notification of resolution \(change of company name\)](#)

# Resolution details

1. Enter the **date of the meeting**.
2. Select whether the resolution is **set out below, or in the attached document**.
3. If set out below is selected, **enter the details** of the resolution in the space provided.
4. **Confirm** if the name is being changed to the company ACN.
5. **Confirm** if the proposed name is identical to a registered business name.

## Notes:

If the answer to step 5 is **Yes**, the name can only be registered by the company for the owner(s) of the identical business name.

If you select **Yes** to steps 4 or 5, you will be required to enter additional details in a later screen.

6. Select **Next** to continue.

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**Form 205A**

- [Resolution details](#)
- [Confirm company name](#)
- [Submit](#)

---

[Print form](#)

---

**Finish form later**

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

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**Help**

- [Ask a question](#)
- [How this works](#)
- [Technical FAQ](#)

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**Links**

- [Search ASIC](#)
- [Search ABR](#)

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

---

**Resolution details Form 205A**

Date of the meeting:   (DD-MM-YYYY) 1

The resolution is: 2  set out below  
 in the attached document

*If 'set out below' selected:*

Insert the text of the special resolution: 3

Is the name being changed to the Company ACN? 4  Yes  No

Is the proposed name identical to a registered business name(s)? 5  Yes  No

**Please note the following information applies to preparing and lodging this form**

**Lodging period**  
Within 14 days after the date of the meeting at which the resolution was passed

**Resolution Type**  
Must be a special resolution passed by 75% of the members entitled to vote

**Fee**

**Late Fees**  
Standard late fees apply

A change of name takes effect only when ASIC changes the name details on the register.

6 Next

# Proposed name details

1. Enter the **proposed name** of the company.
2. Select the **legal element** you wish to apply to the company name.
3. Select **Next** to continue.



## Form 205A

- ✓ [Resolution details](#)
- ▶ **Proposed company name**
- [Confirm company name](#)
- [Submit](#)

[Print form](#)

## Finish form later

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

## Help

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## Links

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

## Form 205A

Insert the proposed name of the company (excluding the legal elements, for example "Pty Ltd", "Proprietary Limited", "Limited", and/or "Ltd", etc) below

1

Select the legal elements that you wish to apply to the company name from the list applicable to your company type below

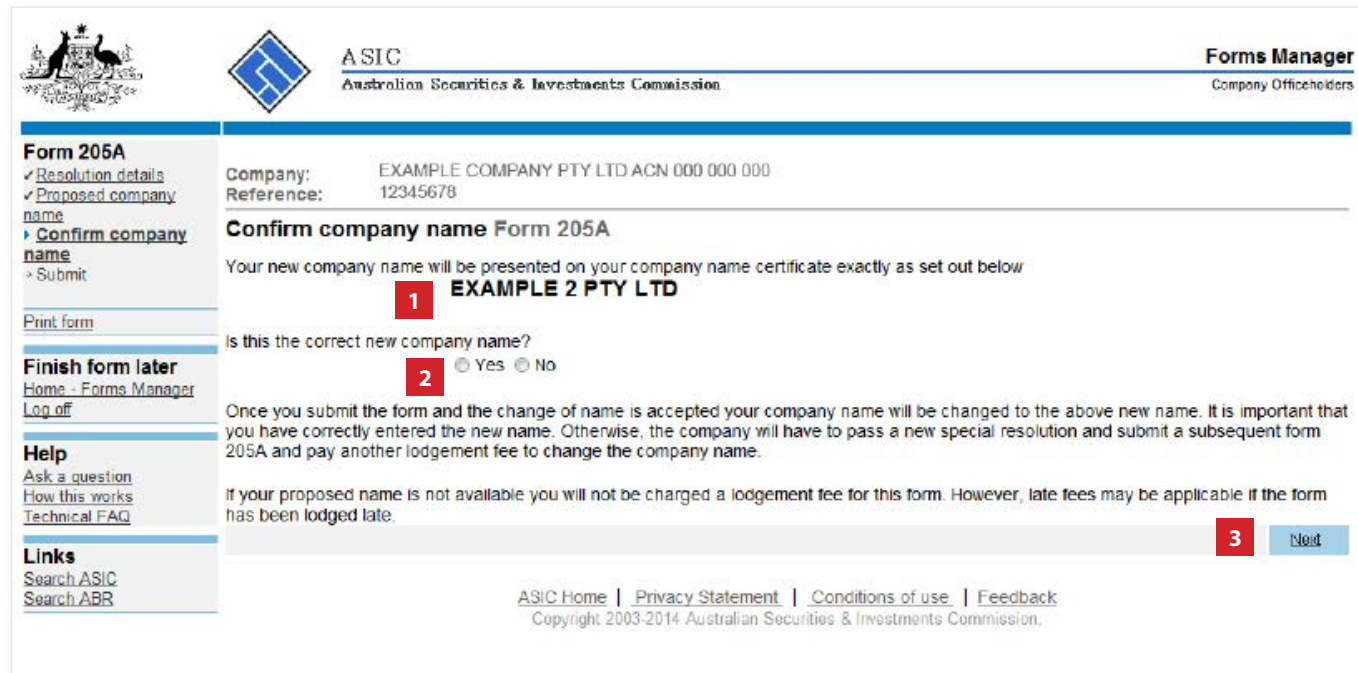
2



3 [Next](#)

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

# Confirm company name

1. **Review** the new company name carefully. If you realise it is not correct after submission, the company will have to:
  - pass a new special resolution
  - submit a new Form 205A, and
  - pay another lodgment fee to change the company name.
2. Select **Yes or No** to confirm if the new company name is correct.
3. Click **Next** to continue.





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**Forms Manager**  
 Company Officeholders

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**Form 205A**  
[✓ Resolution details](#)  
[✓ Proposed company name](#)  
[▶ Confirm company name](#)  
[▶ Submit](#)  
[Print form](#)

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

---

**Confirm company name Form 205A**  
 Your new company name will be presented on your company name certificate exactly as set out below

1 **EXAMPLE 2 PTY LTD**

Is this the correct new company name?
 
 Yes
  No

2

Once you submit the form and the change of name is accepted your company name will be changed to the above new name. It is important that you have correctly entered the new name. Otherwise, the company will have to pass a new special resolution and submit a subsequent form 205A and pay another lodgment fee to change the company name.

If your proposed name is not available you will not be charged a lodgment fee for this form. However, late fees may be applicable if the form has been lodged late.

3 [Next](#)

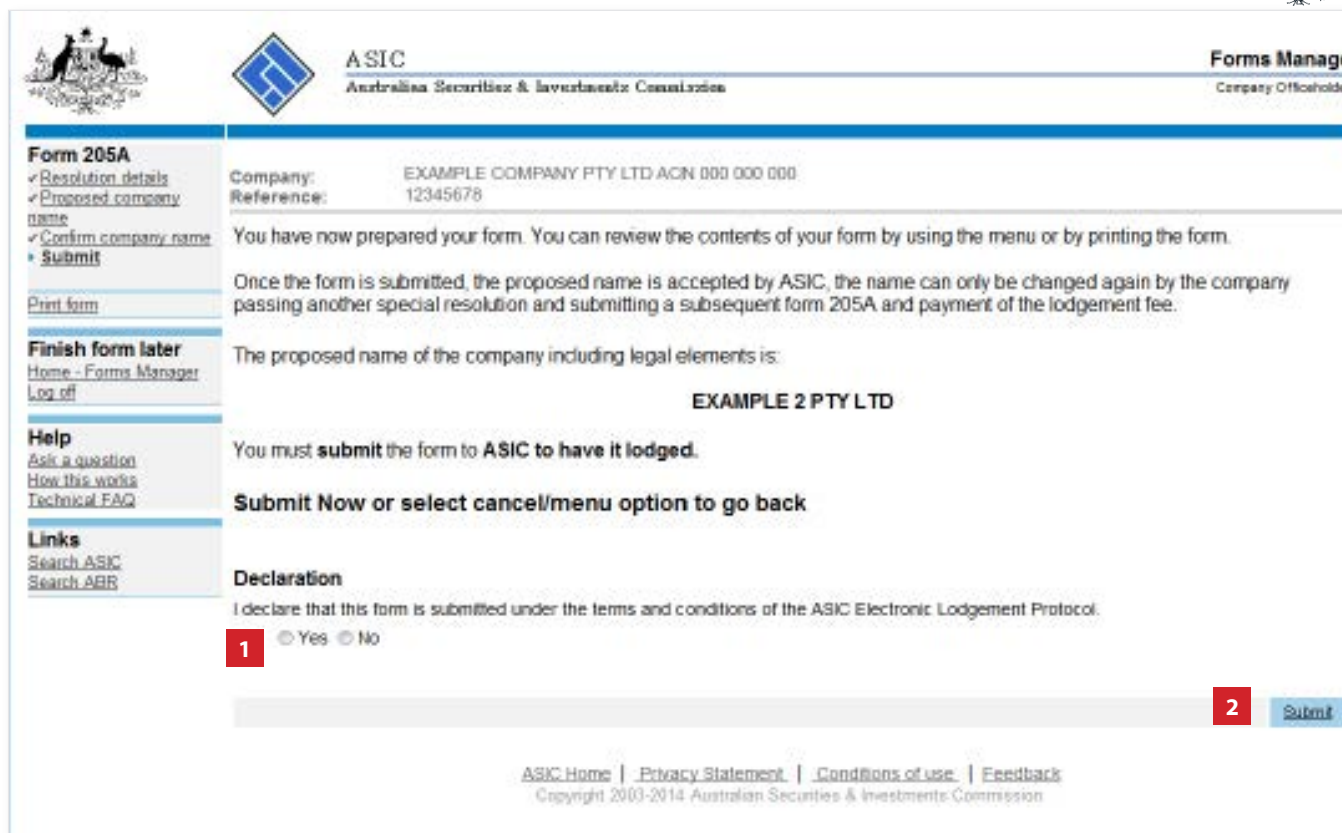
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# Form submission

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 205A. The page header includes the ASIC logo and the text "ASIC Australia Securities & Investments Commission" and "Forms Manager Company Officeholders".

**Form 205A**

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.

Once the form is submitted, the proposed name is accepted by ASIC, the name can only be changed again by the company passing another special resolution and submitting a subsequent form 205A and payment of the lodgement fee.

The proposed name of the company including legal elements is:

**EXAMPLE 2 PTY LTD**

You must **submit** the form to **ASIC** to have it lodged.

**Submit Now or select cancel/menu option to go back**

**Declaration**

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

**1**  Yes  No

**2**

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### Notes:

- The lodgement process is not instantaneous – it may take some time to transmit and validate.
- There is no need to select the 'Validate Now' button.
- 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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[Notification of resolution \(change of company name\)](#)



# Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

## Notes:

- Once the form has been accepted by ASIC, the **Certificate of Change of Company Name** will be **delivered electronically** to your ASIC inbox as a Form RC05.
- If the proposed name is NOT accepted/available, a rejection notice will be issued electronically to your inbox.

The screenshot displays the ASIC Forms Manager interface. At the top, the ASIC logo and 'Australian Securities & Investments Commission' are on the left, and 'Forms Manager' and 'Company Officeholders' are on the right. The main content area is titled 'Confirmation of Form Submission' and contains the text: 'Your document was submitted for validation to ASIC on 14/08/2014 at 14:57:42.' Below this text is a red box with the number '1' and a 'Next' button. The left sidebar includes sections for 'Form 205A', 'Confirmation', 'Print form', 'Finish form later', 'Help', and 'Links'. The 'Company' and 'Reference' information is displayed at the top of the main content area.

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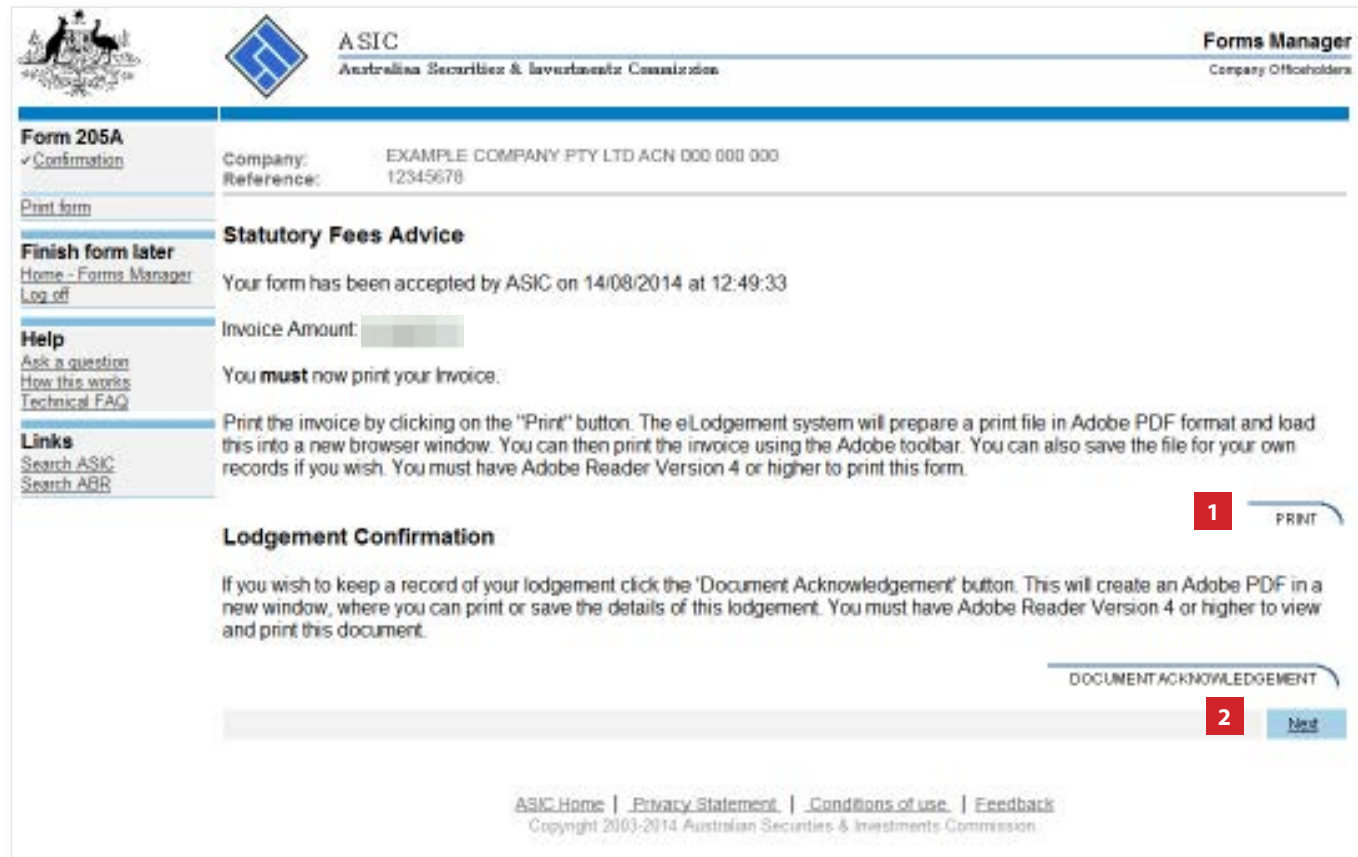
[Notification of resolution \(change of company name\)](#)

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# Statutory fees advice

This screen shows the invoice amount for this transaction.

1. Select **Print** to open the invoice in PDF format to enable you to print it. Alternatively, you can save the PDF to print later.
2. Select **Next** to continue.



**Form 205A**  
 ✓ Confirmation  
 Print form  
 Finish form later  
 Home - Forms Manager  
 Log off  
 Help  
 Ask a question  
 How this works  
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 Links  
 Search ASIC  
 Search ABR

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

**Statutory Fees Advice**  
 Your form has been accepted by ASIC on 14/08/2014 at 12:49:33  
 Invoice Amount:   
 You **must** now print your invoice.  
 Print the invoice by clicking on the "Print" button. The eLodgement system will prepare a print file in Adobe PDF format and load this into a new browser window. You can then print the invoice using the Adobe toolbar. You can also save the file for your own records if you wish. You must have Adobe Reader Version 4 or higher to print this form.

**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.

**1** PRINT

**2** Next

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[Notification of resolution \(change of company name\)](#)