



ASIC

User guide

# Company Officeholder

## How to change company details - change to members register

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 members register

- You will need to log in to your [online account](#) before you begin.
- You must submit this form within 28 days of any changes to details of members.
- You must be aware of the following information in regards to shares:
  - All companies must notify ASIC if they cancel or issue shares. Notifications must be received within 28 days of the change occurring.
  - Proprietary companies must also notify ASIC of any changes to:
    - the company's share structure.
    - details of their top 20 members.
- Public companies must notify of changes to their share structure after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days of the date of issue of the annual company statement.
- Special cases (for proprietary companies) and their lodging periods:
  - Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.
  - Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.
- Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares.
- These companies are not required to provide any details about share structure or members.
- Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03.

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. The top header includes the Australian Government Coat of Arms, the ASIC logo, the text "ASIC Australian Securities & Investments Commission", and the "Forms manager" title with a "Company" dropdown. The left sidebar contains a menu with links: "Inbox", "Start new form" (highlighted with a red box and the number 1), "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 shows the "Inbox" section with a table header: "Date", "Form", and "Description". Below the header, there is a "Show all documents" link and a "Hide Documents" link. The table is currently empty, displaying "\*\*\* None Found \*\*\*". At the bottom of the main content area, 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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[How to change company details - change to members register](#)

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## Select form type

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




**ASIC**  
 Australian Securities & Investments Commission

**Forms manager**  
Company

---

**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](#)

[Search ABR](#)

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

**Officer** John CITIZEN Director

**Email** example@email.com.au

**Start a new form**

Form	Description
<b>484</b> <span style="background-color: red; color: white; padding: 2px 5px; font-weight: bold;">1</span>	<b>Change to Company Details V2</b> 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="#">362</a>	Appointment or cessation of registered agent
<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="#">6010</a>	Voluntary Deregistration of a Company
<a href="#">902</a>	Supplementary Document V5
<a href="#">FS88</a>	PDS in-use notice
<a href="#">FS89</a>	Notice of change to fees and charges in a PDS
<a href="#">FS90</a>	Notice that a product in a PDS has ceased to be available
<a href="#">RA71</a>	Request for Adhoc Company Statement
<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

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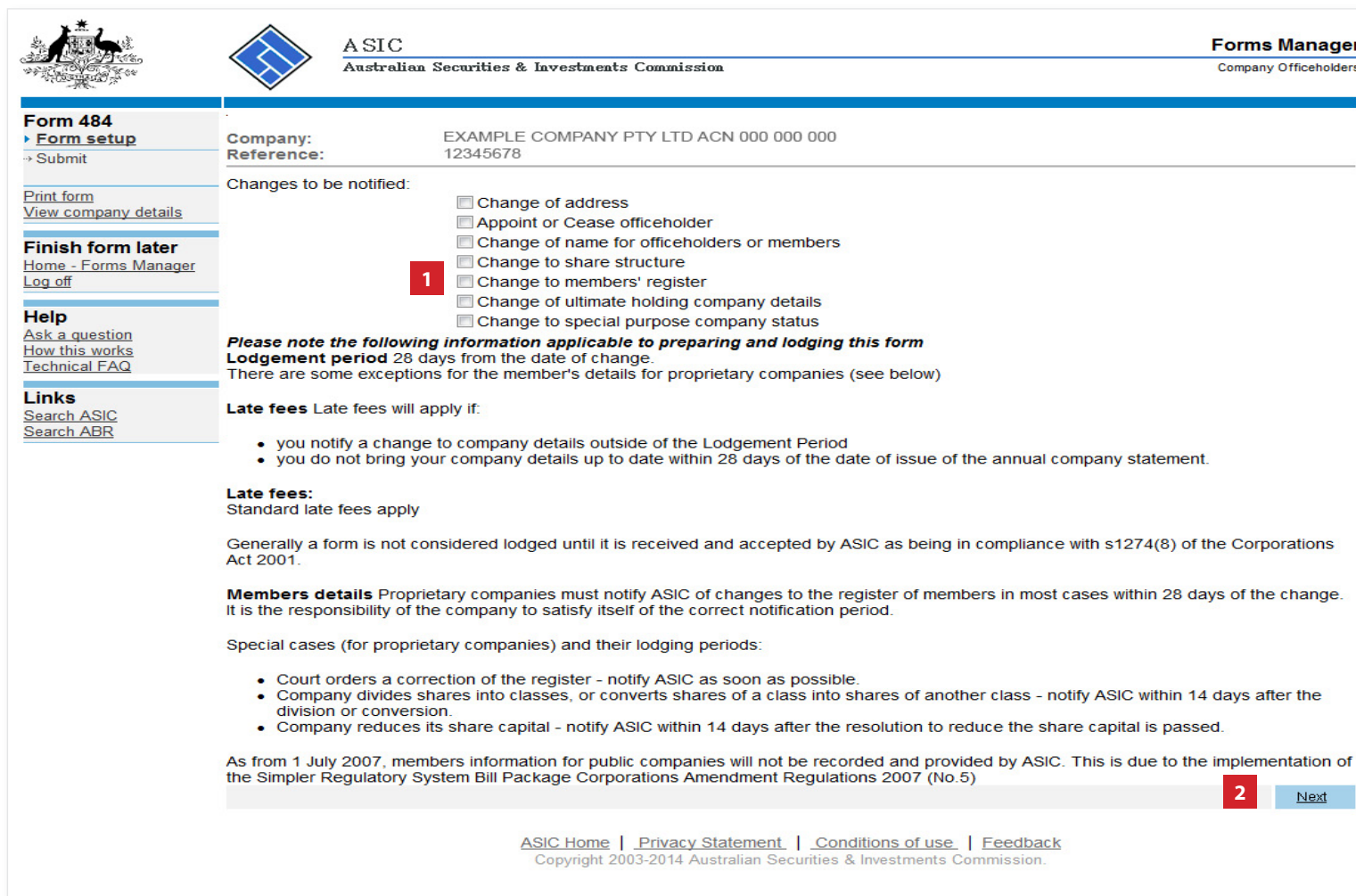
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Select change to be notified

1. Select **Change to members register**.

**Note:** If you are changing the total number of shares for this company, please also select **Change to share structure**. Refer to the [Registered Agent User Guide - how to change company details - change to share structure](#) for further assistance with share structure changes.

2. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission". The page title is "Forms Manager Company Officeholders".

**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
- ☐ 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)

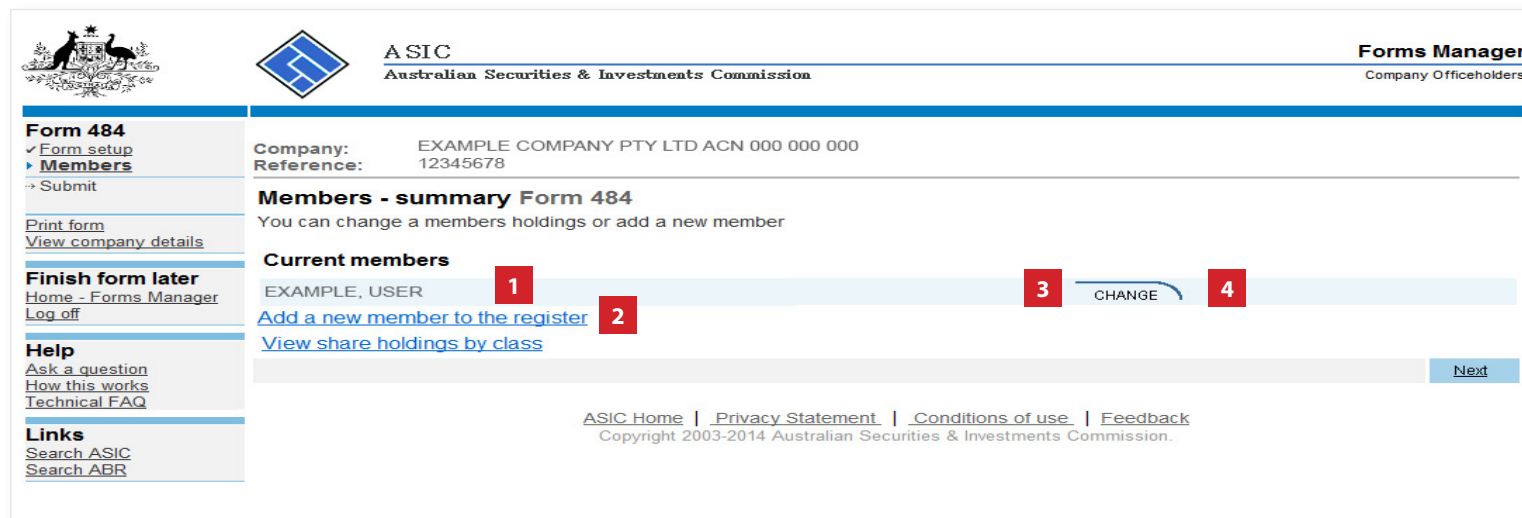
**2** [Next](#)

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

## Change/ add details to members register

1. **Review** the existing member information. From here you can:
  - [Print form](#)
  - [View company details](#)
2. **Add a new member** to the register (go to page 7), or
3. **Change an existing member's shareholdings** (go to page 10), or
4. **Cease a member.** Select **Change** against the member you want to cease and go to page 13.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. The page title is 'Forms Manager Company Officeholders'. The main content area is titled 'Form 484' and includes a 'Members' section. The 'Members - summary Form 484' section states: 'You can change a members holdings or add a new member'. Below this, the 'Current members' section lists 'EXAMPLE, USER' with a red box labeled '1' next to it. To the right of this entry is a 'CHANGE' button with a red box labeled '3' and a red box labeled '4' next to it. Below the 'Current members' section, there are two links: 'Add a new member to the register' with a red box labeled '2' next to it, and 'View share holdings by class'. At the bottom right of the page, there is a 'Next' button. The footer includes links to '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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[How to change company details - change to members register](#)

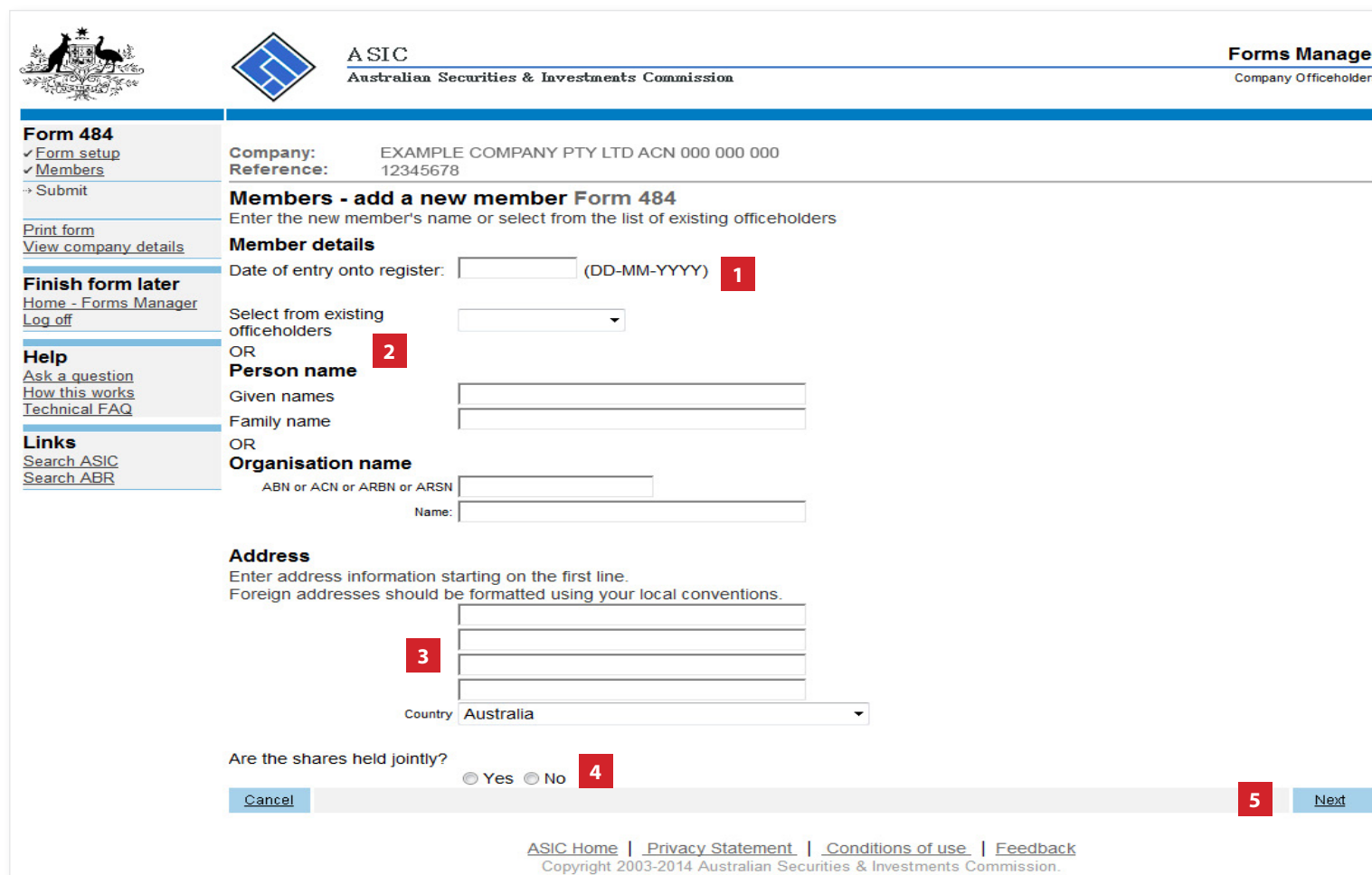
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## Adding a new member

1. Enter the **date of entry onto register**.
2. Select an **existing officeholder** from the drop-down list, or enter the person name, or enter the organisation name/ACN.
3. Enter the **address** of the new member.
4. Select whether the shares are **held jointly**.

**Note:** If the share are jointly held, you will be prompted to add the details of the joint shareholder.

5. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for 'Form 484'. The page is titled 'Members - add a new member Form 484' and includes a sidebar with navigation links like 'Form setup', 'Members', 'Print form', and 'Finish form later'. The main content area contains fields for 'Company', 'Reference', 'Date of entry onto register', 'Member details', 'Person name', 'Organisation name', 'Address', and 'Are the shares held jointly?'. Red numbered callouts (1-5) highlight specific steps: 1. Date of entry onto register, 2. Select from existing officeholders, 3. Address, 4. Are the shares held jointly?, and 5. Next button.

**Form 484**  
 ✓ [Form setup](#)  
 ✓ [Members](#)  
 → 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

**Members - add a new member Form 484**  
 Enter the new member's name or select from the list of existing officeholders

**Member details**  
 Date of entry onto register:  (DD-MM-YYYY) **1**

Select from existing officeholders  **2**

OR  
**Person name**  
 Given names   
 Family name

OR  
**Organisation name**  
 ABN or ACN or ARBN or ARSN   
 Name:

**Address**  
 Enter address information starting on the first line.  
 Foreign addresses should be formatted using your local conventions.  
  
  
  
  
 Country:  Australia **3**

Are the shares held jointly? ☐ Yes ☐ No **4**

[Cancel](#) **5** [Next](#)

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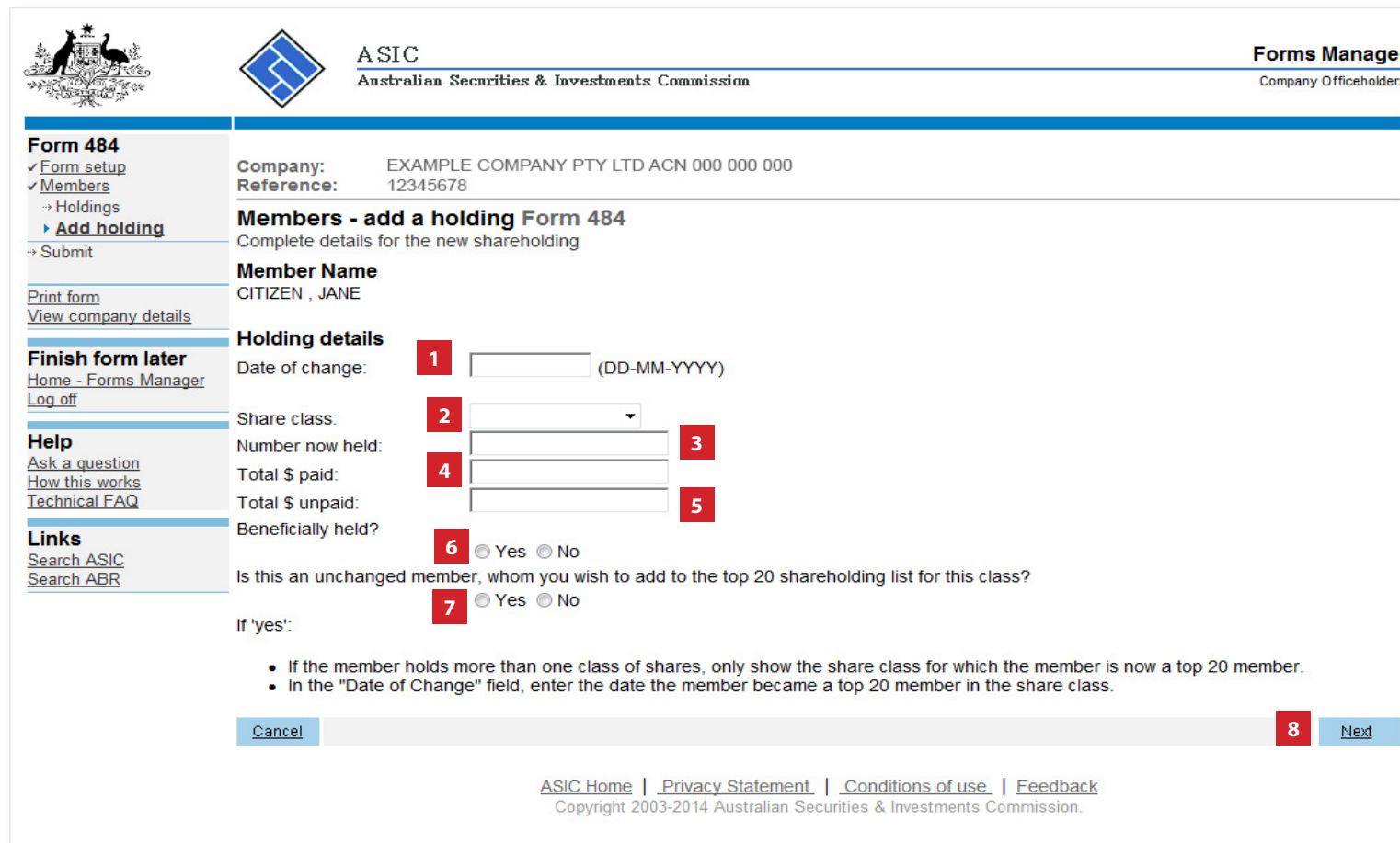
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



# Adding a new member - holding details

1. Enter the **Date of change**.
2. Select a **Share class** from the drop-down list.
3. Enter the **Number now held**.
4. Enter the **Total paid**.
5. Enter the **Total unpaid**.
6. Select whether or not the shares are **Beneficially held**.
7. Select whether or not you wish to add the member to the **top 20 shareholding list** for this class.
8. Select **Next** to continue.

**Note:** This question is not mandatory. If the company does not have more than 20 members, you can ignore this question.



**Form 484**  
[Form setup](#)  
[Members](#)  
[Holdings](#)  
[Add holding](#)  
[Submit](#)

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

**Finish form later**  
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**Links**  
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[Search ABR](#)

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

**Members - add a holding Form 484**  
 Complete details for the new shareholding

**Member Name**  
 CITIZEN , JANE

**Holding details**  
**Date of change:** 1  (DD-MM-YYYY)  
**Share class:** 2   
**Number now held:** 3   
**Total \$ paid:** 4   
**Total \$ unpaid:** 5   
**Beneficially held?** 6 ☐ Yes ☐ No  
 Is this an unchanged member, whom you wish to add to the top 20 shareholding list for this class?  
 7 ☐ Yes ☐ No  
 If 'yes':  
 • If the member holds more than one class of shares, only show the share class for which the member is now a top 20 member.  
 • In the "Date of Change" field, enter the date the member became a top 20 member in the share class.

[Cancel](#) 8 [Next](#)

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## Adding a new member - holding details

1. Review the **new member details**.
2. Select **Next** to confirm the details are correct, and to continue.
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes (this will take you to the previous screen).

**Note:** if no further changes are required, go to page 16.

**Form 484**  
✓ Form setup  
✓ Members  
▶ Holdings  
→ Submit

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

**Finish form later**  
[Home - Forms Manager](#)  
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**Links**  
[Search ASIC](#)  
[Search ABR](#)

**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

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

**Members - holdings summary Form 484**  
Add, change or cease share holding details for a member

**Member name**  
CITIZEN , JANE **1**

**Holding details**

Share class	Original No Held	New No Held
ORD		4 <b>3</b>

[Add a new holding for this member](#)

UNDO REVIEW **4**

**2** [Next](#)

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### Note:

If you adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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 members register](#)

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# Changing an existing member's shareholding

1. Select **Change** to change the member's shareholdings.

**Note:** if the only 'change' you wish to make is to whether or not the member's shares are beneficially held, you must cease and then re-add the member.

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'. The right side of the header shows 'Forms Manager' and 'Company Officeholders'. The left sidebar contains navigation links: 'Form 484', 'Form setup', 'Members', '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', and 'Search ABR'. The main content area shows the 'Members' section with the company name 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and reference '12345678'. Below this is the 'Members - summary Form 484' section, which states 'You can change a members holdings or add a new member'. The 'Current members' table has one entry: 'EXAMPLE, USER'. To the right of the table is a 'CHANGE' button with a red square containing the number '1'. Below the table are links for 'Add a new member to the register' and 'View share holdings by class'. A 'Next' button is located at the bottom right of the main content area. The 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'.

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# Changing an existing member's shareholding

1. Enter the **Date of change**.
2. Enter the **Number now held**.
3. Enter the **Total paid**.
4. Enter the **Total unpaid**.
5. Select whether or not the shares are **Beneficially held**.
6. Select whether or not you wish to remove the member from the **top 20 shareholding list** for this class.

**Note:** This question is not mandatory. If the company does not have more than 20 members, you can ignore this question.

7. Select **Next** to continue.

**Form 484**  
✓ [Form setup](#)  
✓ [Members](#)  
✓ [Holdings](#)  
▶ [Change holdings](#)  
→ [Submit](#)

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

**Finish form later**  
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**Links**  
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[Search ABR](#)

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

**Members - change a member's holding Form 484**  
Complete the details of the change to the member's holding.

**Holding before change**  
Share class: ORD  
Member Name: EXAMPLE, USER  
Number of shares currently held: 3

**Holding after change**  
Date of change: 1 (DD-MM-YYYY)  
Number now held: 3 2  
Total \$ paid: 3  
Total \$ unpaid: 4  
Beneficially held? 5 ☒ Yes ☐ No

Is this an unchanged member, whom you wish to remove from the top 20 shareholding list for this class?  
☐ Yes ☐ No 6

[Cancel](#) [Next](#) 7

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# Changing a member's shareholdings

1. Review the **new member details**.
2. Select **Next** to confirm the details are correct, and to continue.
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes (this will take you to the previous screen).

**Note:** if no further changes are required, go to page 18.

**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

**Form 484**  
✓ Form setup  
✓ Members  
▶ Holdings  
→ Submit

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

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

**Help**  
[Ask a question](#)  
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[Technical FAQ](#)

**Links**  
[Search ASIC](#)  
[Search ABR](#)

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

**Members - holdings summary Form 484**  
Add, change or cease share holding details for a member

**Member name**  
EXAMPLE, USER **1**

**Holding details**

Share class	Original No Held	New No Held	
A	2	2	<b>2</b> CHANGE <b>CEASE</b>
ORD	3	4	<b>4</b> UNDO <b>REVIEW</b> <b>4</b>

[Add a new holding for this member](#)

**3** **2** **Next**

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[How to change company details - change to members register](#)

# Ceasing a member

1. Select **Cease** to cease a member.

**Form 484**  
✓ [Form setup](#)  
✓ [Members](#)  
➤ [Holdings](#)  
→ [Submit](#)

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

**Finish form later**  
[Home - Forms Manager](#)  
[Log off](#)

**Help**  
[Ask a question](#)  
[How this works](#)  
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**Links**  
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**ASIC**  
Australian Securities & Investments Commission

**Forms Manager**  
Company Officeholders

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

**Members - holdings summary Form 484**  
Add, change or cease share holding details for a member

**Member name**  
EXAMPLE, USER

**Holding details**

Share class	Original No Held	New No Held	
A	2	2	<a href="#">CHANGE</a> <a href="#">CEASE</a> <b>1</b>
ORD	3	4	<a href="#">UNDO</a> <a href="#">REVIEW</a>

[Add a new holding for this member](#)

[Next](#)

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## Note:

If you adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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 members register](#)

## Ceasing a member

1. Enter the **Date of change**.
2. Select **Next** to continue.

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 Officeholders'. The left sidebar contains a navigation menu with sections: 'Form 484' (with sub-items 'Form setup', 'Members', 'Holdings', and 'Cease holdings'), 'Finish form later' (with 'Home - Forms Manager' and 'Log off'), 'Help' (with 'Ask a question', 'How this works', and 'Technical FAQ'), and 'Links' (with 'Search ASIC' and 'Search ABR'). The main content area displays 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'. Below this is the title 'Members - cease a member's holding Form 484'. The 'Holding details before cessation' section shows 'Share class: A', 'Member Name: EXAMPLE, USER', and 'Number of shares currently held: 2'. The 'Holding details after cessation' section shows 'Date of change: 1' (in a red box) followed by a date input field with '(DD-MM-YYYY)' and 'Number now held: 0'. At the bottom of this section are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted in red and containing the number '2'. At the very bottom, there is a footer with links: 'ASIC Home | Privacy Statement | Conditions of use | Feedback' and 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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[How to change company details - change to members register](#)

# Ceasing a member's shareholdings

1. Review the **details of the member being ceased.**
2. Select **Next** to confirm the details are correct, and to continue.
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes (this will take you to the previous screen).

**Form 484**  
[Form setup](#)  
[Members](#)  
[Holdings](#)  
[Submit](#)

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

**Finish form later**  
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**Help**  
[Ask a question](#)  
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**ASIC**  
 Australian Securities & Investments Commission

**Forms Manager**  
 Company Officeholders

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

**Members - holdings summary Form 484**  
 Add, change or cease share holding details for a member

**Member name**  
 EXAMPLE, USER **1**

**Holding details**

Share class	Original No Held	New No Held	
A	2	0	<b>3</b>
ORD	3	4	<b>4</b>

[Add a new holding for this member](#)

**2** [Next](#)

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**Note:** If you are adding a new share type to an existing member, select **Next** to continue to the member's summary page, and select **Add a new member to the register**. You cannot add a new share type to an existing member from this page - the members holdings summary page.

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[How to change company details - change to members register](#)

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## Review changes

1. **Review** all changes to the members register.
2. Select **Next** to confirm the changes are correct, or
3. Select **Undo** to remove the changes, or
4. Select **Review** to edit the changes.

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'. The right side of the header shows 'Forms Manager' and 'Company Officeholders'.

The left sidebar contains the following sections:

- Form 484**
  - ✓ Form setup
  - ▶ **Members**
  - Submit
- [Print form](#)
- [View company details](#)
- Finish form later**
  - [Home - Forms Manager](#)
  - [Log off](#)
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The main content area shows the following information:

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

**Members - summary Form 484**  
You can change a members holdings or add a new member

**Current members**

Member Name	Actions
EXAMPLE, USER	1
CITIZEN, JANE	3

Below the table, there are two links: [Add a new member to the register](#) and [View share holdings by class](#).

At the bottom right, there are two buttons: **2** and **Next**.

Footer text: ASIC Home | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)  
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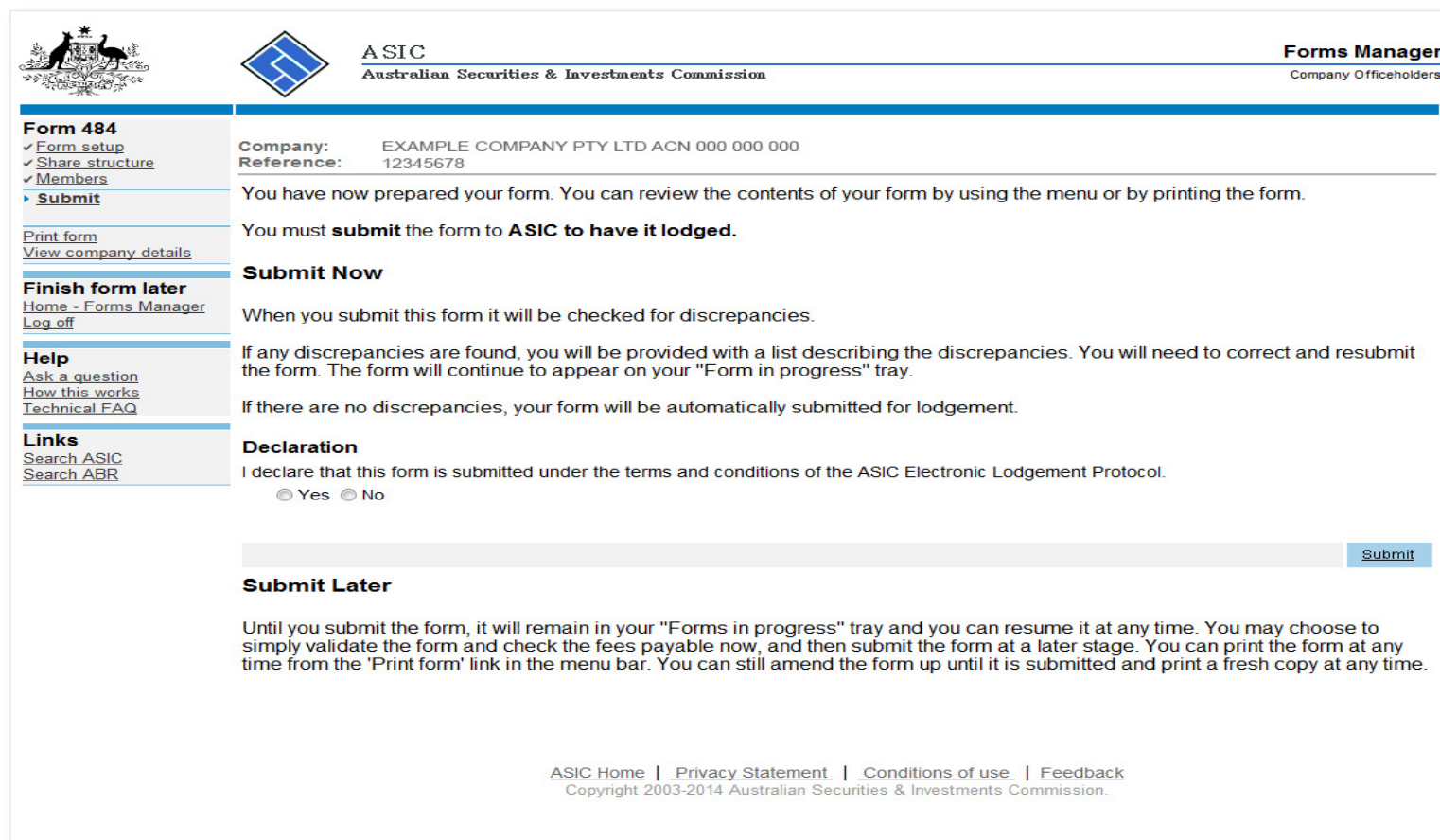
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change company details - change to members register](#)

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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.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission". The page title is "Forms Manager" with the subtitle "Company Officeholders".

**Form 484**

- ✓ [Form setup](#)
- ✓ [Share structure](#)
- ✓ [Members](#)
- ▶ [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.

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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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[How to change company details - change to members register](#)

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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.

ASIC  
 Australian Securities & Investments Commission

**Forms Manager**  
 Company Officeholders

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**Form 484**  
[✓ Confirmation](#)  
[Print form](#)  
**Finish form later**  
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[Search ABR](#)

**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.

DOCUMENTACKNOWLEDGEMENT

1

Next

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