



ASIC

User guide

Registered Agent Portal

How to change company details - appoint or cease company officeholders

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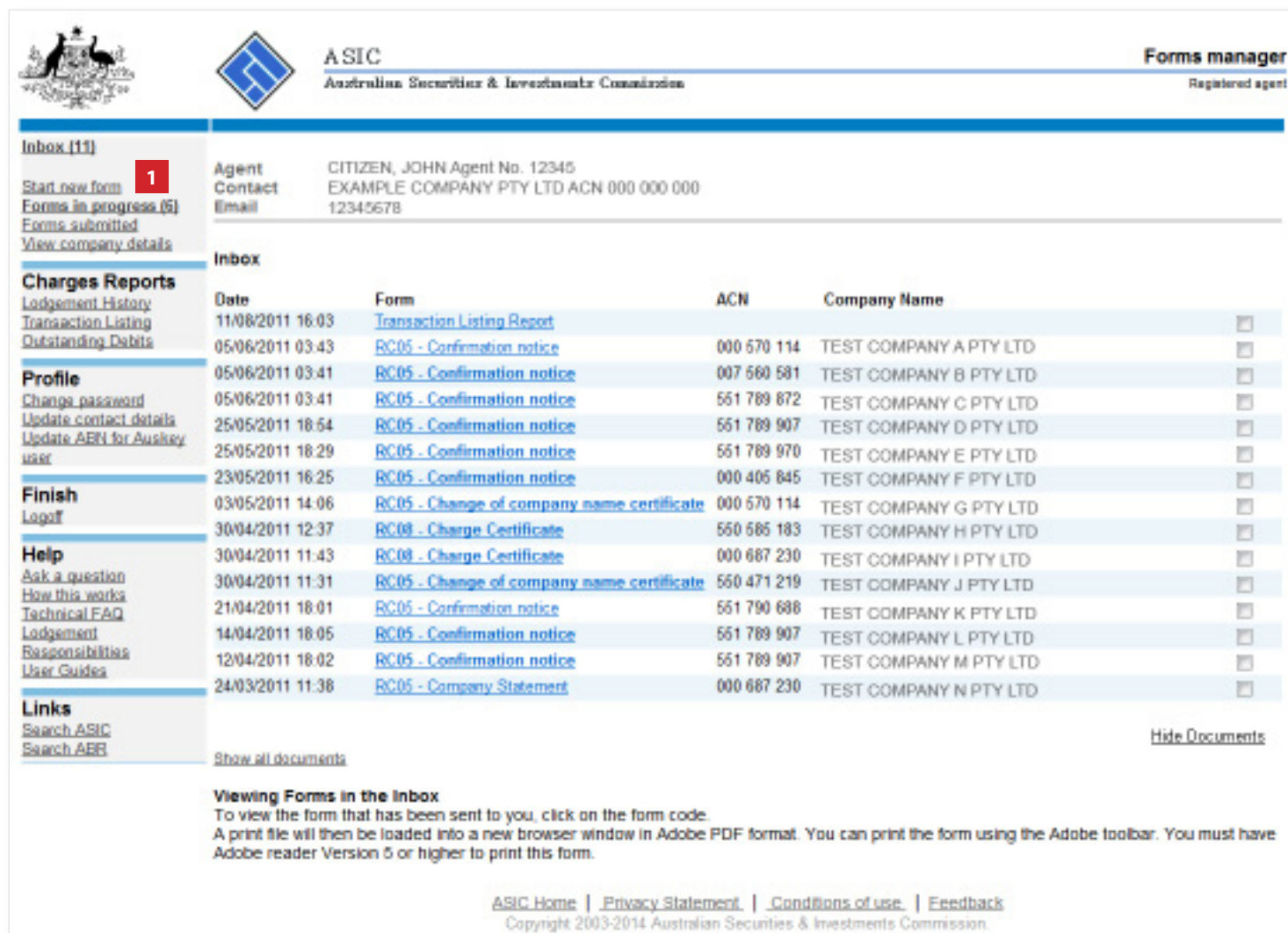
How to change company details - appoint or cease company officeholders

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of changes to company officeholders for:
 - appointment of a new company officeholder
 - cessation of a company officeholder, or
 - an officeholder changing their role within the company.
- If you are notifying us of a director cessation that took place more than 28 days ago, the effective date of the director cessation will be replaced with the lodgement date of this form.
- If you are ceasing a person both as a director and secretary, this may result in two different cessation dates on our registers.

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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 top navigation bar includes the ASIC logo and the text 'Forms manager Registered agent'. The left-hand menu contains several categories: 'Inbox (11)', 'Charges Reports', 'Profile', 'Finish', 'Help', and 'Links'. The 'Start new form' option under the 'Inbox' category is highlighted with a red square containing the number '1'. The main content area displays agent information for 'CITIZEN, JOHN' and a table of forms in the inbox. The table has columns for Date, Form, ACN, and Company Name. Below the table are links for 'Show all documents' and 'Hide Documents'. At the bottom, there is a section titled 'Viewing Forms in the Inbox' with instructions on how to view and print the forms.

Date	Form	ACN	Company Name
11/08/2011 16:03	Transaction Listing Report		
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C PTY LTD
25/05/2011 18:54	RC05 - Confirmation notice	551 789 907	TEST COMPANY D PTY LTD
25/05/2011 18:29	RC05 - Confirmation notice	551 789 970	TEST COMPANY E PTY LTD
23/05/2011 16:25	RC05 - Confirmation notice	000 405 845	TEST COMPANY F PTY LTD
03/05/2011 14:06	RC05 - Change of company name certificate	000 570 114	TEST COMPANY G PTY LTD
30/04/2011 12:37	RC08 - Charge Certificate	550 585 183	TEST COMPANY H PTY LTD
30/04/2011 11:43	RC08 - Charge Certificate	000 687 230	TEST COMPANY I PTY LTD
30/04/2011 11:31	RC05 - Change of company name certificate	550 471 219	TEST COMPANY J PTY LTD
21/04/2011 18:01	RC05 - Confirmation notice	551 790 688	TEST COMPANY K PTY LTD
14/04/2011 18:05	RC05 - Confirmation notice	551 789 907	TEST COMPANY L PTY LTD
12/04/2011 18:02	RC05 - Confirmation notice	551 789 907	TEST COMPANY M PTY LTD
24/03/2011 11:38	RC05 - Company Statement	000 687 230	TEST COMPANY N PTY LTD

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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[How to change company details - appoint or cease company officeholders](#)

Select form type

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



The screenshot shows the ASIC Forms manager interface. The top navigation bar includes the ASIC logo, the text 'ASIC Australia Securities & Investments Commission', and 'Forms manager Registered agent'. The left sidebar contains navigation links for 'Inbox (11)', 'Start new form', 'Forms in progress (6)', 'Forms submitted', 'View company details', 'Charges Reports', 'Profile', 'Finish', and 'Help'. The main content area is titled 'Start a new form' and displays a table of forms. Form 484, 'Change to Company Details V2', is highlighted with a red box and the number '1'. Below the table are sections for 'Financial Statements' and 'Product Disclosure Statements'.

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
361	Registered Agent ceasing to act
362	Appointment or cessation of registered agent
370	Resignation of Officeholder V3
410B	Change of company name reservation
410E	Extension of name reservation
485	Statement in relation to Company solvency V2
492	Request for correction
5100A	Registration of a managed investment scheme
6010	Voluntary Deregistration of a Company
902	Supplementary Document V4
902	Supplementary Document V5
BA61	Review Date Report
BA67	Company Debt Report
BA71	Request for Company Details

Financial Statements	
Form	Description
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

Product Disclosure Statements	
Form	Description
ES88	PDS in-use notice
ES89	Notice of change in a PDS
ES90	Notice that a product in a PDS has ceased to be available

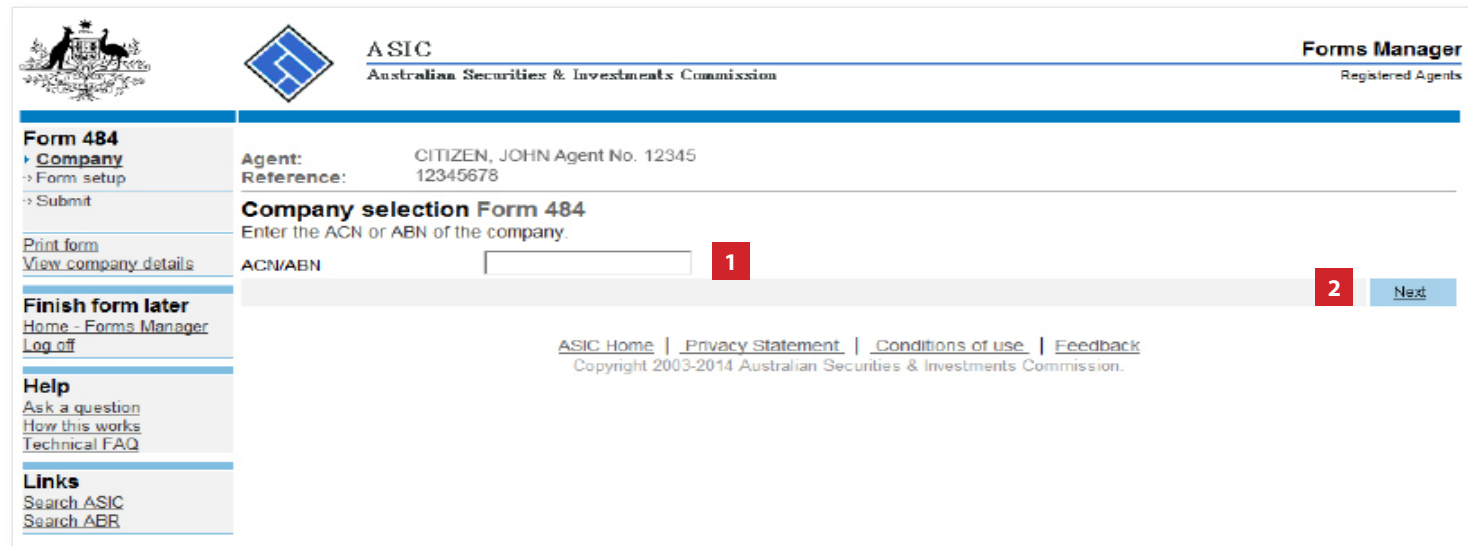
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[How to change company details - appoint or cease company officeholders](#)

Enter ACN/ABN

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



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Forms Manager
Registered Agents

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

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Agent: CITIZEN, JOHN Agent No. 12345
Reference: 12345678

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

ACN/ABN **1**

2 [Next](#)

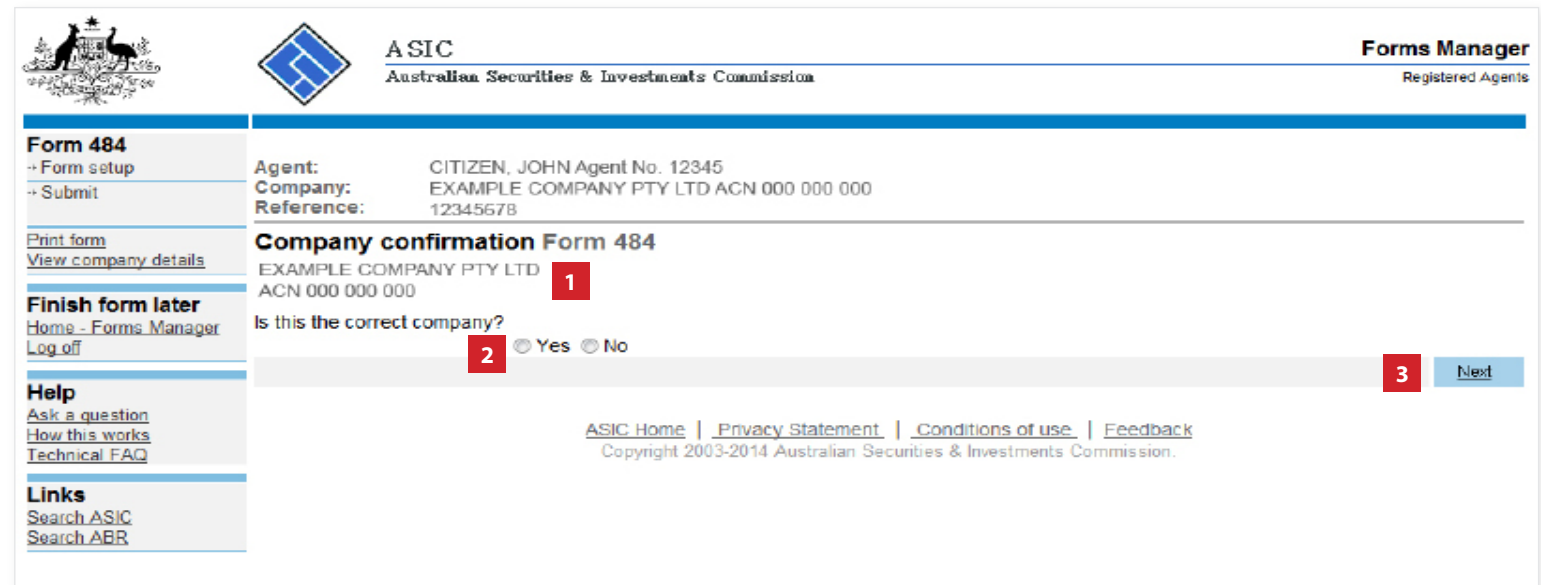
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Confirm company details

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



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Forms Manager
Registered Agents

Form 484
-- Form setup
-- Submit

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

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

Company confirmation Form 484
EXAMPLE COMPANY PTY LTD **1**
ACN 000 000 000

Is this the correct company? **2** Yes No

3 [Next](#)

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[How to change company details - appoint or cease company officeholders](#)

Select change to be notified

1. Select **Appoint or Cease officeholder**.

Note: Please read the information regarding late fees carefully.

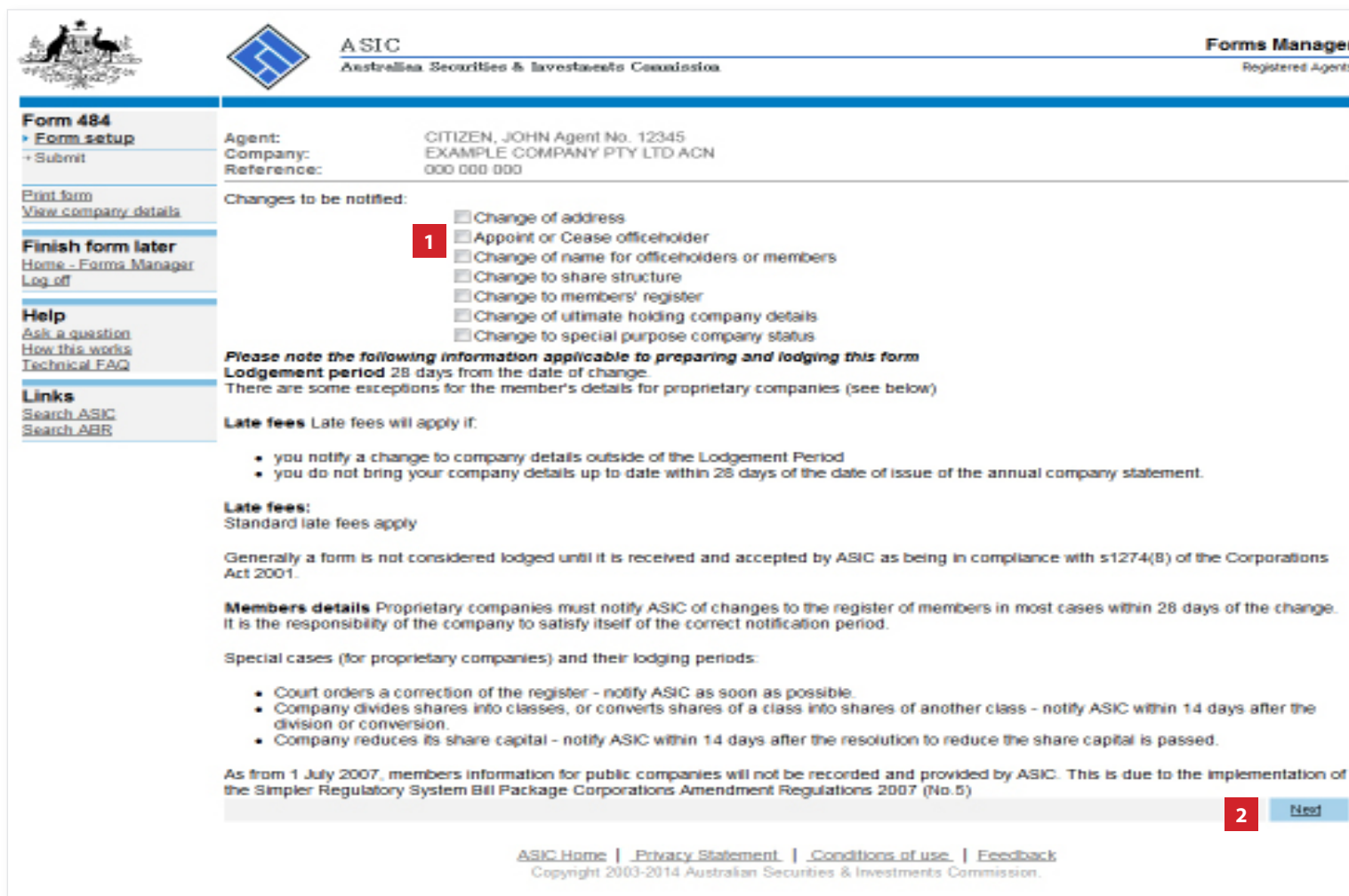
2. Select **Next** to continue.

Note:

If you are **appointing an officeholder**, go to page 8.

If you **ceasing an officeholder**, go to page 10.

If you are **adding a new role to an officeholder**, go to page 12.



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:

- 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)

Next

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Appointing a new officeholder

1. Select **Appoint a new officeholder**.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page title is "Officeholders - appoint or cease Form 484". The main content area displays the details for an officeholder named SMITH, JOHN, Director, with the address 1 EXAMPLE STREET, CITY STATE 1234. A red box highlights the "Appoint a new officeholder" link. The interface includes a left-hand navigation menu with options like "Form 484", "Print form", "Finish form later", "Help", and "Links". The top right corner shows "Forms Manager" and "Registered Agents". 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".

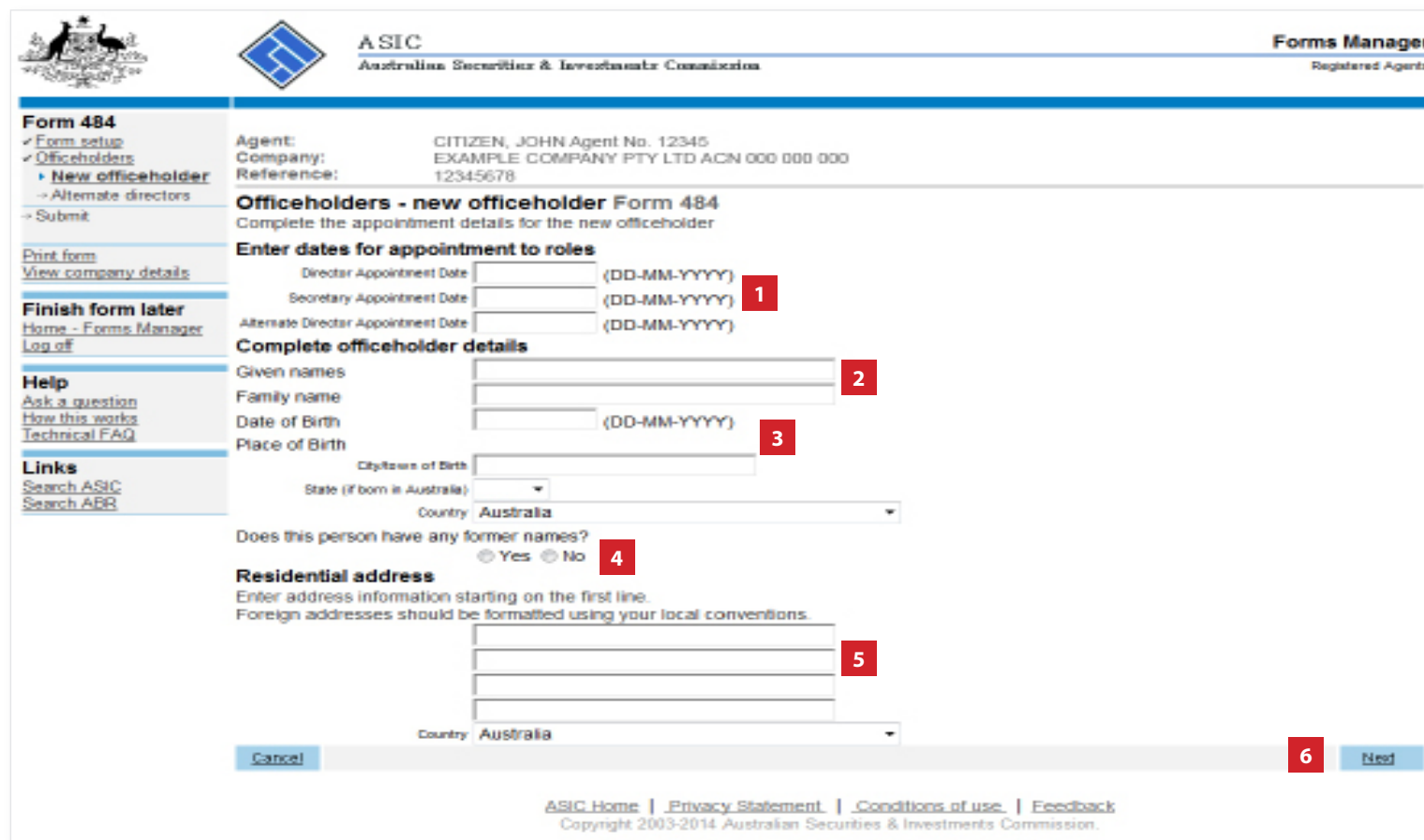
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[How to change company details - appoint or cease company officeholders](#)

Appointing a new officeholder

1. Enter **appointment date/s**.
2. Enter the officeholder's **given and family names**.
3. Enter the officeholder's **date and place of birth**.
4. Select whether the person has any **former names**.
5. Enter the officeholder's **residential address**.
6. Select **Next** to continue.

Note: proceed to **page 14**.



Form 484
 ✓ Form setup
 ✓ Officeholders
 ▶ **New officeholder**
 → Alternate directors
 → Submit

Print form
 View company details

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

Officeholders - new officeholder Form 484
 Complete the appointment details for the new officeholder

Enter dates for appointment to roles
 Director Appointment Date (DD-MM-YYYY) **1**
 Secretary Appointment Date (DD-MM-YYYY) **1**
 Alternate Director Appointment Date (DD-MM-YYYY) **1**

Complete officeholder details
 Given names **2**
 Family name **2**
 Date of Birth (DD-MM-YYYY) **3**
 Place of Birth **3**
 City/town of Birth
 State (if born in Australia)
 Country Australia

Does this person have any former names?
 Yes No **4**

Residential address
 Enter address information starting on the first line.
 Foreign addresses should be formatted using your local conventions.
5
 Country Australia

Cancel **6** Next

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Notes:

- If you selected **Yes** for 'Does this person have any former names?' the **officeholders – add a former name Form 484** screen displays. Complete the required information and continue.
- At least one of the three possible appointment dates is required, and the rest of the fields are mandatory.
- City/town of Birth and Residential address are validated for Australian addresses.

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 - appoint or cease company officeholders](#)

Ceasing an officeholder

1. To cease an existing officeholder, select **Cease** for the relevant officeholder.



The screenshot displays the ASIC Forms Manager interface for Form 484. The page title is "Officeholders - appoint or cease Form 484". The main content area shows the details of an officeholder: SMITH, JOHN, Director, with the address 1 EXAMPLE STREET, CITY STATE 1234. A red box with the number "1" highlights the "CEASE" button. Other buttons include "ADD ROLE" and "Next". The left sidebar contains navigation options: "Form 484", "Finish form later", "Help", and "Links". The footer includes 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 - appoint or cease company officeholders](#)

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Ceasing an officeholder

1. Enter the **date of cessation**.
2. Select **Next** to continue.

Note: proceed to **page 14**.



The screenshot shows the ASIC Forms Manager interface for ceasing an officeholder. The page title is "Forms Manager" and "Registered Agents". The main content area is titled "Officeholders - cease officeholder Form 484" and includes the following information:

- Agent:** CITIZEN, JOHN Agent No. 12345
- Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000
- Reference:** 12345678
- Officeholder:** SMITH, JOHN
Born 01-01-1234 at City VIC
1 EXAMPLE STREET, CITY STATE 1234
- Office(s) held:** Director, appointed 21-08-2008
- Cessation details:** Director Date of Cessation (DD-MM-YYYY) **1**

At the bottom of the form, there are "Cancel" and "Next" buttons. The "Next" button is highlighted with a red "2" above it. The footer of the page contains the following text:

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[How to change company details - appoint or cease company officeholders](#)

Adding a new role to an officeholder

1. To add a new role for an officeholder, select **Add Role**.



Form 484
✓ Form setup
▶ Officeholders
+ Submit

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View company details

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Forms Manager
Registered Agents

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

Officeholders - appoint or cease Form 484
You can appoint or cease an officeholder or add a role

SMITH, JOHN	Director	CEASE	ADD ROLE
-------------	----------	-------	----------

1 EXAMPLE STREET, CITY STATE 1234

[Appoint a new officeholder](#)

Next


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[How to change company details - appoint or cease company officeholders](#)

Adding a new role to an officeholder

1. Enter **appointment date** for the new role/s.
2. Select **Next** to continue.



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Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 484
✓ [Form setup](#)
✓ [Officeholders](#)
▶ [New role](#)
→ [Alternate directors](#)
→ [Submit](#)

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[View company details](#)

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

Officeholders - add role to existing officeholder Form 484
Enter appointment dates for new role(s)

Officeholder
EXAMPLE, JOHN
Born 01-01-1950 at MELBOURNE VIC
1 EXAMPLE STREET, CITY STATE 1234
Office(s) held: Director, appointed 01-06-2014

Enter appointment dates for new roles:

Secretary Appointment Date (DD-MM-YYYY) **1**

Alternate Director Appointment Date (DD-MM-YYYY)

[Cancel](#) **2** [Next](#)

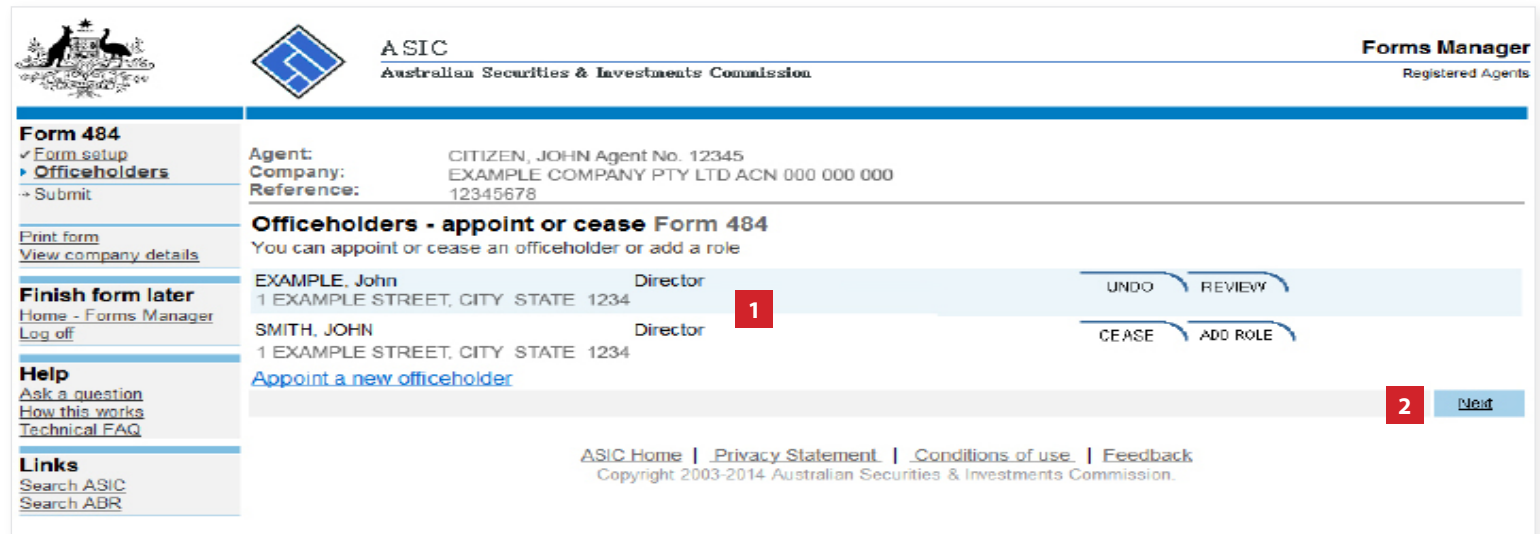
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Review changes to company officeholders

1. **Review the changes** you have made to the company officeholders.
2. If you are satisfied all changes have been made, select **Next** to continue.





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 Australian Securities & Investments Commission

Forms Manager
Registered Agents

Form 484

- ✓ Form setup
- ▶ **Officeholders**
- Submit

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[View company details](#)

Finish form later

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

Officeholders - appoint or cease Form 484

You can appoint or cease an officeholder or add a role

EXAMPLE, John	Director	UNDO	REVIEW
1 EXAMPLE STREET, CITY STATE 1234			
SMITH, JOHN	Director	CEASE	ADD ROLE
1 EXAMPLE STREET, CITY STATE 1234			

[Appoint a new officeholder](#)

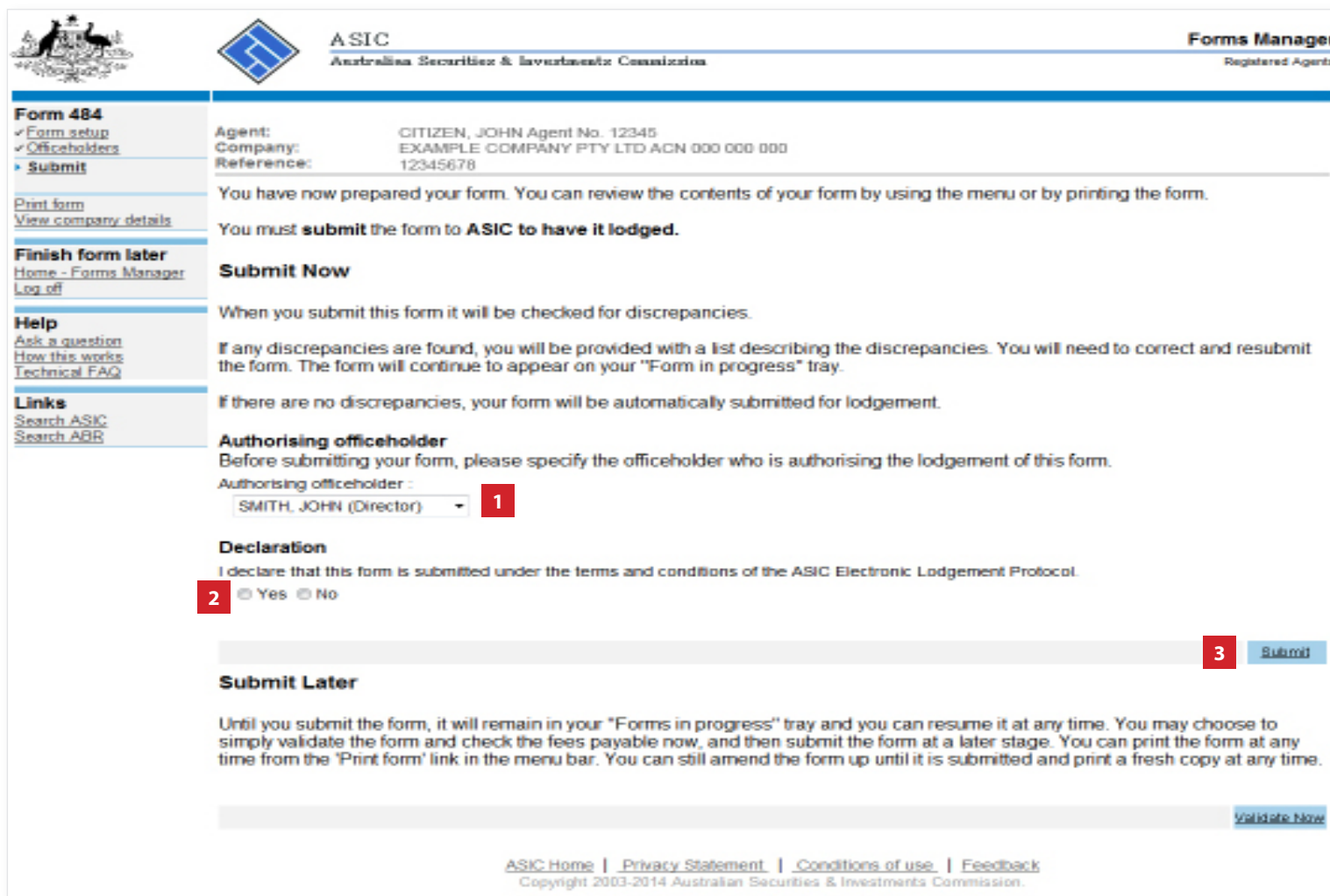
2 [Next](#)

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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.



Form 484
 ✓ Form setup
 ✓ Officeholders
 ▶ Submit

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 View company details

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Agent: CITIZEN, JOHN Agent No. 12345
 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.

Authorising officeholder
 Before submitting your form, please specify the officeholder who is authorising the lodgement of this form.
 Authorising officeholder :
 SMITH, JOHN (Director) **1**

Declaration
 I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.
2 Yes No

3

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.
- 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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[How to change company details - appoint or cease company officeholders](#)

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 Confirmation' and 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.' At the bottom right, there is a red button labeled '1' and a blue button labeled 'Next'. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003 Australian Securities & Investments Commission'.

 	ASIC Australian Securities & Investments Commission	Forms Manager Registered Agents
Form 484 Confirmation	Agent: CITIZEN, JOHN Agent No. 12345 Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678	
Print form		
Finish form later Home - Forms Manager Log off	Confirmation of Form Submission	
Help Ask a question How this works Technical FAQ	Your document was submitted for validation to ASIC on 22/05/2014 at 15:47:05.	
Links Search ASIC Search ABR		1 Next
	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003 Australian Securities & Investments Commission.	

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