



ASIC

User guide

Company Officeholder

How to change company details - appoint or cease company officeholders

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

- 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.



Forms manager
Company

ASIC
Australian Securities & Investments Commission

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
Logout

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

Inbox

Date	Form	Description
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.

*** None Found ***

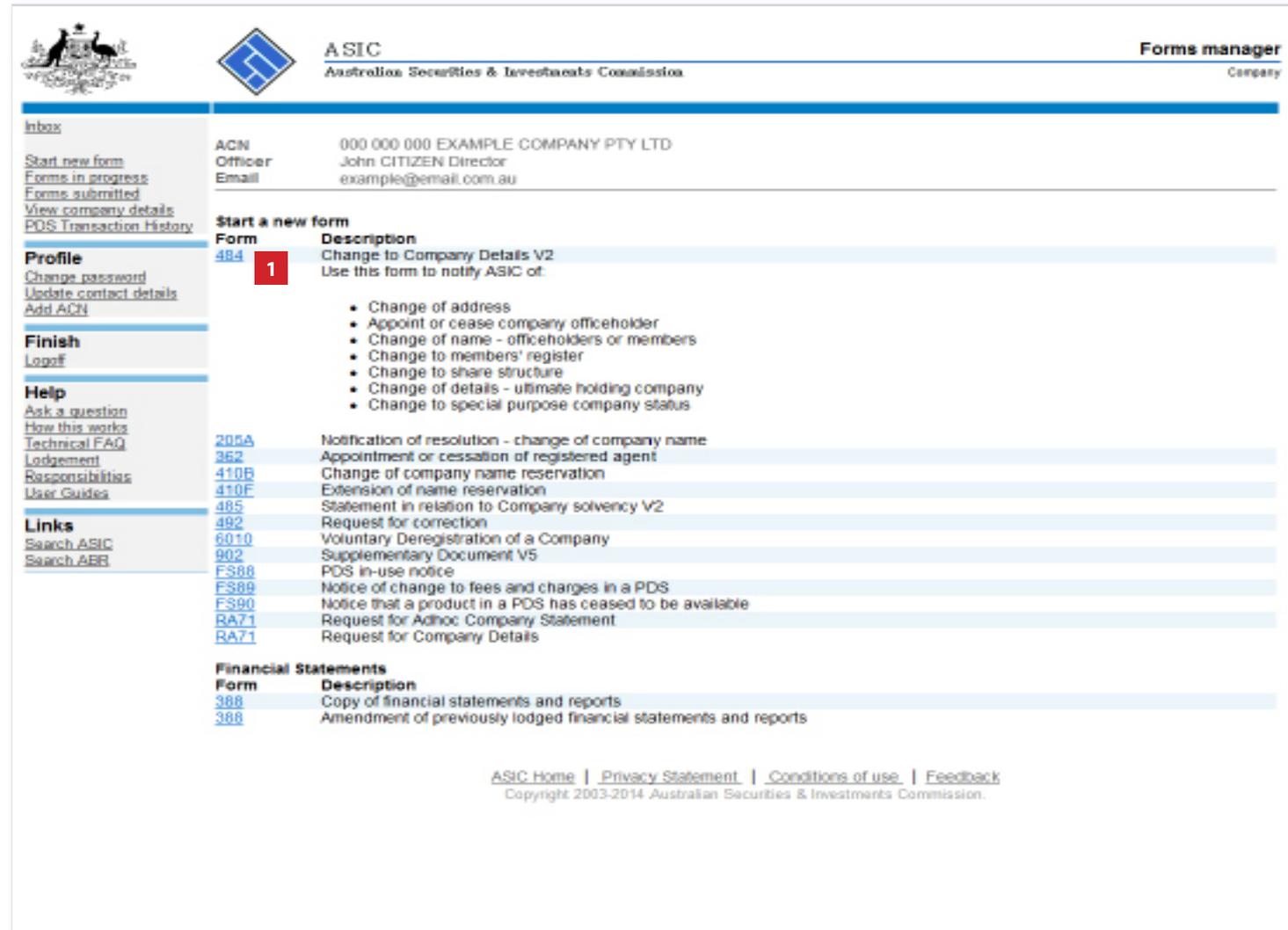
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[How to change company details - appoint or cease company officeholders](#)

Select form type

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



The screenshot shows the ASIC Forms manager interface. 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'. Below this 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. The form '484' is highlighted with a red box containing the number '1'. Below the table, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

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

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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
- You cannot cease yourself
- You cannot cease the last remaining company director (error message will be displayed).

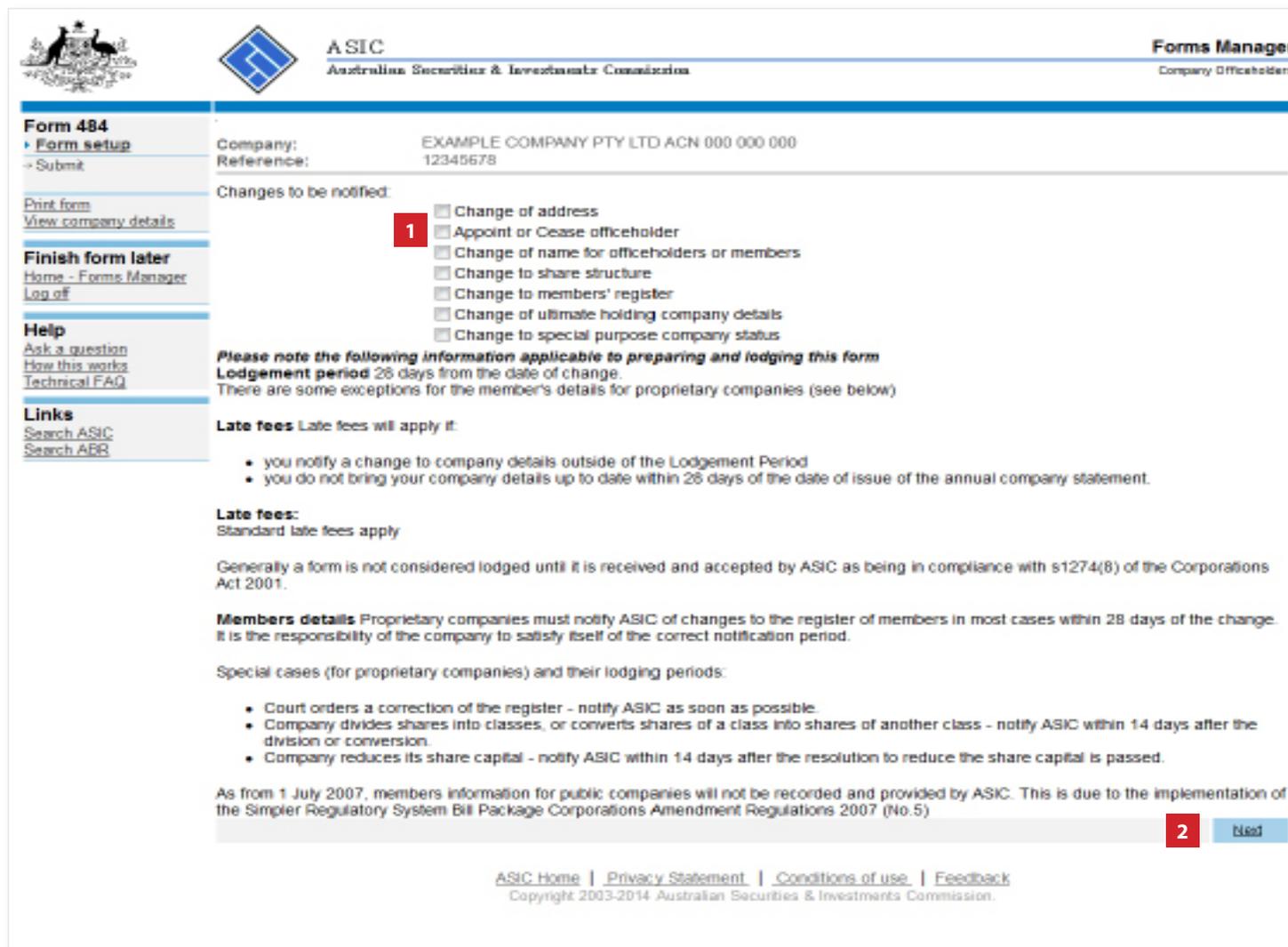
2. Select **Next** to continue.

Note:

If you are **appointing an officeholder**, go to page 6.

If you **ceasing an officeholder**, go to page 8.

If you are **adding a new role to an officeholder**, go to page 10.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page is titled "Form 484" and "Company Officeholders". The company name is "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and the reference number is "12345678".

The "Changes to be notified" section includes the following options:

- 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

A red box with the number "1" highlights the "Appoint or Cease officeholder" option.

Below the options, there is a note: "Please note the following information applicable to preparing and lodging this form". It states that the lodgement period is 28 days from the date of change and that there are some exceptions for proprietary companies.

The "Late fees" section states: "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.

The "Late fees" section also states: "Standard late fees apply".

It further explains: "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."

The "Members details" section states: "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."

The "Special cases (for proprietary companies) and their lodging periods:" section includes:

- 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.

At the bottom of the page, there is a note: "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)".

A red box with the number "2" highlights the "Next" button at the bottom right of the page.

At the bottom of the page, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback". The copyright notice is "Copyright 2003-2014 Australian Securities & Investments Commission."

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

Appointing a new officeholder

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



The screenshot shows the ASIC Forms Manager interface for Form 484. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australia Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is titled 'Officeholders - appoint or cease Form 484' and includes the instruction 'You can appoint or cease an officeholder or add a role'. Below this, the details for 'CITIZEN, JOHN' are shown, including the role 'Director Secretary' and address '1 EXAMPLE STREET, CITY STATE 1234'. There are buttons for 'CEASE' and 'ADD ROLE'. A red box with the number '1' highlights the 'Appoint a new officeholder' link. The left sidebar contains navigation options for 'Form 484', 'Officeholders', 'Submit', 'Print form', 'View company details', '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'.

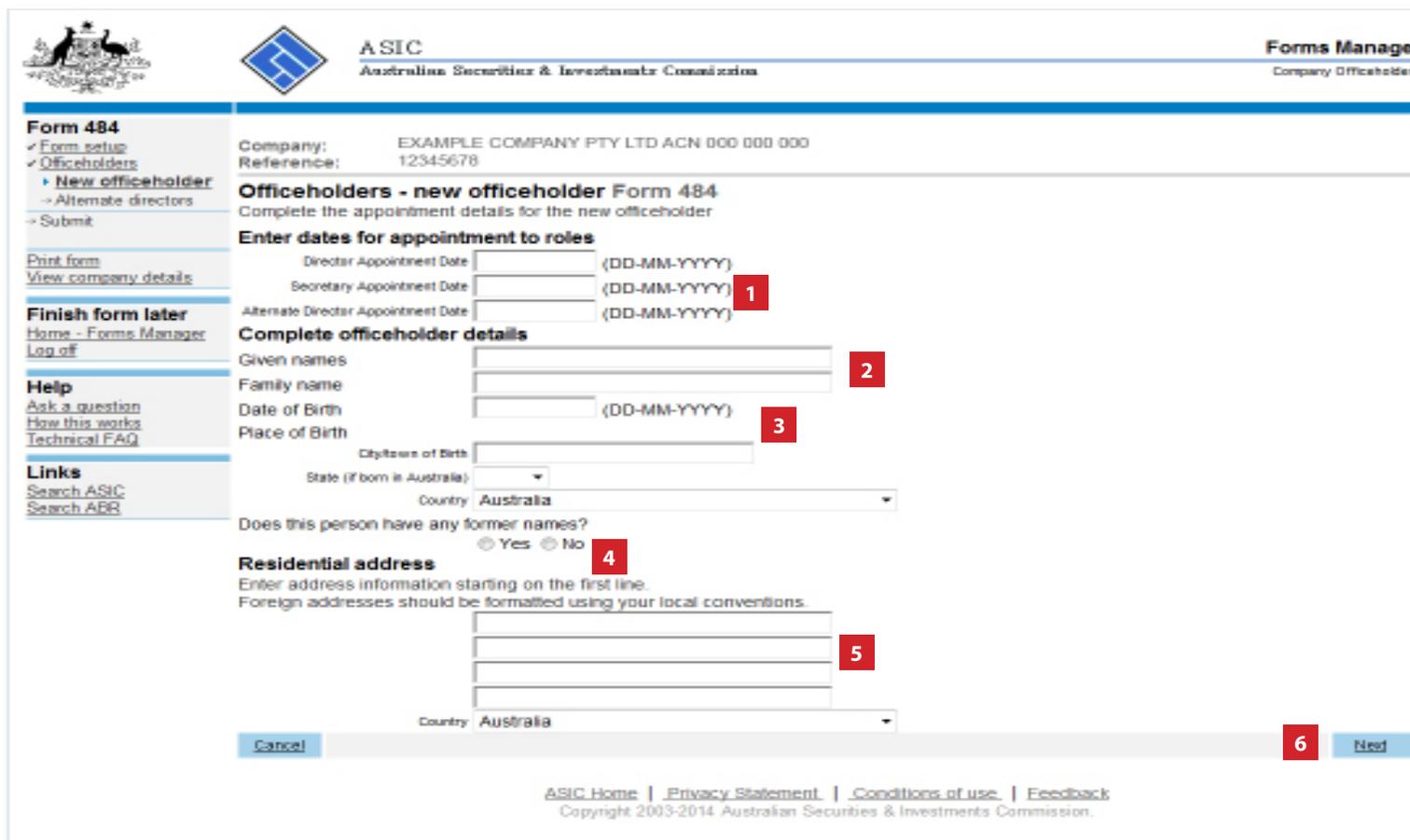
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[How to change company details - appoint or cease company officeholders](#)

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 12**.



The screenshot shows the ASIC Forms Manager interface for 'Officeholders - new officeholder Form 484'. The form is for 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' with reference '12345678'. The form is divided into several sections:

- Enter dates for appointment to roles:** Includes fields for Director Appointment Date, Secretary Appointment Date (marked with a red '1'), and Alternate Director Appointment Date.
- Complete officeholder details:** Includes fields for Given names (marked with a red '2'), Family name, Date of Birth (marked with a red '3'), Place of Birth, City/town of Birth, State (if born in Australia), and Country (set to Australia).
- Does this person have any former names?:** Includes radio buttons for Yes (marked with a red '4') and No.
- Residential address:** Includes a text input field for the address (marked with a red '5') and a Country dropdown menu (set to Australia).

At the bottom of the form, there are 'Cancel' and 'Next' (marked with a red '6') buttons. 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'.

Notes:

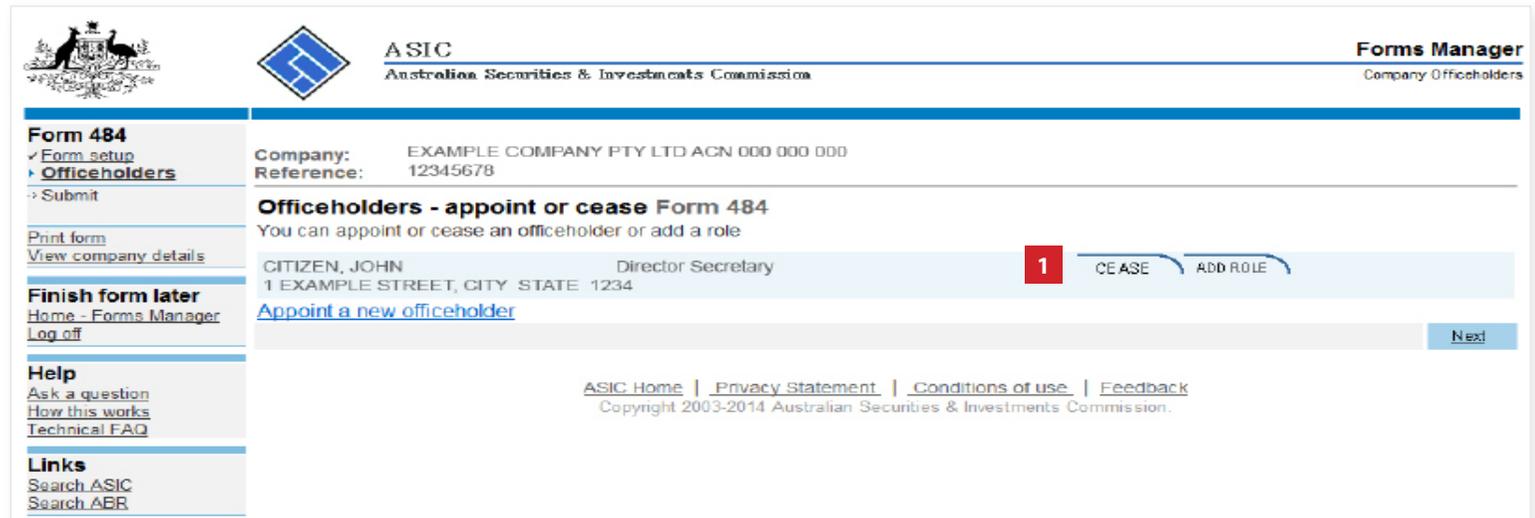
- If you selected **Yes** for 'Does this person have any former names?' the **officeholders – add a former name Form 484** screen displays. Complete the required information and continue.
- At least one of the three possible appointment dates is required, and the rest of the fields are mandatory.
- City/town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

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[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 shows the ASIC Forms Manager interface for Form 484. The page header includes the Australian Government Coat of Arms, the ASIC logo, and the text 'ASIC Australia Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is titled 'Officeholders - appoint or cease Form 484' and includes the instruction 'You can appoint or cease an officeholder or add a role'. A table lists officeholders, with the first entry 'CITIZEN, JOHN' (Director Secretary) having a red box with the number '1' and a 'CEASE' button highlighted. Other buttons include 'ADD ROLE' and 'Next'. The left sidebar contains navigation links for 'Form 484', 'Officeholders', 'Submit', 'Print form', 'View company details', 'Finish form later', 'Help', and 'Links'. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', 'Feedback', and copyright information for 2003-2014.

Form 484
✓ [Form setup](#)
▶ **Officeholders**
→ [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

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

CITIZEN, JOHN	Director Secretary	1	CEASE	ADD ROLE
---------------	--------------------	----------	-----------------------	--------------------------

[Appoint a new officeholder](#)

[Next](#)

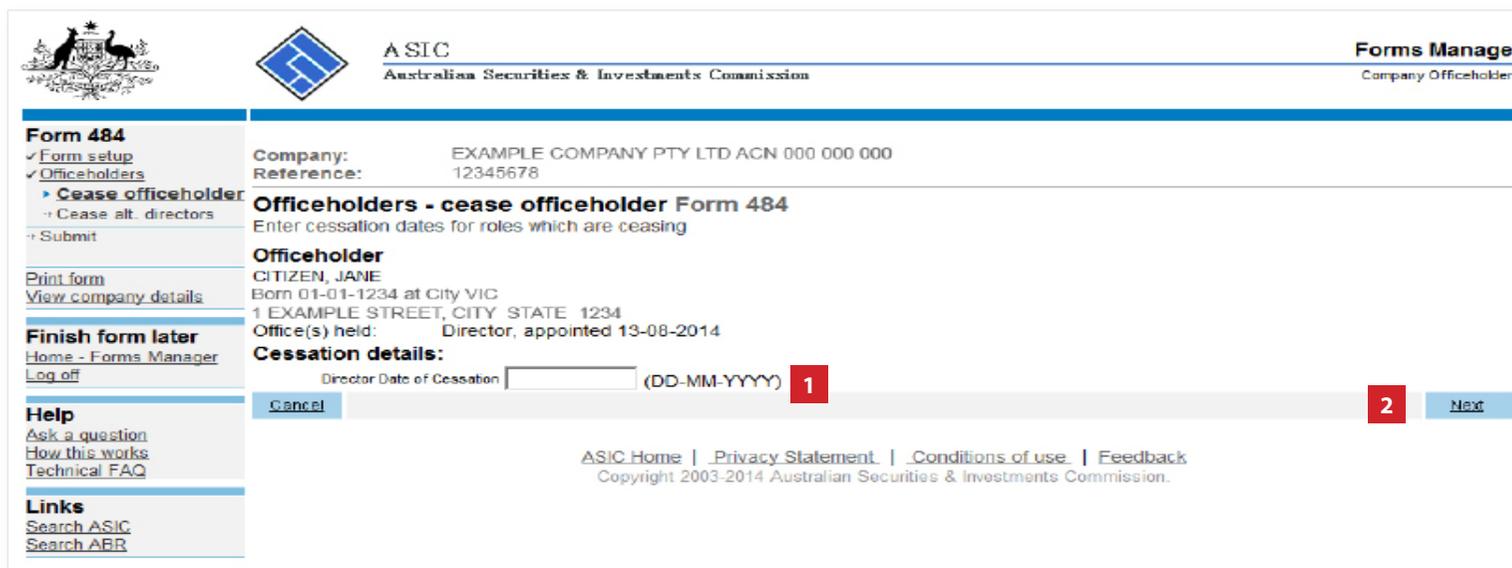
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Ceasing an officeholder

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

Note: proceed to **page 12**.



The screenshot shows the ASIC Forms Manager interface for ceasing an officeholder. The page is titled "Forms Manager" and "Company Officeholders". The main content area is titled "Officeholders - cease officeholder Form 484" and includes a "Cessation details" section with a "Director Date of Cessation" field. A red box with the number "1" highlights the date field, and another red box with the number "2" highlights the "Next" button.

Form 484
✓ Form setup
✓ Officeholders
▶ Cease officeholder
→ Cease alt. directors
→ 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

Officeholders - cease officeholder Form 484
Enter cessation dates for roles which are ceasing

Officeholder
CITIZEN, JANE
Born 01-01-1234 at City VIC
1 EXAMPLE STREET, CITY STATE 1234
Office(s) held: Director, appointed 13-08-2014

Cessation details:
Director Date of Cessation (DD-MM-YYYY) **1**

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

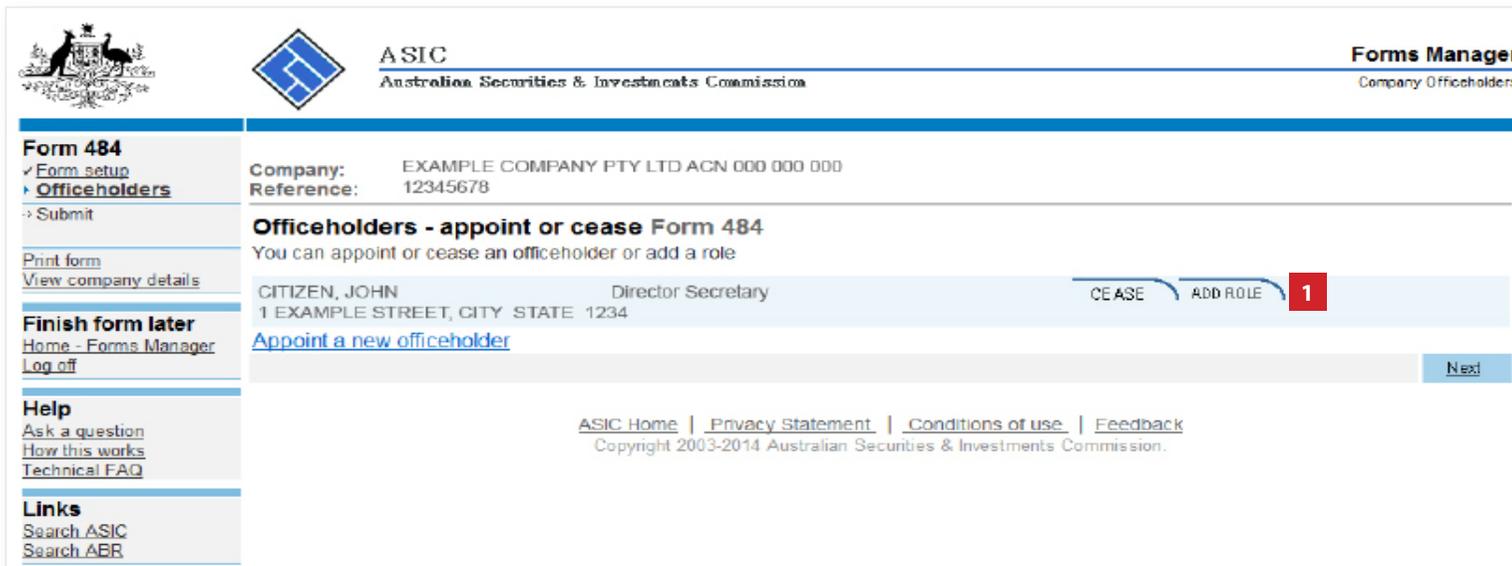
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[How to change company details - appoint or cease company officeholders](#)

Adding a new role to an officeholder

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



The screenshot shows the ASIC Forms Manager interface for Form 484. The page title is "Forms Manager" and the subtitle is "Company Officeholders". The main content area is titled "Officeholders - appoint or cease Form 484" and includes the text "You can appoint or cease an officeholder or add a role". Below this, there is a table with one row: "CITIZEN, JOHN" (Director Secretary) at "1 EXAMPLE STREET, CITY STATE 1234". To the right of the table are two buttons: "CEASE" and "ADD ROLE". The "ADD ROLE" button is highlighted with a red square containing the number "1".

Form 484
✓ Form setup
▶ Officeholders
→ Submit

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

CITIZEN, JOHN	Director Secretary	CEASE	ADD ROLE 1
---------------	--------------------	-------	-------------------

1 EXAMPLE STREET, CITY STATE 1234

[Appoint a new officeholder](#)

Next

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

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

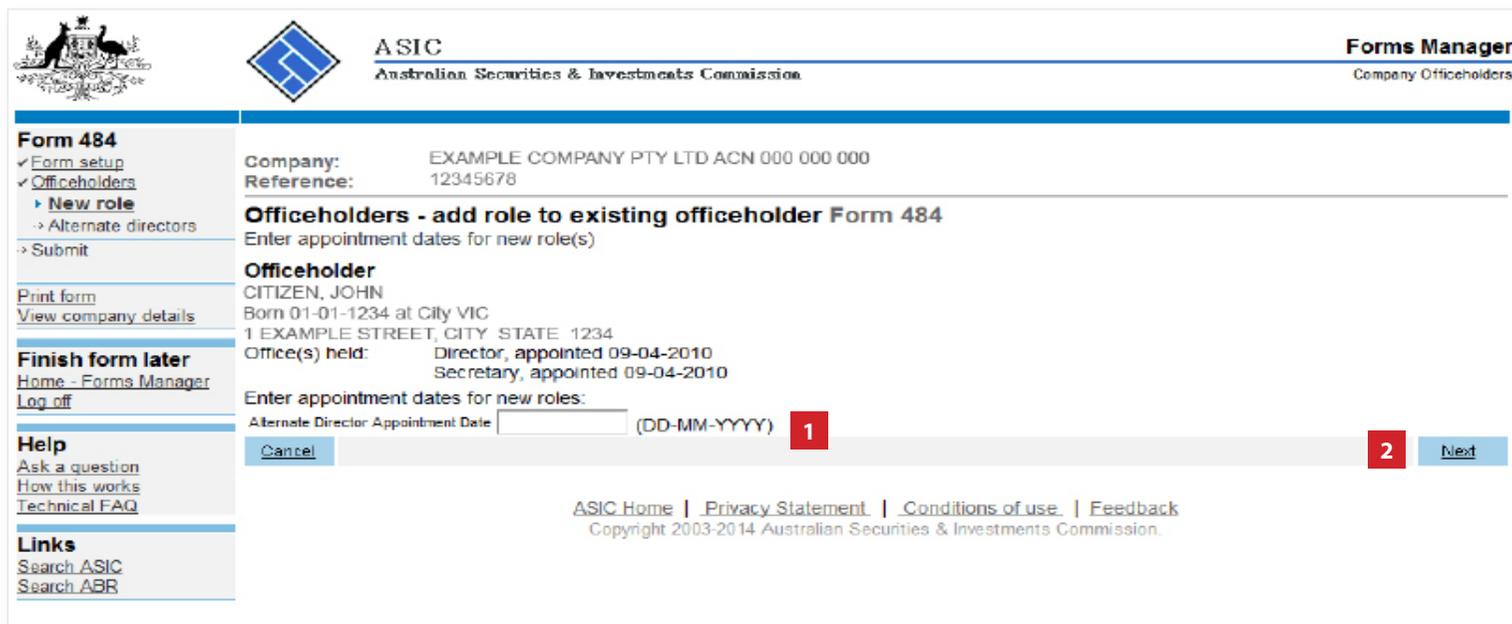
Links
[Search ASIC](#)
[Search ABR](#)

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](#)

Adding a new role to an officeholder

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



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

ASIC
Australian Securities & Investments Commission

Forms Manager
Company Officeholders

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

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

Officeholder
CITIZEN, JOHN
Born 01-01-1234 at City VIC
1 EXAMPLE STREET, CITY STATE 1234
Office(s) held: Director, appointed 09-04-2010
Secretary, appointed 09-04-2010

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

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

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

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.





ASIC
 Australian Securities & Investments Commission

Forms Manager
Company Officeholders

Form 484

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

Officeholders - appoint or cease Form 484

You can appoint or cease an officeholder or add a role

CITIZEN, Jane 1 EXAMPLE STREET, CITY STATE 1234	Director	1	UNDO	REVIEW
CITIZEN, John 1 EXAMPLE STREET, CITY STATE 1234	Director Secretary		CEASE	ADD ROLE

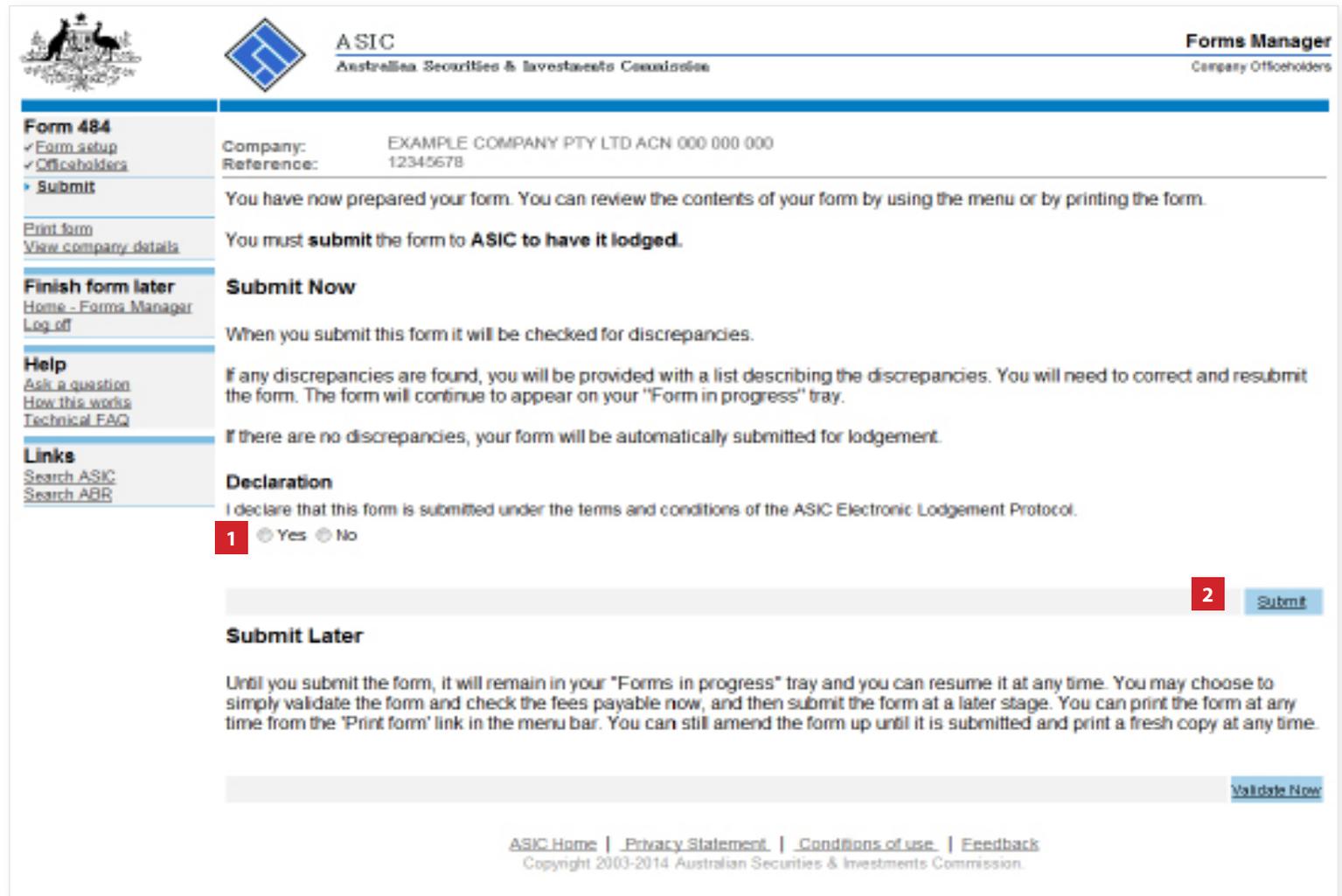
[Appoint a new officeholder](#)

2 [Next](#)

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

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](#)
[Officeholders](#)
[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 ARR](#)

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.

1 Yes No

2 [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.

[Validate Now](#)

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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](#)

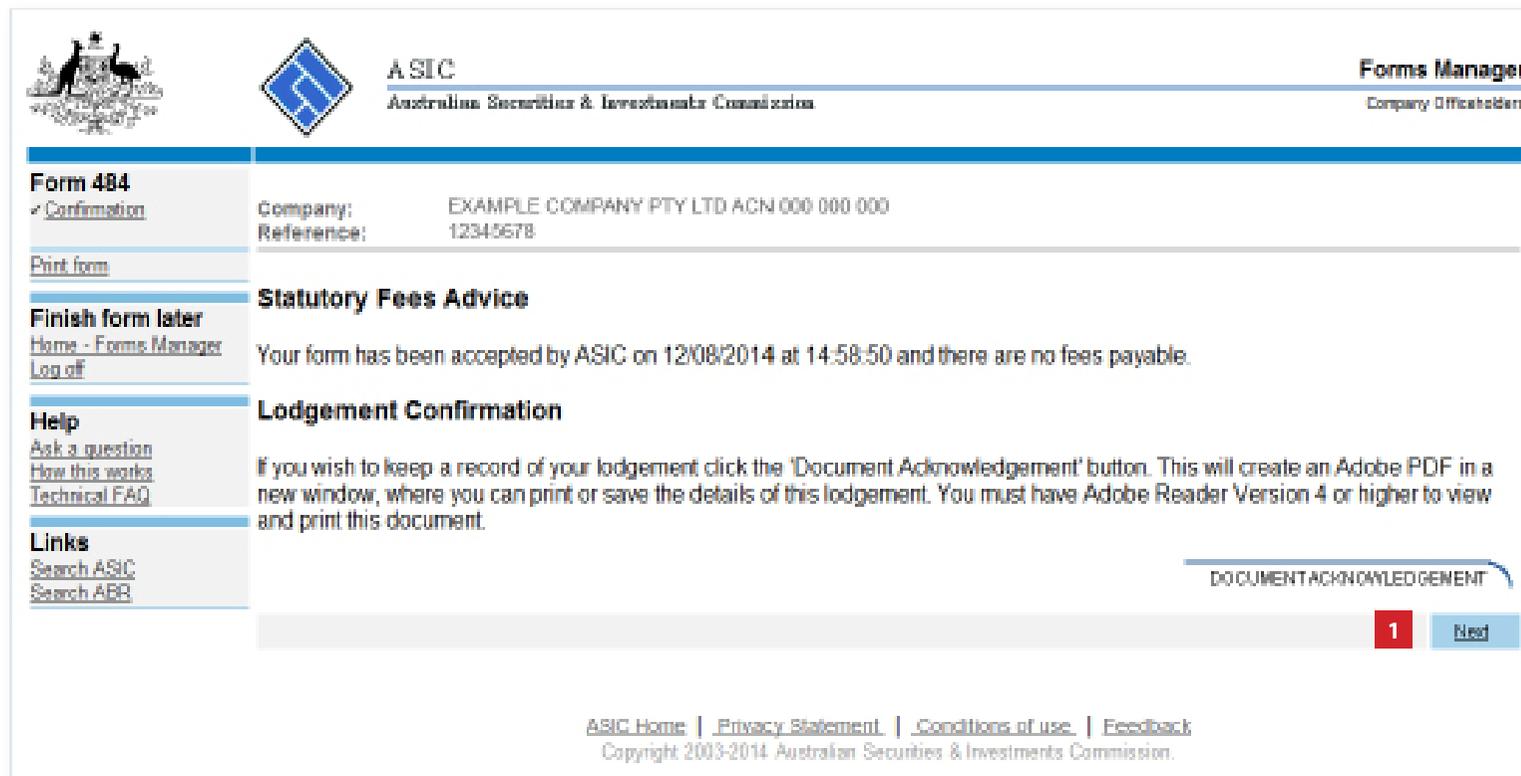
Confirmation of form submission

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 the Australian Government Coat of Arms and the ASIC logo, followed by the text "ASIC Australian Securities & Investments Commission". On the right, it says "Forms Manager" and "Company Officeholders".

The main content area is divided into two columns. The left column contains a sidebar with the following sections:

- Form 484**
 - ✓ [Confirmation](#)
 - [Print form](#)
- Finish form later**
 - [Home - Forms Manager](#)
 - [Log off](#)
- Help**
 - [Ask a question](#)
 - [How this works](#)
 - [Technical FAQ](#)
- Links**
 - [Search ASIC](#)
 - [Search ABB](#)

The right column contains the following information:

- 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.

At the bottom right, there is a button labeled "DOCUMENT ACKNOWLEDGEMENT" with a red square containing the number "1" next to it, and a "Next" button.

At the very bottom, there is a footer with the following text: "ASIC Home | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
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