

Changing an officeholder's name

You can change an officeholder's name online. You must have [registered for online access](#) and use your account details to log in.

Please note that you cannot change your own name online. To change your own name, [contact us](#).

You must tell us of any officeholder changes within 28 days to avoid [late fees](#).

How to change an officeholder's name

Step 1 - Once logged in, select 'Start new form' from the left hand menu

Step 2 - Select 'Change to Company Details' (484) from the list of forms

Step 3 - Select 'Change of name for officeholders or members' from the list of changes

Step 4 - Enter the new details and select the officeholder that's being updated

Enter the date of change, the officeholder's new name, and then select 'Officeholder's Name'. Once complete, select 'Next' and select the officeholder the name change goes to.

Step 5 - Review the changes, complete the declaration, and submit your transaction

Once you've reviewed all information and made sure it's correct, select 'Next'. Once you complete the declaration, press 'Submit'.

For more information on updating your company details, see '[Company officeholder help](#).'

How to change company details - change of name (officeholders or members)

[Download the full userguide \(including screenshots\) as a PDF \(901 KB\)](#)

You must submit this form within 28 days if there is a change of:

- personal name of a company officeholder or member or
- company name of a top 20 member.

If the company has a sole officeholder, a change to the officeholder name cannot be lodged electronically. You must notify this change via the paper form.

Note that once an officeholder's name has been changed, the officeholder will need to re-register for online access.

You will need to sign in to your online account before you begin.

Start transaction

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

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

Select change to be notified

Select **'Change of name for officeholder or members'**.

- Select **'Next'** to continue.

Changing the name

Enter the date of change.

- Enter the new name.
- Select the relevant box to confirm if the change of name applies to an officeholder or a member.
- Select **'Next'** to continue.

This guide follows the change of name for an officeholder. The transaction will vary slightly if you are changing the name of a member.

Select member or officeholder

Select the relevant officeholder or member.

- Select **'Next'** to continue.

Change officeholder name

Review the change of name.

- If you wish to enter multiple name changes, select **'Notify another name change'** and enter the required information.

- Otherwise, select '**Next**' to continue.

Declare

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.

- Select '**Submit**' to lodge the form with ASIC.

Confirmation

This screen confirms your document was submitted to ASIC.

- 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.

Last updated: 30/03/2021 09:31



User guide

Company Officeholder

How to change company details - change of name (officeholders or members)

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

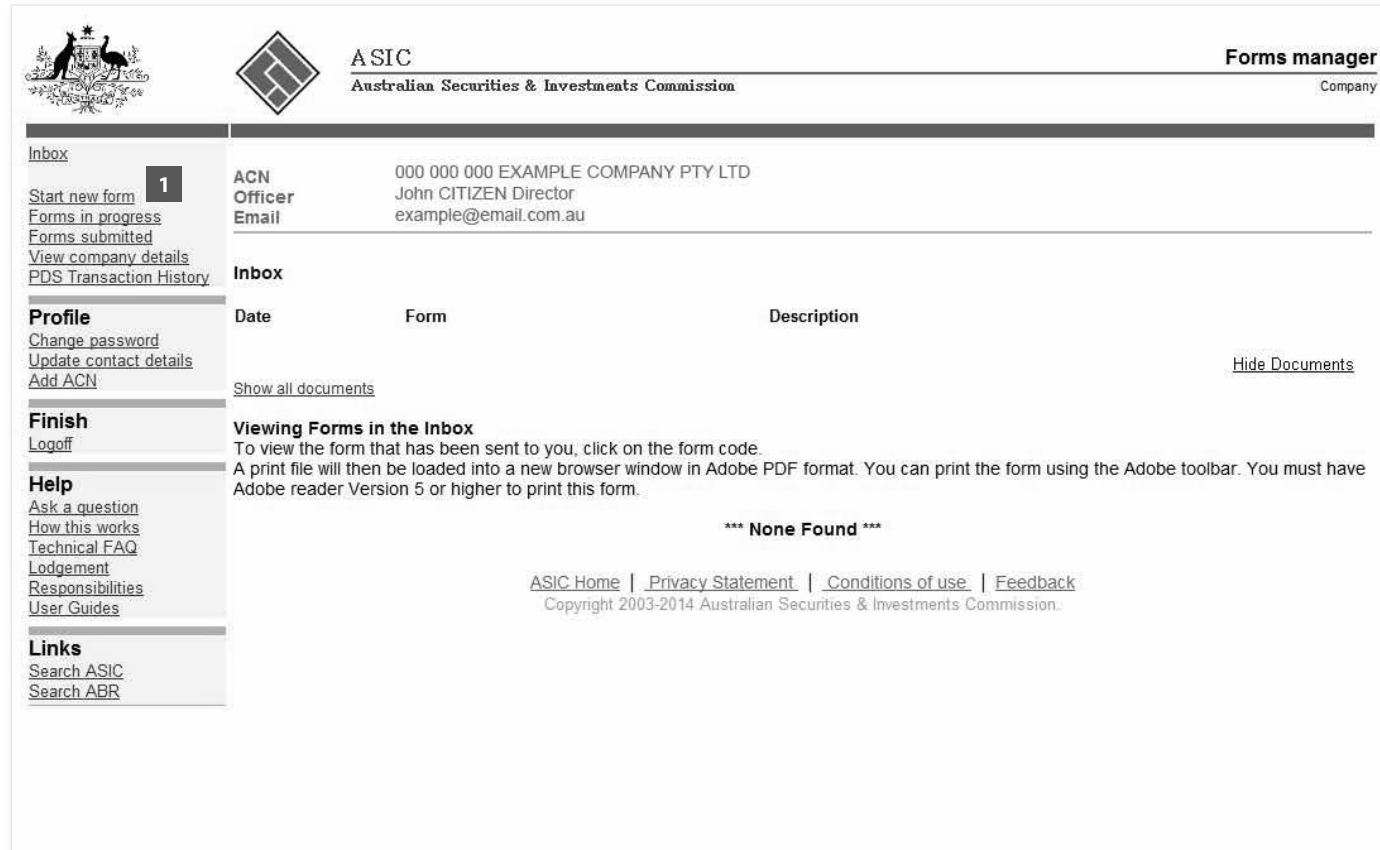
How to change company details - change of name (officeholders or members)

- You will need to sign in to your online account before you begin.
- You must submit this form within 28 days if there is a change of:
 - personal name of a company officeholder or member,
 - company name of a member (limited to the top 20 members).
- If the company has a sole officeholder, a change to the officeholder name cannot be lodged electronically. You must notify this change via the paper form.
- Once an officeholder's name has been changed, the officeholder will need to re-register for online access.

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. At the top, there are the Australian Coat of Arms and the ASIC logo, followed by the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms manager Company'. A left-hand navigation menu contains links for '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', and 'Links', 'Search ASIC', and 'Search ABR'. The 'Start new form' link is highlighted with a red '1' in a black box. The main content area shows a table with one row of data:

ACN	000 000 000 EXAMPLE COMPANY PTY LTD
Officer	John CITIZEN Director
Email	example@email.com.au

Below this is another 'Inbox' section with a table header:

Date	Form	Description
------	------	-------------

There are links for 'Show all documents' and 'Hide Documents'. Below the table, it says 'Viewing Forms in the Inbox' and provides instructions on how to view and print forms. At the bottom, it says '*** None Found ***' and provides links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback'. The footer of the page includes 'Copyright 2003-2014 Australian Securities & Investments Commission.'

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How to change company details - change of name (officeholders or members)

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 Australian Securities & Investments Commission' and 'Forms manager Company'. Below this is a navigation menu with sections: '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', and 'Links', 'Search ASIC', 'Search ABR'. The main content area is titled 'Start a new form' and contains a table of forms. Form 484 is highlighted with a red box and a '1' in a black square. Below the table, there are sections for 'Financial Statements' and a footer with links to '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 - change of name (officeholders or members)

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Select change to be notified

1. Select **Change of name for officeholder or members**.
2. Select **Next** to continue.





ASIC
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Forms Manager
Company Officeholders

Form 484

▶ **Form setup**

→ Submit

[Print form](#)

[View company details](#)

Finish form later

[Home - Forms Manager](#)

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Help

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Links

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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)

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Next

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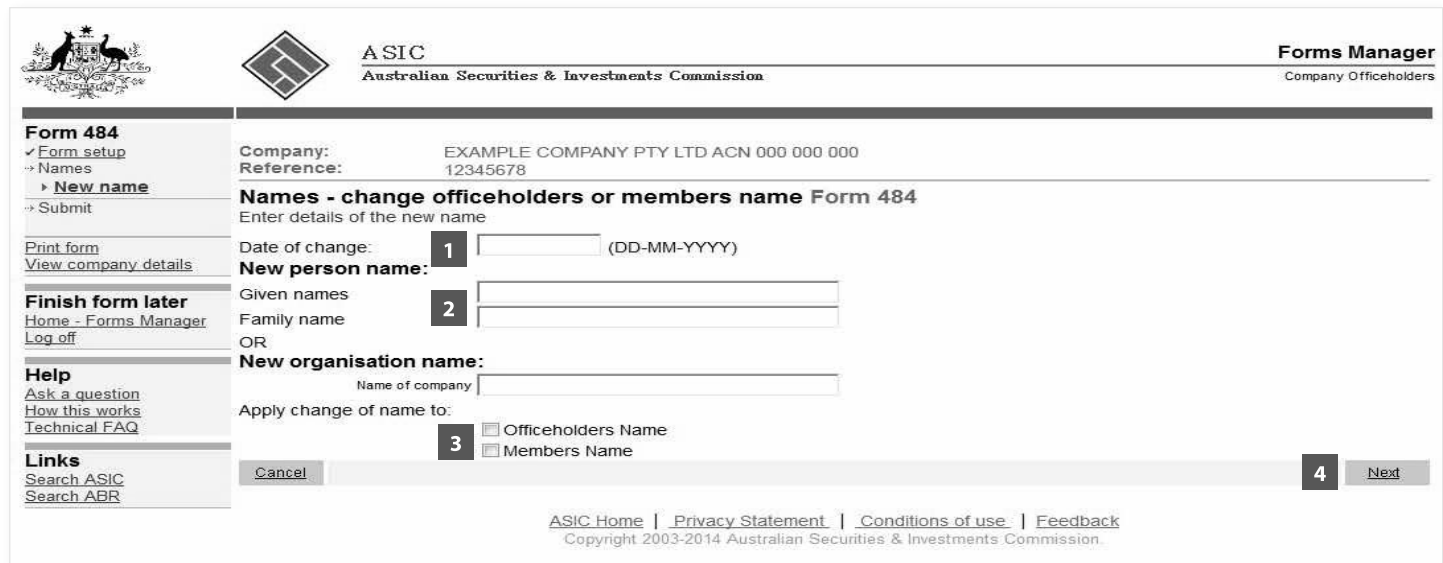
How to change company details - change of name (officeholders or members)

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Changing the name

1. Enter the **date of change**.
2. Enter the **new name**.
3. Select the **relevant box** to confirm if the change of name applies to an officeholder or a member.
4. Select **Next** to continue.

Note: The screens used in the following pages are for changing an officeholder name; the screens will vary if a member is selected.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page title is 'Names - change officeholders or members name Form 484'. The company details are 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' with reference '12345678'. The form includes fields for 'Date of change' (marked with a '1'), 'New person name' (with sub-fields for 'Given names' and 'Family name', marked with a '2'), and 'New organisation name' (with a sub-field for 'Name of company', marked with a '3'). There are checkboxes for 'Officeholders Name' and 'Members Name' (marked with a '3'). A 'Cancel' button is on the left and a 'Next' button (marked with a '4') is on the right. 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'.

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

Select member or officeholder

1. Select the relevant **officeholder or member**.
2. Select **Next** to continue.



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 Australian Securities & Investments Commission" and "Forms Manager Company Officeholders".

Form 484

- ✓ Form setup
- Names
 - ✓ New name
 - ▶ **Officeholder**
- Submit

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

Finish form later
[Home - Forms Manager](#)
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Links
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Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
Reference: 12345678

Names - change officeholder name Form 484

New name
CITIZEN, Jane

Select the officeholder that the new name applies to:

1 CITIZEN, John
Born 01-01-1234 at City VIC
1 EXAMPLE STREET, CITY STATE 1234

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.

How to change company details - change of name (officeholders or members)

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Changing the officeholder name

1. **Review** the change of name.
2. If you wish to enter multiple name changes, select **Notify another name change**.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 484. The page title is 'Forms Manager - Company Officeholders'. The company information is 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' with reference '12345678'. The main section is 'Names - change of name summary Form 484'. Under 'New name', there is an input field containing 'CITIZEN, Jane' with a '1' in a black box next to it. Below this is a 'Notify another name change' input field with a '2' in a black box next to it. To the right of the 'New name' field are 'UNDO' and 'REVIEW' buttons. At the bottom right of the form area is a '3' in a black box next to a 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

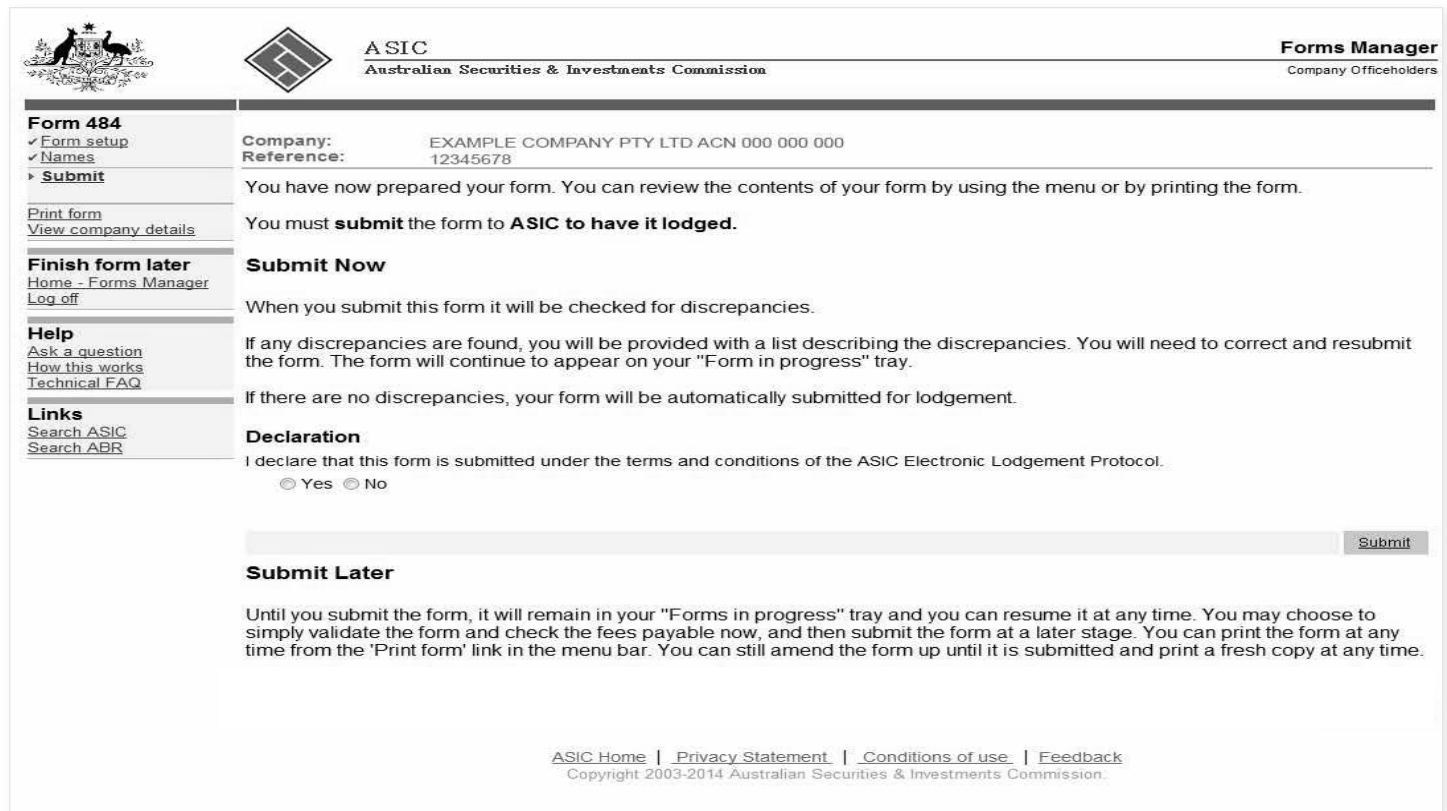
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

How to change company details - change of name (officeholders or members)

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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. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. On the right, it says 'Forms Manager Company Officeholders'. The main content area is titled 'Form 484' and includes a navigation menu with 'Form setup', 'Names', and 'Submit'. The 'Submit' option is selected. Below the navigation, there are links for 'Print form' and 'View company details'. The 'Finish form later' section includes links for 'Home - Forms Manager' and 'Log off'. The 'Help' section includes links for 'Ask a question', 'How this works', and 'Technical FAQ'. The 'Links' section includes links for 'Search ASIC' and 'Search ABR'. The main content area displays the company name 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and the reference number '12345678'. It contains instructions: '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.' There are two options: 'Submit Now' and 'Submit Later'. The 'Submit Now' option includes a declaration: 'I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.' with radio buttons for 'Yes' and 'No'. The 'Submit Later' option includes instructions: 'Until you submit the form, it will remain in your "Forms in progress" tray and you can resume it at any time. You may choose to simply validate the form and check the fees payable now, and then submit the form at a later stage. You can print the form at any time from the "Print form" link in the menu bar. You can still amend the form up until it is submitted and print a fresh copy at any time.' At the bottom, 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'.

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 of name (officeholders or members)

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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

Form 484

[✓ Confirmation](#)

[Print form](#)

Finish form later

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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.

[DOCUMENT ACKNOWLEDGEMENT](#)

1 [Next](#)

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How to change company details - change of name (officeholders or members)

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Changing company officeholders' details

Thanks for your enquiry about updating your officeholder details.

To update your officeholder details, like your address, submit a [Change to company details](#) online.

If you're resigning, or changing your name, you won't be able to update your own details online. One of the other appointed officeholders must make the change.

You must let us know of any changes within 28 days. If you don't, late fees will apply.

If you are submitting a cessation of company director, and do not notify us within 28 days, the cessation date of the director will be overridden and replaced with the lodgement date of the [Change to company details](#). Late fees will still apply in this scenario.

For more information about your officeholder obligations, [visit our website](#).