



**ASIC**  
Australian Securities &  
Investments Commission

# Company officeholder: How to change company details (officeholders or members name)

User guide | Published June 2025



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

## Overview

- 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.

## Get started

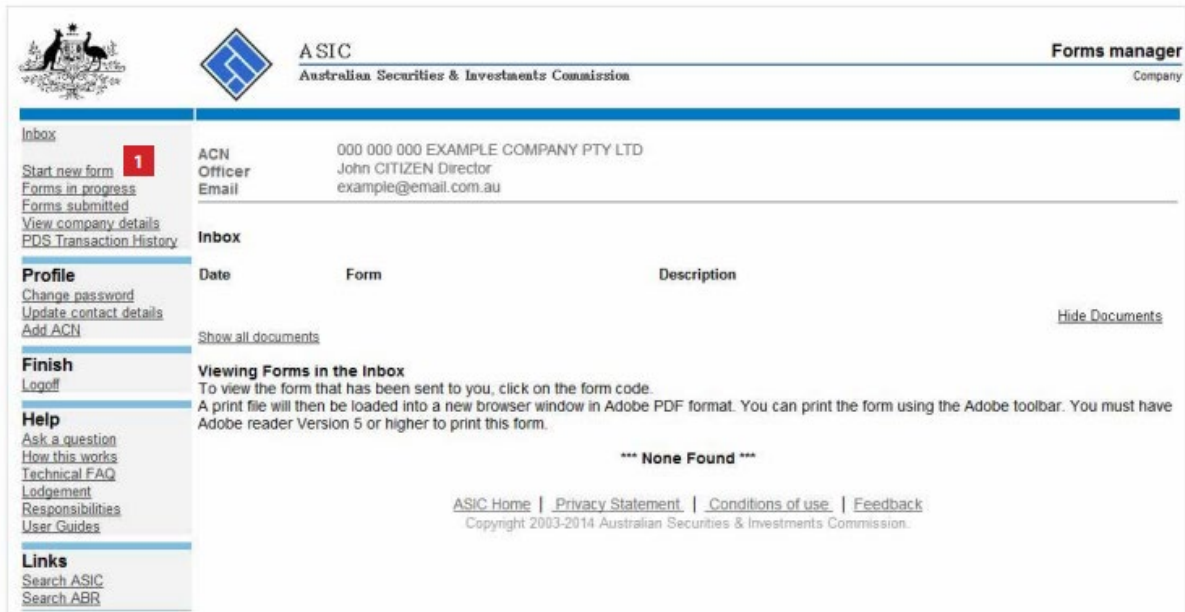
1. Visit our website at [asic.gov.au](https://asic.gov.au).
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under **Companies and organisations**, choose (from the drop-down menu):
  - **Update my company details** and log in, or
  - **Learn more about ASIC's online services** for more information on how to sign up.

*Tips:*

- Additional support can be found on the following pages:
  - [Company officeholders](#) support page (contains user guides and FAQs).
  - [Top call centre questions](#).

## Start transaction

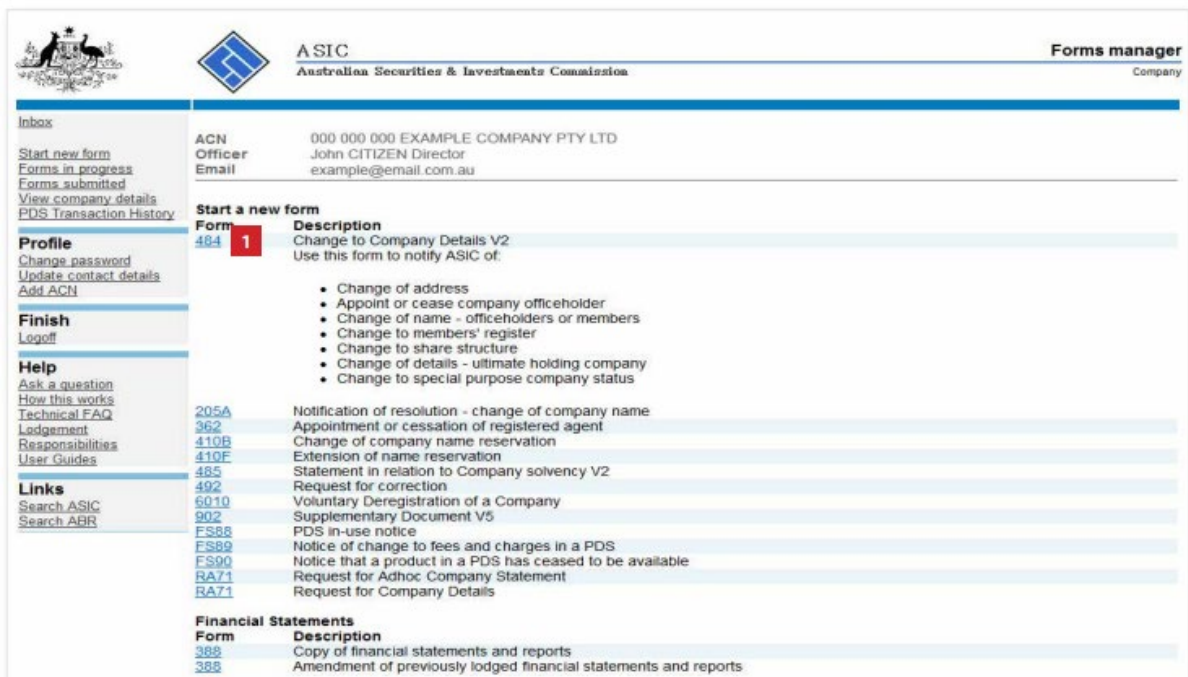
- Once logged in (using CAN/ABN or Corporate Key), select **Start new form** in the left-hand menu.



The screenshot shows the ASIC Forms manager interface. The top navigation bar includes the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and 'Forms manager Company'. The left-hand menu is expanded to show 'Start new form' with a red '1' next to it. Other menu items include 'Forms in progress', 'Forms submitted', 'View company details', 'PDS Transaction History', 'Profile', 'Finish', 'Help', and 'Links'. The main content area displays the user's profile information: ACN 000 000 000 EXAMPLE COMPANY PTY LTD, Officer John CITIZEN Director, and Email example@email.com.au. Below this, there is an 'Inbox' section with a table header: Date, Form, Description. The table is currently empty, displaying '\*\*\* None Found \*\*\*'. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014.

## Select form type

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



The screenshot shows the ASIC Forms manager interface with the 'Start a new form' section selected. The left-hand menu is expanded to show 'Start a new form' with a red '1' next to it. The main content area displays a list of available forms. The first form, 484, is highlighted in blue and has a red '1' next to it. The list includes:

Form	Description
484	Change to Company Details V2 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>
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
<b>Financial Statements</b>	
388	Copy of financial statements and reports
388	Amendment of previously lodged financial statements and reports

## Select change to be notified

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

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" and "Reference: 12345678". The "Changes to be notified" section has a red box with the number "1" next to the "Change of name for officeholders or members" option. Below this, there is a "Please note the following information applicable to preparing and lodging this form" section, followed by "Late fees" and "Members details" sections. At the bottom right, there is a red box with the number "2" and a "Next" button.

## Change 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, specifically the "Names - change officeholders or members name" section. The company details are "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and "Reference: 12345678". The "Names - change officeholders or members name Form 484" section has a red box with the number "1" next to the "Date of change:" field, which is followed by a text input field and "(DD-MM-YYYY)". Below this, there is a "New person name:" section with a red box with the number "2" next to the "Given names" field, followed by a text input field and "Family name" field. Below this, there is a "New organisation name:" section with a red box with the number "3" next to the "Name of company" field, followed by a text input field. At the bottom right, there is a red box with the number "4" and a "Next" button.

## Select member or officeholder

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

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Forms Manager  
Company Officeholders

**Form 484**  
✓ Form setup  
→ Names  
✓ New name  
→ Officeholder  
→ 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

**Names - change officeholder name Form 484**

**New name**  
CITIZEN, Jane

Select the officeholder that the new name applies to:

CITIZEN, John

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

Next

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## Change 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.

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Forms Manager  
Company Officeholders

**Form 484**  
✓ Form setup  
→ Names  
→ 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

**Names - change of name summary Form 484**

**New name**  
CITIZEN, Jane

UNDO REVIEW

Notify another name change

Next

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## Make 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  
✓ Names  
▶ **Submit**  
[Print form](#)  
[View company details](#)

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](#)

### 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.

## 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.

**Form 484**  
✓ Confirmation  
[Print form](#)

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

**Statutory Fees Advice**  
Your form has been accepted by ASIC on 18/08/2014 at 12:33:09 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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