



**ASIC**  
Australian Securities &  
Investments Commission

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

ASIC Connect 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 left-hand menu has 'Start new form' highlighted with a red '1'. The main content area shows the user's profile (ACN 000 000 000 EXAMPLE COMPANY PTY LTD, Officer John CITIZEN Director, Email example@email.com.au) and an 'Inbox' section. The 'Inbox' section is currently empty, displaying '\*\*\* None Found \*\*\*'. The bottom of the page contains links to 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. The left-hand menu has 'Start a new form' highlighted with a red '1'. The main content area shows a list of forms. Form 484 is highlighted with a red '1'. The list of forms 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

Below the list of forms, there is a section for 'Financial Statements' with forms 388 and 389.

## Select change to be notified

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

**Form 484**  
Form setup  
Submit

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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## 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.

**Form 484**  
Form setup  
Names  
New name  
Submit

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

**Names - change officeholders or members name Form 484**  
Enter details of the new name

Date of change: **1**  (DD-MM-YYYY)

**New person name:**

Given names **2**

Family name

OR

**New organisation name:**

Name of company

Apply change of name to:

**3** ☐ Officeholders Name  
☐ Members Name

[Cancel](#) **4** [Next](#)

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## 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 left sidebar contains navigation links for Form 484 (Form setup, Names, New name, Officeholder, Submit), Print form, View company details, Finish form later, Home - Forms Manager, Log off, Help, and Links. The main content area displays the company name 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and reference number '12345678'. The title is 'Names - change officeholder name Form 484'. Under 'New name', it lists 'CITIZEN, Jane'. A section titled 'Select the officeholder that the new name applies to:' shows a list with 'CITIZEN, John' selected, marked with a red '1'. Below this, it shows 'Born 01-01-1234 at City VIC' and '1 EXAMPLE STREET, CITY STATE 1234'. A red '2' is next to the 'Next' button. The footer includes links to ASIC Home, Privacy Statement, Conditions of use, and Feedback, along with a copyright notice for 2003-2014.

## 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.

The screenshot shows the ASIC Forms Manager interface for Form 484, specifically the 'Names - change of name summary' step. The left sidebar is identical to the previous screenshot. The main content area displays the company name 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and reference number '12345678'. The title is 'Names - change of name summary Form 484'. Under 'New name', it lists 'CITIZEN, Jane' with a red '1' next to it. Below this, there is a 'Notify another name change' link with a red '2' next to it. To the right of the 'New name' section, there are 'UNDO' and 'REVIEW' buttons. A red '3' is next to the 'Next' button. The footer includes links to ASIC Home, Privacy Statement, Conditions of use, and Feedback, along with a copyright notice for 2003-2014.

## 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](#)

**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](#)

### 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](#)

**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

**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**

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