



ASIC
Australian Securities &
Investments Commission

Company officeholder: How to change company details - share structure

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 log in to your online account before you begin.
- Before you commence, be aware of the following information regarding shares.
 - **All companies** must notify ASIC if they cancel or issue shares. Notifications must be received within 28 days of the change occurring.
 - **Proprietary companies** must also notify ASIC of any changes to:
 - The company's share structure.
 - Details of their top 20 members.
 - **Public companies** must notify ASIC of changes to their share structure after they have received their annual company statement. Notification must be received within 28 days of the date of issue of the company statement.
 - **Special cases (for proprietary companies) and their lodging periods:**
 - Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.
 - Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.
 - **Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares:**
 - These companies are not required to provide any details about share structure or members.
 - Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Regulation 12.8.03.

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under **Company officeholder**, 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 access our portals.

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

1. Enter relevant login details (have your ACN/ABN and your Corporate Key handy).
2. Once logged in, select **Start new form** in the left-hand menu.

The screenshot displays the ASIC Forms manager interface. At the top, the ASIC logo and name are visible, along with the 'Forms manager' title and a 'Company' dropdown. The left-hand menu includes sections for 'Inbox', 'Profile', 'Finish', 'Help', and 'Links'. The 'Inbox' section is active, showing a 'Start new form' button with a red notification badge containing the number '1'. Below this, there are links for 'Forms in progress', 'Forms submitted', 'View company details', and 'PDS Transaction History'. The 'Profile' section includes links for 'Change password', 'Update contact details', and 'Add ACN'. The 'Finish' section has a 'Logout' link. The 'Help' section includes links for 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', and 'User Guides'. The 'Links' section includes links for 'Search ASIC' and 'Search ABR'. The main content area shows the user's ACN (000 000 000 EXAMPLE COMPANY PTY LTD), Officer (John CITIZEN Director), and Email (example@email.com.au). Below this, there is an 'Inbox' table with columns for 'Date', 'Form', and 'Description'. A 'Show all documents' link is present. The 'Viewing Forms in the Inbox' section explains that users can click on a form code to view the form, which will be loaded into a new browser window in Adobe PDF format. It also mentions that users must have Adobe reader Version 5 or higher to print the form. The '*** None Found ***' message is displayed in the table area. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice for 2003-2014 Australian Securities & Investments Commission.

Date	Form	Description
*** None Found ***		

Select form type

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

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Forms manager
Company

Inbox

Start new form
Forms in progress
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ACN 000 000 000 EXAMPLE COMPANY PTY LTD
Officer John CITIZEN Director
Email example@email.com.au

Start a new form

Form	Description
484	Change to Company Details V2 Use this form to notify ASIC of: - 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

Select change to be notified

1. Select **Change to share structure**.

Note: If you are issuing or cancelling shares, please also select **Change to members register**. Refer to the [User guides for registered agents](#) and download *How to change company details - change to members register* for further assistance.

2. Select **Next** to continue.

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Forms Manager
Company Officeholders

Form 484
Form setup
Submit

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View company details

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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)

Next

Change/add share class details

Review existing share information. From here you can:

1. **Change** details for any existing share classes (continue to page 7), or
2. **Add another share class** (continue to page 10).

Form 484
 ✓ Form setup
 ▶ **Share structure**
 → Submit

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

Share structure - summary Form 484
 You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid	
ORD ORDINARY	2	4.00	0.00	CHANGE 1

[Add another share class](#) **2**

[Next](#)

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Change share details

1. Select the **Reason for change**.
2. Select **Next** to continue.

Note: This guide follows the example of selecting to issue shares. If you select an alternative reason for change, the following screen/s will differ.

Form 484
 ✓ Form setup
 ✓ Share structure
 ▶ **Change class**
 → Submit

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

Share structure - change a share class Form 484
 Select the reason why the share class is being changed

Current details
 Share class code: ORD
 Title: ORDINARY
 Total number issued: 2
 Total amount paid: 4.00
 Total amount unpaid: 0.00

Reason for change:

- ☒ Issue of Shares
- ☐ Cancellation of Shares
- ☐ Call on unpaid shares
- ☐ Division or conversion of a class of shares
- ☐ Conversion of shares into smaller or larger numbers

1

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

Notes: Options to change a share class:

- **Issue of Shares**
 - This also requires Change to Members' Register. If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged along with:
 - (for proprietary companies) a Form 207Z certifying that all stamp duties have been paid, or

- (for public companies) a Form 207Z and either a Form 208 or a copy of the contract.
- **Cancellation of Shares**
 - This also requires Change to Members' Register. Depending on the reason for cancellation, other paper forms may be required to be lodged prior to lodging the Form 484.
- **Call on unpaid shares**
- **Division or conversion of a class of shares**
 - This is not yet available in Easyldodge: a paper Form 211 has to be lodged.
- **Conversion of shares into smaller or larger numbers**
 - This is not yet available in Easyldodge: a paper Form 2205 has to be lodged.

Change share details

1. Enter the **Number of shares issued**.
2. Enter the **Amount paid per share**.
3. Enter the **Amount unpaid per share**.
4. Enter the **Earliest date of change**.
5. Select **Yes** or **No** as to whether the shares were issued for other than cash.
6. Select **Next** to continue.

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Form 484
✓ Form setup
✓ Share structure
✓ Change class
✓ Issue shares
→ Confirm share structure changes
→ Submit

Print form
View company details

Finish form later
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Reference: 12345678

Share structure - issue of shares in a class Form 484
Complete details of the share issue

Share class details
Share class: ORD ORDINARY

Details of share issue
Number of shares issued: 1
Amount paid per share: 2
Amount unpaid per share: 3
Earliest date of change: (DD-MM-YYYY) 4
Were shares issued for other than cash? ☐ Yes ☐ No 5

Cancel 6 Next

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Confirm share class changes

1. Review the original share class details and the resultant share class details.
- Note:** This is an important confirmation as it replaces completion of the summary details that are a part of the paper Form 484 Part C3.
2. When you are satisfied the share details are correct and up to date, select **Next** to continue.

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Form 484
✓ Form setup
✓ Share structure
✓ Change class
✓ Issue shares
✓ Confirm share structure changes
→ Submit

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Reference: 12345678

Share structure - confirm share class changes Form 484
Complete the details of the resulting share class.

Original class details
Share class code: ORD ORDINARY
Total number issued: 2
Total amount paid: 4.00
Total amount unpaid: 0.00

Resultant class details 1
Total number issued: 3
Total amount paid: 5.00
Total amount unpaid: 0.00

Cancel 2 Next

Review share summary

The Share structure – summary Form 484 screen is displayed.

From here you can:

1. Select **Add another share class** and go to page 11, or
2. Select **Undo**, **Change** or **Review** share information.
3. Select **Next** if you don't wish to make any more changes or additions, go to *Review share class changes* on page 7.

Form 484
✓ Form setup
➤ Share structure
➔ Submit

Print form
View company details

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

Share structure - summary Form 484
You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid
ORD ORDINARY	3	5.00	0.00

Add another share class 1

UNDO REVIEW 2

3 Next

Add another share class

1. Select a **Share class** from the dropdown list, or
2. Enter **Share class code**, and **Title of share class**.
3. Enter the **Effective date of class**.
4. Select the **Reason for a new class**.
5. Select **Next** to continue.

Note: the following screen/s will differ slightly, depending on share class details entered.

Form 484
✓ Form setup
✓ Share structure
➤ New class
➔ Submit

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Reference: 12345678

Share structure - add a share class Form 484
Complete the share class details for the new share class

Share class details
Please select a share class from the list of common classes

OR
Enter

Share class code: 2

Title of share class: 3

Effective date of class: (DD-MM-YYYY) 3

Reason for a new class: 4

Issue of Shares
Division or conversion of a class of shares

Cancel 5 Next

Note: If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged with:

- (for proprietary companies) a Form 207Z certifying that all stamp duties have been paid, or
- (for public companies) a Form 207Z and either a Form 208 or a copy of the contract

Add another share class

1. Enter the **Number of shares issued**.
2. Enter the **Amount per share**.
3. Enter the **Amount unpaid per share**.
4. Enter the **Earliest date of change**.
5. Select **Yes** or **No** as to whether the shares were issued for other than cash.
6. Select **Next** to continue.

Form 484
 ✓ Form setup
 ✓ Share structure
 ✓ New class
 ▶ **Issue shares**
 ✓ Confirm share structure changes
 ▶ Submit

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[View company details](#)

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

Share structure - issue of shares in a class Form 484
 Complete details of the share issue

Share class details
 Share class: A Class A

Details of share issue
 Number of shares issued: **1**
 Amount paid per share: **2**
 Amount unpaid per share: **3**
 Earliest date of change: (DD-MM-YYYY) **4**
 Were shares issued for other than cash? ☐ Yes ☐ No **5**

[Cancel](#) **6** [Next](#)

Review share class changes

1. **Review** the original share class details and the resultant share class details.

Note: This is an important confirmation as it replaces completion of the summary details that are a part of the paper Form 484 Part C3.

2. When you are satisfied these details are correct, select **Next** to continue.

Form 484
 ✓ Form setup
 ✓ Share structure
 ✓ New class
 ✓ Issue shares
 ▶ **Confirm share structure changes**
 ▶ Submit

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 Reference: 12345678

Share structure - confirm share class changes Form 484
 Complete the details of the resulting share class.

Original class details
 Share class code: A Class A
 Total number issued:
 Total amount paid:
 Total amount unpaid:

Resultant class details
 Total number issued: 2
 Total amount paid: 2.00
 Total amount unpaid: 0.00

[Cancel](#) **1** **2** [Next](#)

Review share summary

The Share structure – summary Form 484 screen is displayed. From here you can:

1. Select **Add another share class** and go to page 12, or
2. Select **Undo**, **Change** or **Review** share information.
3. Select **Next** if you do not wish to make any more changes or additions.

Form 484
✓ Form setup
➤ **Share structure**
➔ Submit

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Share structure - summary Form 484
You can change details of a share class or add a new share class

Share class and title	Number issued	Total amount paid	Total amount unpaid
ORD ORDINARY	3	5.00	0.00
A Class A	2	2.00	0.00

[Add another share class](#) **1**

2 UNDO REVIEW UNDO REVIEW

3 [Next](#)

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
✓ Share structure
✓ Members
➤ **Submit**

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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](#)

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.

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.

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Form 484
✓ Confirmation

Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000
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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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