



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 <u>asic.gov.au</u>.
- 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:
 - o Company officeholders support page (contains user guides and FAQs).
 - o Top call centre questions.

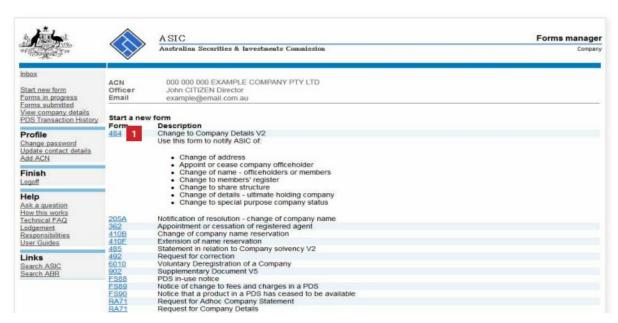
Start transaction

- 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.



Select form type

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

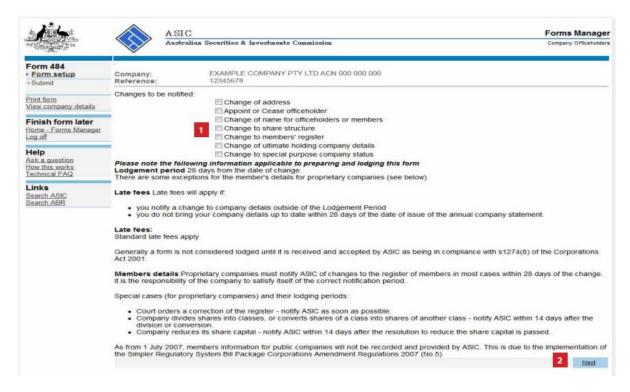


Select change to be notified

1. Select Change to share structure.

Note: If you are issuing or cancelling shares, please also select **Change to members register**. Refer to the <u>User guides for registered agents</u> and download *How to change company details - change to members register* for further assistance.

2. Select Next to continue.



Change/add share class details

Review existing share information. From here you can:

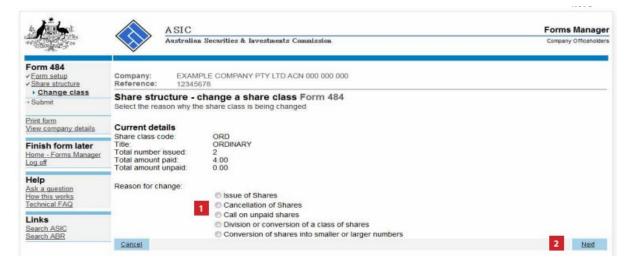
- 1. Change details for any existing share classes (continue to page 7), or
- 2. Add another share class (continue to page 10).



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.



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

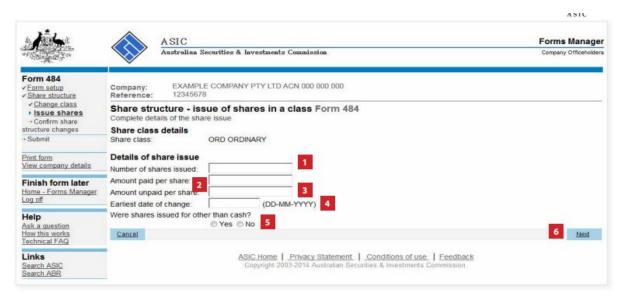
o This is not yet available in Easylodge: a paper Form 211 has to be lodged.

• Conversion of shares into smaller or larger numbers

o This is not yet available in Easylodge: a paper Form 2205 has to be lodged.

Change share details

- 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.

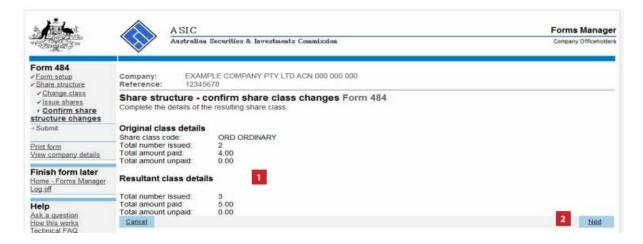


Confirm share class changes

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.



Review share summary

The Share structure – summary Form 484 screen is displayed.

From here you can:

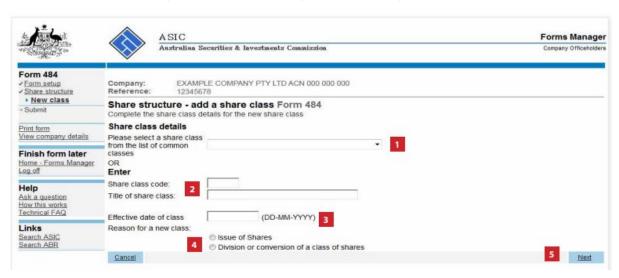
- 1. Select Add another share class and go to page 11, or
- 2. Select **Undo**, **Change** or **Review** share information.
- 3. Select **Next** if you don't wish to make any more changes or additions, go to *Review share* class changes on page 7.



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.

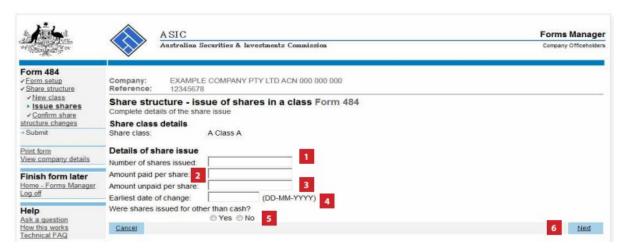


Note: If shares were issued other than for cash and some or all were issued under a written contract, you cannot proceed any further. A paper Form 484 must be lodged with:

- (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.

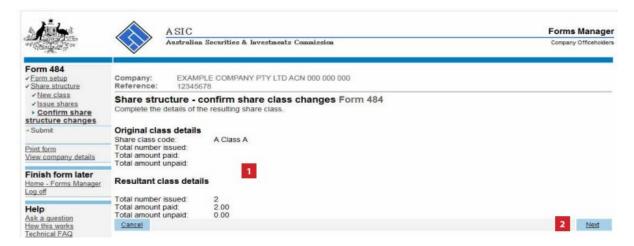


Review share class changes

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.



Review share summary

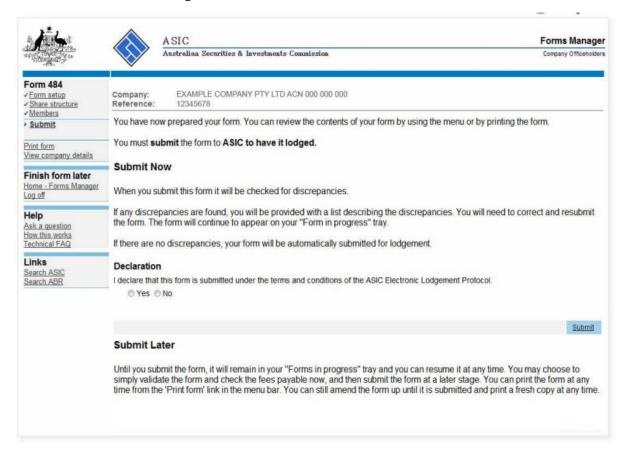
The Share structure – summary Form 484 screen is displayed. From here you can:

- 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.



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.
- Select Submit to lodge the form with ASIC.



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.

