



# Change to company details

Sections A, B or C may be lodged independently with this signed cover page to notify ASIC of:

- |   |                                 |   |
|---|---------------------------------|---|
| A1 Change of address  | B1 Cease company officeholder   | C1 Cancellation of shares                                       |
| A2 Change of name - officeholders and proprietary company members | B2 Appoint company officeholder | C2 Issue of shares  |
| A3 Change - ultimate holding company                              | B3 Special purpose company      | C3 Change to share structure                                    |
|   |                                 | C4 Changes to the register of members for proprietary companies |

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

## Company details

Refer to guide for information about corporate key

Company name	<input type="text"/>
ACN/ABN	<input type="text"/>
Corporate key	<input type="text"/>

## Lodgement details

An image of this form will be available as part of the public register.

<b>Who should ASIC contact if there is a query about this form?</b>		
ASIC registered agent number (if applicable)		
<input type="text"/>		
Firm/organisation		
<input type="text"/>		
Contact name/position description	Telephone number (during business hours)	
<input type="text"/>	<input type="text"/>	
Email address (optional)		
<input type="text"/>		
Postal address		
<input type="text"/>		
Suburb/City	State/Territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this cover sheet and the attached sections of this form are true and complete.		
Name		
<input type="text"/>		
Capacity		
<input type="checkbox"/> Director		
<input type="checkbox"/> Company secretary		
Signature		
<input type="text"/>		
Date signed		
<input type="text"/>	<input type="text"/>	<input type="text"/>
[D]	[D]	[M]
<input type="text"/>	<input type="text"/>	<input type="text"/>
[M]	[Y]	[Y]

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

## B1 Cease company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

### Role of ceased officeholder

Select one or more boxes

- Director
- Secretary
- Alternate director — Person alternate for

### Date officeholder ceased

Date of change

/   /    
[D] [D] [M] [M] [Y] [Y]

### Name

The name of the ceased officeholder is

Family name

Given names

Date of birth

/   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

## B1 Continued... Cease another company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

### Role of ceased officeholder

Select one or more boxes

- Director
- Secretary
- Alternate director — Person alternate for

### Date officeholder ceased

Date of change

/   /    
[D] [D] [M] [M] [Y] [Y]

### Name

The name of the ceased officeholder is

Family name

Given names

Date of birth

/   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

## B2 Appoint company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

### Role of appointed officeholder

Select one or more boxes

- Director  
 Secretary  
 Alternate director

### Date of appointment

Date of appointment  
  /   /    
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the appointed officeholder is (provide full given names, not initials)

Family name  Given names

Date of birth  
  /   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)  (state/country)

### Former name

Eg change by deed poll or marriage

#### Their previous name was (provide full given names, not initials)

Family name  Given names

### Residential address

#### The residential address of the appointed officeholder is

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

### If an 'Alternate director', for whom

#### Note:

Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

#### The appointed 'Alternate director' is alternate for (person alternate for)

Family name  Given names

Expiry date (if applicable)  
  /   /    
[D] [D] [M] [M] [Y] [Y]

Alternate director terms of appointment attached

## B2 Continued... Appoint another company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

### Role of appointed officeholder

Select one or more boxes

- Director  
 Secretary  
 Alternate director

### Date of appointment

Date of appointment  
 /  /   
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the appointed officeholder is (provide full given names, not initials)

Family name  Given names

Date of birth  
 /  /   
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)  (state/country)

### Former name

Eg change by deed poll or marriage

#### Their previous name was (provide full given names, not initials)

Family name  Given names

### Residential address

#### The residential address of the appointed officeholder is

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

### If an 'Alternate director', for whom

#### Note:

Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

#### The appointed 'Alternate director' is alternate for (person alternate for)

Family name  Given names

Expiry date (if applicable)  
 /  /   
[D] [D] [M] [M] [Y] [Y]

Alternate director terms of appointment attached

## B3 Special purpose company

Use this section to notify if the company has commenced or ceased status as one of the special purpose company designations below.

**Note:** If you indicate that your company has commenced status as one of the special purpose company designations listed below, ASIC will send a declaration for you to complete and return. Special purpose company designations are defined under Regulation 3 of the Corporations (Review Fees) Regulations 2003.

### The change is

- Commence
- Home unit company
- Superannuation trustee company
- For charitable purposes only
- Cease

For new registrations, use the date of registration as the 'date of change'

Date of change  
 /  /   
[D] [D] [M] [M] [Y] [Y]

Save time. Lodge this form online at [www.asic.gov.au](http://www.asic.gov.au)

# Guide: Change to company details

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 484.

Use the Form 484 to notify ASIC of:

A1 Change of address

A2 Change of name - officeholders  
and proprietary company members

A3 Change - ultimate holding company

B1 Cease company officeholder

B2 Appoint company officeholder

B3 Special purpose company

C1 Cancellation of shares

C2 Issue of shares

C3 Change to share structure

C4 Changes to the register of members for proprietary companies

## Lodgement period

Lodgement required:

- within 28 days after the date of change; and
- within 28 days after the date of issue of your annual company statement.

There are some exceptions for the member's details for proprietary companies. Refer to **Shares details** in this guide.

## Late fees

Late lodgement fees will apply if you notify a change to company details outside the lodgement period. Only one late lodgement fee will apply to a form even if a number of changes notified.

Late review fees will apply if you do not bring your company details up to date within 28 days after the issue of the annual statement. Late review fees are separate from late lodgement fees so both late review and late lodgement fees may apply to the one change. See [www.asic.gov.au/latefees](http://www.asic.gov.au/latefees) for more information.

The late fees are:

- \$72 for up to one month late
- \$299 for over one month late.

A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the *Corporations Act 2001*. A receipt will not be issued unless requested.

## Corporate key

The corporate key is an eight-digit number uniquely associated with a company's ACN. You will find your corporate key on the front page of your annual statement. Use your corporate key to register to check and change company details online - see [www.asic.gov.au](http://www.asic.gov.au).

If you are not lodging changes online, you must include your corporate key on the cover sheet.

Please visit our website at [www.asic.gov.au/corporatekey](http://www.asic.gov.au/corporatekey) for further assistance.

## Track your lodgement

After you have lodged this form, you can check to see if it has been received and processed at ASIC Connect at [www.asic.gov.au](http://www.asic.gov.au).

Alternatively, you can set up a **Company Alert** that notifies you by email when the form has been received by ASIC. Visit [www.asic.gov.au/search](http://www.asic.gov.au/search) for further details.

You can save time and have your changes take effect almost immediately by lodging this form online at [www.asic.gov.au](http://www.asic.gov.au).

## Signature

The cover sheet for this form must be signed by a current company officeholder. A resigning officer's signature is not acceptable.

## Dates of change

Ensure you complete the date of change where required, as well as provide the date the form was signed.

**You can only notify a future date of change for registered office address, principal place of business address and an expiry date (if any) for an alternate director.**

## Cease company officeholder (Section B1)

Use this section to notify ASIC if a person has ceased to be an officeholder of the company. Notifications must be received within 28 days after the change occurring. Details must be notified separately for each ceased officeholder.

A company does not have to notify ASIC that an officeholder has ceased if the officeholder has already notified ASIC by lodging a Form 370 *Notification by officeholder of resignation or retirement*.

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## Alternate directors

See [www.asic.gov.au/alternatedirectors](http://www.asic.gov.au/alternatedirectors) for more information.

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## Address details

(Sections A1, B2 & C4)

Registered office and principal place of business:

- Provide the full address including the building name, floor and office number (if applicable), street number, name and type, locality and postcode.
- Ensure a tick is placed in the appropriate box to indicate if the company occupies the registered office premises.
- Ensure a tick is placed in the appropriate box to indicate if the occupier of the premises has consented, in writing, to the use of the specified address.

Officeholder and member residential address:

- Provide the full address including the street number, name and type, suburb, city, state or territory, postcode and country of residence if not in Australia.

A registered office address, principal place of business address or officeholder residential address must be a physical or street address, a post office box is not acceptable. The street address must include a street number, ie 'Corner of Smith St and Jones Rd' is not acceptable.

A post office box address may only be used for a member's address.

Ensure a tick is placed in the appropriate box to indicate the address to which the change applies.

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## Shares details

(Section C1, C2, C3 & C4)

All companies must notify ASIC if they cancel or issue shares by completing sections C1 or C2. Notifications must be received within 28 days after the change occurring.

Proprietary companies must also notify ASIC of any changes to:

- the company's share structure by completing section C3
- details of their top 20 members by completing section C4 .

**Public companies** must complete section C3 after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days after the date of issue of the company statement.

Even though there is no legal obligation to do so, we ask public companies to also complete the C3 share structure table when notifying us of a share issue or cancellation at other times. This will enable us to ensure that share details we have recorded for the company are correct.

### 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 after 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 ie. do not complete sections C3 or C4.

Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03; they should complete section C3 but not section C4.

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## How to provide additional information

### Photocopied Form 484 pages

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.

### Annexures

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
  2. show the company name and ACN or ARBN
  3. number the pages consecutively
  4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
  5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
  6. endorse the annexure with the words:  
This annexure (mark) of (number) pages referred to in form (form number and title)
  7. sign and date the annexure. The annexure must be signed by the same person(s) who signed the form.
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## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)