



ASIC

User guide

# Company Officeholder

## How to change company details - change of address

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

## How to change company details - change of address

- You will need to sign in to your [online account](#) before you begin.
- You must submit this form within 28 days of change to:
  - the Registered Office address
  - the Principal Place of Business
  - the address of a company officeholder, or
  - the address of a member, limited to the top 20 members (for proprietary companies only).

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## Start transaction

1. Once logged in, select **Start new form** in the left hand menu.



The screenshot shows the ASIC Forms manager interface. The top header includes the Australian Government Coat of Arms, the ASIC logo, the text 'ASIC Australian Securities & Investments Commission', and a 'Forms manager' link with a 'Company' dropdown. The left sidebar contains a menu with the following items: 'Inbox' (highlighted with a red box and the number 1), 'Start new form', 'Forms in progress', 'Forms submitted', 'View company details', 'PDS Transaction History', 'Profile' (with sub-links: 'Change password', 'Update contact details', 'Add ACN'), 'Finish' (with sub-link: 'Logoff'), 'Help' (with sub-links: 'Ask a question', 'How this works', 'Technical FAQ', 'Lodgement', 'Responsibilities', 'User Guides'), and 'Links' (with sub-links: 'Search ASIC', 'Search ABR'). The main content area shows the 'Inbox' section with a table header: 'Date', 'Form', and 'Description'. Below the header, there is a 'Show all documents' link and a 'Hide Documents' link. The table is currently empty, displaying '\*\*\* None Found \*\*\*'. At the bottom of the main content area, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with a copyright notice: 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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[How to change company details - change of address](#)

## Select form type

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




**ASIC**  
 Australian Securities & Investments Commission

**Forms manager**  
Company

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Inbox

[Start new form](#)

[Forms in progress](#)

[Forms submitted](#)

[View company details](#)

[PDS Transaction History](#)

**Profile**

[Change password](#)

[Update contact details](#)

[Add ACN](#)

**Finish**

[Logoff](#)

**Help**

[Ask a question](#)

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**Links**

[Search ASIC](#)

[Search ABR](#)

<b>ACN</b> <b>Officer</b> <b>Email</b>	000 000 000 EXAMPLE COMPANY PTY LTD John CITIZEN Director example@email.com.au
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**Start a new form**

Form	Description
<b>484</b> <span style="background-color: red; color: white; padding: 2px 5px; font-weight: bold;">1</span>	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>
<a href="#">205A</a>	Notification of resolution - change of company name
<a href="#">362</a>	Appointment or cessation of registered agent
<a href="#">410B</a>	Change of company name reservation
<a href="#">410F</a>	Extension of name reservation
<a href="#">485</a>	Statement in relation to Company solvency V2
<a href="#">492</a>	Request for correction
<a href="#">6010</a>	Voluntary Deregistration of a Company
<a href="#">902</a>	Supplementary Document V5
<a href="#">FS88</a>	PDS in-use notice
<a href="#">FS89</a>	Notice of change to fees and charges in a PDS
<a href="#">FS90</a>	Notice that a product in a PDS has ceased to be available
<a href="#">RA71</a>	Request for Adhoc Company Statement
<a href="#">RA71</a>	Request for Company Details

**Financial Statements**

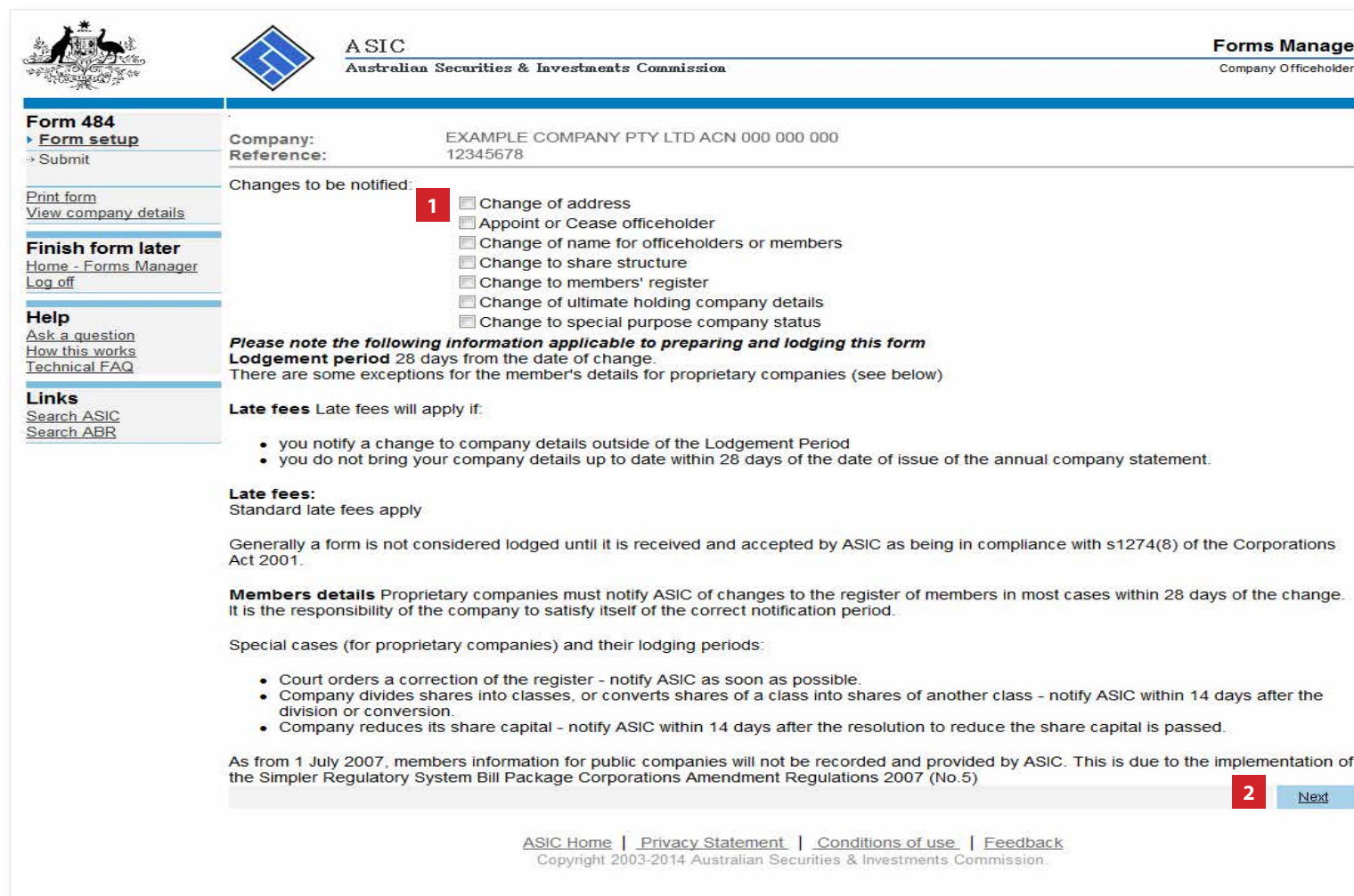
Form	Description
<a href="#">388</a>	Copy of financial statements and reports
<a href="#">388</a>	Amendment of previously lodged financial statements and reports

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## Select change to be notified

1. Select **Change of address**.
2. Select **Next** to continue.



**Form 484**  
**Form setup**  
 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](#)  
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**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Changes to be notified:**

- 1 ☒ 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)

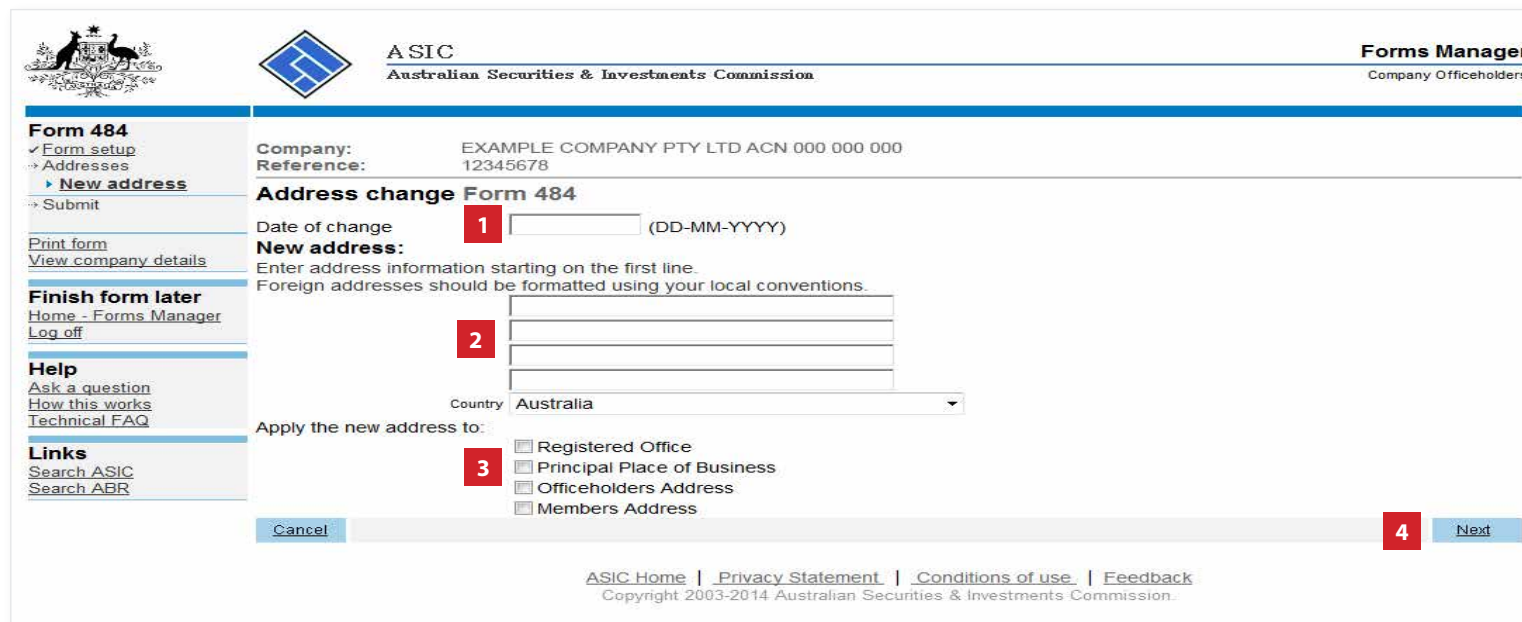
**2** [Next](#)

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## Enter address change details

1. Enter the **date of change**.
2. Enter the **new address**.
3. Select the box/es for which this **new address applies**.
4. Select **Next** to continue.



**Form 484**  
 ✓ Form setup  
 → Addresses  
 ▶ **New address**  
 → Submit

[Print form](#)  
[View company details](#)

**Finish form later**  
[Home - Forms Manager](#)  
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**Help**  
[Ask a question](#)  
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**Links**  
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**Company:** EXAMPLE COMPANY PTY LTD ACN 000 000 000  
**Reference:** 12345678

**Address change Form 484**

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

**New address:**  
 Enter address information starting on the first line.  
 Foreign addresses should be formatted using your local conventions.

2

Country Australia

**Apply the new address to:**

3

☐ Registered Office  
☐ Principal Place of Business  
☐ Officeholders Address  
☐ Members Address

Cancel 4 Next

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### Notes:

- Address changes for Officeholders or members cannot be a future date.
- If you specified the address change applies to either an officeholder's address or member's address, a further screen displays for you to indicate the officeholder(s) or member(s) that the address change applies to. Tick the box against each officeholder or member to whom the address changes applies, and select **Next**.
- Any Australian address that you enter is validated against Australia Post's standard address format. You may need to vary the way the address is entered before it will be accepted. If it is not accepted, the error message displays in red.
- If the address is close to the standard format but will not validate, you can choose to override the validation by selecting the **confirm address** details box. This should only be done when you are certain the address is correct.

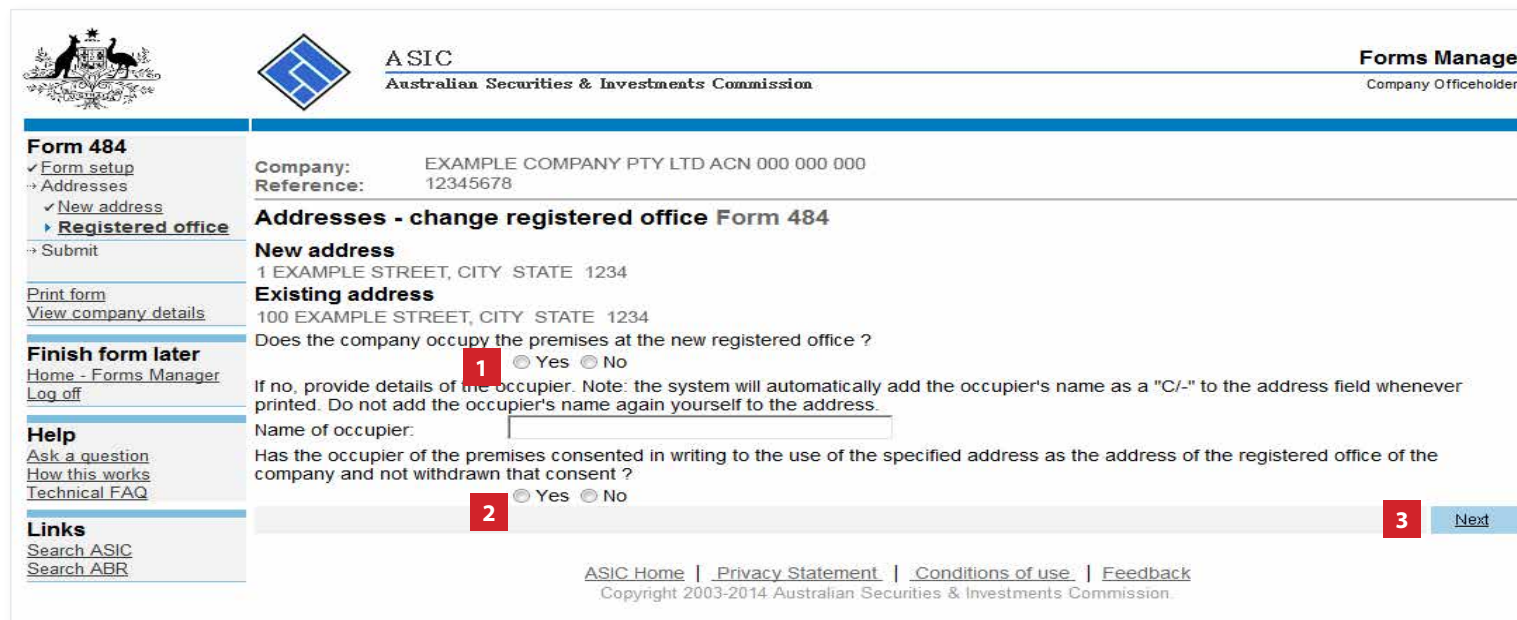
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## Confirm address details

The new address and the existing address are displayed for your review.

1. Select **Yes or No** to confirm if the company occupies the premises at the new registered office.
2. If no, **provide details** of the occupier, and select **Yes or No** to confirm if the occupier has provided consent for this address to be specified as the registered office for this company.
3. Select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface for Form 484, 'Addresses - change registered office'. The page is titled 'Form 484' and 'Addresses - change registered office Form 484'. It displays the company name 'EXAMPLE COMPANY PTY LTD ACN 000 000 000' and the reference number '12345678'. The form is divided into sections for 'New address' and 'Existing address'. The 'New address' section shows '1 EXAMPLE STREET, CITY STATE 1234' and the 'Existing address' section shows '100 EXAMPLE STREET, CITY STATE 1234'. A question asks 'Does the company occupy the premises at the new registered office?' with radio buttons for 'Yes' and 'No'. A red box with the number '1' highlights the 'No' option. Below this, a text box for 'Name of occupier:' is shown. Another question asks 'Has the occupier of the premises consented in writing to the use of the specified address as the address of the registered office of the company and not withdrawn that consent?' with radio buttons for 'Yes' and 'No'. A red box with the number '2' highlights the 'No' option. At the bottom right, a red box with the number '3' highlights the 'Next' button. The footer includes links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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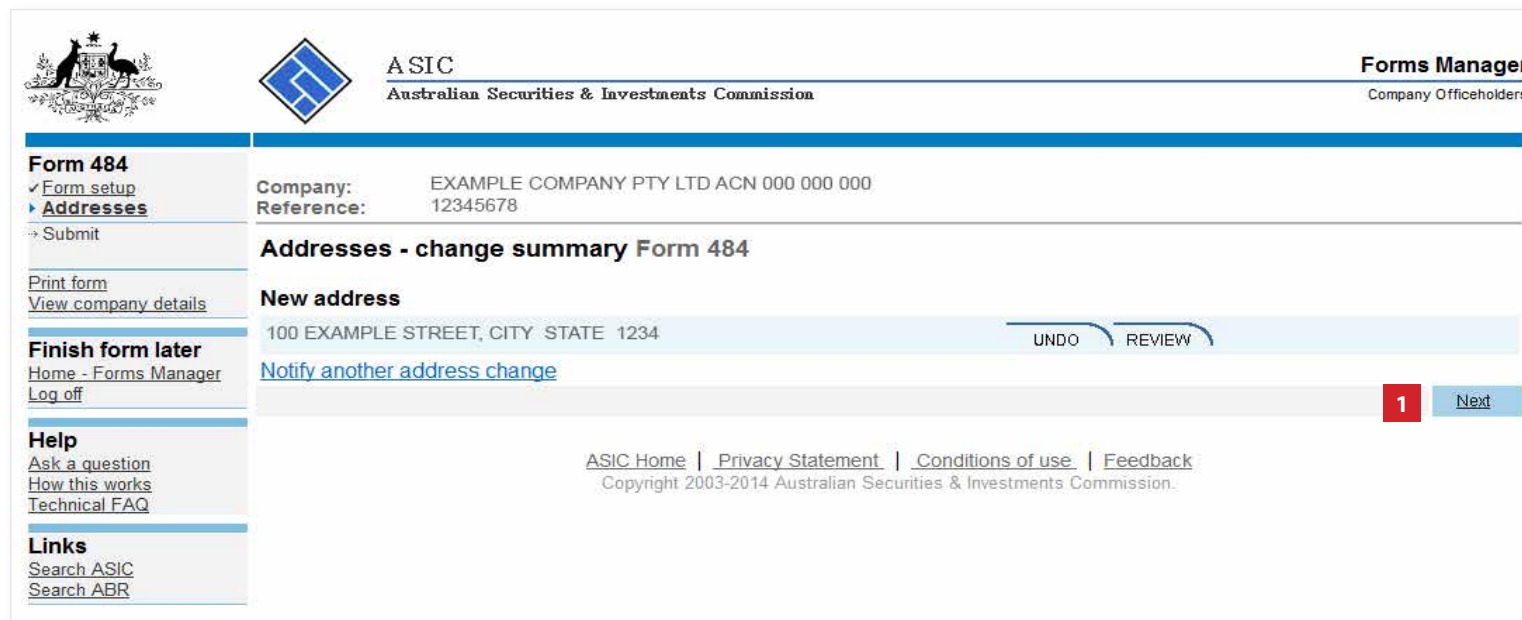
## Enter multiple changes

You are now able to amend this change as follows:

- **undo** cancels the address change shown, or
- **review** displays the full details of the change for you to review.

Note: you can also **notify another address change**.

1. When all address changes have been included, select **Next** to continue.



The screenshot shows the ASIC Forms Manager interface. At the top, there are logos for the Australian Government and ASIC, along with the text 'ASIC Australian Securities & Investments Commission' and 'Forms Manager Company Officeholders'. The main content area is titled 'Form 484' and includes a 'Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000' and 'Reference: 12345678'. Below this, there is a section for 'Addresses - change summary Form 484' with a 'New address' field containing '100 EXAMPLE STREET, CITY STATE 1234'. There are 'UNDO' and 'REVIEW' buttons next to the address field. A 'Notify another address change' link is also present. At the bottom right, there is a red button labeled '1' and a 'Next' button. The footer contains links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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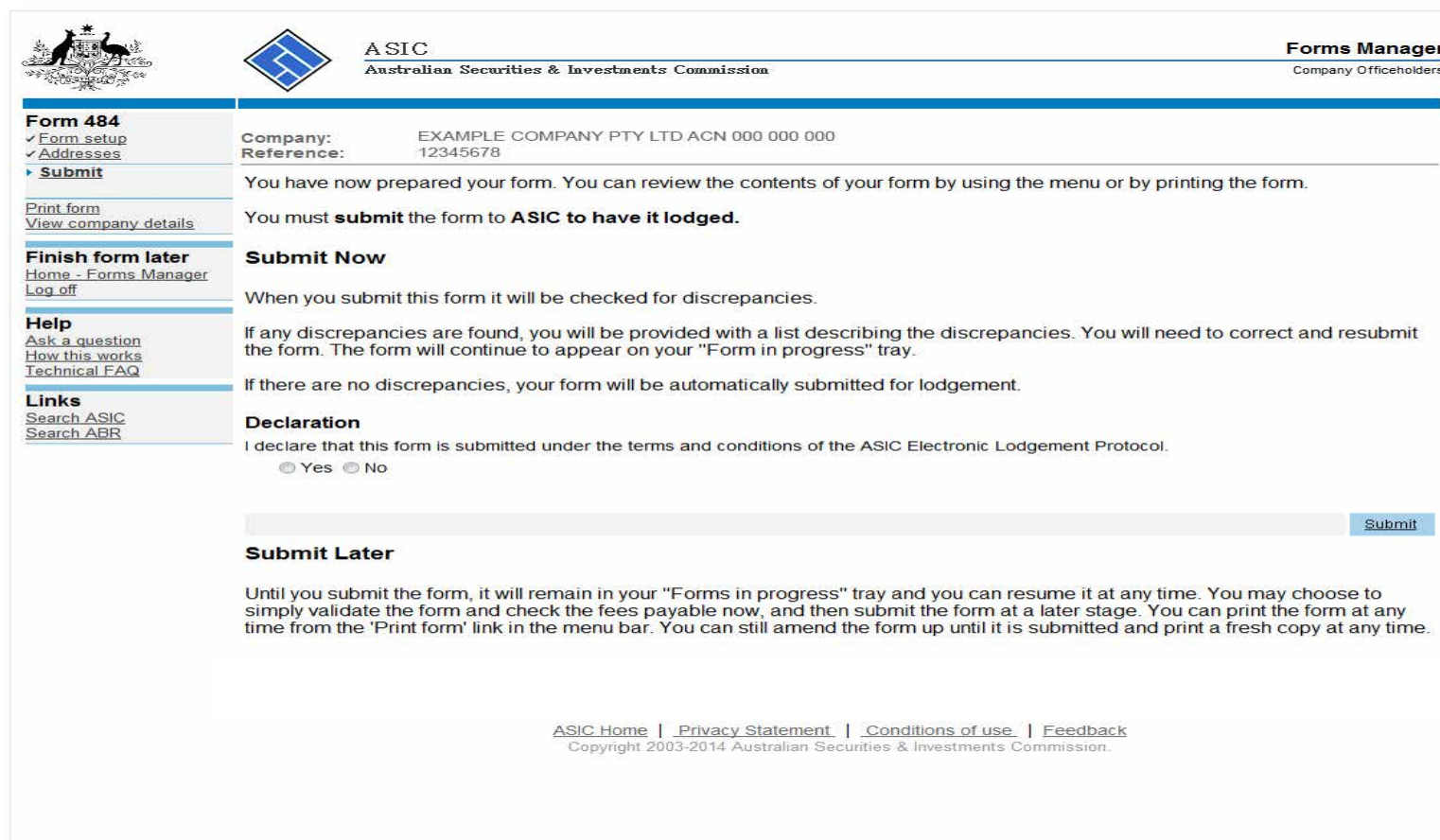
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## Make the declaration

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.



The screenshot shows the ASIC Forms Manager interface for Form 484. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms Manager Company Officeholders". The left sidebar contains navigation links: "Form 484", "Form setup", "Addresses", "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", and "Search ABR". The main content area displays the company name "EXAMPLE COMPANY PTY LTD ACN 000 000 000" and reference number "12345678". It includes instructions on how to review and submit the form, a "Submit Now" section with a declaration, and a "Submit Later" section. The declaration states: "I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol." with radio buttons for "Yes" and "No". A "Submit" button is located at the bottom right of the form area.

### 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.

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[How to change company details - change of address](#)



## 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.

ASIC  
 Australian Securities & Investments Commission

**Forms Manager**  
 Company Officeholders

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**Form 484**  
 ✓ [Confirmation](#)  
[Print form](#)  
**Finish form later**  
[Home - Forms Manager](#)  
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[Search ABR](#)

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

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**Statutory Fees Advice**  

Your form has been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable.

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**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.

DOCUMENTACKNOWLEDGEMENT

1

[Next](#)

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