

ASIC

User guide

Company Officeholder

How to change company details - change of name (officeholders or members)

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 name (officeholders or members)

- 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.

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Start transaction

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

		A SIC Australian Securities & Inv	vestments Commission	Forms manager Company
Inbox Start new form Forms in progress Forms submitted View company details	ACN Officer Email	000 000 000 EXAMPI John CITIZEN Directo example@email.com	LE COMPANY PTY LTD or .au	
PDS Transaction History Profile	Inbox Date	Form	Description	
Change password Update contact details Add ACN	Show all docur	ments		<u>Hide Documents</u>
Finish Logoff Help Ask a question	Viewing For To view the f A print file wi Adobe reade	rms in the Inbox form that has been sent to yo II then be loaded into a new b er Version 5 or higher to print	ou, click on the form code. browser window in Adobe PDF format. You can print the form using the t this form.	Adobe toolbar. You must have
How this works Technical FAQ Lodgement Responsibilities User Guides		<u>ASIC</u>	*** None Found *** <u>C Home Privacy Statement Conditions of use Feedback</u> pyright 2003-2014 Australian Securities & Investments Commission.	
Links Search ASIC Search ABR				

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Select form type

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

		A SIC Australian Securities & Investments Commission	Forms manager Company			
nbox						
Start new form	ACN Officer	000 000 EXAMPLE COMPANY PTY LTD John CITIZEN Director				
Forms submitted /iew company details	Email	example@email.com.au				
PDS Transaction History	Start a ner	w form				
be manoucherrinetery	Form	Description				
Profile	484 1	Change to Company Details V2				
Change password		Use this form to notify ASIC of:				
Spoale contact details		- Change of address				
Add ACN		Appoint or corese company officeholder				
Tiniala		Change of name officeholders or members				
Finish		Change to members' register				
ogoff		Change to here structure				
		Change of details, ultimate holding company				
Help		Change to details - diamate notaing company				
Ask a question		Change to special purpose company status				
low this works	0054					
Technical FAQ	205A	Notification of resolution - change of company name				
odgement	362	Appointment or cessation of registered agent				
Responsibilities	<u>410B</u>	Change of company name reservation				
Jser Guides	<u>410F</u>	Extension of name reservation				
	485	Statement in relation to Company solvency V2				
Links	492	Request for correction				
Search ASIC	6010	Voluntary Deregistration of a Company				
Search ABR	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				
	<u>RA71</u>	Request for Company Details				
	Financial Statements					
	Form	Description				
	388	Conv of financial statements and reports				
	388	Among and the state of the stat				
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Select change to be notified

- 1. Select Change of name for officeholder or members.
- 2. Select **Next** to continue.

	A SIC	;	Forms N
and the second second	Austra	lian Securities & Investments Commission	Company O
Form 484			
► Form setup → Submit	Reference:	12345678	
Drint form	 Changes to be notified 	d:	
View company details	_	Change of address Appoint or Cease officeholder	
Finish form later		Change of name for officeholders or men	nbers
Home - Forms Manager		Change to share structure	
Log off		Change to members' register	N2204
Help		Change of ultimate holding company deta	alls
Ask a question	Plaasa noto the fell	Change to special purpose company stat	us daina this form
How this works Technical FAQ	Lodgement period	28 days from the date of change.	anies (see below)
Links Search ASIC Search ABR	Late fees Late fees • you notify a ch • you do not brir	vill apply if: ange to company details outside of the Lodgement I g your company details up to date within 28 days of	Period the date of issue of the annual company statement.
	Late fees: Standard late fees a	ply	
	Generally a form is n Act 2001.	ot considered lodged until it is received and accepte	d by ASIC as being in compliance with s1274(8) of the Corpora
	Members details P It is the responsibility	oprietary companies must notify ASIC of changes to of the company to satisfy itself of the correct notifica	o the register of members in most cases within 28 days of the ct ation period.
	Special cases (for pr	prietary companies) and their lodging periods:	
	 Court orders a Company divid division or con Company redu 	correction of the register - notify ASIC as soon as p es shares into classes, or converts shares of a clas rersion. ces its share capital - notify ASIC within 14 days after	ossible. s into shares of another class - notify ASIC within 14 days after er the resolution to reduce the share capital is passed.
	As from 1 July 2007, the Simpler Regulato	nembers information for public companies will not b y System Bill Package Corporations Amendment Re	e recorded and provided by ASIC. This is due to the implement egulations 2007 (No.5)

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Changing the 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.



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Select member or officeholder

1. Select the relevant officeholder or member.

2. Select Next to continue.



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Changing the 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.

	SIC stralian Securities & Investments Commission	Forms Manager Company Officeholders
\checkmark		
Company: Reference:	EXAMPLE COMPANY PTY LTD ACN 000 000 000 12345678	
Names - cha	nge of name summary Form 484	
New name		
CITIZEN, Jane 1	UNDO REVIEW	
Notify another na	ame change 2	3 Next
	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	
	Company: Reference: Names - chai New name CITIZEN, Jane Notify another na	A SIC Australian Securities & Investments Commission Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678 Names - change of name summary Form 484 New name CITIZEN, Jane UNDO Notify another name change 2 ASIC Home [Privacy Statement] Conditions of use] Feedback Copyright 2003-2014 Australian Securities & Investments Commission

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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.

A CONTRACTOR	Australian Securities & Investments Commission	Company Officeholde			
Form 484 <u>Form setup</u> <u>Names</u>	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678				
Submit	You have now prepared your form. You can review the contents of your form by using the menu or by printing the for	rm.			
<u>Print form</u> /iew company details	You must submit the form to ASIC to have it lodged.				
Finish form later Home - Forms Manager Log off	Submit Now				
Help Ask a question How this works Dechnical EAO	If any discrepancies are found, you will be provided with a list describing the discrepancies. You will need to correct the form. The form will continue to appear on your "Form in progress" tray.	ct and resubmit			
	If there are no discrepancies, your form will be automatically submitted for lodgement.				
Search ASIC	Declaration				
Search ABR	I declare that this form is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol.				
		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.				
	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.				

- 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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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.

aling the second	\sim		
Form 484 <u>Confirmation</u>	Company: Reference:	EXAMPLE COMPANY PTY LTD ACN 000 000 000 12345678	
Print form			
Finish form later	Statutory Fe	ees Advice	
Home - Forms Manager Log off	Your form has b	been accepted by ASIC on 12/08/2014 at 14:58:50 and there are no fees payable	2
Help	Lodgement	Confirmation	
Ask a question	If you wish to ke	pen a record of your lodgement click the 'Document Acknowledgement' button. Th	is will create an Adobe PDE in a
Technical FAQ	new window, wi	here you can print or save the details of this lodgement. You must have Adobe Re	ader Version 4 or higher to view
	and print this do	ocument.	
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Links Search ASIC Search ABR			
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