

ASIC

User guide

Company Officeholder

How change company details - change to share structure

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



- 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.

company details - change to share structure

How to change

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How to change company details - change to share structure © Australian Securities and Investments Commission October 2014



Start transaction

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

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Inbox Start new form Forms in progress	ACN Officer Email	000 000 000 EXAMPL John CITIZEN Directo example@email.com.	LE COMPANY PTY LTD or .au	conpuny
Forms submitted View company details PDS Transaction History	Inbox			
Profile Change password Update contact details Add ACN	Date Show all docum	Form	Description	Hide Documents
Finish Logoff	Viewing For To view the for A print file wil	ms in the Inbox orm that has been sent to you I then be loaded into a new b	ou, click on the form code. prowser window in Adobe PDF format. You can print the form using the	e Adobe toolbar. You must have
Ask a question How this works Technical FAQ Lodgement Responsibilities	Adobe reade	r Version 5 or higher to print	this form. *** None Found *** C Home Privacy Statement Conditions of use Feedback	
User Guides Links Search ASIC Search ABR		Co	pyright 2003-2014 Australian Securities & Investments Commission.	

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How to change company details - change to share structure



Select form type

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

		A SIC	Forms manager
AL THE REAL PROPERTY AND	\sim	Australian Securities & myestillents Commission	company
<u>lnbox</u>			
	ACN	000 000 EXAMPLE COMPANY PTY LTD	
Start new form	Officer	John CITIZEN Director	
Forms in progress	Email	example@email.com.au	
Forms submitted			
DDS Transaction History	Start a new	form	
PDS transaction history	Form	Description	
Profile	484 1	Change to Company Details V2	
Change password		Use this form to notify ASIC of:	
Update contact details			
Add ACN		Change of address	
		 Appoint or cease company officeholder 	
Finish		 Change of name - officeholders or members 	
Logoff		Change to members' register	
		Change to share structure	
Help		Change of details - ultimate holding company	
Ask a question		Change to special purpose company status	
How this works	0.000	NEWSTON AND ADDRESS ADDRE	
Technical FAQ	<u>205A</u>	Notification of resolution - change of company name	
Lodgement	362	Appointment or cessation of registered agent	
Responsibilities	410B	Change of company name reservation	
User Guides	410F	Extension of name reservation	
1.1.1.1	400	Bequest for correction	
LINKS	6010	Volumer of the company	
Search ASIC	902	Sunniementary Document V5	
Search ABR	- 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 S	tatements	
	Form	Description	
	388	Copy of financial statements and reports	
	388	Amendment of previously lodged financial statements and reports	
		т ,	
		ASIC Home Privacy Statement Conditions of use Feedback	
		Copyright 2003-2014 Australian Securities & Investments Commission	

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How to change company details - change to share structure



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 Registered Agent User Guide - how to change company details - change to members register for further assistance.

2. Select **Next** to continue.

Card Contraction of the second	Australian Securitie	es & Investments Commission	Compan
Form 484			
Form setup	Company: EXAM	PLE COMPANY PTY LTD ACN 000 000 000	
→ Submit	Reference: 123450	678	
	Changes to be notified:		
View company details	🗖 Cr	hange of address	
view company details	🗔 Ap	opoint or Cease officeholder	
Finish form later	Ch 🖾	nange of name for officeholders or members	
Home - Forms Manager	1 🗖 Ch	nange to share structure	
Log off		hange to members' register	
Liele	Cr	nange of ultimate holding company details	
Ask a question	Cr	nange to special purpose company status	
How this works	Please note the following inform	nation applicable to preparing and lodging this form	
Technical FAQ	There are some exceptions for the	e member's details for proprietary companies (see below)	
Linka	mere dre benne exceptione for the	s member a details for proprietary companies (see selew)	
Search ASIC	Late fees Late fees will apply if:		
Search ABR			
	 you notify a change to comp you do not bring your comp 	pany details outside of the Lodgement Period	statement
	 you do not bring your compare 	any details up to date within 26 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 s1	274(8) of the Corp
	ACT 2001.		
	Members details Proprietary cor It is the responsibility of the compa	mpanies must notify ASIC of changes to the register of members in most cases w any to satisfy itself of the correct notification period.	ithin 28 days of the
	Special cases (for proprietary com	apanies) and their lodging periods:	
	Court orders a correction of	f the register - notify ASIC as soon as possible	
	 Company divides shares int 	to classes, or converts shares of a class into shares of another class - notify ASIC	C within 14 days at
	division or conversion.		
	 Company reduces its share 	capital - notify ASIC within 14 days after the resolution to reduce the share capit	al is passed.
	As from 1 July 2007, members info the Simpler Regulatory System Bill	ormation for public companies will not be recorded and provided by ASIC. This is I Package Corporations Amendment Regulations 2007 (No.5)	due to the implem
			2

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How to change company details - change to share structure



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).

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	ASIC					Forms Manager
WE TO VET SHOW	Australian Securi	ties & Investments Commiss	sion			Company Officeholders
Form 484 ✓ Form setup ▶ Share structure	Company: EXAMPLE CO Reference: 12345678	MPANY PTY LTD ACN 000	000 000			
→ Submit	Share structure - sumn	nary Form 484				
Print form View company details	You can change details of a sha	are class or add a new share	e class			
view company octano	Share class and title	Number issued	Total amount	Total amount		
Finish form later			paid	unpaid		
Home - Forms Manager	ORD ORDINARY	2	4.00	0.00	CHANGE 1	
	Add another share class 2					
Help						Next
How this works Technical FAQ		ASIC Home Privacy	Statement Condi	tions of use Feed	back	
Links Search ASIC Search ABR		Copyright 2003-2014 A	ustralian Securities & I	nvestments Commiss	ion.	

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How to change company details - change to share structure



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.

	A SIC	Securities & Investments Commission	Forms Manager
As the stand a set		i securites a myestments commission	company orniceholders
Form 484 ✓ Form setup ✓ Share structure	Company: EXAM Reference: 123450	PLE COMPANY PTY LTD ACN 000 000 000 678	
► <u>Change class</u> → Submit	Share structure - of Select the reason why the	change a share class Form 484 e share class is being changed	
<u>Print form</u> <u>View company details</u>	Current details	OPD	
Finish form later Home - Forms Manager Log off	Title: Total number issued: Total amount paid: Total amount unpaid:	ORDINARY 2 4.00 0.00	
Help Ask a question How this works Technical FAQ	Reason for change:	 Issue of Shares Cancellation of Shares 	
Links Search ASIC Search ABR		 Call on unpaid shares Division or conversion of a class of shares Conversion of shares into smaller or larger numbers 	2
	Cancel	ASIC Home Privacy Statement Conditions of use Feedback	2 Next

Notes:

Options to change a share class:

1. 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.
- 2. 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.

- 3. Call on unpaid shares
- 4. Division or conversion of a class of shares

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

5. Conversion of shares into smaller or larger numbers

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

How to change company details - change to share structure

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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.

	A SIC Australian Securities & Investments Commission	Forms Manager Company Officeholders
Form 484 <u>Form setup</u> Share structure	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678	
 ✓ <u>Change class</u> ► <u>Issue shares</u> → Confirm share Structure changes 	Share structure - issue of shares in a class Form 484 Complete details of the share issue	
→ Submit	Share class: ORD ORDINARY	
<u>Print form</u> View company details	Details of share issue 1 Number of shares issued: 1	
Finish form later Home - Forms Manager Log off	Amount paid per share: 3 Amount unpaid per share: 3 Earliest date of change: (DD-MM-YYYY)	
Help Ask a question How this works Technical FAQ	Were shares issued for other than cash? See No Cancel	6 Next
Links Search ASIC Search ABR	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	

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How to change company details - change to share structure

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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.

	A SIC Australian	Securities & Investments Commission	Forms Manager Company Officeholders
Form 484 ✓ Form setup ✓ Share structure	Company: EXAM Reference: 12345	PLE COMPANY PTY LTD ACN 000 000 000 678	
 ✓ <u>Change class</u> ✓ <u>Issue shares</u> ▶ <u>Confirm share</u> structure changes 	Share structure - o Complete the details of the	onfirm share class changes Form 484 e resulting share class.	
→ Submit	Original class details	000 000 000	
<u>Print form</u> View company details	Total number issued: Total amount paid: Total amount unpaid:	2 4.00 0.00	
Finish form later Home - Forms Manager Log off	Resultant class detai	s 1	
Help Ask a question How this works	Total number issued: Total amount paid: Total amount unpaid: Cancel	3 5.00 0.00	2 Next
Links Search ASIC Search ABR		ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	

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How to change company details - change to share structure



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 do not wish to make any more changes or additions, and go to page 13.

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* Ambe	ASIC					Forms Manager
AND THE PARTY OF	Australian Securi	ities & Investments Commiss	sion			Company Officeholders
Form 484 ✓ Form setup ▶ Share structure	Company: EXAMPLE CO Reference: 12345678	MPANY PTY LTD ACN 000	000 000			
→ Submit	Share structure - sumn	nary Form 484				
<u>Print form</u> View company details	You can change details of a sha	are class or add a new share	eclass			
Finish form later	Share class and title	Number issued	Total amount paid	Total amount unpaid	2	
Home - Forms Manager	ORD ORDINARY	3	5.00	0.00		١
	Add another share class 1					
Help Ask a question How this works Technical FAQ Links Search ASIC Search ASIC		ASIC Home Privacy Copyright 2003-2014 A	<u>Statement</u> <mark>Condi</mark> ustralian Securities & I	tions of use. Feed	back ion.	3 Next

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 to share structure



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 the share class details entered.

	A SIC Australian Securities & Investments Commission	Forms Manager Company Officeholders
Form 484 ✓ Form setup ✓ Share structure	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678	
▶ <u>New class</u> → Submit	- Share structure - add a share class Form 484 Complete the share class details for the new share class	
Print form View company details	Share class details Please select a share class from the list of sommon	
Finish form later Home - Forms Manager Log off	classes OR Enter	
Help Ask a question How this works	Share class code: 2	
Technical FAQ	Effective date of class (DD-MM-YYYY) 3	
Links Search ASIC Search ABR	Reason for a new class: Subscription of a class of shares	_
	Cancel	5 Next
	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	

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.

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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.

	A SIC Australian Securities & Investments Commission	Forms Manager Company Officeholders
Form 484	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	
<u>Print form</u> View company details	Details of share issue 1 Number of shares issued: 1	
Finish form later Home - Forms Manager Log off	Amount paid per share: 3 Amount unpaid per share: 3 Earliest date of change: (DD-MM-YYYY)	
Help Ask a question How this works Technical FAQ	Were shares issued for other than cash? © Yes © No 5 Cancel	6 Next
Links Search ASIC Search ABR	ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	

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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.

	A SIC Australian	a Securities & Investments Commission	Forms Manager Company Officeholders
Form 484 ✓ Form setup ✓ Share structure	Company: EXAM Reference: 123450	PLE COMPANY PTY LTD ACN 000 000 000 578	
✓ <u>New class</u> ✓ <u>Issue shares</u> ▶ <u>Confirm share</u> structure changes	Share structure - Complete the details of the	confirm share class changes Form 484 he resulting share class.	
→ Submit Print form View company details	Original class details Share class code: Total number issued: Total amount paid: Total amount unpaid:	A Class A	
Finish form later Home - Forms Manager Log off	Resultant class deta	ls Is	
Help Ask a question How this works Technical FAQ	Total number issued: Total amount paid: Total amount unpaid: <u>Cancel</u>	2 2.00 0.00	2 Next
Links <u>Search ASIC</u> Search ABR		ASIC Home Privacy Statement. Conditions of use. Feedback Copyright 2003-2014 Australian Securities & Investments Commission.	

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How to change company details - change to share structure



Forms Manager

Company Officeholders

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.
- Select Next if you do not wish to make any more changes or additions, and go to page 15.

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Australian Securities & Investments Commission

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Form 484 / Form setup Share structure	Company: EXAMPLE COMPANY PTY LTD ACN 000 000 000 Reference: 12345678								
Submit	Share structure - summary Form 484								
Print form View company details	You can change details of a share class or add a new share class								
	Share class and title		Number issued	Total amount	Total amount	2			
Finish form later Home - Forms Manager Log off				paid	unpaid	1.02			
	ORD ORDINAR	RY	3	5.00	0.00	UNDO REVIEW			
	A Class A		2	2.00	0.00	UNDO REVIEW			
Help	Add another s	share class 1							
<u>Ask a question</u> <u>How this works</u> Technical FAQ							3 Next		
Links			ASIC Home Privacy	Statement Condi	tions of use Feed	<u>back</u>			

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How to change company details - change to share structure

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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 SIC Forms Manager Australian Securities & Investments Commission Company Officeholders
Form 484 ✓ Form setup ✓ Share structure ✓ Members	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 form.
<u>Print form</u> View company details	You must submit the form to ASIC to have it lodged.
Finish form later Home - Forms Manager Log off	Submit Now When you submit this form it will be checked for discrepancies.
Help Ask a question How this works	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.
Technical FAQ	If there are no discrepancies, your form will be automatically submitted for lodgement.
Links Search ASIC Search ABR	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:

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- 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 to share structure



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.

A CALLER AND		Austra	alian Securiti	es & Investm	nents Commissi	on				Company Officeholde
Form 484 ✓ Confirmation	Company: Reference:	E	EXAMPLE CC 12345678)MPANY PTY	Y LTD ACN 000	000 000				
Print form			a a a							
Finish form later	Statutory	Fees	Advice							
<u>Home - Forms Manager</u> Log off	Your form has been accepted by ASIC on 18/08/2014 at 12:33:09 and there are no fees payable.									
Help	Lodgeme	nt Co	nfirmation	1						
Ask a question	If you wish to	koon	a record of	our lodgom	ont click the !		knowlodgom	ont' button T	bic will croate a	
<u>How this works</u> Technical FAQ	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									
Linka	and print this	s docur	ment.							2
Search ASIC Search ABR									DOCUMENTA	CKNOWLEDGEMENT
										1 <u>Next</u>
				ASIC Hon	me Privacy 9	Statement I (Conditions of L	ise Feedha	ack	

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