Appointing and ceasing officeholders

When a company appoints or ceases an officeholder, you'll need to notify ASIC of this change. You can do this by lodging a **Form 484 - Changes to company details**.

To avoid late fees or penalties, make sure you lodge this form within 28 days of the change occurring.

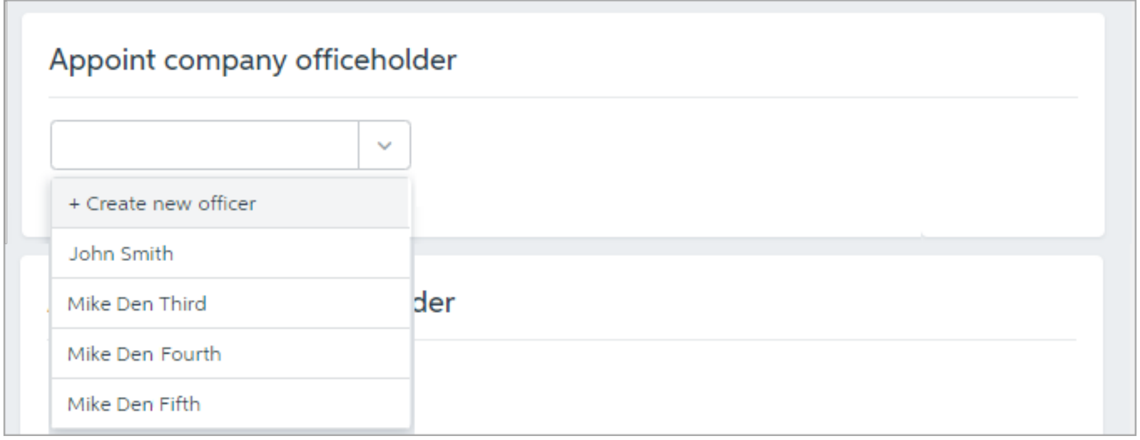
You can make multiple changes to a company's details in a single transaction. For example, you can cease a director, appoint a new one and transfer shares in a single 484 Form.

> If the director, alternate director or secretary retires or resigns from their position, you'll need to lodge a Form 370 - Notification by officeholder of resignation or retirement. Check out Retiring or resigning officeholders (370) for information.

To appoint a company officeholder

1. Open the form.
2. In the **Notification of company changes - Form 484** page, select **Appoint company officeholder**. The company officeholder appointment options appear.
3. Click **+ Appoint company officeholder**. A drop-down menu appears.
4. Click on the drop-down arrow at the end of the field and choose an officeholder to appoint.

   If the officeholder is not listed, click **+ Create new officer**. The company officeholder's details appear.



> Any newly created contacts will appear in your MYOB Practice contacts list, so you can select them whenever you need to select a contact in MYOB Practice. If you use AE/AO, we'll also create the new contact in AE/AO for you.

5. Enter the personal and contact details of the officeholder in the relevant fields:

Field	Description
First name	Enter the first name of the officeholder to be appointed
Middle name	(Optional) Enter the middle name of the officeholder to be appointed
Last name	Enter the last name of the officeholder to be appointed
Date of birth	Enter the officeholder's date of birth or click the calendar to select the date.
Email address	(Optional) Enter the officeholder's email address.
Phone number	(Optional) Enter the officeholder's contact number.
Country of birth	Click on the drop-down arrow and choose the officeholder's country of birth. If the Country of birth is Australia, select the state and suburb/town of birth.
Client code	(Optional) Enter a client code for the officeholder.

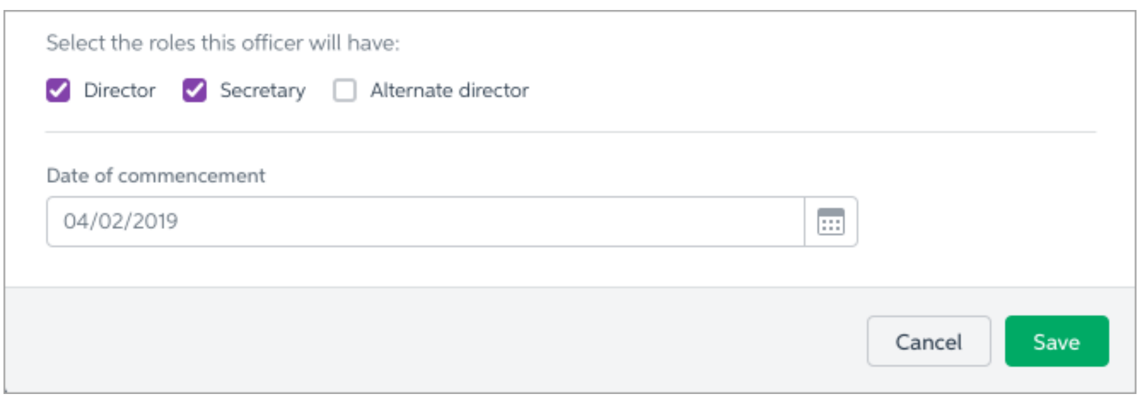
Field	Description
Residential address	Type the officeholder's residential address in the **Search address** field. A list of valid address suggestions appear. Select the correct address from the list of suggestions. The **Street address**, State and Suburb fields populate. Overseas address? Click **Manually enter address** and enter the **Street address**, **Country** and **Locality** (i.e. suburb, province or region) in the relevant fields.

6. Select the role the officeholder is appointed to. The options are:

   - Director
   - Secretary
   - Alternative Director.

   > If you're appointing an **Alternate Director**, click on the drop-down menu and choose whom the alternate director is acting on behalf of and, the expiry date of their contract (if applicable).
   >
   > If no expiry date is provided, you'll need to lodge another Form 484 to notify ASIC when the alternate director ceases.
   >
   > Enter any details regarding the terms of appointment in the **Terms of appointment** field. The alternate director may hold the same powers as a director or limited powers as per the terms of their appointment. This includes their ability to sign documents or attend director's meetings.

7. Enter the **Date of commencement** or click on the calendar to select the date.



8. Click **Create**. The **Appoint company officer** window closes and the details of the change appears in **Form 484**.

> You can make multiple changes to officeholders in a single form. To notify of another appointment or cessation, click **+ Appoint company officeholder** or **+ Cease company officeholder** as required.

> You can click **Preview Form 484** to check the form before you finish preparing it.

9. Click **Continue and prepare forms**.

10. Select the signatories.

> You can select multiple signatories.
>
> To edit the required signatories of a form, go to the Client lodgements page.

11. Enter the details of the meeting held for the change.
12. Select the consent signatories.
13. Click **Create forms**.
14. Click the ellipsis button for the form you created and choose **Send for signing via portal**. The Create task page appears.

> If you regularly send **Form 484** with the same text, you can save time by using one of your practice's task templates to automatically fill in the **Title** and **Description** fields. Just click **Apply a template** (Apply a template).

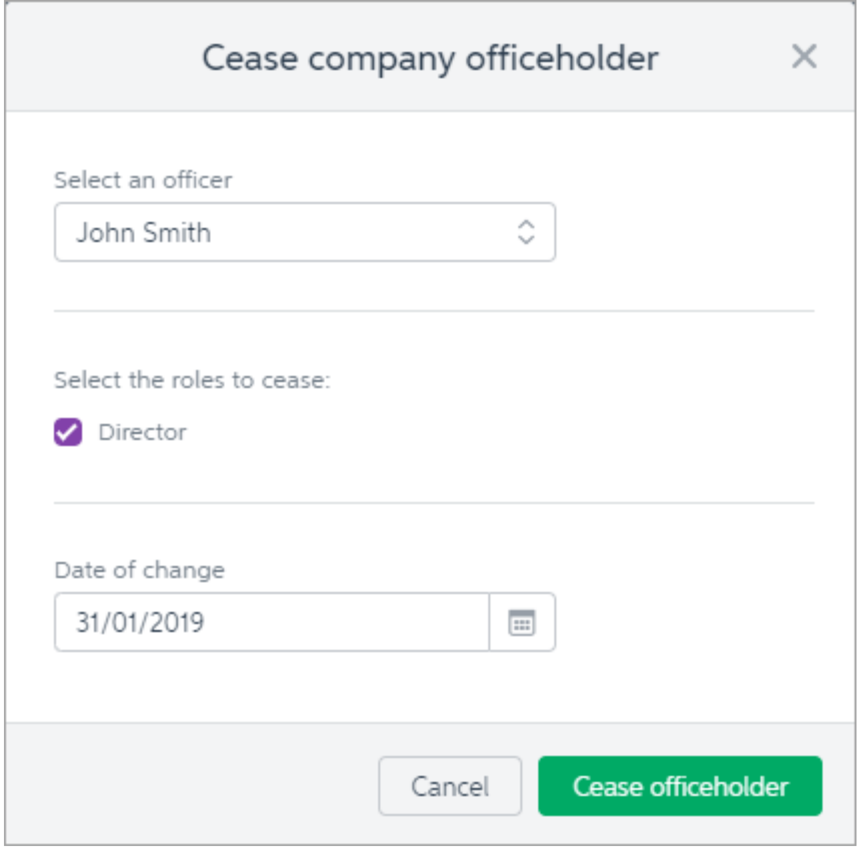
15. Complete the details on the page.

> When you select the client, you can see the documents that will be sent as part of the change you've made. Use the **Signature required** option to indicate if any documents need signing.

16. Click **Create task** for the selected client.

To cease a company officeholder

1. Open the form.
2. In the **Notification of company changes - Form 484** page, select **Cease company officeholder**. The options to cease a company officeholder appear.
3. Click **+ Cease company officeholder**. The **Cease company officeholder** dialog box appears.
4. Select the officer to cease. A checkbox appears for each role the officeholder holds.
5. Select the checkbox for the role you want to cease the officeholder for.
6. Enter the date of change or click the calendar to select the date.



7. Click **Cease officeholder**. The **Cease company officeholder** window closes and the details of the change appears in **Form 484**.

> You can make multiple changes to officeholders in a single form. To notify of another appointment or cessation, click **+ Appoint company officeholder** or **+ Cease company officeholder** as required.

> You can click **Preview Form 484** to check the documents before you finish preparing them.

8. Click **Continue and prepare forms**.
9. Select the ASIC document signatories.

> You can select multiple signatories.
>
> To edit the required signatories of a form, go to the Client lodgements page.

10. Enter the details of the meeting held for the change.
11. Select the resignation signatories.
12. Click **Create forms**.
13. Click the ellipsis button for the annual statement and choose **Send for signing via portal**. The Create task page appears.

> If you regularly send **Form 484** with the same text, you can save time by using one of your practice's task templates to automatically fill in the **Title** and **Description** fields. Just click **Apply a template** (Apply a template).

14. Complete the details on the page.

> When you select the client, you can see the documents that will be sent as part of the change you've made. Use the **Signature required** option to indicate if any documents need signing.

15. Click **Create task** for the selected client.