

Changing company details (484)

Use this form to notify ASIC of the following company changes:

- Address changes
- Officeholder or member name changes
- Changes to ultimate withholding company
- Ceasing and appointing officeholders
- Change special purpose
- Issue, Transfer or cancel shares.
- Update share paid values

If you need to change the company name, see [Changing company name \(205\)](#) for information on lodging a form 205.

If you're looking to change the name or address of an officeholder or member across multiple companies, you can perform a bulk update. Learn more about bulk updates for [changing an address](#) or [changing a name](#).

To open the 484 Form and prepare changes

1. Select your client from the client sidebar.
2. Click **Corporate admin** on the top menu bar and click **Company forms** on the top-right of the page.
3. In the list of **Company forms** list, click **Prepare form** to the right of the appropriate form.
4. Select the changes you want to make and fill in the details. For information on how to complete each section, see the following topics below:
 - [Change of address](#)
 - [Change of name - officeholders or members](#)
 - [Change ultimate withholding company](#)
 - [Cease company officeholder](#)
 - [Appoint company officeholder](#)
 - [Special purpose company](#)

- [Share changes](#)

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

Once ASIC have accepted the form...

If you've made any changes to a name or address, issued or transferred shares to a new shareholder or appointed a new officer, you'll receive the following message on the Client Agreements page to let you know that ASIC have updated their records.

 We've found (6) contacts requiring attention. These contacts are unlinked, linked to multiple contacts or have different data to ASIC. [Review now](#)

If you've **issued or transferred shares to a new shareholder** or **appointed a new officer**:

- You'll need to link them to a contact in your MYOB Practice contact list from the **Review contacts** page. If the shareholder isn't a contact in MYOB Practice yet, you can create them from Review contacts.

If you've **changed the name or address of an existing contact**:

- You can choose whether you want to update their MYOB Practice contact details from the **Review contacts** page. If you choose to update the MYOB Practice contact details, we'll also update their contact details in AE/AO.

Changes can take up to 5 minutes to appear in AE/AO

See [Review contacts - AU](#) for how to link a contact and update the contact's details.