

# Changing company name (205)

To change a company name, members must hold and attend a meeting to pass a "special resolution". In this meeting, members can vote in favour of changing the company name.

If the resolution is passed, you'll need to lodge a form **205 - Notification of resolution**. This lets ASIC know that the company wants to change its name.

You can track the status of the form from the [Client lodgements - AU](#) page.

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## To notify ASIC of a company name change

If you want to make a change to a form you've already prepared, you have to prepare a new form.

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. Answer either **Yes** or **No** to the following questions. Depending on your answer, you may have additional fields to complete.

**Do you wish to use the Australian Company Number (ACN) for this company's name?**

- i. Select **Yes** to change the company name to the ACN. For example, 001 001 PTY LTD.
- ii. Select **No** to enter the new company name in the **What is the proposed company name?** field.

**Has a name reservation been lodged to reserve the proposed new company name?**

- i. Select **Yes** if you've reserved the name with ASIC and they've provided you with a reservation number. Enter the number in the **What is the ASIC reservation number?** field.

ii. Select **No** if you don't have a reservation number for the proposed name.

### Is a manual review required by ASIC?

- i. Select **Yes** if you require ASIC to manually review the application. You may want to select this option if the name contains restricted words or expressions. If you select **Yes**, provide some text to support the application.
- ii. Select **No** if you don't require to ASIC to manually review your application. You may choose this option if you're certain the proposed name will be accepted. For example, if the name is unique and restricted words haven't been used.

### Is the proposed name identical to a registered business name?

Select **Yes** if the name is identical to a registered business name. You'll need to declare that you own or, are registering the name for the owner of the identical business name.

- In the **What is the ABN of the identical business name?** field, enter the ABN of the business with the similar name.
- Select **I hereby declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration details of which are listed.**

ii. Select **No** if the business name is unique or, if the business with the identical name is not owned by you or your client.

5. Enter the **Date of meeting** where the resolution was passed.

6. Enter details of the resolution in the **Resolution details** field.

7. Select the signatories.


You can select multiple signatories.

8. Enter the details of the meeting held for the change.

9. Select the checkbox **I hereby acknowledge that by submitting this form I am responsible for payment of \$403 to ASIC. On completion of this form ASIC will send an invoice to the nominated registered agent.**

10. Click **Create forms**.

11. 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 205 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**).

12. 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.

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