

Changing officeholder and member names

An individual may change their name for many reasons, such as if they get married and choose to legally adopt their spouse's surname.

If this individual is an officeholder or shareholder of a company, you'll need to tell ASIC their new name by lodging **Form 484 - Notification of company changes**.

Stay compliant and avoid penalties by lodging this form within 28 days of the change occurring.

This section of the form lets you change the name of an existing officeholder or member only. To [cease or appoint a new officeholder](#) or [make share changes](#), you'll need to select those options.

To change the name of an officeholder or member

1. [Open the form](#).
2. In the **Notification of company changes - Form 484** page, select **Change of name - officeholders or members**. The **Change of name - officeholders or members** options appear.
3. In the **Previous name** section, select the officer or member.
4. In the **New name** section, enter the officeholder or member's **First name**, **Middle name** (optional) and **Last name**. Make sure you include the changed name in the relevant field. For example:

Clients Transaction processing Tasks Documents Compliance Advisory ASIC

Change of name - officeholders or members

Previous Name

Select an officer or member

Jane Smith

New Name

First name

Jane

Middle name(optional)

Last name

Doe

Date of change

25/02/2019

>

+ Change name

To change the name of another officeholder or member for the company, click **+ Change name**.

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

5. Click **Continue and prepare forms**.


6. Select the signatories.

You can select multiple signatories.

To edit the required signatories of a form, go to the [Client lodgements](#) page.

7. Click **Create forms**.

8. 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**).

9. 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.



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

To change the name of an officeholder or member across companies

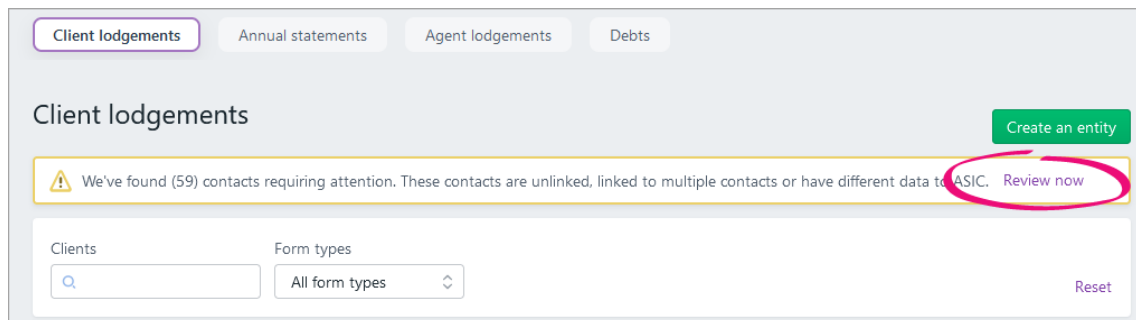
When you've [edited the details of a client or contact](#) who is also a company officeholder or member, MYOB Practice detects that Corporate admin's data is different from ASIC's records. The Client lodgements page will display the following warning message if there are any differences:


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

You can also begin a bulk update for an officeholder or member from two other areas:

- For your general contacts, go to **Contacts > Contacts List**, select your contact, scroll down to ASIC information and click Bulk update ( [Bulk update](#)).
- For your clients, select the relevant client from the client sidebar, click **Corporate admin** from the top menu bar and click Bulk update ().

1. Go to **Corporate admin > Client lodgements**.
2. In the warning message near the top of the page, click **Review now**.



3. Under **Review contacts**, find your clients and contacts in the list.
4. Select the relevant client or contact records that require the bulk update.
5. Click Bulk update ().
6. In **Bulk update**, read the information and click **Continue**.
7. Select **Change of name**.

You can also complete a bulk change of address at the same time. Learn more about [bulk updates for changing an address](#).

8. In **Change of name**, enter the officeholder or member's updated **First name**, **Middle name** (optional) and **Last name**.
9. Click **Continue**.

We'll automatically choose the signatories for each company affected by the change. You can view and change the chosen signatories under **Signatory selections**.

10. If you want to change a company's signatory or change the companies that are included in the change of name, click the relevant option in the **Signatory selections** section:

- **Exclude company**—exclude the company from the bulk update.
- **Include company**—include the company in the bulk update.
- **Change signatory**—change the signatory for the bulk update.

When you select a signatory, you can tick **Use the selected signatory for all other companies where applicable** to re-use the selected signatory for other companies. This will automatically update all applicable companies to the selected signatory.

If you can't see **Change signatory** option, the company hasn't got any other possible signatories.


11. Click **Continue**.

12. On the **Confirmation** page, under the **Authorisation form(s)** section, click the document name to download a PDF copy.

13. Check that all the details are correct.


14. On the **Confirmation** page, click **Submit**.

To filter the Client lodgements page to bulk updates only, click the drop-down under **Form types** and select **Bulk update**. Click the **Outstanding** status to see any bulk updates you've already started.

15. In **Client lodgements**, find the bulk update you've just created and click the ellipsis ().


16. Select **View summary**.

17. Under **Authorisation form(s)**, select **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**).

18. Complete the details on the page and click **Create task**.

Once all the forms have been signed, the bulk update's status will change to **Ready to begin**.

19. If you closed the bulk update, re-open it in **Client lodgements** by clicking the ellipsis () and selecting **View summary**.

20. In **Bulk update**, click **Begin bulk update**.

21. If the bulk update fails, you can download the validation report and check what

went wrong:

a. In **Client lodgements**, find the rejected bulk update and click the ellipsis (



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b. Select **Download validation report**.

To manage your bulk update documents and so you've got proof of its lodgement, you can:

- [add more profiles your documents](#) to identify them as belonging to multiple clients.
- check the ASIC document number:
 1. Select the relevant company from All Clients and click **Corporate Admin**.
 2. Select the **Officers** tab.
 3. Look under **Officers change register** for the ASIC document number.

After ASIC accepts the form, you'll receive the following message on the **Client lodgements** page to let you know that ASIC have updated their records, so you might want to update yours.



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

Click [Review now](#) to view the changes, and choose whether you want to update the contact's name in MYOB Practice.

If you choose to update the name in MYOB Practice, we'll also update it in AE/AO. These changes can take up to 5 minutes to appear in AE/AO.