Changing or ceasing special purpose status

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 change the special purpose of a company, appoint a new director and transfer shares in a single 484 Form.

To change a company's special purpose

1. Open the form.
2. In the **Notification of company changes - Form 484** page, select **Special purpose**. The **Special purpose** options appear.
3. Choose the type of special purpose to commence:
   - Commence home unit company
   - Commence superannuation trustee company
   - Commence for charitable purposes only.
4. In the **Date of change** field, enter the date or, to select a date click the calendar icon.
5. Continue to complete each section of the form as required.

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

6. Click **Continue and prepare forms.**
7. Complete the details.

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

8. Click **Create forms.**

9. 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).

10. 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.

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

To cease special purpose

1. Open the form.
2. In the **Notification of company changes - Form 484** page, select **Special purpose company**. The **Special purpose company** options appear.
3. Select **Cease special purpose company**.
4. Enter the special purpose of the company in the **Current special purpose** field.
5. In the **Date of change** field, enter the date or, to select a date click the calendar icon.
6. Continue to complete each section of the form as required.

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

7. Click **Continue and prepare forms**.
8. Complete the details.

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

9. Click **Create forms**.
10. 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).

11. 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.

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