

Issue, transfer and cancel shares

Notify ASIC of changes to the share structure by preparing and lodging a **Form 484 - Notification of company changes**.

Before sending for signing, you can make multiple changes to a company in the same form:

- [Change company addresses](#)
- [Change special purpose status](#)
- [Changing ultimate withholding company](#)
- [Change officeholder or member names](#)
- [Appoint or cease officeholders](#)

To prepare a form 484 for shares

1. [Open the form](#).
2. In the **Notification of company changes - Form 484** page, select **Change of shares**. The **Share changes** options appear.
3. Click **Make a change**. The **Share change** window appears.

To issue shares

1. At the question **What change would you like to make?** Select **Issue**.
2. In the **Issuee details**, select either:
 - **Existing shareholder** if you're issuing more shares to an existing shareholder of the company.
 - or
 - **New shareholder** if you're issuing shares to a contact that doesn't hold any shares in the company.

3. Enter the **Issue to details**:
 - a. If you selected **Existing shareholder**, then select the name of the shareholder from the **Issue to** drop-down.
 - b. If you selected **New shareholder**, start typing the name of the shareholder in the **Issuee** field. A list of matching contacts displays.
 - i. Select the shareholder, or if there are no matching contacts, click **Create new contact** to add the shareholder to your contacts list.
4. Enter the **Number of shares**, **Total paid** and **Total unpaid** amounts.
5. (Optional) Enter the **Certificate number** and **Distinctive numbers**.
6. Select **Yes** if the shares are **Beneficially held** by the shareholder. If you select **No to Beneficially held**, enter the name of the **Beneficial owner**.
7. Select **Yes** at **Issued for cash** if the shares are issued for cash consideration.
8. Enter the **Earliest date of issue**.
9. Click **Save changes**. The **Share change** window closes and the details of the change appears in the Form 484
10. If you need to issue more shares, click **Make a change** and fill in the details.


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

11. Click **Continue and prepare forms**.
12. Complete the details.

You can select multiple signatories.

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

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 transfer shares

1. In the **Notification of company changes - Form 484** window, select **Change of shares**. The **Share changes** options appear.
2. Click **+ Make a change**.
3. In the **Share change** window, select **Transfer**.
4. Under **Transfer form**, choose the shareholder you're transferring shares from. If the shares are beneficially held, the name of the beneficial owner appears in the **Beneficial owner** field.
5. In the **Number of shares** field, enter the number of shares to be transferred.
6. Under **Transfer to**, choose the recipient of the transferred shares. To create a new shareholder choose **Create new issues**.
7. (If applicable) Enter the name of the **Beneficial owner**. We'll allocate the shares non-beneficially to the issue.

Beneficial owners get direct benefits of the shares (e.g. dividends) If shareholder is holding shares on behalf of another person or org or trust, shares are not beneficially held.

8. Click **Save changes**. The **Share change** window closes and the details of the changes to member appears in **Form 484**.
9. If you need to notify of another share issue, transfer or cancellation of shares, click **+ Make a change** and fill in the details.


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14. Complete the details on the page.

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To cancel shares

1. In the **Share change** window, select **Cancellation**.
2. Click the **Shareholder** drop-down menu and select an existing shareholder.
3. Click the **Share class** drop-down menu and choose the type of shares to be cancelled. The name of the **Beneficial owner** automatically appears where a beneficial owner exists.
4. Enter the **Share parcel**. If there's only one share parcel, it will be pre-filled. If there's more than one share parcel, select the one you want to cancel.
5. Enter a value in **Number of shares to cancel** field.
6. Click the **Cancellation provision** drop-down menu and select the reason for the cancellation.
7. Enter the **Certificate no for the remaining shares**. For example, if you've 10 shares and canceled 5 shares, enter the certificate number for the rest of the 5 shares.

Share change ✕

What change would you like to make?

Issue
 Cancellation
 Transfer
 Beneficial owner
 Update paid values

Cancellation details

Shareholder:
 Share class:
 Share parcel:

Share class	Total paid value	Certificate no.	Beneficially held
Ordinary (ORD)	\$20.00	-	Yes
Total shares held	Total unpaid value	Distinctive numbers	Beneficial owner
20	\$0.00	-	-

Number of shares to cancel:
 Amount paid:

Cancellation provision:

Cert. no. for remaining shares (optional):
 Distinctive nos. to cancel (optional): to

Other details

Date of cancellation:

8. Enter the date the share cancellation will take effect in the **Cancellation date** field.
9. Click **Save changes**. The **Share change** window closes and the details of the changes to member appears in **Form 484**.
10. If you need to cancel another share, click **+ Make a change** and fill in the details.

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practice's [task templates](#) to automatically fill in the Title and Description fields. Just click **Apply a template** ( **Apply a template**).

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To change beneficial ownership

1. In the **Share change** window, select **Beneficial ownership**.
2. Enter the name in **Shareholder** field.
3. Enter the **Share class** and a **Share parcel**. If there's only one share parcel, it will be pre-filled.
4. Under **Update beneficiary details**, select **No** or **Yes** in the **Beneficially held**. If you've selected **Yes**, enter the **beneficiary name**.
5. Enter a date in **Effective date**.
6. Click **Save changes**. The **Share change** window closes and the details of the changes to member appears in **Form 484**.
7. If you need to update any other beneficiary details, click **+ Make a change** and fill in the details.


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change you've made. Use the **Signature required** option to indicate if any documents need signing.

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

To update paid values

1. In the **Share change** window, select **Update paid values**.
2. Enter the name in **Shareholder** field.
3. Enter the **Share class** and a **Share parcel**. If there's only one share parcel, it will be pre-filled.
4. Enter **Total paid value** and **Total unpaid value**.
5. Click **Save changes**. The **Share change** window closes and the details of the changes to member appears in **Form 484**.
6. If you need to update any other values, click **+ Make a change** and fill in the details.


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

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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.

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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.

