

Officers - AU

The **Officers** tab displays current and former officers who've been appointed to the company, and their details.

The **Current Officers** displays all currently appointed officers' name, residential address, date and place of birth, and current role.

To make a change to your current officers, you'll need to prepare the relevant form from **Company forms**, and lodge it to ASIC.

Officers change register

The **Officers change register** lists all changes made to the company's officers, including appointments, cessations or resignations and changes to names and addresses.

Each item lists the following details:

Column name	Description
Officer name	The officer's name. If the type of change is a name change , the officer's name <i>before</i> the change was submitted displays in this column.
Start date	The day the information first appeared on the company's ASIC records.
End date	The date of change (or "effective" date). For example, the day an officer retired or the date of an address change.
Type of change	The detail that's changed.
ASIC document number	The ASIC document reference number that appears on the ASIC correspondence.

To view a former officer's details

- Click the officer's name in the first column of the **Officers' change register**. The **View more details** window appears.

This window displays all the officer's details before the change, as well as what's changed and when.

To download a report on all changes to company officers

The **Officer details report** is a PDF report that shows all changes to current and former officeholders. This report is split into two sections — current officers and former officers.

1. Click **Download report (PDF)** located on the top-right of the **Officers** tab. A list of available reports displays.
2. Click either:
 - **Officer details** to download a report on changes made to officers only.
 - or
 - **All company details** to download a report on all past and present organisation, officer and shareholder changes, and charges.