

Shareholders - AU

All companies must have at least one shareholder. They can be individuals or corporate bodies.

In Corporate admin, the **Shareholders** tab has 4 sections:

- [Share structure](#) summarises all currently issued shares, per class, for the company.
- [Current shareholders](#) lists all shareholders that currently own shares in the company, including their name, class and number of shares held, and their paid and unpaid values.
- [Historical shareholders](#) lists shareholders that had previously owned shares in the company.
- [Shareholder change register](#) lists changes to shareholder details, such as name changes, address changes, date of appointment and cessation.

Share structure

The **Share structure** shows all currently issued shares for the company, sorted by class. The information on share class, shares issued, paid and unpaid values come from ASIC's records.

Share structure				
Share class	Total shares issued	Total paid value	Total unpaid value	Number of members
Ordinary (ORD)	60	\$53.00	\$7.00	4

Paid and unpaid values are recorded at face value, not market value.

If there are any inconsistencies in your share structure, you might want to lodge an RA71 to check what ASIC has on record.

To update the share structure details, you'll need to [lodge a form 484](#) to issue or cancel shares.

Current shareholders

Current shareholders lists shareholders that currently own shares in the company, grouped by class.

A shareholder can appear multiple times in this list. If a shareholder has purchased multiple parcels, each parcel will be listed separately, so that you can easily keep track of each individual share parcel.

The **Start date** refers to the day the shareholding first appeared on record, and therefore might not reflect the date shares were issued.

You can click on a row to view more details about the shareholder and parcel.



Current shareholders								
Shareholder	Share class	Start date	Total shares held	Total paid	Total unpaid	Certificate number	Beneficially held	Beneficial owner
Shareholder 3	ORD	15 Jun 2020	20	\$17.00	\$3.00	10	No	ABC Family Trust
Shareholder 2	ORD	15 Jun 2020	20	\$20.00	\$0.00	9	Yes	-
Name Shareholder 2	Address 167 Cremorne St Cremorne, Australia, 3121	Transaction type Allotment		Distinctive number 20 - 50				
Shareholder type Individual								
Shareholder 1	ORD	09 Jun 2020	15	\$15.00	\$0.00	7	No	XYZ Trust
Shareholder 1	ORD	02 Jun 2020	5	\$1.00	\$4.00	4	Yes	-

To add or remove current shareholder

To add a new shareholder or remove a shareholder you'll need to [lodge a form 484](#) to ASIC. If you've already lodged this form and shareholders are showing incorrectly, [lodge an RA71 form](#) to download the latest data from ASIC.

To edit a current shareholder

You must lodge a form 484 to edit the **Share class** or **Beneficially held** fields, or an RA71 to update these fields to the latest data.

1. Hover over the row for the shareholder you want to edit. The row is highlighted and the  button appears to the far right of the row.
2. Click  and choose **Edit**.

Historical shareholders

This is where you keep track of shareholders who owned shares previously. A shareholder with historical shareholding can also have current shares.

This section shows



- shares canceled or transferred using Form 484
- share changes arising from an RA72
- any additional historical records you enter.

Click on a row to view the transaction history of a parcel of share.



To add a historical shareholding

1. Click **Add historical shareholding**.
 2. Select **Yes** if the shareholder currently holds shares in the company, or **No** if the shareholder does not currently hold shares in the company.
 3. Enter the details of the transaction in the **Share history details**. If there is more than one transaction, click **Add another transaction** and enter the details.
 4. When you've entered all transactions, click **Add**. The transaction is added to the shareholder's history.
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To edit a historical transaction

1. Hover over the row for the shareholder you want to edit. The  button appears to the far right of the row.
 2. Click  and choose **Edit**.
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To delete a historical transaction

1. Hover over the row for the shareholder you want to delete. The  button appears to the far right of the row.
2. Click  and choose **Delete**.

Shareholder change register

The Shareholder change register lists all changes made to the company's shareholders, including:

- appointment of new shareholders
- cessation of current shareholders.
- name changes
- addresses changes

Each row lists the following details:

Column name	Description
Shareholder name	The name of the shareholder. If the type of change is a name change, the shareholder's name before 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).
Type of change	What information was updated.
ASIC document number	The reference number of the ASIC document.

Click on a row to view more details about a change.