**Company Secretarial Changes Request Form**

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| Entity Name: |  |
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| ACN / ABN: |  |  |
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| Download Company Details* Provide a current company extract from ASIC and confirm details are correct
* Provide copy of last annual review and vouch details have not changed
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| Deregister Company (Form 6010) |  |  |
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| Changes to be made: (Please tick) |
| Company Name Change (Form 205A)* New name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has any activity or any transactions yet been undertaken in new name
* Is this a registered business name, if so who owns it
* A special resolution is required and this form may be required to be lodged in physical copy
* Has fee been paid for change of name?
 |  |  |
| Appoint or Cease Registered Agent (Form 362)* Who is your previous agent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have you notified them of our appointment?
 |  |  |
| Copy of Financial Statements OR Directors’ Report (Form 388) |  |  |
| Change of Address\** What is new address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* From what date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* For which purpose? Business? Mailing? Director/shareholder/other?
 |  |  |
| Appoint or Cease Officeholder\** Name, date of birth, place of birth, DIN for new director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of appointment/cessation
* Has the acceptance/resignation of appointment or minutes been prepared?
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| Change of Name – Officeholder or Member\** Please provide support for change of name eg marriage certificate
 |  |  |
| Change to Members’ Register\** This should be discussed as there could be a myriad of changes and other tax implications
 |  |  |
| Change to Share Structure\** This should be discussed as there could be a myriad of changes and other tax implications
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| Change of Details – Ultimate Holding Company\** This should be discussed as there could be a myriad of changes and other tax implications
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| Change to Special Purposes Company Status\** Have you confirmed the company is eligible and meets all the requirements to be considered a special purpose company?
 |  |  |
| Issued Capital\** Confirm all details of share issue
* Was cash paid for all share issues?
* If not, why not?
* Was a market valuation undertaken for the issue?
* Have Value Shifting provisions been considered for tax purposes?
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| Request For Correction (Form 492)* Why/how was an error made
* Provide a copy of the original form lodged in error
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| Supplementary Document (Form 902) |  |  |
| Have you sought tax or compliance advice in relation to any changes that have been made?* If so please provide a copy of the advice or correspondence.
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| **\*Changes must be made online as Form 484 is no longer available in paper. Go to https://asic.gov.au/for-business/changes-to-your-company/** |
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| Other information or changes that may be applicable, including providing copies of any documents already prepared or correspondence supporting required changes such as minutes of meetings: |
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| Requested By: |  | Date: |  |
| Completed By: |  | Date: |  |