**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 | | | | | | |  |  |
| 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? | | | | | | |  |  |
| 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 | | | | | | |  |  |
| Change of Details – Ultimate Holding Company\*   * This should be discussed as there could be a myriad of changes and other tax implications | | | | | | |  |  |
| 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? | | | | | | |  |  |
| Request For Correction (Form 492)   * Why/how was an error made * Provide a copy of the original form lodged in error | | | | | | |  |  |
| 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. | | | | | | |  |  |
| **\*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: |  | | |