

Do I Have To Let ASIC know If I Make Changes To My Company?

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Do I Have To Let
ASIC Know If I Make Changes In My Company?

Whenever you want to add a new partner, director, secretary or share holder to your company, it is imperative to contact the ASIC. As part of having a business in Australia you have to keep them updated with all of your current information. As the secretary of your company, it is your obligation to contact the ASIC. Now depending on the size of your company, the secretary and the director may be the same person. That's ok, just keep in mind for any big changes, such as adding share holders and such, you have to keep your public records through ASIC updated. When you decide to add a share holder or a new partner there are other things you should keep in mind. First you might want to get some legal advice. Of course by adding either of these two positions to your company you would need to make some agreements. Just be sure you are going into the change with your eyes wide open. Once you have everything in place and you are at the point where it will all be official you will have to contact ASIC to update things. You can use the information from their website about adding people. There is a form to fill out for each person, you have to include their name, maiden name, birth city, address, and contact information. Once you have it all filled out you can mail it to ASIC. The form is called the 484 Form and it is used for almost any changes in the company. You can use it to change addresses, names of officers, appointing new officeholders, or when you lose a shareholder. You can also use it to issue shares of the company, cancel shares, change the structure of the company shares, and more. You will have up to 28 days after the event to lodge the form. During this time there is no charge for filing the form. After the 28 days, you will be charged \$65 for it being up to 30 days late and \$270 for it

being more than a month late.

If you are registered online as an officer

you can fill out

the form and lodge it that way. This is a lot easier to make changes

than

printing out the forms and sending in the mail, and it saves the

chances of

anything getting lost in the mail, which could cause some charges for

being

lodged late.

When making changes to your company there

is just one other

thing to keep in mind. Everything that you needed when you first

registered is

still needed to continue business. That means if you had separate

office

holders such as the secretary and the director and the secretary steps

down,

you have to register yourself as the director. It is not automatically

assumed

by the ASIC.

No matter what changes you make in your

company it is

important to make sure they are legal as far as the ASIC goes, and as

long as

you are within their standards you are welcome to continue business,

just keep

them updated, and most of the time you can use form 484 for

informational

changes. Or you can use the company that registered your company to

assist you

in this process.

The
Simple
Steps To Order

Your
Company

Step
1/

Step
2/

Or/

Step 3/

Need
Help