



Notification of change to directors of a registered body

Use this form to notify ASIC of new or ceasing director(s), and for changes to the name or address of current director(s), of a registered Australian body or foreign company. Do not use for changes to an **Australian company**.

Related forms:

484 Change to company details (for change to directors of an Australian company)

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Registered body details

Do not use this form for an Australian company; refer to the Guide for definitions.

Registered body name

ARBN

Type of registered body (tick one box)

Registered foreign company

Registered Australian body

Lodgement details

Who should ASIC contact if there is a query about this form?

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

Signature

This form must be signed by a director (or equivalent), secretary, local agent of a foreign company or director or secretary of a company appointed as local agent of a foreign company.

I certify that the information in this form is true and complete.

Name

Capacity

Director (or equivalent)

Secretary

Local agent of a foreign company

Director or secretary of a company appointed as local agent of a foreign company

Signature

Date signed

/ /
[D] [D] [M] [M] [Y] [Y]

1 Appoint or cease director

Tick one box

Appoint director Cease director

Date of change

Date of change
 / /
[D] [D] [M] [M] [Y] [Y]

Name

Provide full given names, not initials.

The name of the appointed or ceased director is

Family name Given names

Date of birth
 / /
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city) (state/country)

For new appointments only

Their previous name was (Provide full given names, not initials)

Family name Given names

Former name (if applicable)

(eg change by deed poll, marriage)

Residential address

The residential address of the appointed director is

Street number and Street name

Suburb/City State/Territory

Postcode Country (if not Australia)

1 Continued... Appoint or cease another director

Tick one box

Appoint director Cease director

Date of change

Date of change
 / /
[D] [D] [M] [M] [Y] [Y]

Name

Provide full given names, not initials.

The name of the appointed or ceased director is

Family name Given names

Date of birth
 / /
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city) (state/country)

For new appointments only

Their previous name was (Provide full given names, not initials)

Family name Given names

Former name (if applicable)

(eg change by deed poll, marriage)

Residential address

The residential address of the appointed director is

Street number and Street name

Suburb/City State/Territory

Postcode Country (if not Australia)

2 Change of director name

Personal name change

(eg change by deed poll, marriage)

Their previous name was (Provide full given names, not initials)

Family name

Given names

Date of birth

 / /
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

The director's new name is

Family name

Given names

Date of change

 / /
[D] [D] [M] [M] [Y] [Y]

2 Continued ... Change of another director name

Personal name change

(eg change by deed poll, marriage)

Their previous name was (Provide full given names, not initials)

Family name

Given names

Date of birth

 / /
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

The director's new name is

Family name

Given names

Date of change

 / /
[D] [D] [M] [M] [Y] [Y]

3 Change of director address

The director's name is (Provide full given names, not initials)

Family name

Given names

Date of birth

 / /
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

New address

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

Date of change

Date of change

 / /
[D] [D] [M] [M] [Y] [Y]

3 Continued ... Change of another director address

The director's name is (Provide full given names, not initials)

Family name

Given names

Date of birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

Place of birth (town/city)

(state/country)

New address

Office, unit, level

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

Date of change

Date of change

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide: Notification of change to directors of a registered body

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 490.

Use this form to notify ASIC of new or ceasing director(s), and for changes to the name or address of current director(s), of a registered Australian body or foreign company. Do not use for changes to an **Australian company**.

Related Forms

484 Change to company details (for change to directors of an Australian company)

Signature

This form must be signed by:

- a director (or equivalent) or secretary* of a registered Australian body, or
- a director (or equivalent) or secretary* of a foreign company, or
- a local agent of a foreign company, or
- a director or secretary of a company appointed as a local agent of a foreign company.

* Although a secretary can sign this form, the position of secretary does not need to be notified for a registered Australian body or a foreign company under the *Corporations Act 2001*.

Resigning director's signatures are not acceptable.

Lodgement period

Within 1 month of the change.

Lodging fee

Nil within prescribed lodging period.

Late fees

Late fees will apply if you lodge outside of the lodgement period.

The late fees are:

- \$69 for up to one month late
- \$287 for over one month late.

A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the *Corporations Act 2001*. A receipt will not be issued unless requested.

Additional information

This form only applies to foreign companies and registered Australian bodies—not Australian companies. See the definitions below:

- Foreign company—a body corporate that is incorporated in an external Territory, or outside Australia and the external Territories.
- Registered Australian body—a body corporate (not a company), which has been formed or incorporated in Australia and registered by ASIC.
- Australian company—a company registered in Australia.

The date supplied for the change of name or address of the director must be the date the change occurred.

How to provide additional information**Photocopied Form 490 pages**

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as annexures.

Annexures

To make any annexure conform to the regulations, you must

1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
2. show the registered body name and ARBN
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
6. endorse the annexure with the words:
This annexure (mark) of (number) pages referred to in form (form number and title)
7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630