

Change to company details

Sections A, B or C may be lodged independently with this signed cover page to notify ASIC of:

- | | | |
|--|---------------------------------|---------------------------------------|
| A1 Change of address | B1 Cease company officeholder | C1 Cancellation of shares |
| A2 Change of name - officeholders or members | B2 Appoint company officeholder | C2 Issue of shares |
| A3 Change - ultimate holding company | B3 Special purpose company | C3 Change to share structure |
| | | C4 Changes to the register of members |

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

Company details

Refer to guide for information about
corporate key

Company name	
Adairs Limited	
ACN/ABN	Corporate key

Lodgement details

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

Name	
Mandy Drake	
ASIC registered agent number (if applicable)	
Telephone number	
8888 4500	
Postal address	
2 International Court	
Scoresby Vic 3179	
Total number of pages including this cover sheet	Please provide an estimate of the time taken to complete this form.
11	hrs 30 mins

Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this cover sheet and the attached sections of this form are true and complete.

Name	
Mandy Drake	
Capacity	
☐	Director
☒	Company secretary
Signature	
Date signed	
3	1 / 1
[D]	[M]
	0 / 1
	[Y]
	8
	[Y]

Lodgement

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

Or lodge the form electronically by visiting the ASIC website
www.asic.gov.au

For help or more information
Telephone 03 5177 3988
Email info.enquiries@asic.gov.au
Web www.asic.gov.au

A1 Change of address

This section allows a new address to be applied to one or more purposes (ie registered office, principal place of business, company officeholder or member). You must copy and attach another Section A1 for each new address.

New address

A PO Box is only allowed for a member address

At the office of, C/- (if applicable)

Office, unit, level or PO Box number (A PO Box is only allowed for a member address)

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

Date of change

For members' address changes, use the date of change to the members' register

Date of change

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

Apply address to

You can apply the new address to one or more of the following – registered office, principal place of business, etc.

Registered office address

A change to the registered office address takes effect either 7 days after lodgement of the notice or a later date specified in the notice

☐ Registered office address

If the registered office has changed, does the company occupy the premises?

☐ yes

☐ no

if no, name of occupier?

☐ Occupier's consent (Select box to indicate the statement below is correct)

The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

☐ Principal place of business address

☐ Company officeholder's residential address

Family Name

Given names

1

Date of birth

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

Place of birth (town/city)

(state/country)

2

Family name

Given names

Date of birth

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

Place of birth (town/city)

(state/country)

Member's address

If there are more than 20 members
In a share class, only address changes for the top 20 need be notified

☐ Member's address

Family name

Given names

1

2

Family name

Given names

When a member is a company, not a person

Company name (only if a member)

1

ACN/ARBN/ABN

Country of incorporation (if not Australia)

A2 Change of name — officeholders or members

Use this section if an officeholder or member has changed their name.

☐

Director

☐

Alternate director

☐

Secretary

☐

Member

Member's name

If there are more than 20 members in a share class, only name changes for the top 20 need be notified.
Date and place of birth are not required for members.

Personal name change

Eg change by deed poll or marriage. To register a new officeholder go to B1

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)

Their new name is (provide full given names, not initials)

Family name

Given names

Date of change

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

Organisation name change (member only)

When a member is a company, not a person, and the company has changed its name

The previous organization name was

The new organization name is

ACN/ARBN/ABN

Date of change

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

A3 Change — ultimate holding company

Use this section if there is a change to the ultimate holding company.

The change is

☐

There is a new ultimate holding company

Company name

ACN/ARBN/ABN

Country of incorporation (if not Australia)

OR

☐

The ultimate holding company has ceased operation as the ultimate holding company

Company name

ACN/ARBN/ABN

Country of incorporation (if not Australia)

OR

☐

The ultimate holding company has changed its name

Company name

ACN/ARBN/ABN

Country of incorporation (if not Australia)

OR

Date of change

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

B1 Cease company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

Role of ceased officeholder

Select one or more boxes

☒

Director

☐

Secretary

☐

Alternate director

Person alternate for

Date officeholder ceased

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

Name

The name of the ceased officeholder is

Family name

BRISKIN

Given names

DAVID MARTIN

Date of birth

[D]

[D]

[M]

[M]

[Y]

[Y]

Place of birth (town/city)

MELBOURNE

(state/country)

AUSTRALIA

B1 Continued... Cease another company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

Role of ceased officeholder

Select one or more boxes

☐

Director

☐

Secretary

☐

Alternate director

Person alternate for

Date officeholder ceased

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

Name

The name of the ceased officeholder is

Family name

Given names

Date of birth

[D]

[D]

[M]

[M]

[Y]

[Y]

Place of birth (town/city)

(state/country)

B2 Appoint company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

Role of appointed officeholder

Select one or more boxes

- ☐ Director
☐ Secretary
☐ Alternate director

Date of appointment

Date of appointment

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

Name

The name of the appointed officeholder 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)

Former name

Eg change by deed poll or marriage

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

Family name

Given names

Residential address

The residential address of the appointed officeholder is

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

If an 'Alternate director', for whom

Note:

Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

The appointed 'Alternate director' is alternate for (person alternate for)

Family name

Given names

Expiry date (if applicable)

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

☐ Alternate director terms of appointment attached

B2 Continued... Appoint another company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

Role of appointed officeholder

Select one or more boxes

- ☐ Director
☐ Secretary
☐ Alternate director

Date of appointment

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

Name

The name of the appointed officeholder 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)

Former name

Eg change by deed poll or marriage

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

Family name Given names

Residential address

The residential address of the appointed officeholder is

Street number and Street name

Suburb/City State/Territory

Postcode Country (if not Australia)

If an 'Alternate director', for whom

Note:
Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

The appointed 'Alternate director' is alternate for (person alternate for)

Family name Given names

Expiry date (if applicable)
[D] [D] / [M] [M] / [Y] [Y]

☐ Alternate director terms of appointment attached

B3 Special purpose company

Use this section to notify if the company has commenced or ceased status as one of the special purpose company designations below.

Note: If you indicate that your company has commenced status as one of the special purpose company designations listed below, ASIC will send a declaration for you to complete and return. Special purpose company designations are defined under Regulation 3 of the Corporations (Review Fees) Regulations 2003.

The change is

- ☐ Commence
☐ Home unit company
☐ Superannuation trustee company
☐ For charitable purposes only
☐ Cease

For new registrations, use the date of registration as the 'date of change'

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

Section C completion guide

Standard share codes

Refer to the following table for the share class codes for sections C1, C2, C3 and C4

Share class code	Full title	Share class code	Full title
A	A	PRF	preference
B	B...etc	CUMP	cumulative preference
EMP	employee's	NCP	non-cumulative preference
FOU	founder's	REDP	redeemable preference
LG	life governor's	NRP	non-redeemable preference
MAN	management	CRP	cumulative redeemable preference
ORD	ordinary	NCRP	non-cumulative redeemable preference
RED	redeemable	PARP	participative preference
SPE	special		

If you are using the standard share class codes you do not need to provide the full title for the shares, just the share class code.

If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title

Sections to complete

Use the table below to identify the sections of this form to complete (please indicate the sections that have been completed). Completion of this table is optional.

	C1- Cancellation of shares	C2 – Issue of shares	C3 – Change to share structure table	C4 – Change to members register
☐ Issue of shares				
Proprietary company	Not required	✓	✓	✓
☐ Public company				
☐ if in response to the Annual company statement	Not required	✓	✓	✓
☐ if not in response to the Annual company statement	Not required	✓	Not required	Not required
☐ Cancellation of shares				
Proprietary company	✓	Not required	✓	✓
☐ Public company				
☐ if in response to the Annual company statement	✓	Not required	✓	✓
☐ if not in response to the Annual company statement	✓	Not required	Not required	Not required
☐ Transfer of shares				
Proprietary company	Not required	Not required	Not required	✓
☐ Public company				
☐ if in response to the Annual company statement	Not required	Not required	Not required	✓
☐ if not in response to the Annual company statement	Not required	Not required	Not required	Not required
☐ Changes to amounts paid				
Proprietary company	Not required	Not required	✓	✓
☐ Public company				
☐ if in response to the Annual company statement	Not required	Not required	✓	✓
☐ if not in response to the Annual company statement	Not required	Not required	Not required	Not required
☐ Changes to beneficial ownership				
Proprietary company	Not required	Not required	Not required	✓
☐ Public company				
☐ if in response to the Annual company statement	Not required	Not required	Not required	✓
☐ if not in response to the Annual company statement	Not required	Not required	Not required	Not required

To notify ASIC about a division or conversion of a class of shares, you must lodge a form 211 within 28 days of the change occurring.

To notify ASIC about a conversion of shares into larger or smaller numbers, you must lodge a form 2205B within 28 days of the change occurring.

C1 Cancellation of shares

Reason for cancellation

Please indicate the reason that shares have been cancelled (select one or more boxes)

☐

Redeemable preference shares – **S.254J**

☐

Redeemed out of profits

☐

Redeemed out of proceeds of a fresh issue of shares

☐

Capital reduction – **S.256A – S.256E**

☐

Single shareholder company

☐

Multiple shareholder company. A Form 2560 must be lodged before a capital reduction takes place

☐

Share buy-back. – **ss.257H(3)**

☐

Minimum holding buy-back by listed company

☐

Other buy-back type. A form 280 or 281 must be lodged at least 14 days, and no more than 1 year before the share buy-back can take place

☐

Forfeited shares – **S.258D**

☐

Shares returned to a public company – **ss.258E(2) & (3)**

☐

Under section 651C, 724(2), 737 or 738

☐

Under section 1325A (court order)

☐

Other

Description

Give section reference

Details of cancelled shares

List the details of shares cancelled in the following table

Share class code	Number of shares cancelled	Amount paid (cash or otherwise)

Earliest date of change

Please indicate the earliest date that any of the above changes occurred.

[D]

/

[M]

/

[Y]

[Y]

C2 Issue of shares

List details of new share issues in the following table.

Share class code	Number of shares issued	Amount paid per share	Amount unpaid per share

Earliest date of change

Please indicate the earliest date that any of the above changes occurred

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

If shares were issued for other than cash, were some or all of the shares issued under a written contract?

☐ **Yes**
if yes, proprietary companies must also lodge a Form 207Z certifying that all stamp duties have been paid. Public companies must also lodge a Form 207Z and either a Form 208 or a copy of the contract.

☐ **No**
if no, proprietary companies are not required to provide any further documents with this form. Public companies must also lodge a Form 208.

C3 Change to share structure

Where a change to the share structure table has occurred (eg. as a result of the issue or cancellation of shares), please show the updated details for the share classes affected. Details of share classes not affected by the change are not required here.

Share class code	Full title if not standard	Total number of shares (current after changes)	Total amount paid on these shares	Total amount unpaid on these shares

Earliest date of change

Please indicate the earliest date that any of the above changes occurred

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

Lodgement details

Is this document being lodged to update the Annual Company Statement that was sent to you?

☐ Yes
☐ No

C4 Changes to the register of members

Use this section to notify changes to the register of members for your company (changes to the shareholdings of members):

- If there are 20 members or less in a share class, all changes need to be notified
- If there are more than 20 members in a share class, only changes to the top twenty need be notified (s178B)
- If shares are jointly owned, you must also provide names and addresses of all joint owners on a separate sheet (annexure), clearly indicating the share class and with whom the shares are jointly owned

The changes apply to

Please indicate the name and address of the member whose shareholding has changed

☐

Family name

Given names

OR

☐

Company name

ACN/ARBN/ABN

Office, unit, level or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

Earliest date of change

Please indicate the earliest date that any of the following changes occurred

Date of change

[D]

[D]

[M]

[M]

[Y]

[Y]

The changes are

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	*Total \$ paid on these shares	*Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)	Top 20 member(y/n)

* Public companies are not required to provide these details

Date of entry of member's name in register

(New members only)

Date of entry

[D]

[D]

[M]

[M]

[Y]

[Y]

C4 Continued... Further changes to the register of members

Use this section to notify changes to the register of members for your company (changes to the shareholdings of members):

- If there are 20 members or less in a share class, all changes need to be notified
- If there are more than 20 members in a share class, only changes to the top twenty need be notified (s178B)
- If shares are jointly owned, you must also provide names and addresses of all joint owners on a separate sheet (annexure), clearly indicating the share class and with whom the shares are jointly owned

The changes apply to

Please indicate the name and address of the member whose shareholding has changed

☐ Family name		Given names	
OR			
☐ Company name			
ACN/ARBN/ABN			
Office, unit, level or PO Box number			
Street number and Street name			
Suburb/City			
			State/Territory
Postcode		Country (if not Australia)	

Earliest date of change

Please indicate the earliest date that any of the following changes occurred

Date of change

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

The changes are

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	*Total \$ paid on these shares	*Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)	Top 20 member(y/n)

* Public companies are not required to provide these details

Date of entry of member's name in register

(New members only)

Date of entry

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