



FOR IMMEDIATE RELEASE

## NuSep –ASIC Form 484

---

**Sydney, Australia 10<sup>th</sup> August 2011** - NuSep (ASX: NSP). Attached is the Form 484 for the share buy back completed in October 2010, the Form 484 was lodged with ASIC on 5 October 2010. The related Appendix 3F was lodged with the ASX on 11 October 2010.

**\*\*ENDS\*\***

### For more information please contact:

Contact:  
Prakash Patel  
Company Secretary  
+61 2 8415 7300  
[prakash.patel@nusep.com](mailto:prakash.patel@nusep.com)




### About NuSep

NuSep (ASX: NSP) is a publicly listed life sciences company that sells products into the global BioSeparations market. NuSep recently acquired BioInquire which developed the ProteoIQ software enabling NuSep to offer a total Proteomics solution from ***Fraction to Function***. The company has offices in both Sydney Australia and Atlanta, USA.

With a 30 year heritage in biological separations, NuSep has forged a world class reputation for its innovative yet simple biological separation techniques including the world's first IVF sperm separation device. In short NuSep has redefined the BioSeparations market through innovation and simplification.

NuSep's world renowned research team has developed an extensive portfolio of patented products. In all, NuSep currently manufactures, distributes and sells 55 products to customers in the USA, Europe, Asia and Australia.

### NuSep Products:

-  **Gels** – NuSep manufactures and sells precast gels including the innovative nUView Gels, which can be visualised 2 minutes after use.
-  **Separation Instruments** – NuSep has developed two unique biological separation instruments. The ProteomeSep was released in 2009 and can separate biological samples into 8 fractions for use in the proteomic market. The SpermSep separates sperm for fertility treatments such as IVF and is expected to undergo clinical trials later this year.
-  **Proteomics Software** – NuSep offers the unique ProteoIQ software for the analysis of complex mass spec samples. This software is also designed to identify bio markers.

NuSep Holdings Ltd  
324 Burns Bay Rd  
Lane Cove NSW 2066

Postal Address  
P.O. Box 823  
Lane Cove NSW 1595

Contact Details  
**Telephone** +61 2 8415 7300  
**Facsimile** +61 2 8415 7399

Email [info@nusep.com](mailto:info@nusep.com)  
Web [www.nusep.com](http://www.nusep.com)  
ABN 33 120 047 556



**Biological Products** – NuSep supplies research grade biological products manufactured using its unique separation technologies. These products include human IgG and Albumin.

For more information about NuSep please visit the company's website [www.NuSep.com](http://www.NuSep.com)

### **About SingaPharm**

SingaPharm is a Singapore based biotech company that has developed a disposable procedure for the processing of plasma proteins. SingaPharm is currently a wholly owned subsidiary of NuSep Holdings Limited (ASX: NSP). SingaPharm's process is based on the **P**reparative **I**solation by **M**embrane **E**lectrophoresis (PrIME) technology developed by NuSep. PrIME provides disposable modular processing that is 'electronically' driven membrane fractionation.

This process is flexible and modular compared with the large scale inflexible processing facilities of existing fractionators in US and Europe. The process has increased product yield relative to the existing process with increased product safety. The flexible nature of the PrIME technology also provides SingaPharm with access to plasma volumes that previously did not meet the criteria for larger scale processing facilities. Further, SingaPharm's process can produce multiple plasma products in hours compared to days, which is required by the current manufacturers.



# 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 and proprietary company 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 for proprietary companies |

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

NuSep Holdings Ltd

ACN/ABN

022 847 669

Corporate key

## Lodgement details

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

Firm/organisation

Bartier Perry

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

Level 18, 133 Castlereagh Street

Sydney, NSW 2000

Total number of pages including this cover sheet

## 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

John Manusu

Capacity

Director

Company secretary

Signature

Date signed

0 5 / 1 0 / 1 0  
[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 help or more information

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au](http://www.asic.gov.au)

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://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 and/or proprietary company 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)   
 Family name  Given names   
 2   
 Date of birth   /   /    
 [D] [D] [M] [M] [Y] [Y]  
 Place of birth (town/city)  (state/country)

## Proprietary company member's address

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

**Proprietary company member's address**  
 Family name  Given names   
 1   
 Family name  Given names   
 2

**When a proprietary company member is a company, not an individual**

Company name (only if a member)  
 1   
 ACN/ ARBN/ ABN  Country of incorporation (if not Australia)

## A2 Change of name – officeholders and proprietary company members

Use this section to notify a name change of an individual or organisation with one or more roles (including member of a proprietary company) in the company.

Tick one or more boxes to indicate an individual or organisation's current role in company

- Director       Alternate director  
 Secretary       Member of proprietary company

**Proprietary company 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

When a member of a proprietary company is an organisation, not an individual, and the organisation has changed its name

The previous organisation name was

The new organisation 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

Given names

Date of birth

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

Place of birth (town/city)

(state/country)

## 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 a 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
<input type="checkbox"/> <b>Issue of shares</b> Proprietary company <input type="checkbox"/> Public company <input type="checkbox"/> if in response to the Annual company statement <input type="checkbox"/> if not in response to the Annual company statement	Not required	✓	✓	✓
<input type="checkbox"/> <b>Cancellation of shares</b> Proprietary company <input type="checkbox"/> Public company <input type="checkbox"/> if in response to the Annual company statement <input type="checkbox"/> if not in response to the Annual company statement	✓	Not required	✓	✓
<input type="checkbox"/> <b>Transfer of shares</b> Proprietary company <input type="checkbox"/> Public company <input type="checkbox"/> if in response to the Annual company statement <input type="checkbox"/> if not in response to the Annual company statement	Not required	Not required	Not required	✓
<input type="checkbox"/> <b>Changes to amounts paid</b> Proprietary company <input type="checkbox"/> Public company <input type="checkbox"/> if in response to the Annual company statement <input type="checkbox"/> if not in response to the Annual company statement	Not required	Not required	✓	✓
<input type="checkbox"/> <b>Changes to beneficial ownership</b> Proprietary company <input type="checkbox"/> Public company <input type="checkbox"/> if in response to the Annual company statement <input type="checkbox"/> if not in response to the Annual company statement	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 after 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
  - Share 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 (case or otherwise)
Ordinary Shares	94,990	\$20,897.80 (22c per share)

## Earliest date of change

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

/   /    
 [D] [D] [M] [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
Ordinary Shares		59,316,754	\$21,359,095	Nil

### 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 for proprietary companies

Use this section to notify changes to the register of members for your proprietary 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

<input type="checkbox"/> Family name	Given names
<input type="text"/>	<input type="text"/>
<b>OR</b>	
<input type="checkbox"/> Company name	
<input type="text"/>	
ACN/ARBN/ABN	
<input type="text"/>	
Office, unit, level, or PO Box number	
<input type="text"/>	
Street number and Street name	
<input type="text"/>	
Suburb/City	State/Territory
<input type="text"/>	<input type="text"/>
Postcode	Country (if not Australia)
<input type="text"/>	<input type="text"/>

### Earliest date of change

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

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]

### 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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of entry of member's name in register  
(New members only)

Date of entry

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

## C4 Continued ... Further changes to the register of members for proprietary companies

Use this section to notify changes to the register of members for your proprietary 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)

Date of entry of member's name in register  
 (New members only)

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

Save time. Lodge this form online at [www.asic.gov.au](http://www.asic.gov.au)

# Guide:

## Change to company details

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 484.

Use the Form 484 to notify ASIC of:

A1 Change of address

A2 Change of name – officeholders and proprietary company members

A3 Change – ultimate holding company

B1 Cease company officeholder

B2 Appoint company officeholder

B3 Special purpose company

C1 Cancellation of shares

C2 Issue of shares

C3 Change to share structure

C4 Changes to the register of members for proprietary companies

<b>Lodgement period</b>	<p>Lodgement required:</p> <ul style="list-style-type: none"> <li>• within 28 days after the date of change; and</li> <li>• within 28 days after the date of issue of your annual company statement.</li> </ul> <p>There are some exceptions for the member's details for proprietary companies. Refer to <b>Shares details</b> in this guide.</p>
<b>Late fees</b>	<p>Late lodgement fees will apply if you notify a change to company details outside the lodgement period. Only one late lodgement fee will apply to a form even if a number of changes notified.</p> <p>Late review fees will apply if you do not bring your company details up to date within 28 days of the issue of the annual statement. Late review fees are separate from late lodgement fees so both late review and late lodgement fees may apply to the one change. See <a href="http://www.asic.gov.au/latefees">www.asic.gov.au/latefees</a> for more information.</p> <p>The late fees are:</p> <ul style="list-style-type: none"> <li>• \$65 for up to one month late</li> <li>• \$270 for over one month late.</li> </ul> <p>A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the <i>Corporations Act 2001</i>. A receipt will not be issued unless requested.</p>
<b>Corporate key</b>	<p>The corporate key is an eight-digit number uniquely associated with a company's ACN. You will find your corporate key on the front page of your annual statement. Use your corporate key to register to check and change company details online – see <a href="http://www.asic.gov.au">www.asic.gov.au</a>.</p> <p>If you are not lodging changes online, you must include your corporate key on the cover sheet.</p> <p>Please visit our website at <a href="http://www.asic.gov.au/corporatekey">www.asic.gov.au/corporatekey</a> for further assistance.</p>
<b>Track your lodgement</b>	<p>After you have lodged this form, you can check to see if it has been received and processed at <a href="http://www.asic.gov.au/nni">www.asic.gov.au/nni</a>.</p> <p>Alternatively, you can set up a <b>Company Alert</b> that notifies you by email when the form has been received by ASIC. Visit <a href="http://www.asic.gov.au/search">www.asic.gov.au/search</a> for further details.</p> <p>You can save time and have your changes take effect almost immediately by lodging this form online at <a href="http://www.asic.gov.au">www.asic.gov.au</a>.</p>
<b>Signature</b>	<p>The cover sheet for this form must be signed by a current company officeholder. A resigning officer's signature is not acceptable.</p>
<b>Dates of change</b>	<p>Ensure you complete the date of change where required, as well as provide the date the form was signed. <b>You can only notify a future date of change for registered office addresses, principal place of business address and an expiry date (if any) for an alternate director.</b></p>
<b>Alternate directors</b>	<p>See <a href="http://www.asic.gov.au/alternatedirectors">www.asic.gov.au/alternatedirectors</a> for more information</p>
<b>Cease company officeholder</b> (Section B1)	<p>Use this section to notify ASIC if a person has ceased to be an officeholder of the company. Notifications must be received within 28 days after the change occurring. Details must be notified separately for each ceased officeholder.</p> <p>A company does not have to notify ASIC that an officeholder has ceased if the officeholder has already notified ASIC by lodging a Form 370 <i>Notification by officeholder of resignation or retirement</i>.</p>

## Address details

(Sections A1, B2 & C4)

Registered office and principal place of business:

- Provide the full address including the building name, floor and office number (if applicable), street number, name and type, locality and postcode.
- Ensure a tick is placed in the appropriate box to indicate if the company occupies the registered office premises.
- Ensure a tick is placed in the appropriate box to indicate if the occupier of the premises has consented, in writing, to the use of the specified address.

Officeholder and member residential address:

- Provide the full address including the street number, name and type, suburb, city, state or territory, postcode and country of residence if not in Australia.

A registered office address, principal place of business address or officeholder residential address must be a physical or street address, a post office box is not acceptable. The street address must include a street number, ie 'Corner of Smith St and Jones Rd' is not acceptable.

A post office box address may only be used for a member's address.

Ensure a tick is placed in the appropriate box to indicate the address to which the change applies.

## Shares details

(Section C1, C2, C3 & C4)

All companies must notify ASIC if they cancel or issue shares by completing sections C1 or C2. Notifications must be received within 28 days of the change occurring.

Proprietary companies must also notify ASIC of any changes to:

- the company's share structure by completing section C3
- details of their top 20 members by completing section C4.

**Public companies** must complete section C3 after they have received their annual company statement, if changes have occurred. Notification must be received within 28 days of the date of issue of the company statement.

Even though there is no legal obligation to do so, we ask public companies to also complete the C3 share structure table when notifying us of a share issue or cancellation at other times. This will enable us to ensure that share details we have recorded for the company are correct.

### Special cases (for proprietary companies) and their lodging periods

- Court-ordered corrections of the register must be notified to ASIC as specified by the court order or within one month of the court order.
- Reductions in share capital must be notified to ASIC within 14 days after the passing of the resolution to reduce share capital.

### Companies limited by guarantee, or companies limited by shares and guarantee who have not issued any shares

These companies are not required to provide any details about share structure or members ie. do not complete sections C3 or C4.

Transferring Financial Institutions are not required to provide details of member shares that meet the requirements of Reg. 12.8.03; they should complete section C3 but not section C4.

## How to provide additional information

### Photocopied Form 484 pages

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.

### Annexures

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

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 company name and ACN or 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 help or more information

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au](http://www.asic.gov.au)

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)