HOW TO EDIT ADDRESS OF SHAREHOLDERS FOR A PUBLIC COMPANY:

Since ASIC do not store information about the shareholders of a public company, lodging of a Form 484 is not necessary.

To update the address in Corporate Messenger, follow the steps below:

Step 1: Menu > Companies > Open the company profile

Step 2: Move from the main profile page to the share page



Step 3: Once you are in the shares page, go to the Allotments table and search for the shareholder that will need to have an address change

Step 4: Then click on the three dots and choose EDIT



Step 4: After choosing EDIT, you will get another page that will allow you to edit the address. Once done updating the address, click on the ADD button.



Step 5: Once All changes are completed, click on SAVE CHANGES at the bottom of the allotments page

