



ASIC

**Connect**


User guide

# ASIC Connect

## How to change business name holder details (person)

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## How to change business name holder details (person)

- You can update business name holder details—including email addresses through ASIC Connect.
- You must keep your addresses up-to-date by law and to receive correspondence from ASIC.
- For help with changing your business addresses, visit our [support page](#).
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

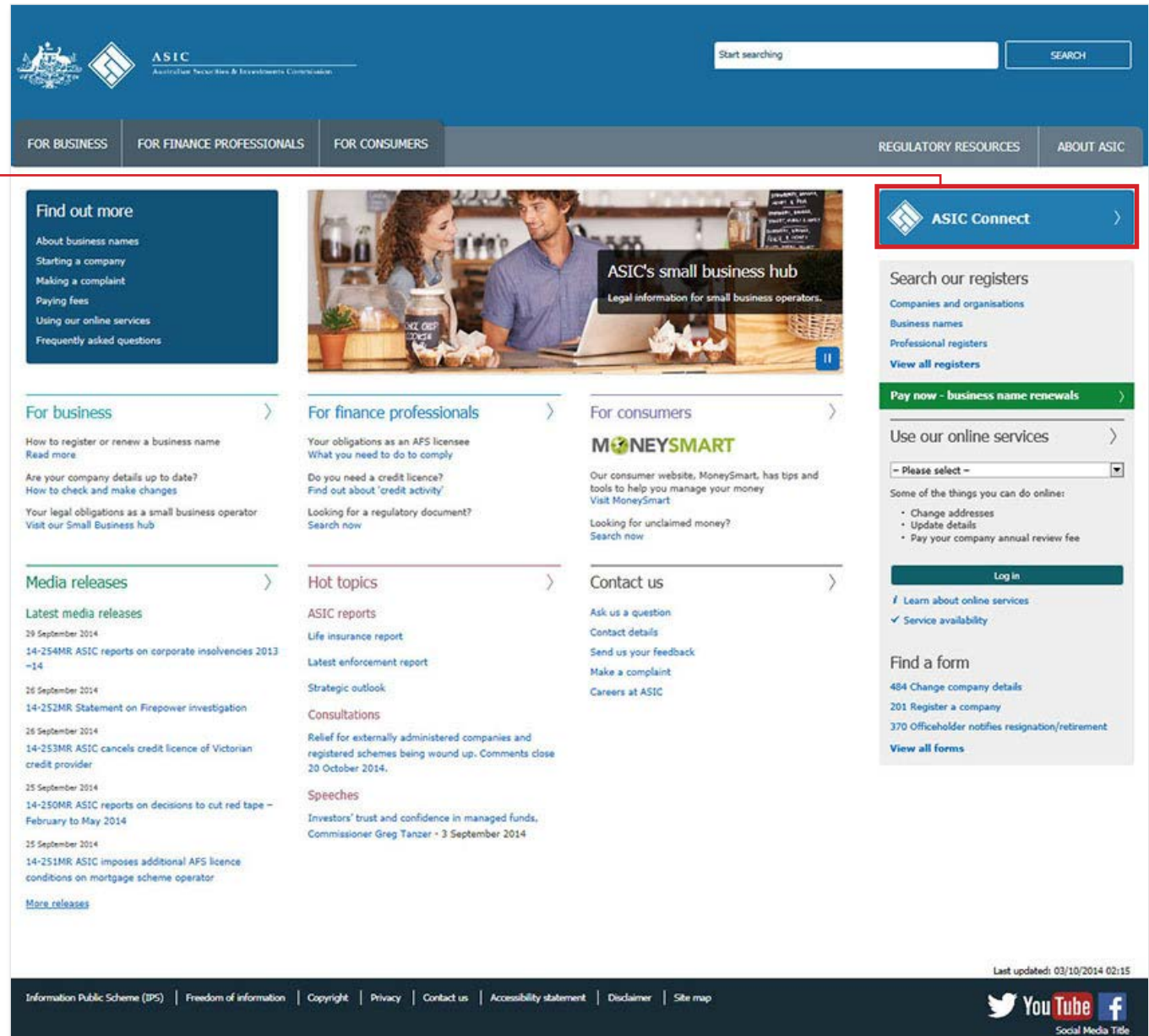
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Get started

Visit our website at [www.asic.gov.au](http://www.asic.gov.au).

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar with the text "Start searching" and a "SEARCH" button. Below the search bar is a navigation menu with tabs for "FOR BUSINESS", "FOR FINANCE PROFESSIONALS", "FOR CONSUMERS", "REGULATORY RESOURCES", and "ABOUT ASIC".

On the left side, there is a "Find out more" section with links to "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".

In the center, there is a featured banner for "ASIC's small business hub" with the text "Legal information for small business operators." and an image of a woman and a man in a cafe setting.

Below the banner, there are three columns of content:

- For business:** Links to "How to register or renew a business name", "Are your company details up to date?", and "Your legal obligations as a small business operator".
- For finance professionals:** Links to "Your obligations as an AFS licensee", "Do you need a credit licence?", and "Looking for a regulatory document?".
- For consumers:** Links to "Our consumer website, MoneySmart" and "Looking for unclaimed money?".

On the right side, there is a "Search our registers" section with links to "Companies and organisations", "Business names", "Professional registers", and "View all registers". Below this is a "Pay now - business name renewals" section and a "Use our online services" section with a dropdown menu and a list of services: "Change addresses", "Update details", and "Pay your company annual review fee".

At the bottom of the page, there is a footer with links for "Information Public Scheme (IPS)", "Freedom of information", "Copyright", "Privacy", "Contact us", "Accessibility statement", "Disclaimer", and "Site map". There are also social media icons for YouTube and Facebook.

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[How to change business name holder details \(person\)](#)

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## Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.



The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for registers and a navigation menu. The main content area is divided into several sections:

- Welcome:** A central banner with a "Log in to ASIC Connect" button highlighted in red. Below it are buttons for "Sign up" and "AUSKey".
- Quick Links:** A vertical list of links for various services like "Australian Business Register", "ABN Lookup", etc.
- Follow ASIC:** Social media links for Twitter, YouTube, Facebook, and an ASIC Webcast.
- Do it now:** A section with two items: "Search" (with a "Search now" link) and "See more on YouTube" (with a "View now" link).
- What's new:** A list of four recent updates, including browser recommendations and new services.

At the bottom of the page, there is a footer with links for "Help", "Copyright", "Privacy", "Accessibility", and "Contact us".

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[How to change business name holder details \(person\)](#)

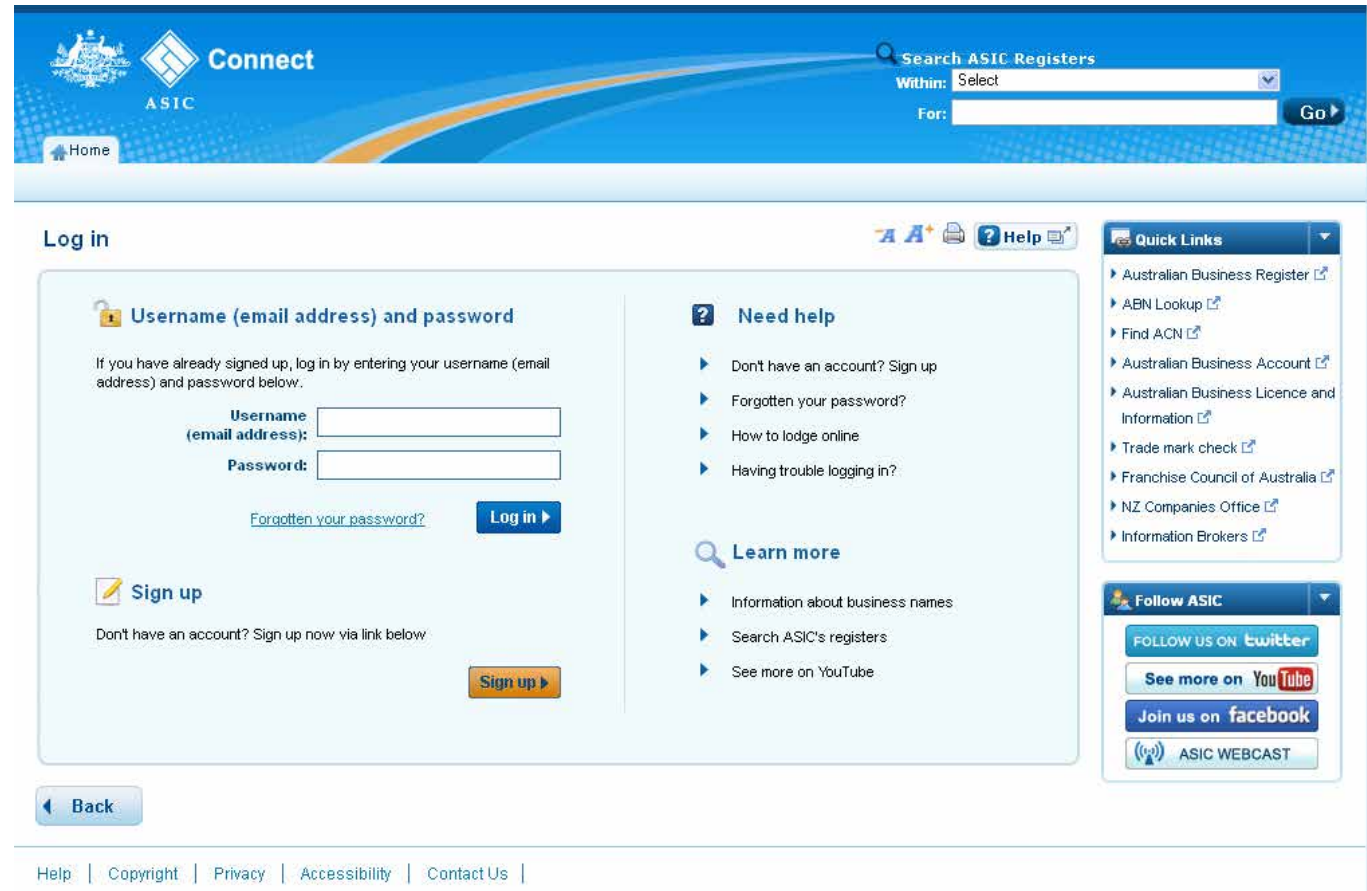
## Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



The screenshot shows the ASIC Connect login interface. At the top, there is a search bar for ASIC Registers with a dropdown menu for 'Within' and a 'Go' button. Below the search bar is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. To the right of the login form is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below that is a 'Learn more' section with links for 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with social media buttons for Twitter, YouTube, Facebook, and an ASIC Webcast button. At the bottom, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

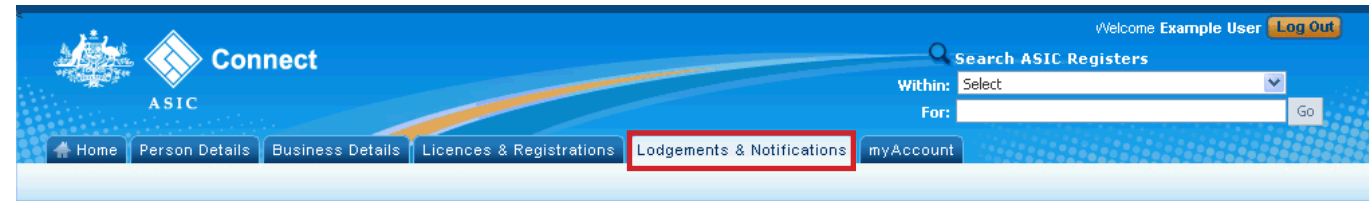
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[How to change business name holder details \(person\)](#)

# How to change business name holder details (person)

Select the **Lodgements & Notifications** tab at the top of the screen.

1. Select the radio button next to the business name for which you want to change the holder details.
2. In the transactions column, select **Change holder details**.
3. Select **Go** to proceed.



## Lodgements and Notifications

**myBusinesses** Hide

Select the button next to the business to view and update its details.

Business	Type	Status	Transactions
<input checked="" type="radio"/> business name example 50	Business Names	Registered	<div style="border: 1px solid #ccc; padding: 2px;">           Select Option <span style="float: right;">Go <b>3</b></span>            Select Option            Cancel/Transfer Business Name            Change business address            Other notifications  <b>Change holder details</b> <span style="float: right;">Go</span>            Change representative details            Renew business name            Select Option <span style="float: right;">Go</span> </div>
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	Go
<input type="radio"/> VICTORY CAFE	Business Names	Registered	Go <b>2</b>
<input type="radio"/> example business name 52	Business Names	Registered	Go

**business name example 50** Hide All

**General Details** Hide

Business	Renewal date
business name example 50	12/3/2014

**Business name addresses** Hide

Below is a list of addresses and contact details associated with this business.

Address type	Address	This is for
Address for service of documents	25 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...
Principal place of business/practice	25 Example St, Melbourne VIC 3000 Australia	Available to the public
Email	example@email.com	Not available to the public, Used ...
SMS		Not available to the public

**Do It Now**

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

**Quick Links**

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

**Need Help ?**

- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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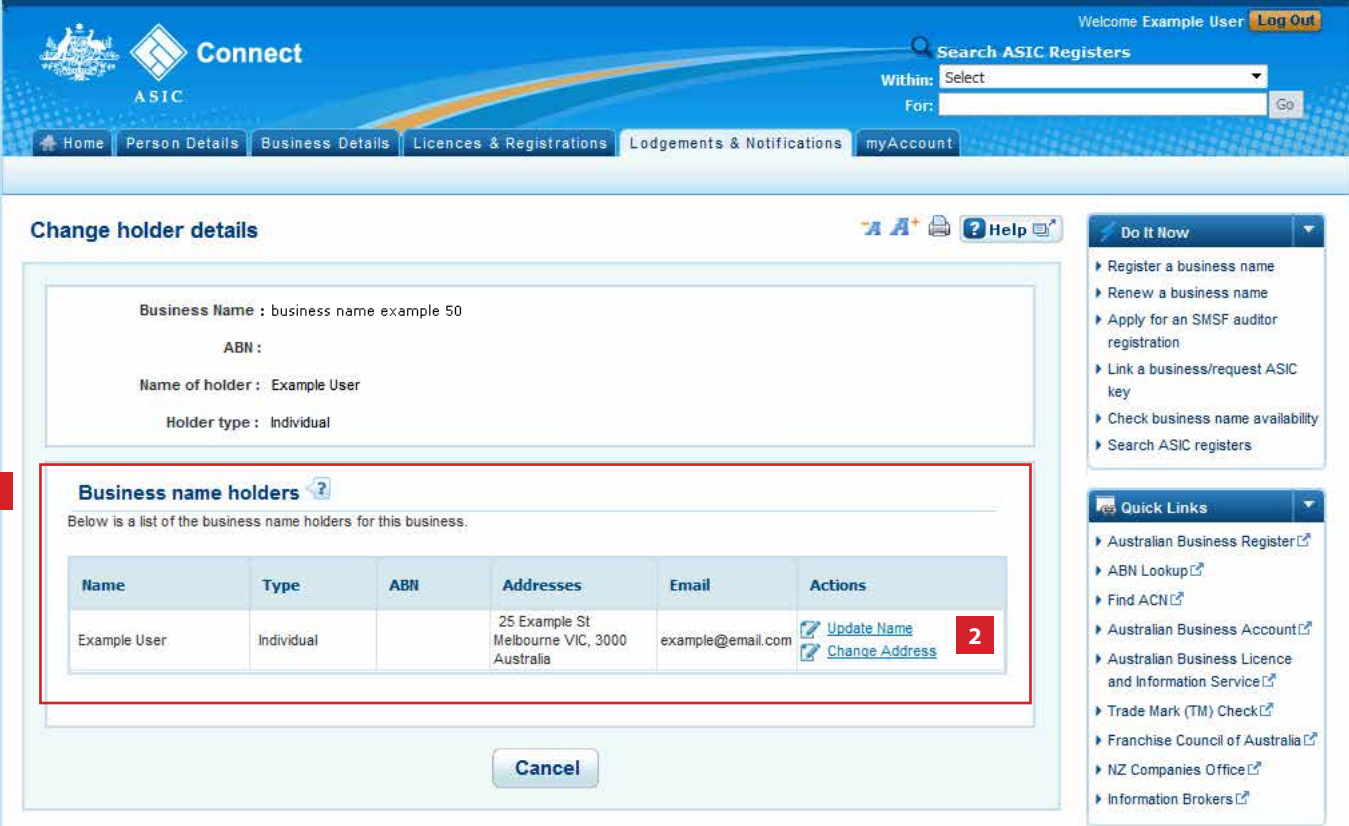
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[How to change business name holder details \(person\)](#)

## Select change

1. The business name holder details will be displayed.
2. Select **Add ABN, Update name** or **Change address** next to the business name holder you would like to change the details for.

**Note:** the *Add ABN* option will not appear if your ABN is already recorded with ASIC.



**Change holder details**

Business Name : business name example 50  
 ABN :  
 Name of holder : Example User  
 Holder type : Individual

**Business name holders**

Below is a list of the business name holders for this business.

Name	Type	ABN	Addresses	Email	Actions
Example User	Individual		25 Example St Melbourne VIC, 3000 Australia	example@email.com	<a href="#">Update Name</a> <a href="#">Change Address</a>

Cancel

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[How to change business name holder details \(person\)](#)

## Add an ABN

This section shows how to add an ABN to a business name holder



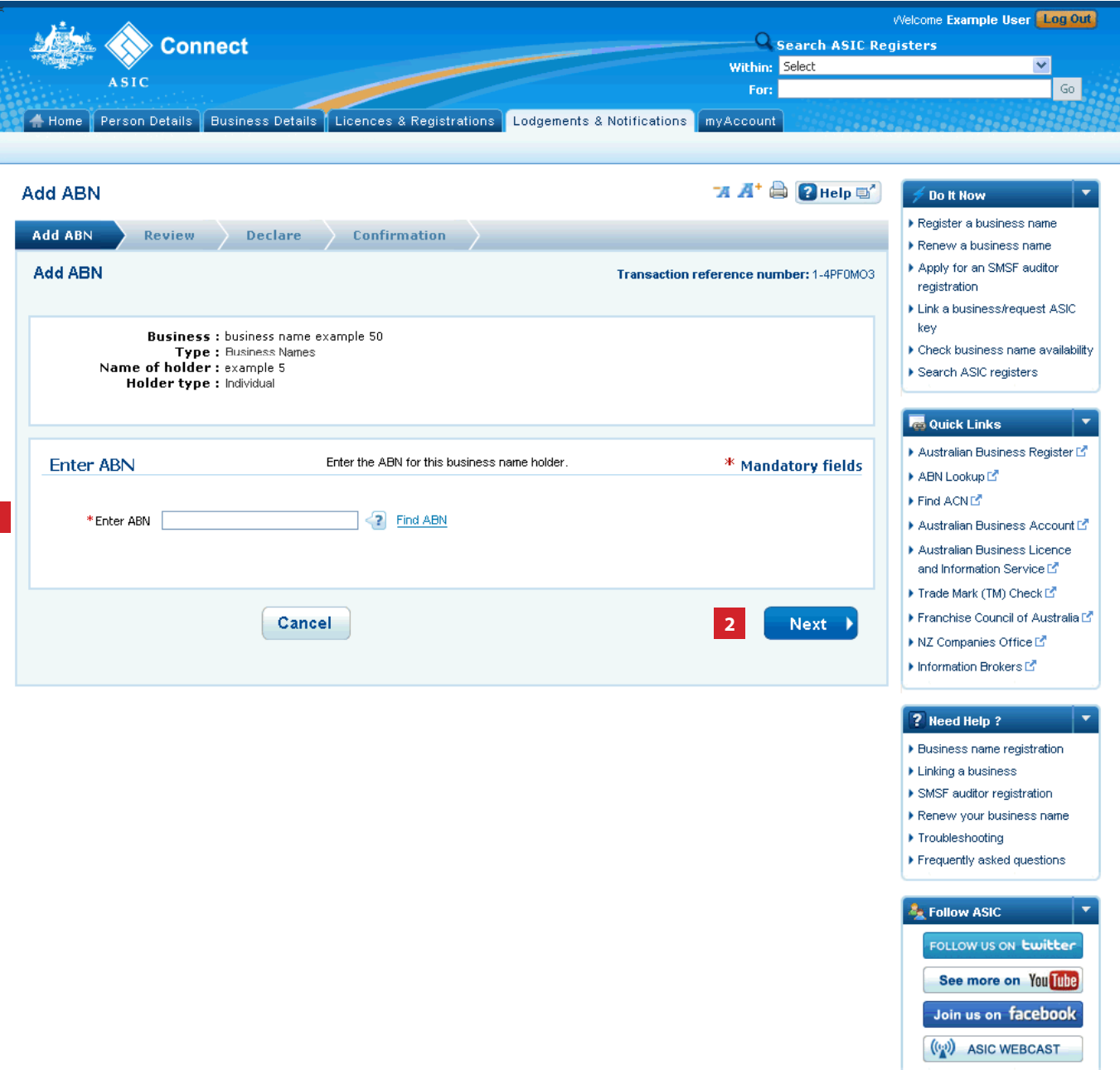
## If Add ABN is selected

### Add ABN

1. Enter your ABN in the field provided. Make sure that your ABN contains 11 digits (no spaces).
2. Select **Next** to continue.

Note: We will verify your details with the Australian Business Register (ABR). If the details for the holder **type** (e.g., individual or partnership) on the ABR are different to those held by ASIC, you will not be able to proceed.

See [Add an ABN to a business name holder](#) for more information.



**Add ABN** Transaction reference number: 1-4PFDMO3

**Business :** business name example 50  
**Type :** Business Names  
**Name of holder :** example 5  
**Holder type :** Individual

**Enter ABN** Enter the ABN for this business name holder. **\* Mandatory fields**

\*Enter ABN  [Find ABN](#)

**1**  **2**

**Do It Now**

- Register a business name
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- Link a business/request ASIC key
- Check business name availability
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**Quick Links**

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)

**Need Help ?**

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- Frequently asked questions

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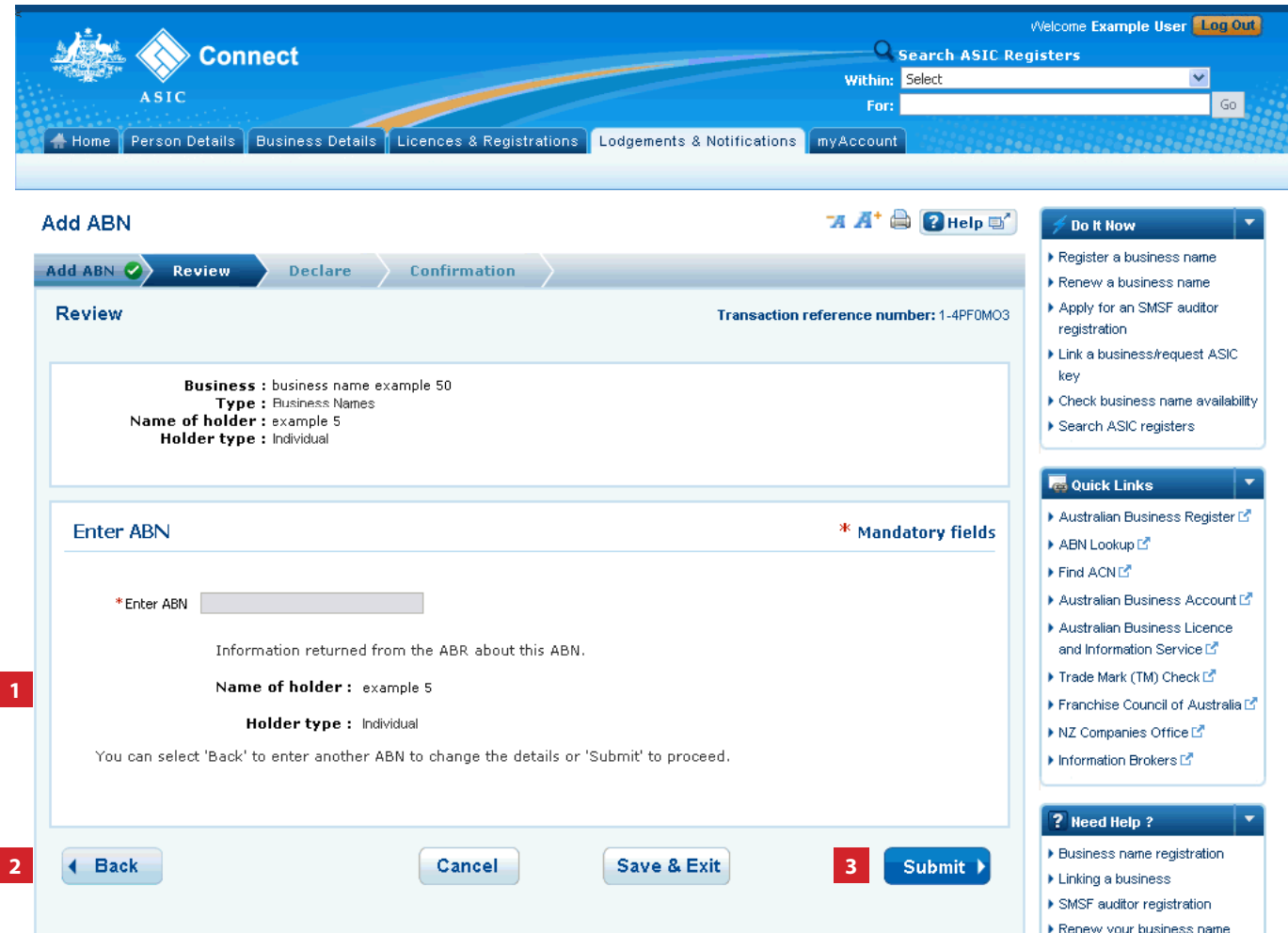
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[How to change business name holder details \(person\)](#)

## If Add ABN is selected

### Review

1. Check that the correct information is displayed.
2. If not, select **Back** to go back and change.
3. If correct, select **Submit** to continue.



**Add ABN** Help

**Add ABN** **Review** **Declare** **Confirmation**

**Review** Transaction reference number: 1-4PFDMO3

**Business :** business name example 50  
**Type :** Business Names  
**Name of holder :** example 5  
**Holder type :** Individual

**Enter ABN** \* Mandatory fields

\*Enter ABN

Information returned from the ABR about this ABN.

**Name of holder :** example 5  
**Holder type :** Individual

You can select 'Back' to enter another ABN to change the details or 'Submit' to proceed.

**1** **2** **3**

**Back** **Cancel** **Save & Exit** **Submit**

**Do It Now**

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

**Quick Links**

- Australian Business Register
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[How to change business name holder details \(person\)](#)

# Change an address

This section shows how to change an address



## If change of address is selected

### Enter the new address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.

1  
2

**Change Address** Help

**Update address** | Review | Declare | Confirmation

**Update address** Transaction reference number: 1-2TM5AC2

**Business** : business name example 50  
**Type** : Business Names

**Individual's Details** \* Mandatory fields

**Individual's details**

Given name: Example  
Other Given names:  
Family name: User

**Birth details**

Date of birth: 01/08/1960  
Country: Australia  
State/Territory: NSW  
Suburb/City: Sydney

**Residential address**

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable.  
The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

\* Effective date  ?  
Select from known address   
OR enter new details below  
\* Country -- select --

**Email address** ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.  
We will use this email address to send notices.  
See [how we use your information](#) for more details.

Effective date  ?  
Select from known email address   
OR enter new email address below  
Email address

**Cancel** **Save & Exit** ? **Next**

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



# If change of address is selected

## Enter the new address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.
3. If the new address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder.
5. Enter an effective date for the change (DD/MM/YYYY).
6. You can choose to select an email address that is already linked to the account, or enter a new one.

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change business name holder details \(person\)](#)

**Change Address** Help

**Update address** | Review | Declare | Confirmation

**Update address** Transaction reference number: 1-2TM5AC2

**Business** : business name example 50  
**Type** : Business Names

---

**Individual's Details** \* Mandatory fields

**Individual's details**

Given name: Example  
Other Given names:  
Family name: User

**Birth details**

Date of birth: 01/08/1960  
Country: Australia  
State/Territory: NSW  
Suburb/City: Sydney

**Residential address**

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable.  
The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

\* Effective date: 05/04/2013 ?

Select from known address v

OR enter new details below

\* Country: Australia v

Building/Property name:

Floor/Level:

Unit/Office:

\* Street number: 20 \*\*v

\* Suburb/City: Melbourne \* Postcode: 3000

\* State/Territory: Victoria v

---

**Email address** ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

We will use this email address to send notices.  
See [how we use your information](#) for more details.

5 Effective date:  ?

6 Select from known email address v

OR enter new email address below

Email address:

**Cancel** **Save & Exit** **Next** ▶



# If change of address is selected

## Enter the new address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.
3. If the new address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder:
5. Enter an effective date for the change (DD/MM/YYYY)
6. You can choose to select an email address that is already linked to the account, or enter a new one.
7. Select
  - **Cancel** to start again, or
  - **Save & Exit** to save the details entered and complete and submit the transaction later.
8. Select **Next** to continue with your address change.

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How to change business name holder details (person)

**Change Address** Help

**Update address** | Review | Declare | Confirmation

**Update address** Transaction reference number: 1-2TM5AC2

**Business** : business name example 50  
**Type** : Business Names

---

**Individual's Details** \* Mandatory fields

**Individual's details**

Given name: Example  
Other Given names:  
Family name: User

**Birth details**

Date of birth: 01/08/1960  
Country: Australia  
State/Territory: NSW  
Suburb/City: Sydney

**Residential address**

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable.  
The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

\* Effective date: 05/04/2013 ?

Select from known address v

OR enter new details below

\* Country: Australia v

Building/Property name:

Floor/Level:

Unit/Office:

\* Street number: 20 \*\*v

\* Suburb/City: Melbourne \* Postcode: 3000

\* State/Territory: Victoria v

---

**Email address** ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

We will use this email address to send notices.  
See [how we use your information](#) for more details.

5 Effective date:  ?

6 Select from known email address v

OR enter new email address below

Email address:

---

7 **Cancel** **Save & Exit** 8 **Next**



## If change of address is selected

# Confirm your address

1. Select the radio button next to the correct address. You can choose from a list of suggested addresses or proceed with the address you provided. Select **Confirm** to proceed with the address change.
  2. Select **Cancel**
- OR
3. **Close** to go back to re-enter the address.

1

2

3

Change Address
Help

Update address
Review
Declare
Confirmation

Update address
Transaction reference number: 1-2TM5AC2

**Business** : business name example 50  
**Type** : Business Names

**Individual's Details** \* Mandatory fields

**Confirm your address** **Close**

We want to make sure that we have your correct address.  
Please choose from the list below, or click cancel to go back and provide us with more detail on the previous screen, like unit or building level. Then submit again.

- 5 Melbourne Place, MELBOURNE VIC 3000
- 14-30 Melbourne Place, MELBOURNE VIC 3000
- Ground Floor 1 Melbourne Place, MELBOURNE VIC 3000
- Level 1 1 Melbourne Place, MELBOURNE VIC 3000
- 20 Example St, Melbourne VIC 3000 -- entered address

**Cancel**
**Confirm**

building/property name

Floor/Level

Unit/Office

\* Street number  \* Street name  \* Street type

\* Suburb/City  \* Postcode

\* State/Territory

**Email address** ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.  
We will use this email address to send notices.  
See [how we use your information](#) for more details.

Effective date

Select from known email address

OR enter new email address below

Email address

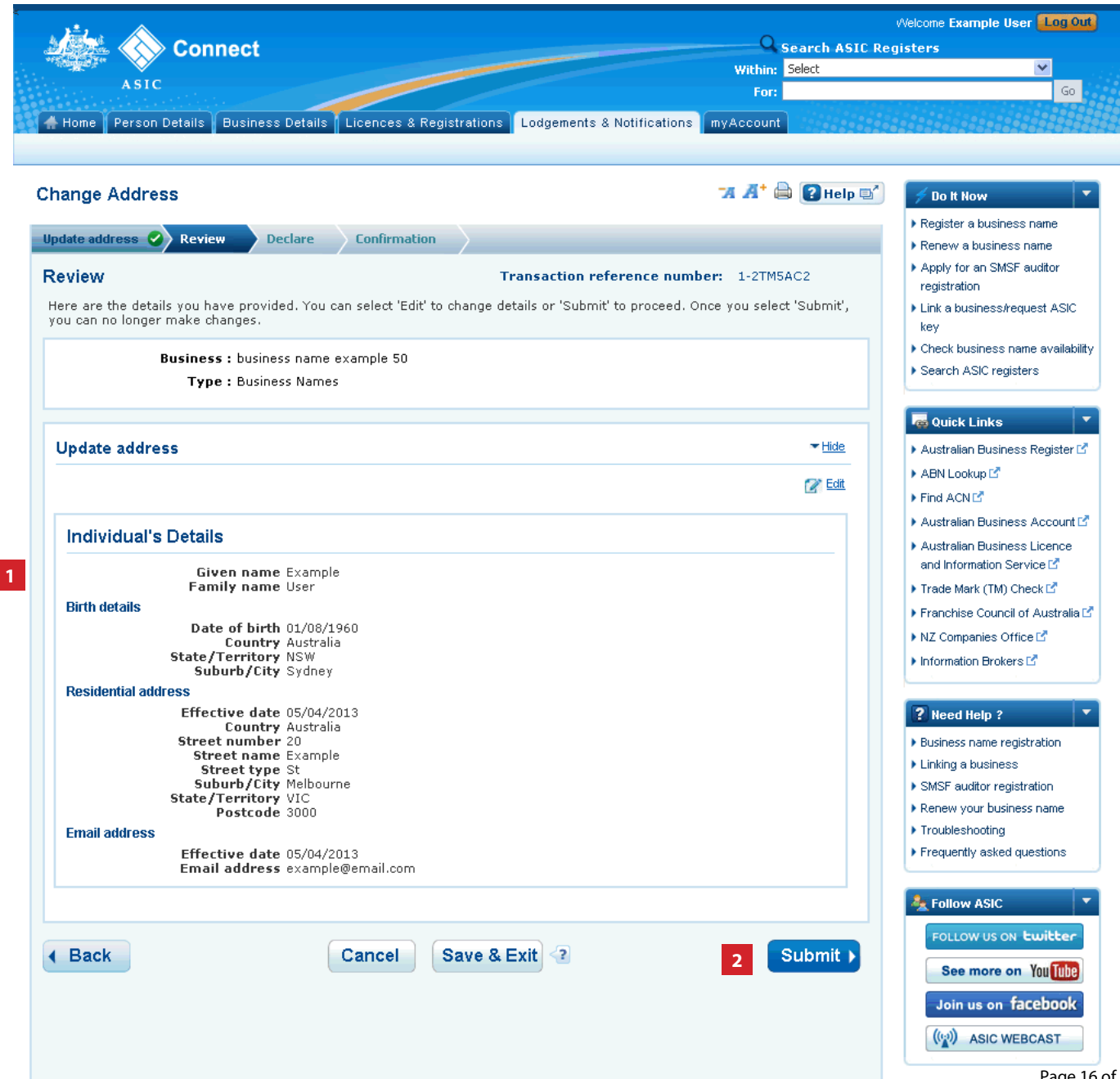
**Cancel**
**Save & Exit**
**Next**

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## If change of address is selected

### Review

1. Check that the change is displayed correctly. If not, select **Edit** to go back to re-enter the details.
2. Select **Submit** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For:  Go

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

### Change Address

Update address  Review  Declare  Confirmation

**Review** Transaction reference number: 1-2TM5AC2

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.

**Business :** business name example 50  
**Type :** Business Names

**Update address** [Hide](#) [Edit](#)

**Individual's Details**

**Given name** Example  
**Family name** User

**Birth details**

**Date of birth** 01/08/1960  
**Country** Australia  
**State/Territory** NSW  
**Suburb/City** Sydney

**Residential address**

**Effective date** 05/04/2013  
**Country** Australia  
**Street number** 20  
**Street name** Example  
**Street type** St  
**Suburb/City** Melbourne  
**State/Territory** VIC  
**Postcode** 3000

**Email address**

**Effective date** 05/04/2013  
**Email address** example@email.com

[Back](#) [Cancel](#) [Save & Exit](#) [Submit](#)

**Do It Now**

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

**Quick Links**

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[How to change business name holder details \(person\)](#)



# Update name

This section shows how to update a holder name

## Update name

1. Read the Update Name Warning.
2. Select **Continue** to update the name.
3. Select **Cancel** if you need to complete a different transaction or select one of the links.

If update name is selected

The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and the word 'Connect'. Below the navigation bar, there is a search bar for ASIC registers. The main content area is titled 'Change holder details' and shows a form for updating business name holder details. A dialog box titled 'Update Name Warning' is overlaid on the form. The dialog box contains the following text:

**Update Name Warning**

You have selected to update the name of an existing business name holder, partner or representative (for example, if you need to update a surname as a result of marriage).

If you have sold or transferred your business to another entity, for example a family member, use the Cancel Business Name transaction and select the [transfer the business name](#) option.

If you are adding or removing a representative, use the add representative or remove representative link from the [Change representative details transaction](#).

At the bottom of the dialog box, there are two buttons: 'Continue' (marked with a red '2') and 'Cancel' (marked with a red '3').

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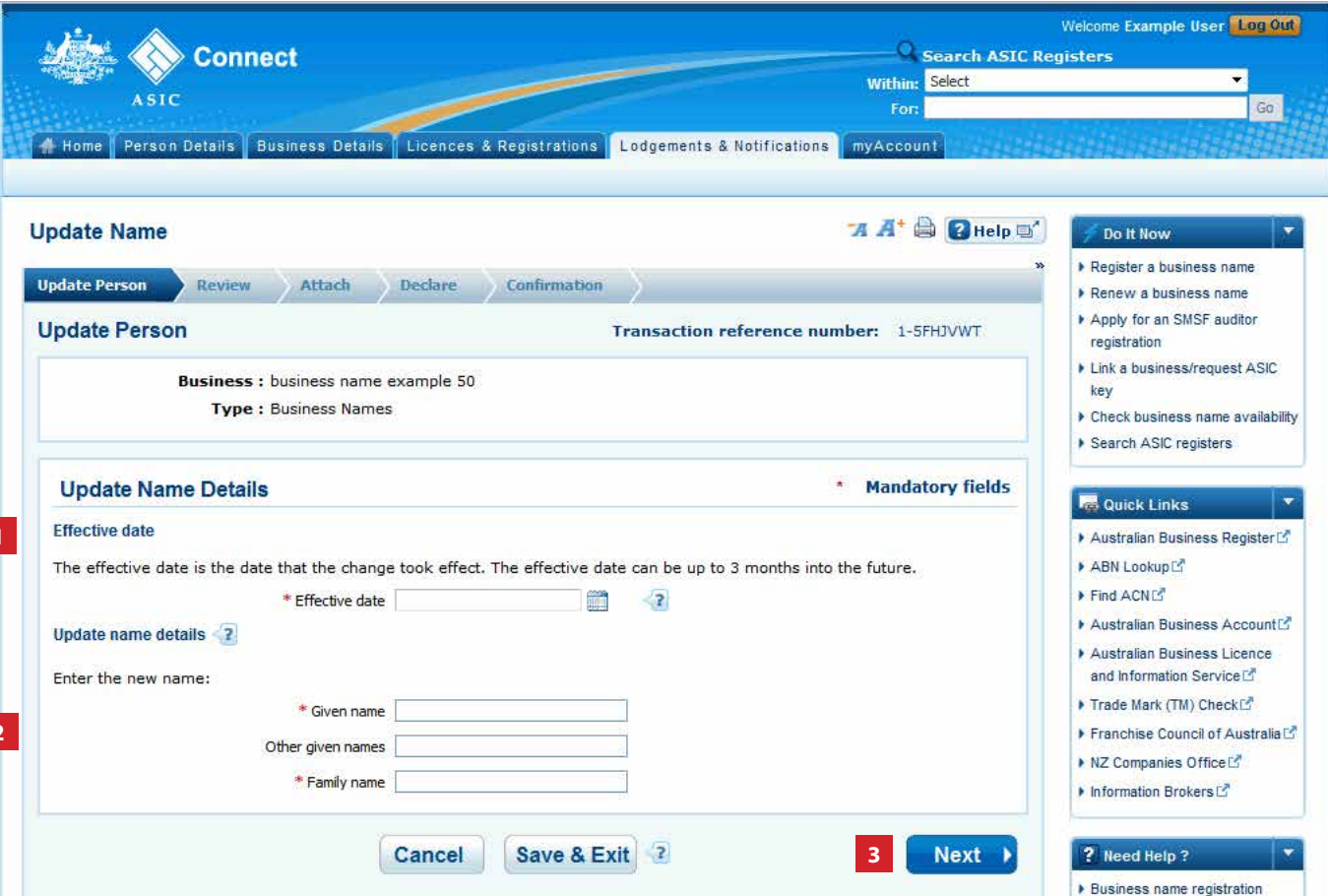
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## If update name is selected

### Enter update to holder name

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the new holder name.
3. Select **Next** to continue.





**Update Name**


Update Person | Review | Attach | Declare | Confirmation

**Update Person** Transaction reference number: 1-5FHJVWT

**Business :** business name example 50  
**Type :** Business Names



**Update Name Details** \* **Mandatory fields**

**Effective date**  
 The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.  
 \* Effective date   

**Update name details** 

Enter the new name:










\* Given name   
 Other given names   
 \* Family name

Cancel Save & Exit  **3** Next 

**Do It Now**

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**Need Help ?**

- Business name registration

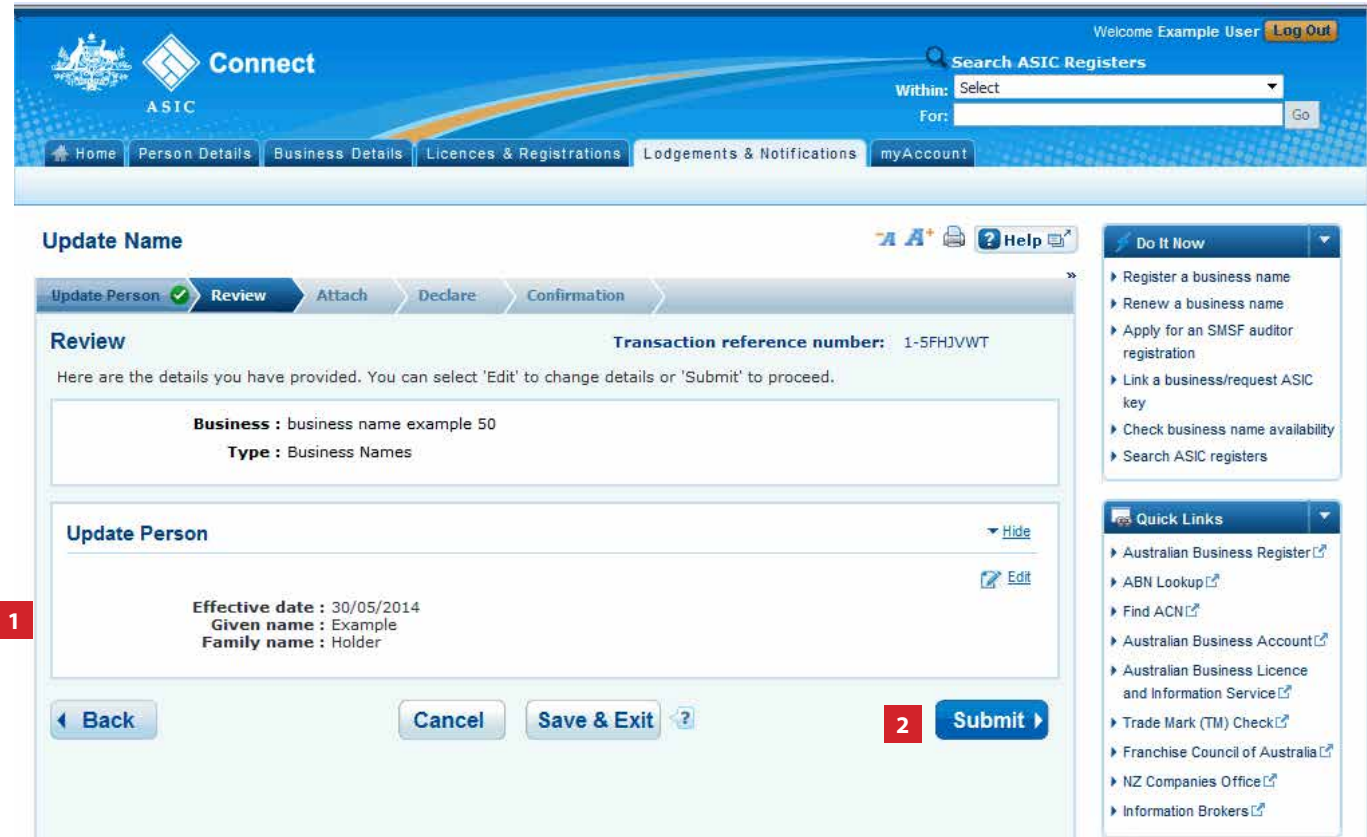
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[How to change business name holder details \(person\)](#)

## If update name is selected

### Review

1. Check the change is displayed correctly. If not, select **Edit** to go back to re-enter the name.
2. Select **Submit** to continue.



Update Name

Update Person  Review Attach Declare Confirmation

**Review** Transaction reference number: 1-5FHJVWT

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed.

**Business :** business name example 50  
**Type :** Business Names

**Update Person** [Hide](#) [Edit](#)

**Effective date :** 30/05/2014  
**Given name :** Example  
**Family name :** Holder

[Back](#) [Cancel](#) [Save & Exit](#) [Submit](#)

**Do It Now**

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

**Quick Links**

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

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[How to change business name holder details \(person\)](#)

## If update name is selected

### Attach

1. You may be required to attach supporting documentation. We will contact you if this is the case.
2. Select **Next** to continue.



The screenshot shows the 'Update Name' process in the ASIC Connect system. The 'Attach' step is highlighted with a red box and the number '1'. The transaction reference number is 1-5FHJVWT. The business name is 'business name example 50' and the type is 'Business Names'. A 'Supporting documentation' section indicates that the user will be contacted if any documentation is required. A red box with the number '2' and a 'Next' button are visible at the bottom right of the main content area.

**Update Name** ? Help

Update Person > Review > **Attach** > Declare > Confirmation

**1 Attach** Transaction reference number: 1-5FHJVWT

**Business :** business name example 50  
**Type :** Business Names

**Supporting documentation** \* Mandatory fields

We will contact you if any supporting documentation is required.

**2** **Next** ▶

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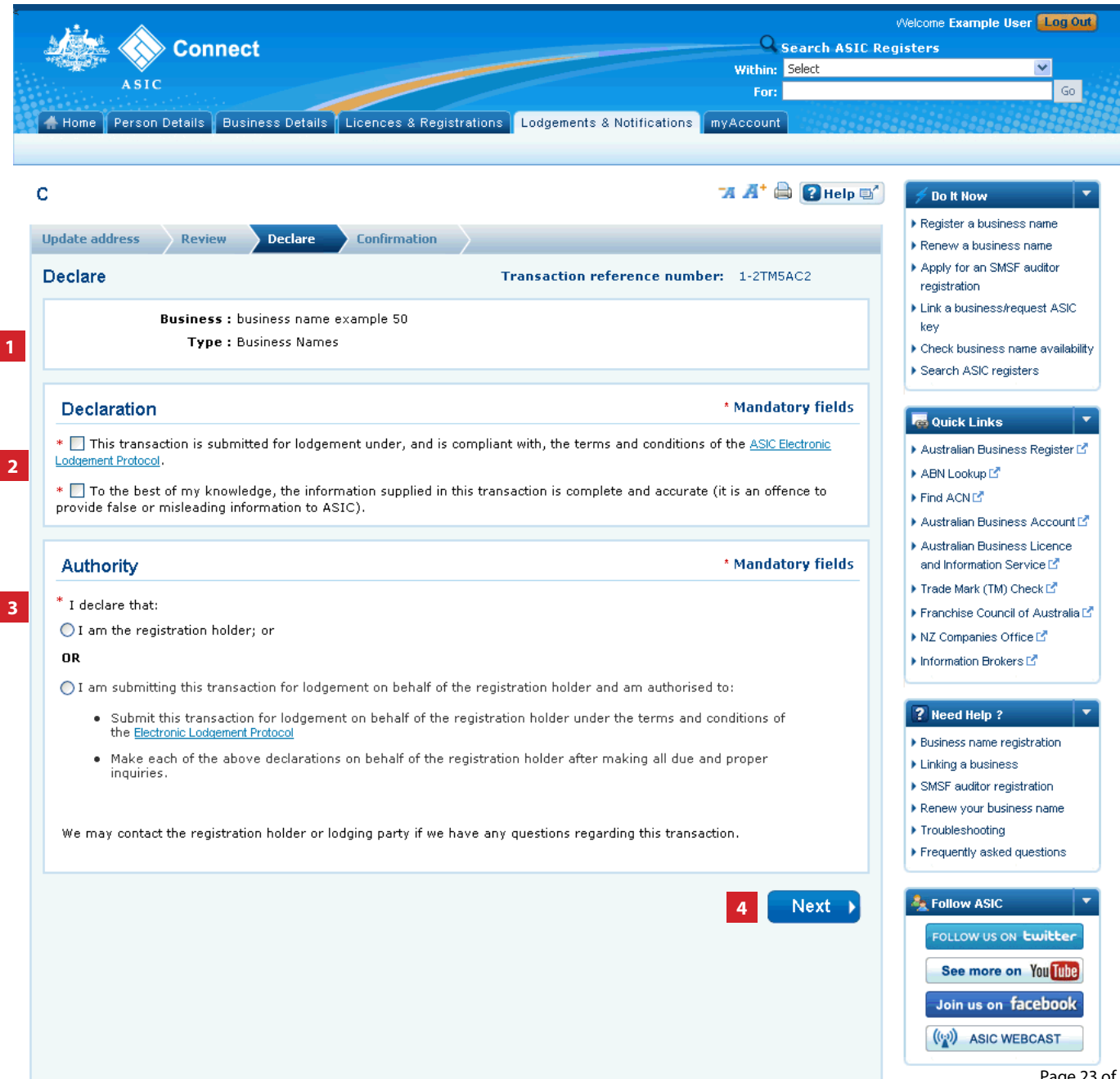
[How to change business name holder details \(person\)](#)

# Declare and confirm

This section shows the declaration and confirmation steps.

# Declare

1. Read the declaration to ensure you agree with the conditions of the transaction.
2. If you agree, tick the boxes next to the declaration to proceed.
3. Select your authority for lodging the application.
4. Select **Next** to continue.



Welcome **Example User** [Log Out](#)

Search ASIC Registers

Within:  For:

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

**C** [A](#) [A+](#) [Print](#) [Help](#)

Update address Review **Declare** Confirmation

**Declare** Transaction reference number: 1-2TM5AC2

**1** Business : business name example 50  
Type : Business Names

**2** **Declaration** \* Mandatory fields

\*  This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).

\*  To the best of my knowledge, the information supplied in this transaction is complete and accurate (it is an offence to provide false or misleading information to ASIC).

**3** **Authority** \* Mandatory fields

\* I declare that:

I am the registration holder; or

**OR**

I am submitting this transaction for lodgement on behalf of the registration holder and am authorised to:

- Submit this transaction for lodgement on behalf of the registration holder under the terms and conditions of the [Electronic Lodgement Protocol](#)
- Make each of the above declarations on behalf of the registration holder after making all due and proper inquiries.

We may contact the registration holder or lodging party if we have any questions regarding this transaction.

**4**

**Do it Now**

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**Need Help ?**

- ▶ Business name registration
- ▶ Linking a business
- ▶ SMSF auditor registration
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

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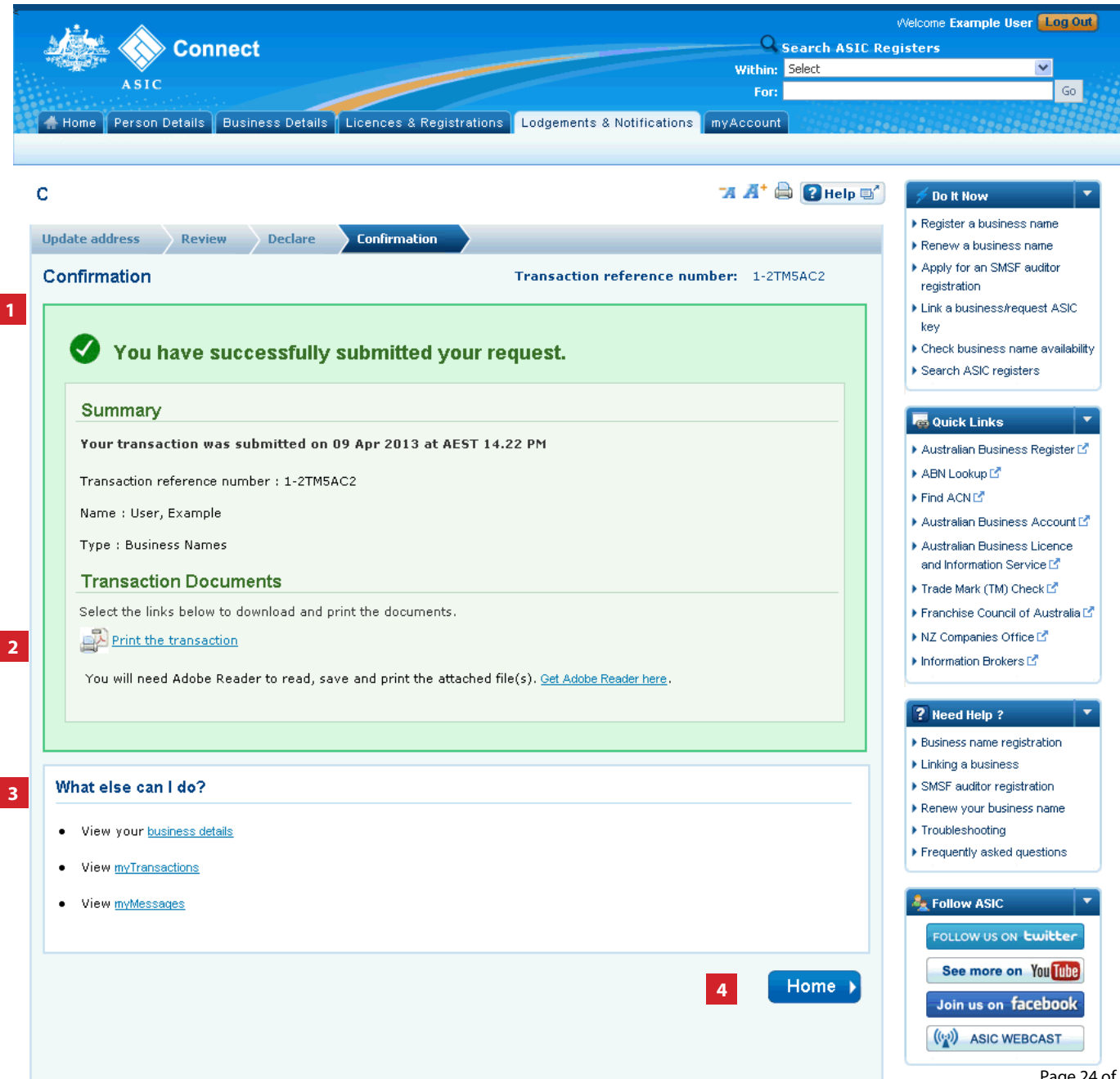
ASIC WEBCAST

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[How to change business name holder details \(person\)](#)

# Confirmation

1. This screen confirms that your transaction has been successfully submitted.
  2. Select **Print the transaction** to download a printable PDF version of the transaction.
  3. Select one of the links under *What else can I do* for more information about other services.
- OR
4. Select **Home** to return to the ASIC Connect homepage.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select


For:  Go

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

**C** [A+](#) [Help](#)

Update address Review Declare **Confirmation**

**Confirmation** Transaction reference number: 1-2TM5AC2

**1**  **You have successfully submitted your request.**

**Summary**

Your transaction was submitted on 09 Apr 2013 at AEST 14.22 PM


Transaction reference number : 1-2TM5AC2

Name : User, Example

Type : Business Names

**Transaction Documents**

Select the links below to download and print the documents.

**2**  [Print the transaction](#)

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

**3** **What else can I do?**

- View your [business details](#)
- View [myTransactions](#)
- View [myMessages](#)

**4** [Home](#)

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