



ASIC

Connect

User guide


ASIC Connect

How to change business name holder details (partnership)

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 (partnership)

- 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.

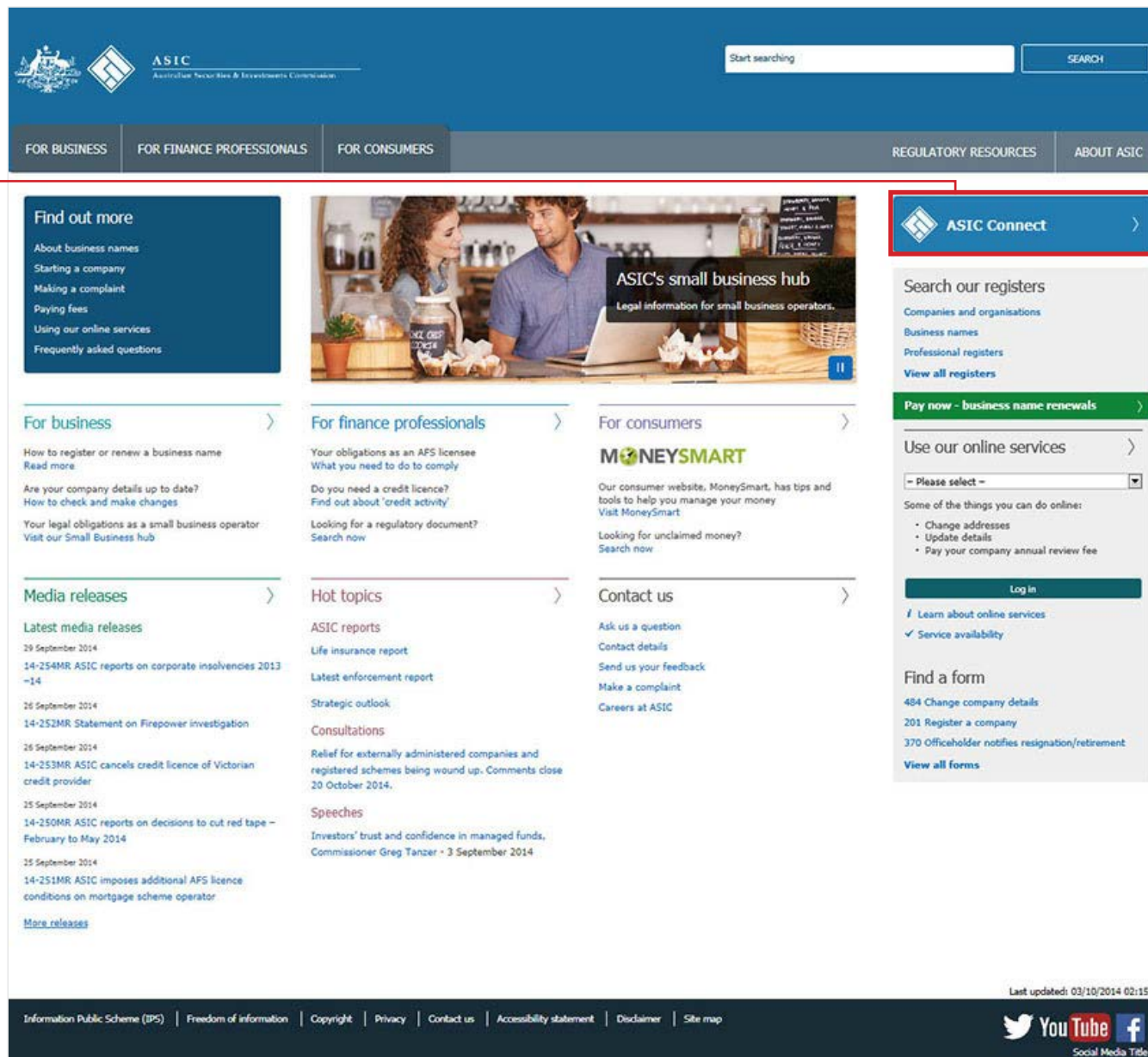
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Get started

Visit our website at 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 and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the right-hand menu. Below the navigation tabs, there are several sections: 'Find out more' with links to business names, starting a company, making a complaint, paying fees, using online services, and frequently asked questions; 'For business' with links to register/renew a business name, check company details, and legal obligations; 'For finance professionals' with links to obligations as an AFS licensee, credit licence, and regulatory documents; 'For consumers' with links to MoneySmart, unclaimed money, and contact us; 'Media releases' with a list of recent releases; 'Hot topics' with links to ASIC reports, enforcement reports, strategic outlook, consultations, speeches, and careers; and 'Contact us' with links to ask a question, contact details, feedback, complaints, and careers. The right-hand menu also includes 'Search our registers', 'Pay now - business name renewals', 'Use our online services', 'Log in', 'Learn about online services', 'Service availability', 'Find a form', and 'View all forms'. The footer contains links to the Information Public Scheme (IPS), Freedom of Information, Copyright, Privacy, Contact us, Accessibility statement, Disclaimer, and Site map, along with social media icons for Twitter, YouTube, and Facebook.

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

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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**.



Log in to ASIC Connect

Apply for or update details of a business name or SMSF auditor registration.

[Log in](#)

[Sign up](#)

[AUSkey](#)

Log in to other ASIC Registers

---Select an Option---

[Go](#)

[Register for online access](#)

[Short seller](#)

[Service availability](#)

Do it now

Search

Search ASIC's registers for companies, business names, SMSF auditors and more.

[Search now](#)

See more on YouTube

Watch our YouTube videos to find out about our new services.

[View now](#)

What's new

- Recommended browsers for using ASIC Connect**
28 October 2013
- A postal address can now be used for a business name's address for service of documents**
26 September 2013
- ASIC releases a business names booklet**
16 September 2013
- ASIC and NZCO release a new app for free register searches**
15 August 2013

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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[See more on YouTube](#)

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[ASIC WEBCAST](#)

[Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact us](#)

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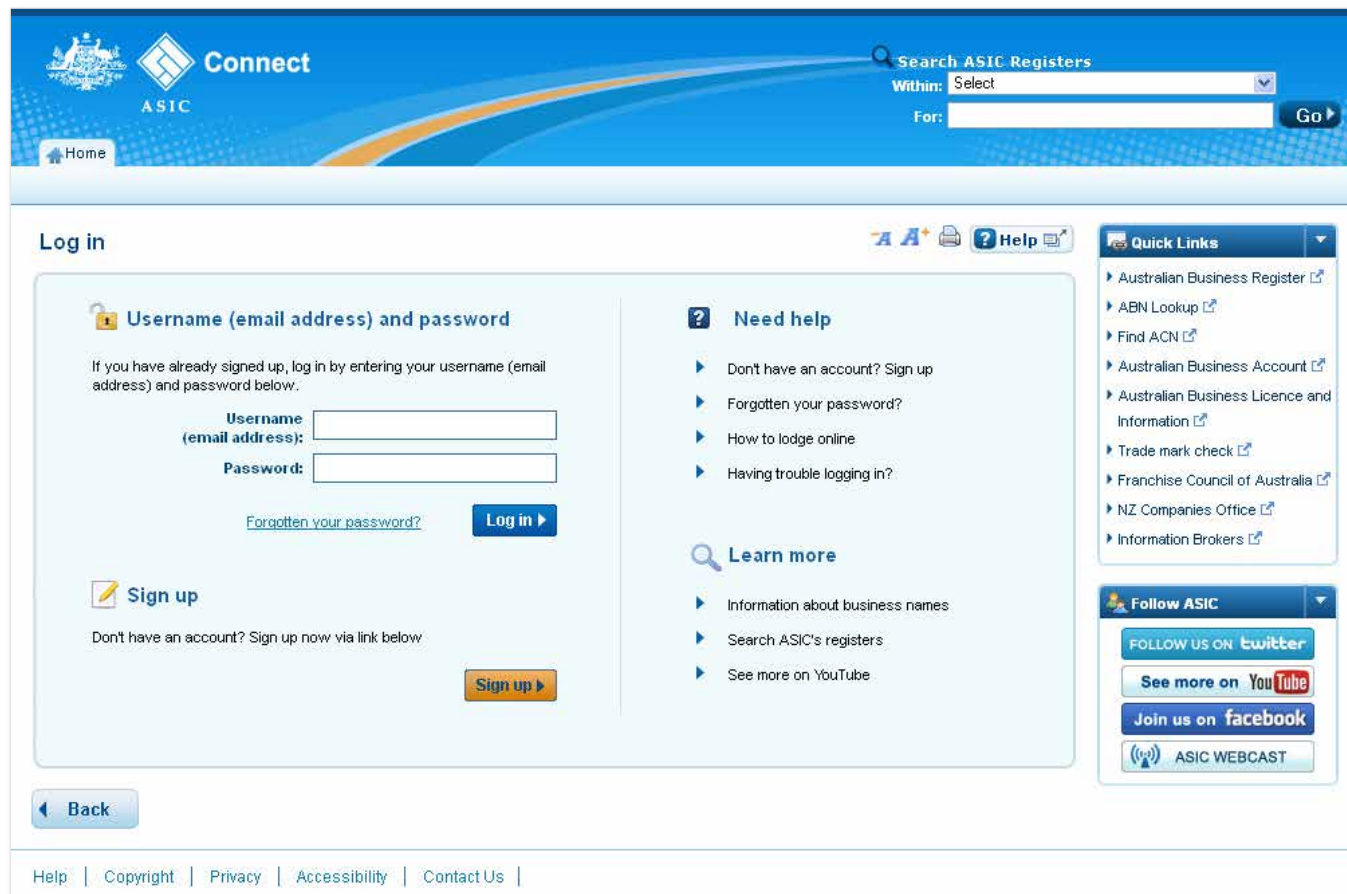
Log in

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 header with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the header, there is a 'Home' button. The main content area is titled 'Log in' and contains two primary sections: 'Username (email address) and password' and 'Sign up'. The 'Username' section includes a text input field for the email address, a password input field, a 'Log in' button, and a link for 'Forgotten your password?'. The 'Sign up' section includes a 'Sign up' button and a note that users should sign up via a link below. To the right of the login fields, there 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 this 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 two sidebars: 'Quick Links' with links to various ASIC services like the Australian Business Register, ABN Lookup, and more; and 'Follow ASIC' with buttons to follow on Twitter, YouTube, Facebook, and an ASIC Webcast link. 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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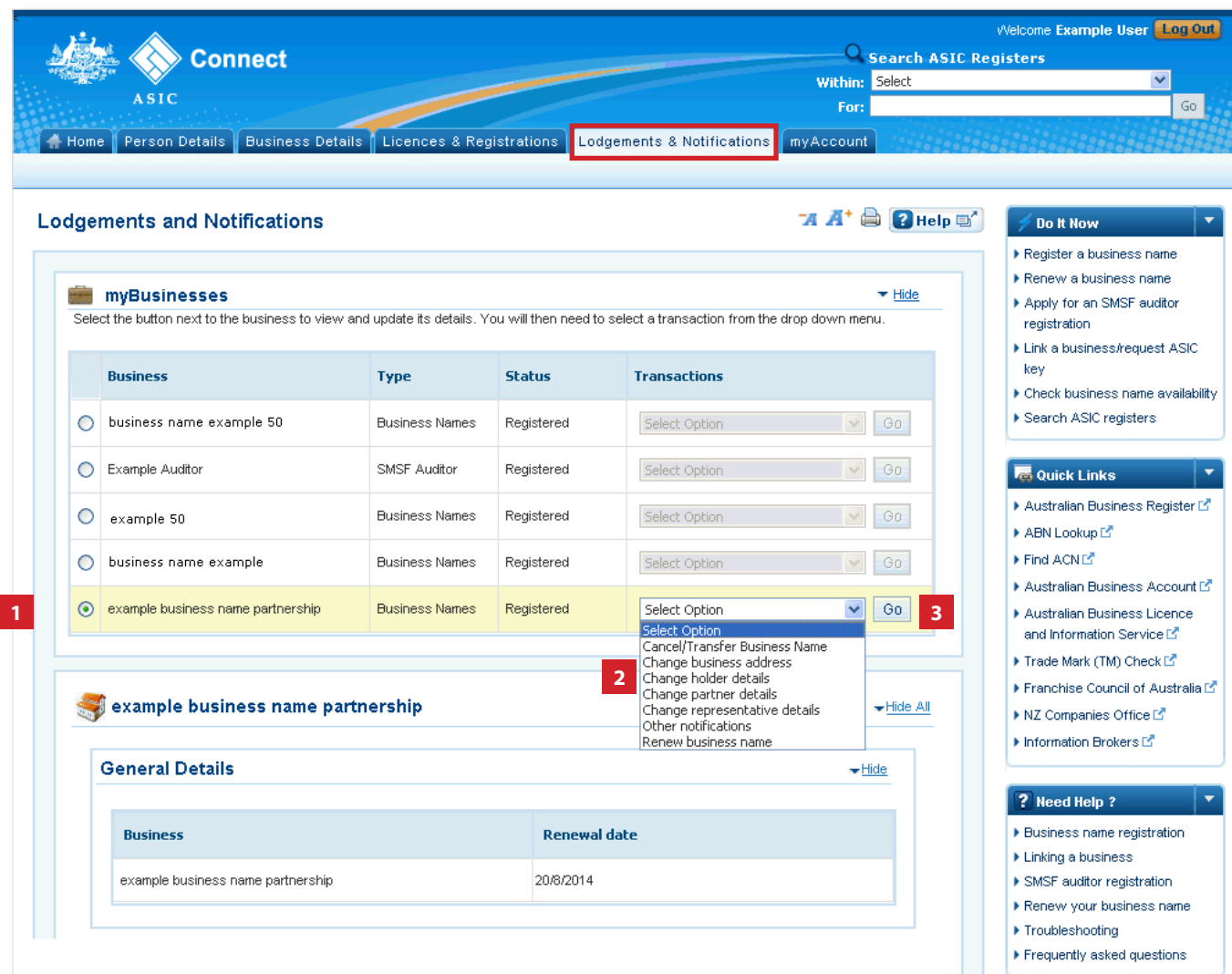
[How to change business name holder details \(partnership\)](#)

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How to change business name holder details (partnership)

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

1. Select 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 continue.



Lodgements and Notifications

myBusinesses

Select the button next to the business to view and update its details. You will then need to select a transaction from the drop down menu.

Business	Type	Status	Transactions
business name example 50	Business Names	Registered	Select Option Go
Example Auditor	SMSF Auditor	Registered	Select Option Go
example 50	Business Names	Registered	Select Option Go
business name example	Business Names	Registered	Select Option Go
example business name partnership	Business Names	Registered	Select Option Go

example business name partnership

General Details

Business	Renewal date
example business name partnership	20/8/2014

Do It How

- 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 ?

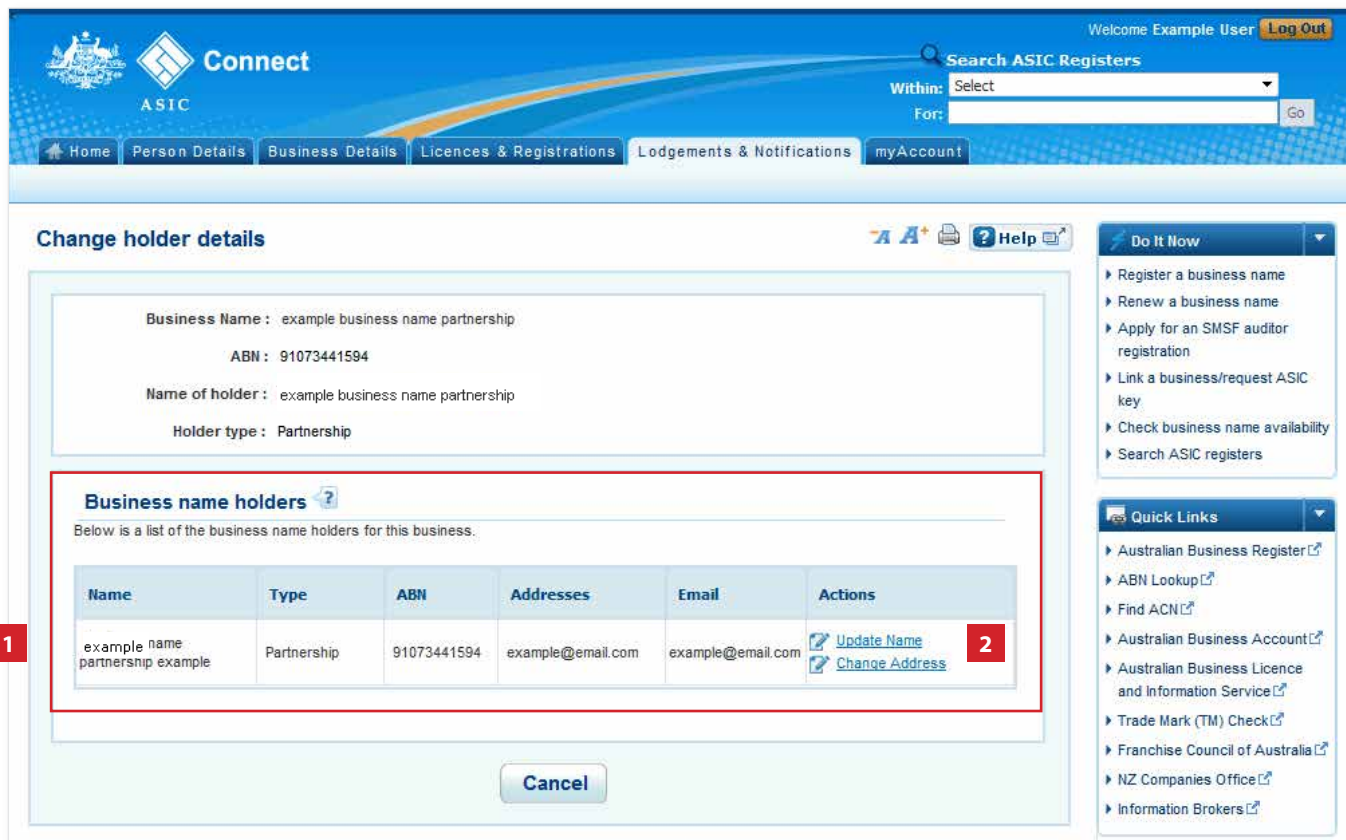
- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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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 : example business name partnership
 ABN : 91073441594
 Name of holder : example business name partnership
 Holder type : Partnership

Business name holders ⓘ

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

Name	Type	ABN	Addresses	Email	Actions
example name partnership example	Partnership	91073441594	example@email.com	example@email.com	Update Name Change Address

1

2

[Cancel](#)

Do It Now

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Add an ABN

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

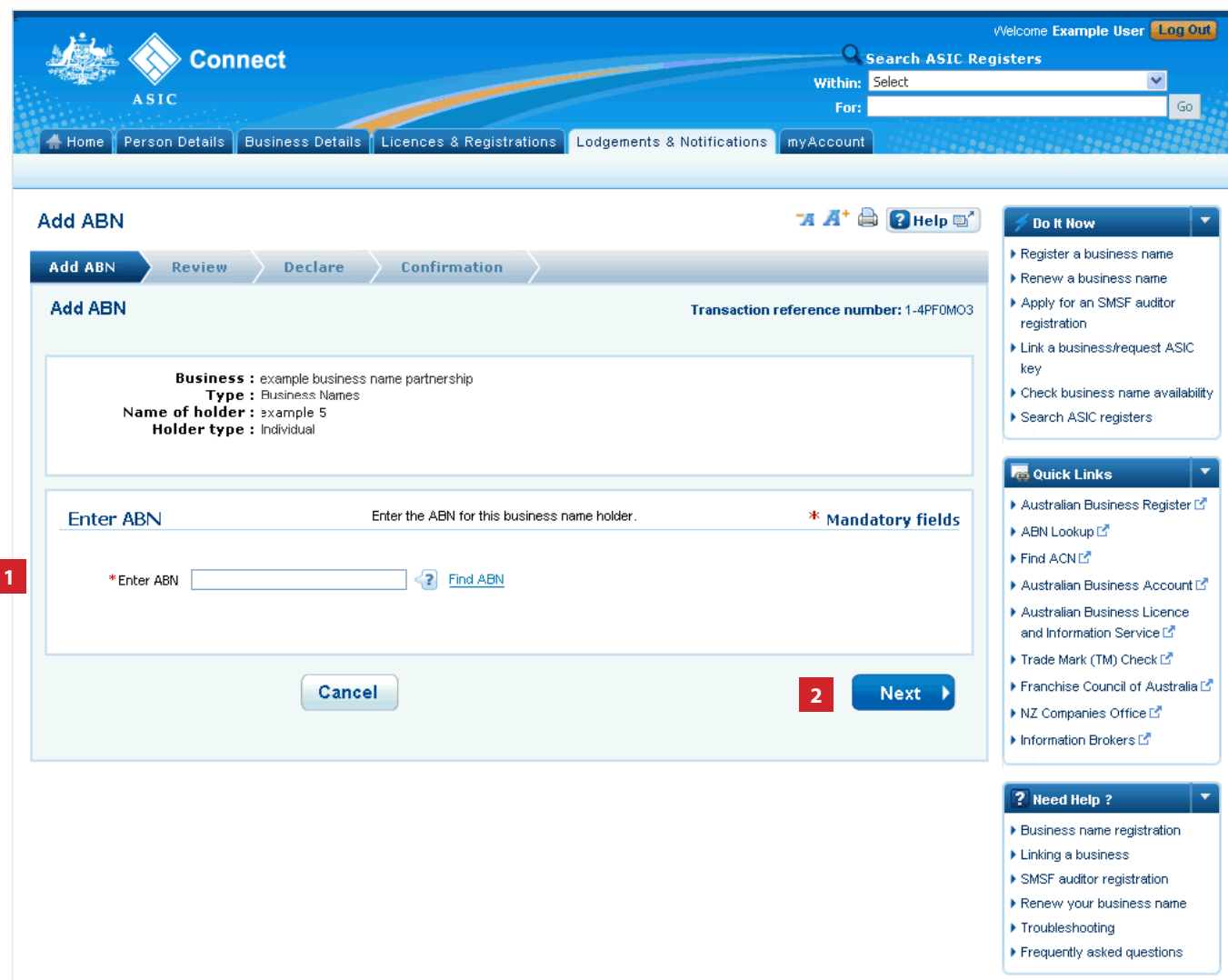
If Add ABN is selected

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.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Add ABN

Transaction reference number: 1-4PF0M03

Business : example business name partnership
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](#)

[Cancel](#) [Next](#)

Do It How

- Register a business name
- Renew a business name
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- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

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- [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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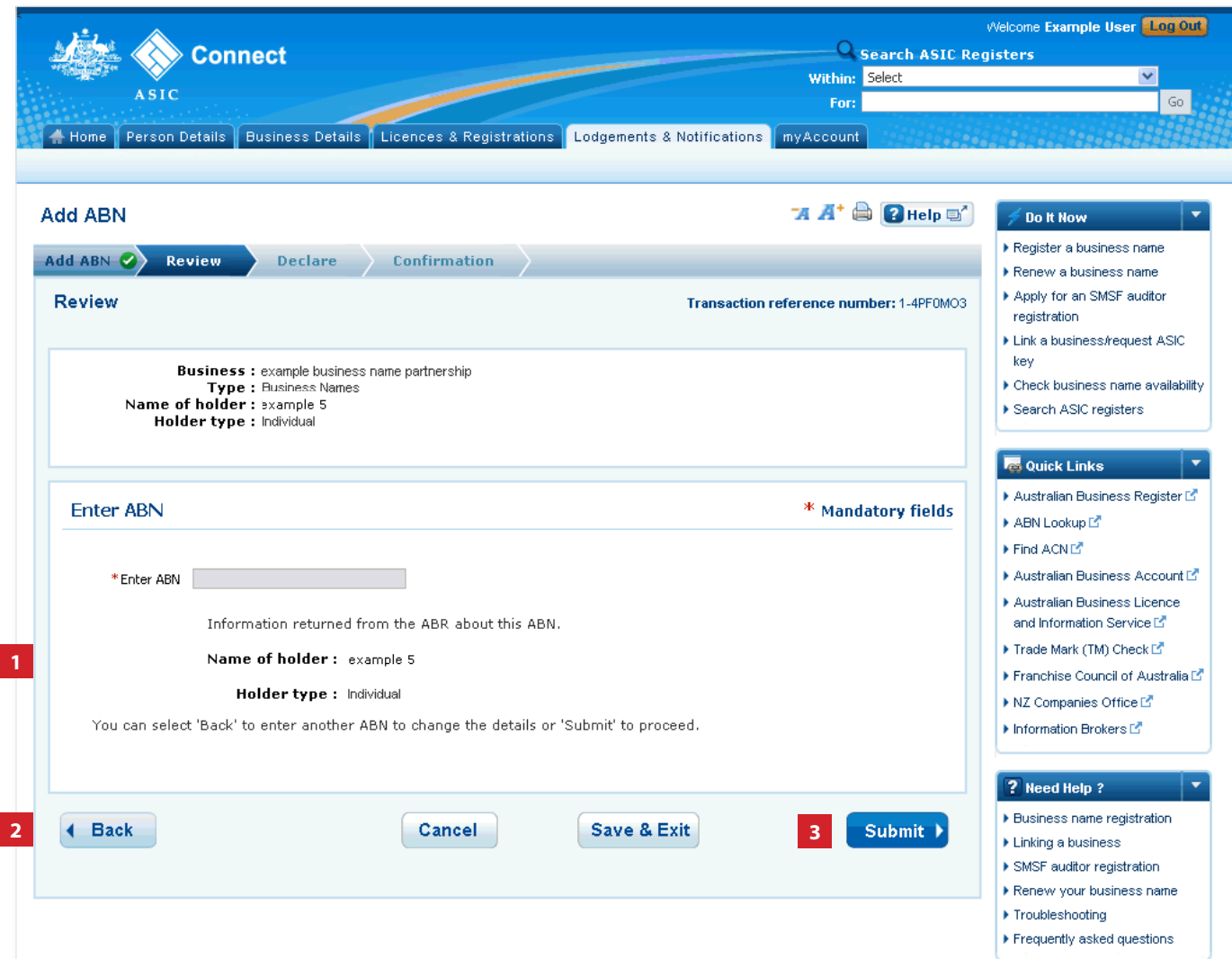
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If Add ABN is selected

Review

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

Add ABN

[Add ABN](#) [Review](#) [Declare](#) [Confirmation](#)

Transaction reference number: 1-4PF0M03

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

Enter ABN

*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.

[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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Change an address

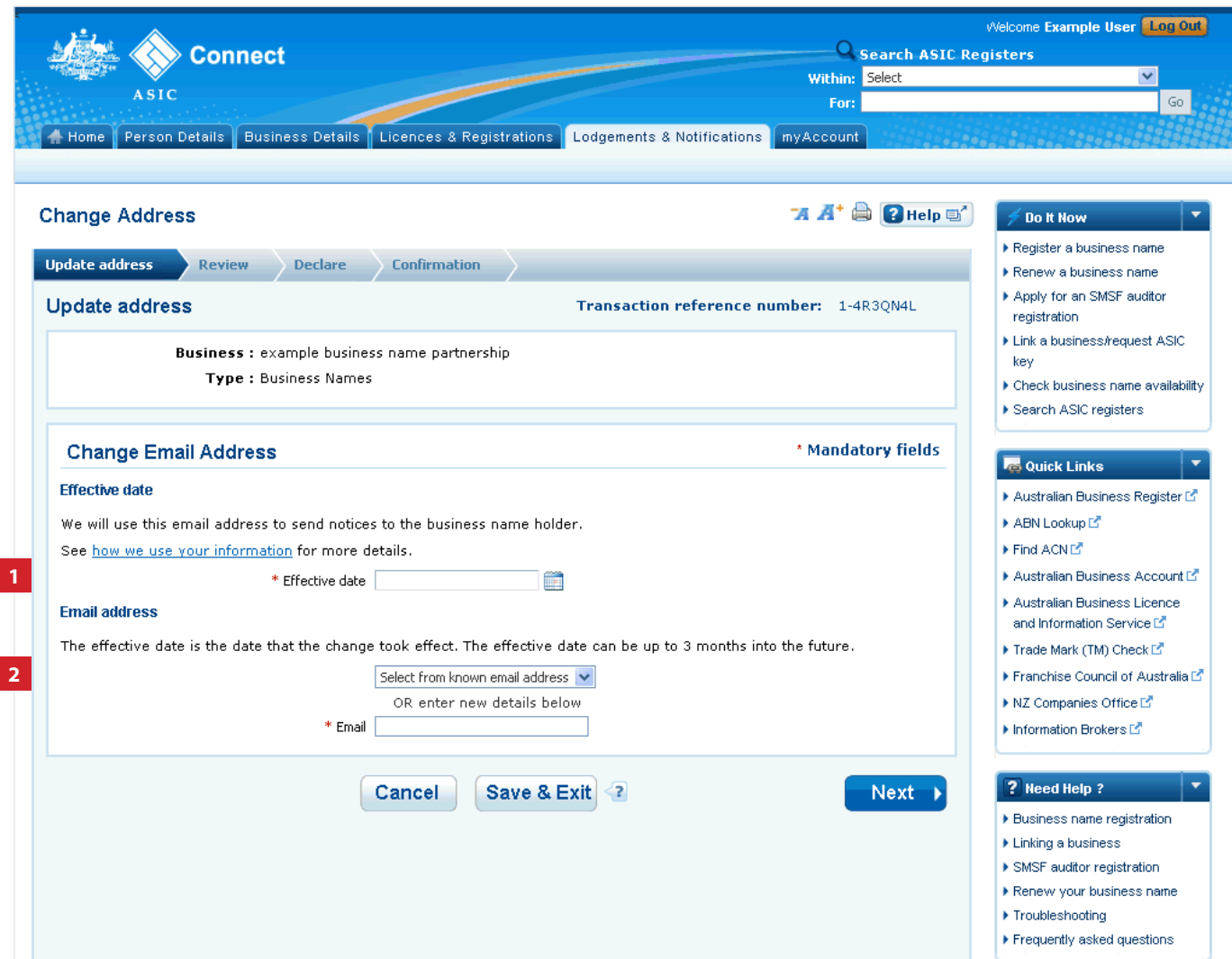
This section shows how to change an address

If change of address is selected

Enter the new address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

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



Change Address

Update address | Review | Declare | Confirmation

Update address Transaction reference number: 1-4R3QN4L

Business : example business name partnership
Type : Business Names

Change Email Address * Mandatory fields

Effective date
We will use this email address to send notices to the business name holder.
See [how we use your information](#) for more details.
* Effective date

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.
Select from known email address
OR enter new details below
* Email

Cancel Save & Exit Next

Do It How

- 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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Need Help ?

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- Renew your business name
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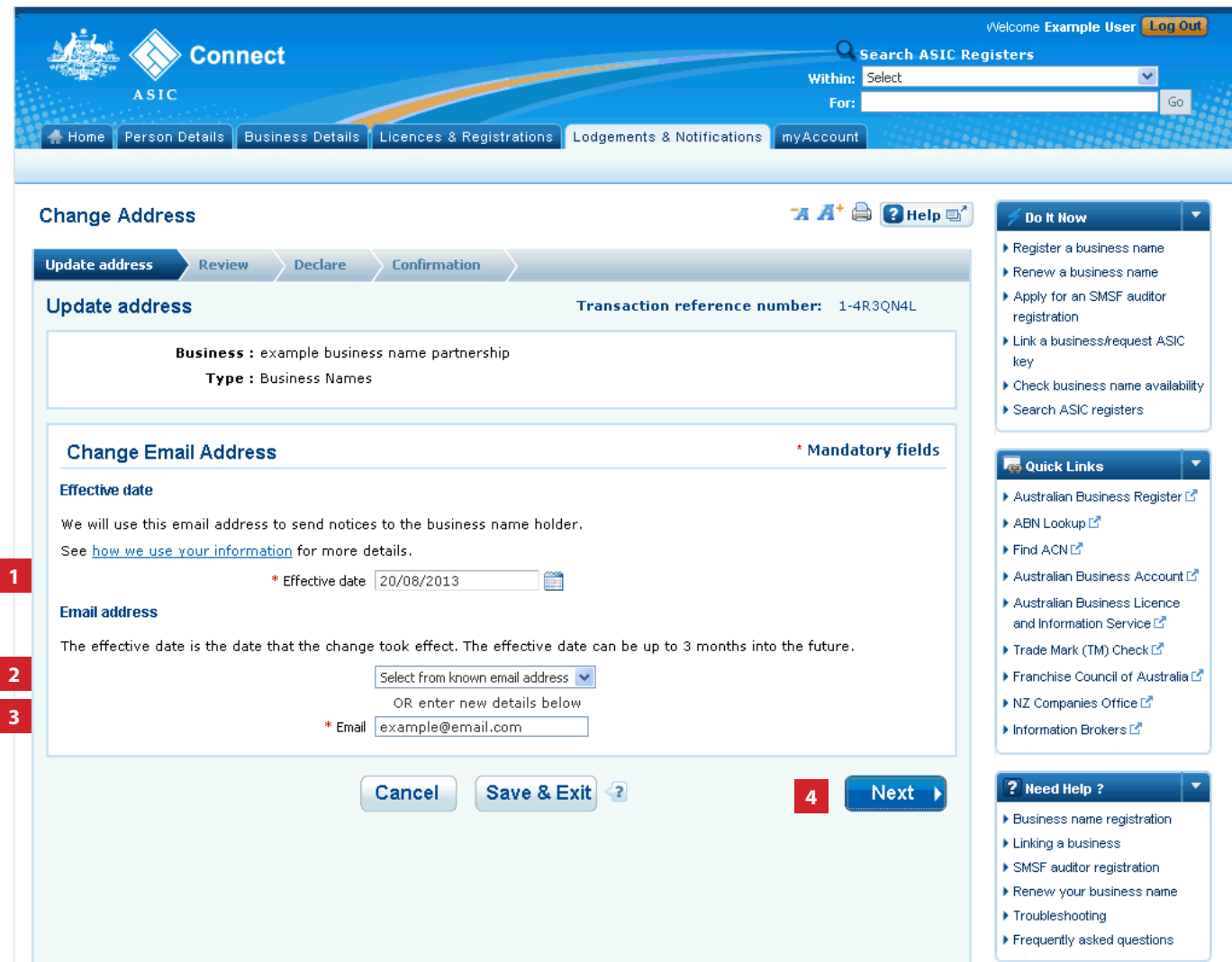
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If change of address is selected

Enter the new address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the email 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 email address is not already linked to the account, enter the new address into the corresponding fields.
4. Select **Next** to continue.



Change Address

Update address | Review | Declare | Confirmation

Update address Transaction reference number: 1-4R3QN4L

Business : example business name partnership
Type : Business Names

Change Email Address * Mandatory fields

Effective date
We will use this email address to send notices to the business name holder.
See [how we use your information](#) for more details.
* Effective date 20/08/2013

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.
Select from known email address
OR enter new details below
* Email example@email.com

Cancel Save & Exit Next

Do It How

- Register a business name
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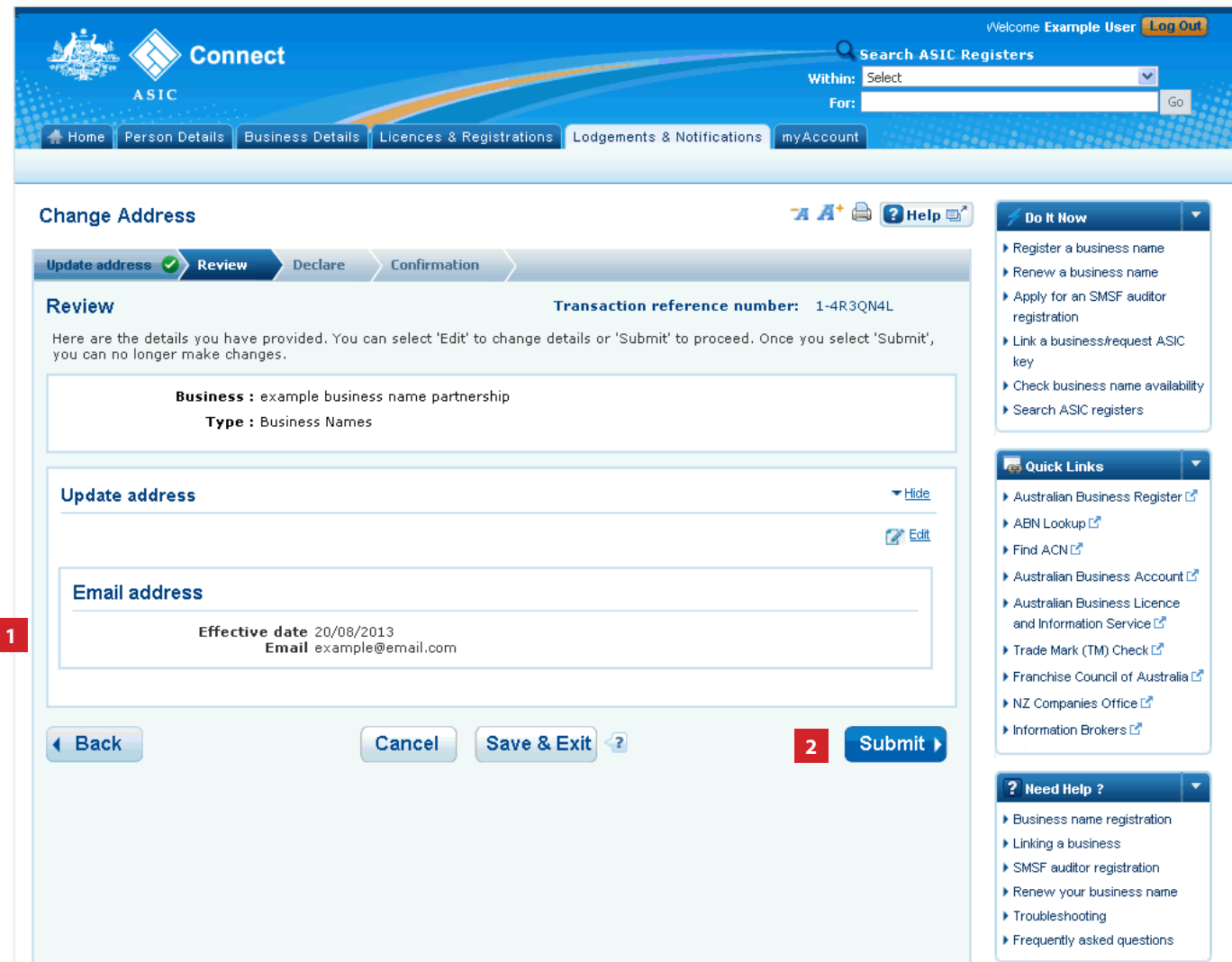
- Business name registration
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If change of address is selected

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: 1-4R3QN4L

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 : example business name partnership
Type : Business Names

Update address [Hide](#)

Email address [Edit](#)

Effective date 20/08/2013
Email example@email.com

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

Do It Now

- Register a business name
- Renew a business name
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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 portal interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is visible. Below the navigation bar, there are tabs for 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Change holder details'. A modal dialog box titled 'Update Name Warning' is displayed in the center. The dialog contains the following text: '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 partner in a partnership, use the add partner or remove partner link from the [Change partner details transaction](#). 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, there are two buttons: '2 Continue' and '3 Cancel'. A 'Cancel' button is also visible at the bottom of the main page content area. The background shows the 'Business Name holder' section with fields for 'Business Name', 'ABN', 'Name of holder', and 'Holder type'.

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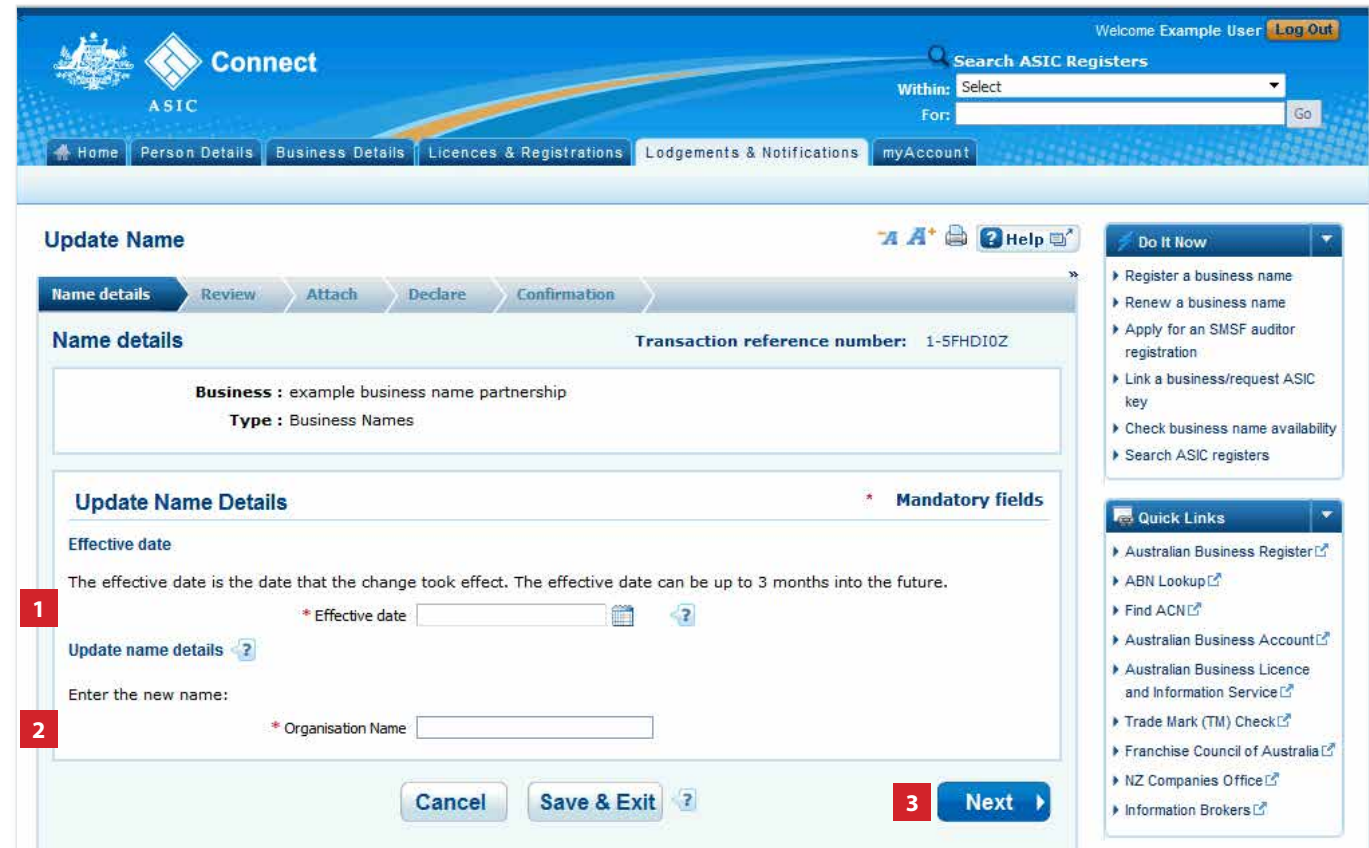
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If update name is selected

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

Transaction reference number: 1-5FHD10Z

Name details

Business : example business name partnership
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.

1 * Effective date

Update name details ?

Enter the new name:

2 * Organisation Name

3 **Next**

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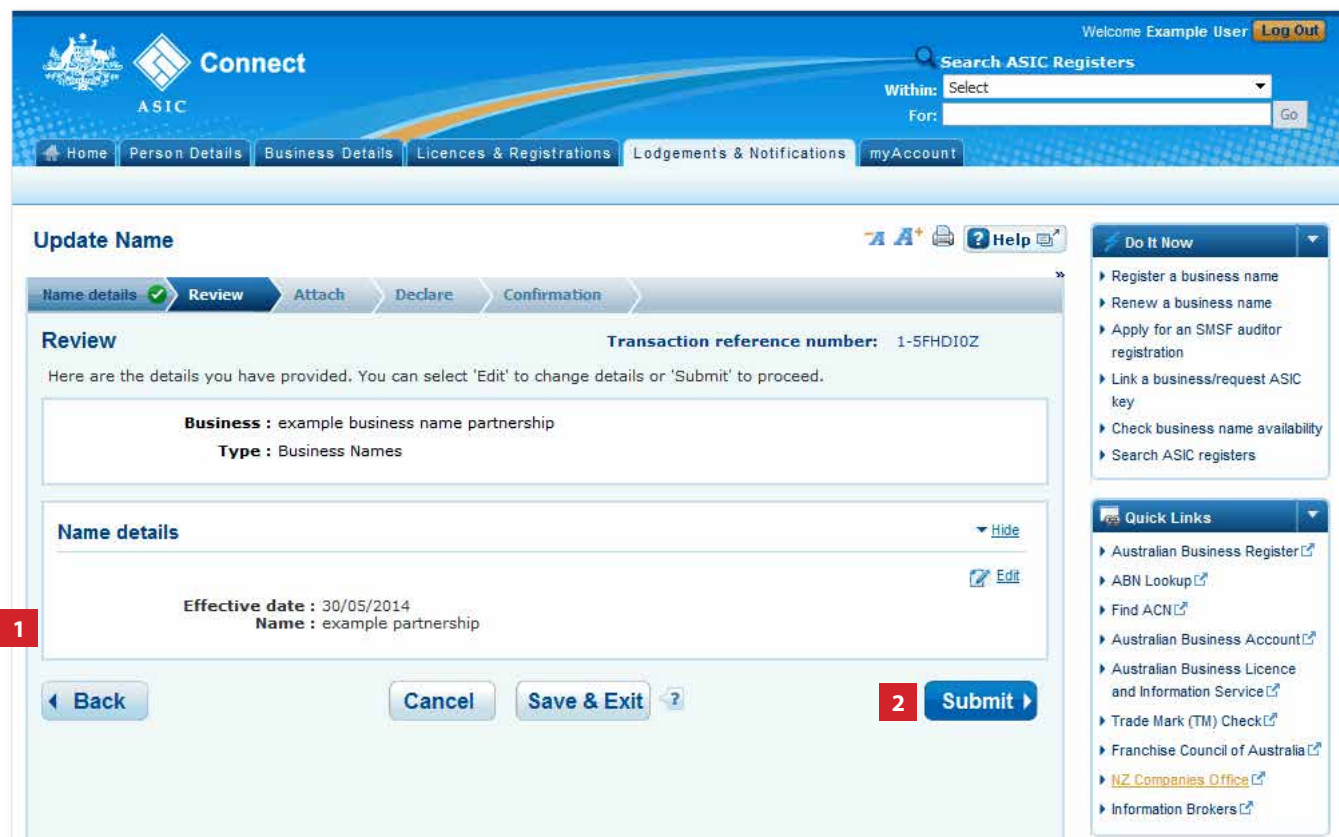
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If update name is selected

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.



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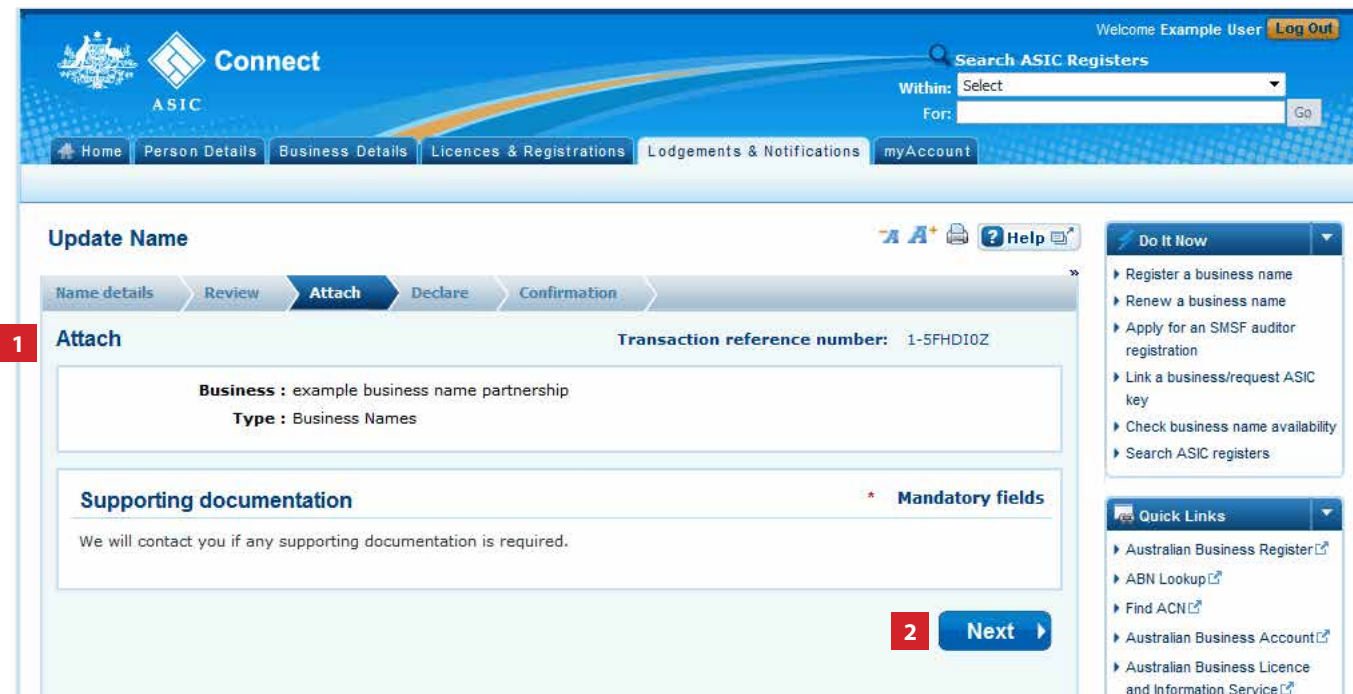
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If update name is selected

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 ASIC Connect 'Update Name' screen. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The 'Update Name' section has a progress bar with steps: Name details, Review, **Attach**, Declare, and Confirmation. A red box with the number '1' highlights the 'Attach' step. Below the progress bar, the 'Attach' section displays 'Transaction reference number: 1-5FHD10Z'. It shows 'Business : example business name partnership' and 'Type : Business Names'. A 'Supporting documentation' section states: 'We will contact you if any supporting documentation is required.' A red box with the number '2' highlights the 'Next' button. The right sidebar contains 'Do It Now' and 'Quick Links' sections.

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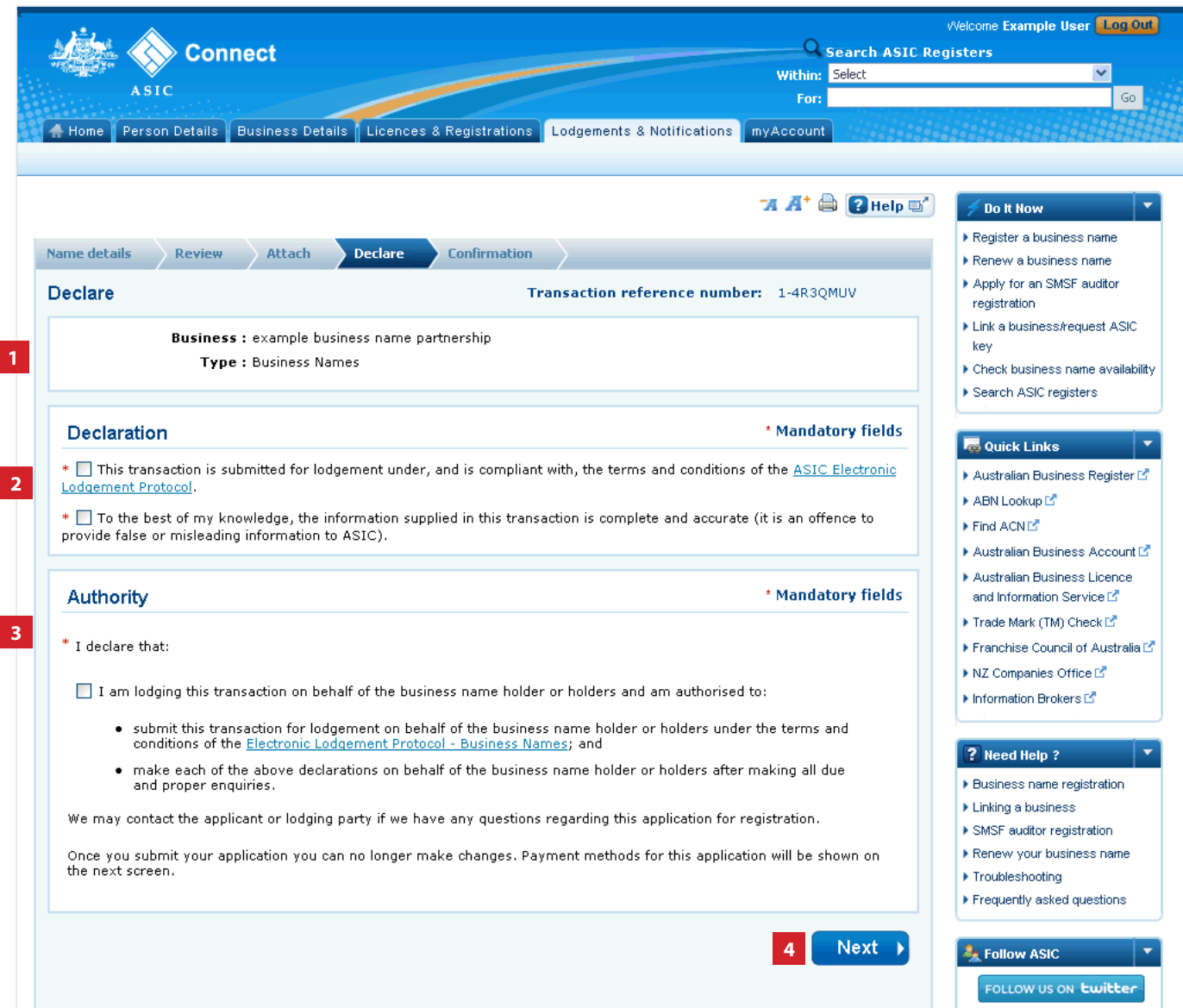
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Declare and confirm

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 submitting the transaction.
4. Select **Next** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Help

Do It Now

- Register a business name
- Renew a business name
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- Link a business/request ASIC key
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Declare Transaction reference number: 1-4R3QMUV

Business : example business name partnership
Type : Business Names

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).

Authority * Mandatory fields

* I declare that:

☐ I am lodging this transaction on behalf of the business name holder or holders and am authorised to:

- submit this transaction for lodgement on behalf of the business name holder or holders under the terms and conditions of the [Electronic Lodgement Protocol - Business Names](#); and
- make each of the above declarations on behalf of the business name holder or holders after making all due and proper enquiries.

We may contact the applicant or lodging party if we have any questions regarding this application for registration.

Once you submit your application you can no longer make changes. Payment methods for this application will be shown on the next screen.

4 **Next**

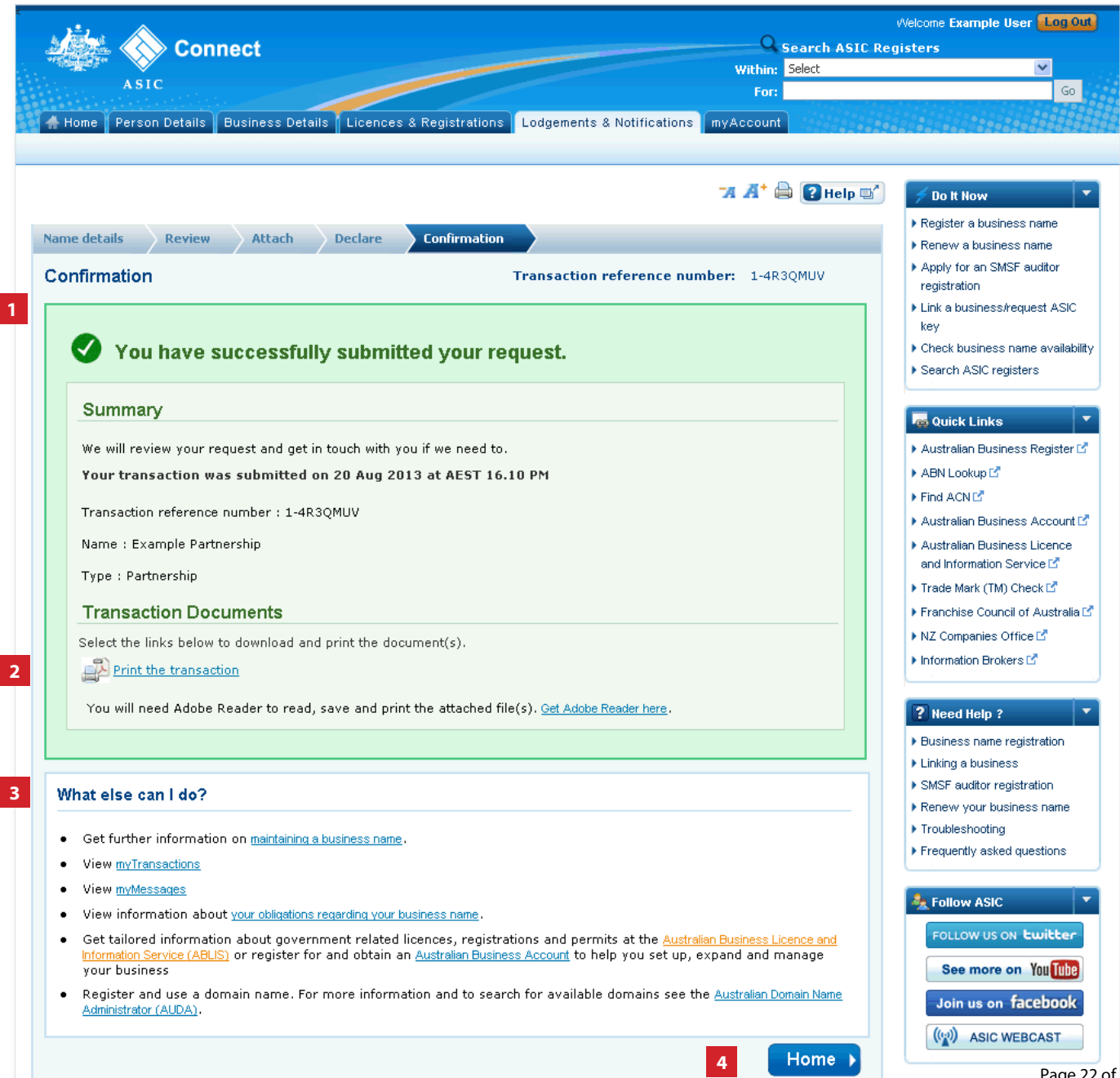
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Confirmation

1. This screen confirms that your transaction has been 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.



The screenshot shows the ASIC Connect website interface. At the top, there's a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is on the right. Below the navigation bar, there's a breadcrumb trail: 'Name details' > 'Review' > 'Attach' > 'Declare' > 'Confirmation'. The main content area is titled 'Confirmation' and features a green box with a checkmark icon and the text 'You have successfully submitted your request.' Below this, a 'Summary' section states: 'We will review your request and get in touch with you if we need to. Your transaction was submitted on 20 Aug 2013 at AEST 16.10 PM'. It also lists the transaction reference number (1-4R3QMUV), name (Example Partnership), and type (Partnership). A 'Transaction Documents' section provides a link to 'Print the transaction' and a note about needing Adobe Reader. To the right of the main content, there are two sidebars: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'. At the bottom, there's a 'What else can I do?' section with various links for further information. A 'Home' button is located at the bottom right of the page.

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