

ASIC

User guide

# **ASIC Connect - Business names**

## How to add or remove a business name partner

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



## How to add or remove a business name partner

- ASIC Connect is the online system used to manage your business name.
- You can add or remove a business name partner using ASIC Connect.
- Further assistance about using ASIC Connect can be accessed via the **Prep** button at the top right-hand side of the screen.
- Visit our support page for more user guides about other ASIC Connect transactions.

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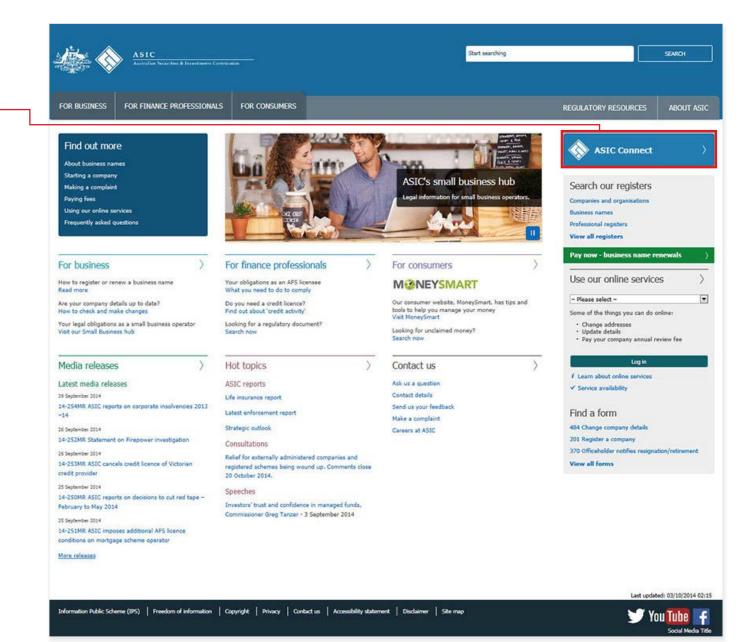


## Get started

Visit our website at www.asic.gov.au. Click on the blue **ASIC Connect** box. This will take you to ASIC Connect.



How to add or remove a business name partner





## Get started

Go to ASIC Connect and select Log in.

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



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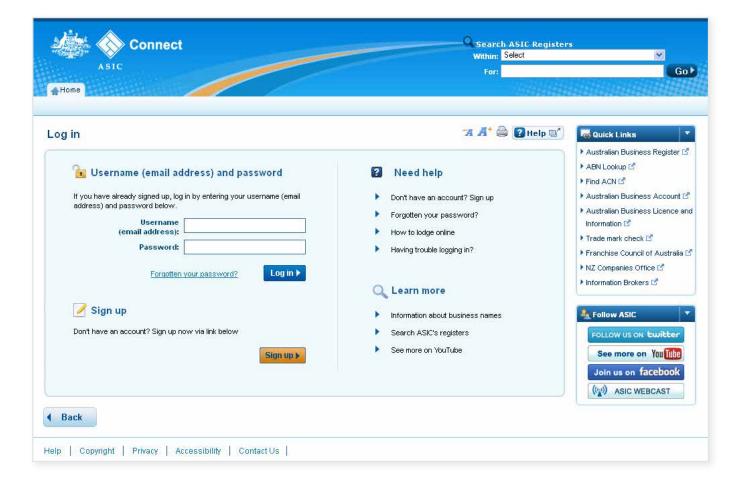
## Log in

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.



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How to add or remove a business name partner



## Add or remove a business name partner

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

- 1. Select the radio button next to the business name you would like to update.
- 2. In the transactions column, select Change partner details.
- 3. Select Go to proceed.

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#### How to add or remove a business name partner

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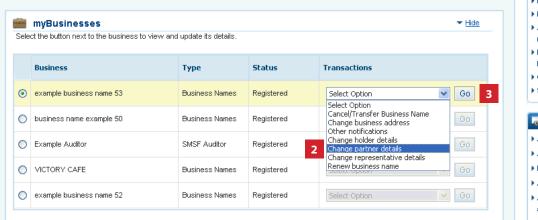
#### Lodgements and Notifications

1

Address for service of documents

Principal place of business/bractice

Email



					and monator corns.
					Trade Mark (TM) Check
-					Franchise Council of A
1 P	example business name 53			* <u>+</u>	ide All  NZ Companies Office D
					Information Brokers I
G	eneral Details			<b>→</b> <u>Hide</u>	and the second sec
					Reed Help ?
	Business		Renewal date		Business name registra
					Linking a business
	example business name 53		9/4/2016		SMSF auditor registrati
					Renew your business n
					<ul> <li>Troubleshooting</li> </ul>
в	usiness name addresses			<b>→</b> <u>Hide</u>	Frequently asked ques
в	elow is a list of addresses and contact details ass	ociated with this bus	iness.		A Follow ASIC
	Address type	Address		This is for	FOLLOW US ON LU

25 Example St, Melbourne VIC 3000 Australia Business Names only (available t.

Not available to the public, Used

25 Example St. Melbourne VIC 3000 Australia Available to the public

example@email.com

#### 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

🛪 🕂 🖨 💽 Help 🗐

#### a Quick Links

- Australian Business Register ABN Lookup 12
- Find ACN
- Australian Business Account 12 Australian Business Licence
- and Information Service 🗹
- rade Mark (TM) Check 🗹
- ranchise Council of Australia 🗹 VZ Companies Office 🗹

  - Need Help ? usiness name registration
- inking a business MSF auditor registration enew your business name roubleshooting
- requently asked questions

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Join us on facebook	٢
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# Add a partner

This section shows how to add a partner to a business name

Click here to see how to Remove a partner



## Add a partner

- 1. The business name partners and their details will be displayed.
- 2. Select Add a Partner.



Ch	ange partner de	tails				74 🕂 🖨 😰 Help 🕻	🖍 🖌 Do It Now
Ch	Business N Name of ho Holder Business nam If the partnership only the ceasing partner. Important note: This transaction to make oth changing from a partner a new partnership with	lame : example ABN : older : example type : Partners e partner d has two partner transaction sho her changes to ti "ship to another entirely differen	etails etails s and you need to re uld only be used for he holder. These cha holder entity type (e t partners, or	adding or removing a par	tner in an existing p ny, a family trust),	the new partner first and then remove	
	If you wish to make an transaction type "Ca	y of these chan Incel/transfer	ges, you will need a business name'	to return to Lodgeme '.	nts & Notification	s, select the business name and	and Information Service 🗗 Frade Mark (TM) Check 🗗 Franchise Council of Australia 🗗
1	Name Example Partner 1	<b>Type</b> Individual	ABN	Addresses 20 Example St Melbourne VIC, 3000 Australia	Email example@email	Actions  Change Name Change Address	<ul> <li>NZ Companies Office ⊡</li> <li>Information Brokers ⊡</li> </ul>
	Example Partner 2	Individual		22 Example St Melbourne VIC, 3000 Australia	example@emai	Change Name Change Address	<ul> <li>Need Help ?</li> <li>Business name registration</li> </ul>
2	+ Add a Partner			Cancel			<ul> <li>Linking a business</li> <li>SMSF auditor registration</li> <li>Renew your business name</li> <li>Troubleshooting</li> <li>Frequently asked questions</li> </ul>
							Follow ASIC  FOLLOW US ON twitter See more on You (100)

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## Eligibility

- 1. Read the eligibility requirements of a business name partner.
- 2. Tick the boxes next to the eligibility statements.
- 3. Select **Next** to continue.



ligibility		Add a partner	🖪 🕂 🖨 💽 Help 🗐	🗲 Do It Now 🔻
		Business Name : example business name 53 ABN :		<ul> <li>Register a business name</li> <li>Renew a business name</li> <li>Apply for an SMSF auditor registration</li> <li>Link a business/request ASIC</li> </ul>
		Name of holder : example partnership Holder type : Partnership		key Check business name availability Search ASIC registers
		Eligibility		😼 Quick Links 🔹
	_	You must declare that the following statements are true for each person listed below to confirm eligibility to hold	d a business name:	<ul> <li>Australian Business Register 2</li> <li>ABN Lookup 2</li> </ul>
		<ul> <li>if the new partner is an individual - the individual, or</li> <li>if the new partner is an entity, or entities, other than an individual - each person involved in the management.</li> </ul>	igement of the entity.	<ul> <li>▶ Find ACN III</li> <li>▶ Australian Business Account III</li> </ul>
		If you are not the new partner, you must be authorised by the new partner to make each of these declarations	on behalf of the new partner.	<ul> <li>Australian Business Licence and Information Service I</li> </ul>
	2	The partner must declare that the following statements are true to confirm eligibility to register a business statements are untrue you will be required to provide an explanation in the next screen.	s name. If either of these	<ul> <li>Trade Mark (TM) Check C</li> <li>Franchise Council of Australia C</li> </ul>
		If you are not the partner, you must be authorised by the partner to make each of these declarations on behalf o Declaration by partner of eligibility to hold a business name:	of the partner.	NZ Companies Office
		I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2003	1	? Need Help ?
		Within the last 5 years I have not been:		<ul> <li>Business name registration</li> <li>Linking a business</li> </ul>
		<ul> <li>convicted of, or</li> <li>released from prison after being convicted of, and serving a term of imprisonment for,</li> <li>any of the criminal offences referred to in section 32(1)(c) or (d) of the Business Nar 2011.</li> </ul>	mes Registration Act	<ul> <li>SMSF auditor registration</li> <li>Renew your business name</li> <li>Troubleshooting</li> </ul>
		Declaration by partner and each person involved in the management of the partner of eligibility to hold a b	ousiness name:	<ul> <li>Frequently asked questions</li> </ul>
		If either of these statements are untrue your transaction will be forwarded to an ASIC staff member to determin under the Business Names Registration Act 2011.	ne whether you are eligible	Follow ASIC
nis guide are have minor		Cancel	3 Next )	See more on You Tube Join us on facebook
ss name partner				(()) ASIC WEBCAST

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How to add or remove a business name partner

# New partner details

- 1. Select whether the partner is an individual, company or registered body, or an organisation.
- 2. Select **Next** to continue.

New partner details	Review	Declare	Confirmation	$\rangle$		
New Partner				Transaction reference n	umber: 1-2TMUXTM	
Bu	siness : exam	ple business r	name 53			
	Type : Busin	ess Names				
New partner details					* Mandatory fields	
Complete the detail	s below for the	partner.				
	* The nev	w partner is (	🔵 an individual			
	→ 1	(	🔵 a company or regist	ered body		
		(	🔵 an organisation	~?		

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

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#### Add a Partner

#### 🛪 🕂 🚔 💽 Help 🛋



# New partner details

The option you have selected will display below the *New partner details* section.

#### Individual

- 1. Enter an effective date for the change (DD/MM/YYYY).
- 2. Enter the new partner's given and family name (and other names if applicable).
- 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.
- 4. If the new address is not already linked to your account, enter the new address into the corresponding fields.
- 5. You can choose to select an email address that is already linked to the account, or enter a new one.
- 6. Select:
- Cancel to start again, or
- Save & Exit to save the details entered and complete and submit the transaction later.
- 7. Select **Next** to continue.

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

How to add or remove a business name partner

lew Partner Transaction reference number: 1-2TMUXTM
Business : example business name 53
Type : Business Names
New partner details * Mandatory fi
Complete the details below for the partner.
* The new partner is
a company or registered body
o an organisation
Individual partner details * Mandatory fi
Complete the details for [individual/company or registered body] 🕢
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
Individual's details
* Given name
Other given names
* Family name
Birth details
The birth details provided will not be displayed on the public register.
* Date of birth
* Country select
Residential address
Enter the individual's new residential address. This address must be a physical or street address, a post office box is not
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.
3 Select from known address
OR enter new details below
4 ntry select 💌
Email address </td
We will use this email address to send notices.
See how we use your information for more details.
5 Select from known email address 🔻
OR enter new details below
Email address

# Add a Partner New partner details Review New Partner Business : example Type : Business New partner details Complete the details below for the partner

#### Company or registered body

- 1. Enter an effective date for the change (DD/MM/YYYY).
- 2. Enter the ACN or ARBN for the company or registered body.
- 3. You can choose to select an email address that is already linked to the account, or enter a new one.
- 4. Select:
- Cancel to start again, or
- Save & Exit to save the details entered and complete and submit the transaction later.
- 5. Select **Next** to continue.

	Transaction re	ference number: 1-2TMUXTM
Business : ex	ample business name 53	
Туре: Ви	isiness Names	
New partner details		* Mandatory field
Complete the details below for	the partner.	
* The	e new partner is	
	o a company or registered body	
	an organisation	
	_	
Complete the details for [indivi Effective date	dual/company or registered body] <b>?</b>	
The effective date is the date the	hat the change took effect. The effective date can be up to	3 months into the future.
	* Effective date	
Company or registered body de	tails	
	* ACN/ARBN Find ACN/ARB	<u>N</u>
Email address		
We will use this email address t		
	ion for more details.	
We will use this email address t		

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How to add or remove a business name partner

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#### 🛪 🕂 🚔 💽 Help 🖬 Add a Partner ASIC New partner details Review Declare Confirmation New Partner Transaction reference number: 1-2TMUXTM Business : example business name 53 Type : Business Names \* Mandatory fields New partner details Complete the details below for the partner. \* The new partner is 🔘 an individual a company or registered body <? an organisation \* Mandatory fields Organisation partner details Complete the details for [individual/company or registered body] Effective date 1 \* 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. Organisation partner details 2 \* Organisation name <? Cancel Save & Exit <2 Next ) 3



## New partner details

The option you have selected will display below the New partner details section.

#### Organisation

- 1. Enter an effective date for the change (DD/MM/YYYY).
- 2. Enter the name of the organisation.
- 3. Select:
  - Cancel to start again, or
  - Save & Exit to save the details entered and complete and submit the transaction later.
- 4. Select Next to continue.



## Review

 Check the partner details are displayed correctly. If not, select Edit to go back to re-enter.

**Note**: This page shows an example for an individual.

2. Select **Submit** to continue.

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How to add or remove a business name partner

Connect	Search ASIC R Within: Select	Welcome Example User Log Ou Legisters
ASIC	For:	GO
🗍 Home 🏻 Person Details 🔹 Business Details 🔹 Licences & Registrat	tions Lodgements & Notifications myAccount	
dd a Partner	<b>-71 A</b> * 🚔 😢 Help 🗐	🗲 Do It Now
lew partner details 📀 Review Declare Confirmation		<ul> <li>Register a business name</li> <li>Renew a business name</li> </ul>
Review	Transaction reference number: 1-2TMUXXS	<ul> <li>Apply for an SMSF auditor registration</li> </ul>
Here are the details you have provided. You can select 'Edit' to char	nge details or 'Submit' to proceed.	<ul> <li>Link a business/request ASIC key</li> </ul>
Business : example business name 53 Type : Business Names		<ul> <li>Check business name availabilit</li> <li>Search ASIC registers</li> </ul>
New partner details	<b>~</b> <u>Hide</u>	👼 Quick Links
		Australian Business Register      ABN Lookup      Find ACN
New partner details		Australian Business Account
The new partner is Individual		<ul> <li>Australian Business Licence and Information Service I<sup>d</sup></li> </ul>
Individual partner details		<ul> <li>Trade Mark (TM) Check C</li> <li>Franchise Council of Australia I</li> </ul>
Effective date Effective date 05/04/2013		<ul> <li>NZ Companies Office I</li> <li>Information Brokers I</li> </ul>
Individual's details		
Given name Example Family name Partner 3		? Need Help ?
Birth details		Business name registration
Date of birth 05/01/1960 Country Australia		Linking a business
State/Territory VIC Suburb/City Melbourne		SMSF auditor registration
Residential address		<ul> <li>Renew your business name</li> <li>Troubleshooting</li> </ul>
Country Australia Street number 25 Street name Example		Frequently asked questions
Street type St Suburb/City Melbourne Postcode 3000		Follow ASIC
State/Territory VIC Email address		FOLLOW US ON twitter
Email address example@email.com		See more on You Tube
( Beek		Join us on facebook
Back     Cancel     Sav	e & Exit 2 Submit	(()) ASIC WEBCAST
		Page 14 (



## 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.

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How to add or remove a business name partner

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ک رغر	Welcome Example User	Log Out
🖉 🐼 Connect	Search ASIC Registers	
	Within: Select	¥
ASIC	For:	Go
👫 Home 🛛 Person Details 🛛 Business Details	Licences & Registrations Lodgements & Notifications myAccount	

			- <b>А</b> А <sup>+</sup> 🖨 💽 н	elp 🗐 📝 Do It Now 🦿
ew partner details	Review	Declare Confirmat	tion	▶ Register a business name
				<ul> <li>Renew a business name</li> <li>Apply for an SMSF auditor</li> </ul>
Declare			Transaction reference number: 1-2TMUXXS	registration
Bu	siness : example	business name 53		Link a business/request ASIC
	Type : Business	Names		key Check business name availabili
				Search ASIC registers
Declaration			* Mandatory fie	lds
If you are not the	husiness name bol	lder you roust be author	rised by the business name holder or holders to make each of	a Quick Links
the declarations ar	id submit this tran	saction on their behalf.		🕨 Australian Business Register 🗹
See who may be a	uthorised to lodge	a transaction for more i	information.	🕨 ABN Lookup 🖾
				Find ACN
* 🔄 This transaction Lodgement Protocol.	on is submitted for	lodgement under, and is	is compliant with, the terms and conditions of the ASIC Electronic	Australian Business Account E
Lodgement Protocol.				Australian Business Licence
To the best of provide false or mis			in this transaction is complete and accurate (it is an offence to	and Information Service
·	-	,		Trade Mark (TM) Check 2
* All partners of change notified in the second		e holder (including those	e notified in this transaction and continuing partners) agree to t	
_				▶ NZ Companies Office 🗹
	of the partnership	p or joint venture (busin	n agreement between the partners which provides for the less name holder) in the circumstance that a partner is ceased,	► Information Brokers 🗹
				Reed Help ?
Authority			* Mandatory fie	
* Please select one				Linking a business
I declare that:				<ul> <li>SMSF auditor registration</li> <li>Renew your business name</li> </ul>
I declare that:				Troubleshooting
💛 lodgement.	ss name holder or	one of the business nan	me holders and am authorised to submit this transaction for	<ul> <li>Frequently asked questions</li> </ul>
OR I am lodging this	s transaction on be	ehalf of the business nar	me holder or holders and am authorised to:	Sollow ASIC
<ul> <li>submit condition</li> </ul>	this transaction fo ons of the <u>Electron</u>	r lodgement on behalf of ic Lodgement Protocol -	f the business name holder or holders under the terms and Business Names; and	FOLLOW US ON twitter
	ach of the above oper enquiries.	declarations on behalf of	f the business name holder or holders after making all due	See more on You Tube
We may contact th	e applicant or lodo	ging party if we have any	y questions regarding this application for registration.	Join us on facebook

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



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## 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 address.
- 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.

Note: You should check if adding a business name partner has resulted in a name change for the partnership. You can check this by conducting a Business names index search on ASIC Connect.

If you need to change the partnership name, you will need to complete the Change holder details transaction and change the name of the business name holder.

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#### How to add or remove a business name partner

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Administrator (AUDA)

Welcome Example User Log Out Q Search ASIC Registers Connect Within: Select For: Go 🔺 Home 🏾 Person Details 🗍 Business Details 📜 Licences & Registrations 📄 Lodgements & Notifications 👘 myAccount

Add a Partner		74	A* 🖨 💽 Help 🗐	🚿 Do It Now
New partner details	Review Declare	Confirmation		<ul> <li>Register a business name</li> </ul>
Confirmation		Transaction reference number:	1-2TMUXXS	<ul> <li>Renew a business name</li> <li>Apply for an SMSF auditor registration</li> </ul>
🔮 You ha	ive successfully su	bmitted your request.		<ul> <li>Link a business/request A key</li> <li>Check business name available</li> </ul>
Summary				<ul> <li>Search ASIC registers</li> </ul>
	ompleted on 10 Apr 2013	at AEST 11.32 AM		a Quick Links
Transaction ref	erence number : 1-2TMUXXS			<ul> <li>Australian Business Regi</li> <li>ABN Lookup 2</li> </ul>
Name : exampl	le business name 53			Find ACN
Type : Busines:	s Names			Australian Business According
Transactior	n Documents			<ul> <li>Australian Business Lice and Information Service</li> </ul>
Select the links	below to download and print t	the documents.		▶ Trade Mark (TM) Check 🗹
Print the tr	ransaction			Franchise Council of Aus
		nd print the attached file(s). <u>Get Adobe Reader here</u> .		<ul> <li>NZ Companies Office I<sup>A</sup></li> <li>Information Brokers I<sup>A</sup></li> </ul>
				Reed Help ?
What else can l	do?			Business name registration
Get further info	prmation on <u>maintaining a busines</u>	ss name.		<ul> <li>Linking a business</li> <li>SMSF auditor registration</li> </ul>
• View <u>myTransact</u>	tions			<ul> <li>Renew your business nan</li> <li>Troubleshooting</li> </ul>
• View <u>myMessage</u>	25			Frequently asked questio
• View informatio	on about <u>your obligations regardin</u>	q your business name.		sollow ASIC
		elated licences, registrations and permits at the <u>Australian Bus</u> btain an <u>Australian Business Account</u> to help you set up, expand		FOLLOW US ON LWIL
· ·	se a domain name. For more i	information and to search for available domains see the <u>Aust</u>	ralian Domain Name	See more on You Join us on facebo



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## Remove a partner

This section shows how to remove a partner from a business name

Click here to see how to Add a partner



# Remove a partner

- 1. The business name partners and their details will be displayed.
- 2. Click on the **Remove partner** link next to the partner to be removed.

	Welcome Example Us	er Log	g Out
Connect	Search ASIC Registers		
	Within: Select	~	
ASIC	For:	6	Go
🚔 Home 🛛 Person Details 🛛 Business Details 🔹 Licences & Registrations 🗖 L	odgements & Notifications myAccount		

ge partner de	tans					🕂 🚔 [ 🛛 He	p 🖭 🛛 🗲 Do It Now
							Register a busines
Business	Name: exampl	le business name	e 53				Renew a business
	ABN :						<ul> <li>Apply for an SMSF registration</li> </ul>
Name of h	older: example	e partnership					Link a business/re
Holder	type: Partner:	ship					key
							Check business na     Search ASIC regis
Business nam	ie partner d	letails 🕝					a dar cir Abic regis
the partnership only ne ceasing partner.	has two partner	rs and you need	to remove one and add anoth	ner, you should add	the new partner first ar	nd then remove	Quick Links
ie ceasing partiller.							Australian Busines
			d for adding or removing a pa	rtner in an existing (	partnership. You cannot	use this	🕨 ABN Lookup 🗹
ansaction to make ot	ner changes to t	ine holder. These	e changes include:				Find ACN
anging from a partne	rship to another	holder entity typ	e (e.g. an individual, a compa	any, a family trust),			Australian Busines
new partnership with			hip, as this will create a new	ostitu			Australian Busines
			IND. GO LINS WILL LICALC & LICAY	OTHER 7.			
you wish to make an	ny of these chan	iges, you will n	eed to return to Lodgeme		ns, select the busines	ss name and	and Information Se
	ny of these chan	iges, you will n	eed to return to Lodgeme		ns, select the busines	ss name and	
you wish to make an	ny of these chan	iges, you will n	eed to return to Lodgeme		ns, select the busines	ss name and	Trade Mark (TM) C
you wish to make an	ny of these chan	iges, you will n	eed to return to Lodgeme		ns, select the busines Actions	ss name and	<ul> <li>Trade Mark (TM) C</li> <li>Franchise Council</li> </ul>
you wish to make ar ansaction type "C	ny of these chan ancel/transfer	iges, you will no a business na	eed to return to Lodgeme me". Addresses 20 Example St Melbourne VIC, 3000	ents & Notification		<ul> <li>Remove partner</li> </ul>	<ul> <li>Trade Mark (TM) C</li> <li>Franchise Council</li> <li>NZ Companies Off</li> </ul>
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The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

How to add or remove a business name partner

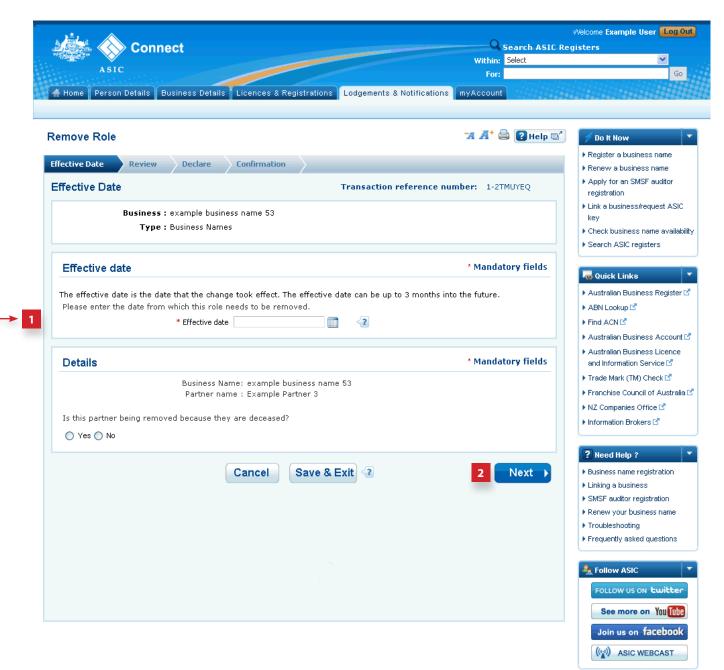
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## **Effective date**

- Enter an effective date for the change (DD/MM/YYYY). Complete other details as required.
- 2. Select Next to continue.



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How to add or remove a business name partner



## Review

1. Check that the details are correct. If not, select **Edit** to go back to re-enter the the correct information.

**Note**: This page shows an example for an individual.

2. Select **Submit** to continue.

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

How to add or remove a business name partner

Conne	act	Q Search AS	Welcome Example User Log Out
		Within: Select	v
ASIC		For:	Go
🔺 Home 🛛 Person Details 🛛 B	usiness Details Licences & Registrations Lodgements & No	otifications myAccount	
Remove Role		74 🕂 🖨 🅄 Help	
Effective Date 🥑 Review	Declare Confirmation		<ul> <li>Register a business name</li> <li>Renew a business name</li> </ul>
Review	Transaction refere	ence number: 1-2TMUYEQ	Apply for an SMSF auditor
Here are the details you have	e provided. You can select 'Edit' to change details or 'Submit' to	proceed.	registration <ul> <li>Link a business/request ASIC</li> </ul>
			key
	example business name 53 Business Names		Check business name availability
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Search ASIC registers
Effective Date	Business name : example business name 53 Partner name : Example Partner 3 Is this partner being removed because they are deco Effective date: 10/04/2013 Cancel Save & Exit </th <th>Hide Image: NO 2 Submit ↓</th> <th>Quick Links     Australian Business Register      Australian Business Register      ABN Lookup      Find ACN      Find ACN      Australian Business Account      Australian Business Licence and Information Service      Trade Mark (TM) Check      Franchise Council of Australia      NZ Companies Office      NZ Companies Office      NZ Companies Office      NZ Companies Office      SMSF auditor registration     Linking a business     SMSF auditor registration     Renew your business name     Troubleshooting     Frequently asked questions</th>	Hide Image: NO 2 Submit ↓	Quick Links     Australian Business Register      Australian Business Register      ABN Lookup      Find ACN      Find ACN      Australian Business Account      Australian Business Licence and Information Service      Trade Mark (TM) Check      Franchise Council of Australia      NZ Companies Office      NZ Companies Office      NZ Companies Office      NZ Companies Office      SMSF auditor registration     Linking a business     SMSF auditor registration     Renew your business name     Troubleshooting     Frequently asked questions
			Follow ASIC FOLLOW US ON twitter See more on You Tube Join us on facebook ((w)) ASIC WEBCAST



## 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.

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

How to add or remove a business name partner

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Mark 🚫 Connect	Q,	Search ASIC Registers	
	Within:	Select 💌	
ASIC	For:		Go
A Home Person Details Business Details Licences & Registrations Lodgements & Notifications	myAccount		

	74 🕂 🚔 💽 Help 🗐	🗲 Do It Now
ffective Date Review	Declare Confirmation	Register a business name
Declare	Transaction reference number: 1-2TMUYEQ	<ul> <li>Renew a business name</li> <li>Apply for an SMSF auditor registration</li> </ul>
Business	s : example business name 53	<ul> <li>Link a business/request ASIC key</li> </ul>
Туре	e : Business Names	<ul> <li>Check business name available</li> </ul>
		Search ASIC registers
Declaration	* Mandatory fields	Quick Links
	ubmitted for lodgement under, and is compliant with, the terms and conditions of the ASIC Electronic	Australian Business Register
Lodgement Protocol		🕨 ABN Lookup 🖾
* To the best of my kn provide false or misleading	nowledge, the information supplied in this transaction is complete and accurate (it is an offence to g information to ASIC).	Find ACN
* 🔲 All partners of the bu	usiness name holder (including those notified in this transaction and continuing partners) agree to the	Australian Business Account
change notified in this tran		<ul> <li>Australian Business Licence and Information Service Id</li> </ul>
* 📃 The change notified i	in this transaction is permitted by an agreement between the partners which provides for the	Trade Mark (TM) Check
	partnership or joint venture (business name holder) in the circumstance that a partner is ceased, partnership or joint venture.	Franchise Council of Australi
		► NZ Companies Office
Authority		▶ Information Brokers 🖸
	* Mandatory fields	
* I declare that:	* Mandatory fields	
* I declare that:	* Mandatory fields	<ul><li>Need Help ?</li><li>Business name registration</li></ul>
* I declare that: I am the business nam		<ul> <li>Need Help ?</li> <li>Business name registration</li> <li>Linking a business</li> </ul>
* I declare that: I am the business nam lodgement. OR		Need Help ?     Business name registration
<ul> <li>* I declare that:</li> <li>I am the business nam lodgement.</li> <li>OR</li> <li>I am lodging this trans.</li> <li>submit this transa</li> </ul>	ne holder or one of the business name holders and am authorised to submit this transaction for	<ul> <li>Need Help ?</li> <li>Business name registration</li> <li>Linking a business</li> <li>SMSF auditor registration</li> </ul>
<ul> <li>I declare that:</li> <li>I am the business nam lodgement.</li> <li>OR</li> <li>I am lodging this transactions of the provide the second time of the second time of the provide the second time of time</li></ul>	ne holder or one of the business name holders and am authorised to submit this transaction for eaction on behalf of the business name holder or holders and am authorised to: action for lodgement on behalf of the business name holder or holders under the terms and Electronic Lodgement Protocol - Business Names; and above declarations on behalf of the business name holder or holders after making all due	<ul> <li>Need Help ?</li> <li>Business name registration</li> <li>Linking a business</li> <li>SMSF auditor registration</li> <li>Renew your business name</li> <li>Troubleshooting</li> <li>Frequently asked questions</li> </ul>
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## 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 address.
- 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.

**Note**: You should check if removing a business name partner has resulted in a name change for the partnership. You can check this by conducting a Business names index search on ASIC Connect.

If you need to change the partnership name, you will need to complete the Change holder details transaction and change the name of the business name holder.

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How to add or remove a business name partner

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▶≛ı &		Welcome Example User 📕	Log Out	
Connect	Q	Search ASIC Registers		
	Within:	Select 💌	l	
ASIC	For:		GO	
🛖 Home 🛛 Person Details 🛛 Business Details 🛛 Licences & Registrations	Lodgements & Notifications myAccount			

temove Role	74 🕂 🖨 🕄 Help 🖬	🗲 Do It Now 🔻
iffective Date Review Declare Con	firmation	<ul> <li>Register a business name</li> <li>Renew a business name</li> </ul>
Confirmation	Transaction reference number: 1-2TMUYEQ	<ul> <li>Apply for an SMSF auditor registration</li> </ul>
You have successfully sub	mitted your request.	<ul> <li>Link a business/request ASIC key</li> </ul>
		Check business name availability
Summary		Search ASIC registers
Transaction completed on 10 Apr 2013 a	t AEST 14.26 PM	Quick Links
Transaction reference number : 1-2TMUYEQ		🕨 Australian Business Register 🗹
Name :example business name 53		🕨 ABN Lookup 🗹
		▶ Find ACN 🗳
Type : Business Name		🕨 Australian Business Account 🗹
Transaction Documents		Australian Business Licence and Information Service 2
Select the links below to download and print th	e documents.	🕨 Trade Mark (TM) Check 🗹
Print the transaction		Franchise Council of Australia
You will need Adobe Reader to read, save and	d print the attached file(s). <u>Get Adobe Reader here</u> .	<ul> <li>NZ Companies Office I<sup>®</sup></li> <li>Information Brokers I<sup>®</sup></li> </ul>
		? Need Help ?
What else can I do?		<ul> <li>Business name registration</li> <li>Linking a business</li> </ul>
		SMSF auditor registration
<ul> <li>Get further information on <u>maintaining a business</u></li> </ul>	name.	Renew your business name
View myTransactions		Troubleshooting
<ul> <li>View <u>myMessages</u></li> </ul>		Frequently asked questions
View information about your objections recording		🌲 Follow ASIC 🔷 🔻

- View information about your obligations regarding your business name.
- · Get tailored information about government related licences, registrations and permits at the Australian Business Licence and Information Service (ABLIS) or register for and obtain an Australian Business Account to help you set up, expand and manage your business
- Register and use a domain name. For more information and to search for available domains see the Australian Domain Name Administrator (AUDA)



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