



ASIC

Connect


User guide

ASIC Connect

How to remove an authorised lodger from a business

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

How to remove an authorised lodger from a business

- If you are no longer the authorised lodger for a business, or you want to remove a person who has been appointed as an authorised lodger for your business, you can do so by following the steps in this user guide.
- Further assistance with removing authorised lodgers or completing other transactions using **ASIC Connect** can be accessed via the  button at the top right-hand side of the screen.

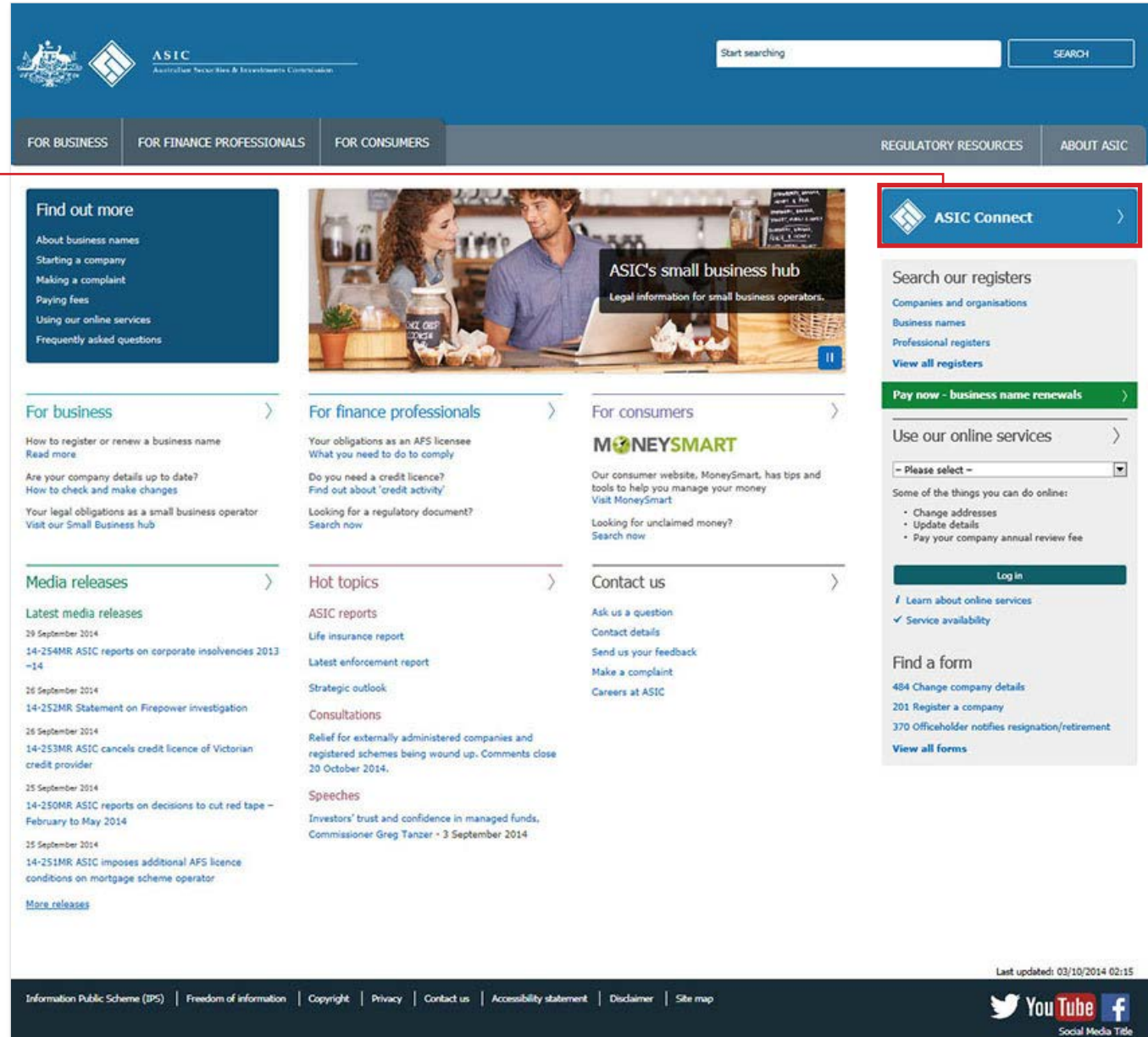
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Get started

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 interface. 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".

The main content area is divided into several sections:

- Find out more:** A dark blue box containing links for "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".
- ASIC's small business hub:** A banner image of a man and a woman at a cafe counter with the text "ASIC's small business hub" and "Legal information for small business operators."
- For business:** A section with a right-pointing arrow, containing links for "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:** A section with a right-pointing arrow, containing links for "Your obligations as an AFS licensee" and "Do you need a credit licence?".
- For consumers:** A section with a right-pointing arrow, featuring the "MONEYSMART" logo and links for "Our consumer website" and "Looking for unclaimed money?".
- Media releases:** A section with a right-pointing arrow, listing "Latest media releases" with dates from September 2014.
- Hot topics:** A section with a right-pointing arrow, listing "ASIC reports", "Latest enforcement report", "Strategic outlook", "Consultations", and "Speeches".
- Contact us:** A section with a right-pointing arrow, containing links for "Ask us a question", "Contact details", "Send us your feedback", "Make a complaint", and "Careers at ASIC".

On the right side of the page, there is a sidebar with a blue header "ASIC Connect" and a right-pointing arrow. Below this, the sidebar contains:

- Search our registers:** Links for "Companies and organisations", "Business names", "Professional registers", and "View all registers".
- Pay now - business name renewals:** A green button with a right-pointing arrow.
- Use our online services:** A section with a right-pointing arrow, including a dropdown menu and a list of services: "Change addresses", "Update details", and "Pay your company annual review fee".
- Log in:** A dark blue button.
- Learn about online services:** A link with a checkmark icon.
- Service availability:** A link with a checkmark icon.
- Find a form:** A section listing "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement", with a "View all forms" link.

At the bottom of the page, there is a footer with the text "Last updated: 03/10/2014 02:15" and a navigation bar containing links for "Information Public Scheme (IPS)", "Freedom of information", "Copyright", "Privacy", "Contact us", "Accessibility statement", "Disclaimer", and "Site map". Social media icons for YouTube and Facebook are also present.

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[How to remove an authorised lodger from a business](#)

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Log in

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



The screenshot shows the ASIC Connect homepage. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for registers. Below the navigation bar is a 'Welcome' section. On the left, there is a vertical menu with options: 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The 'Log in to other ASIC registers' option is highlighted with a red line. In the center, there is a large image of three people working at a computer, with a 'Learn more' link pointing to a text box that says 'Learn more about our new online services and why you should sign up'. To the right of the image is a 'Log in to ASIC Connect' section with a 'Log in' button and a 'Sign up' button. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. On the far right, there is a 'Quick Links' section with various links like 'Australian Business Register', 'ABN Lookup', etc. Below the 'Quick Links' is a 'Follow ASIC' section with social media buttons for Twitter, YouTube, and Facebook, and an 'ASIC WEBCAST' button. At the bottom of the page, there is a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact us'.

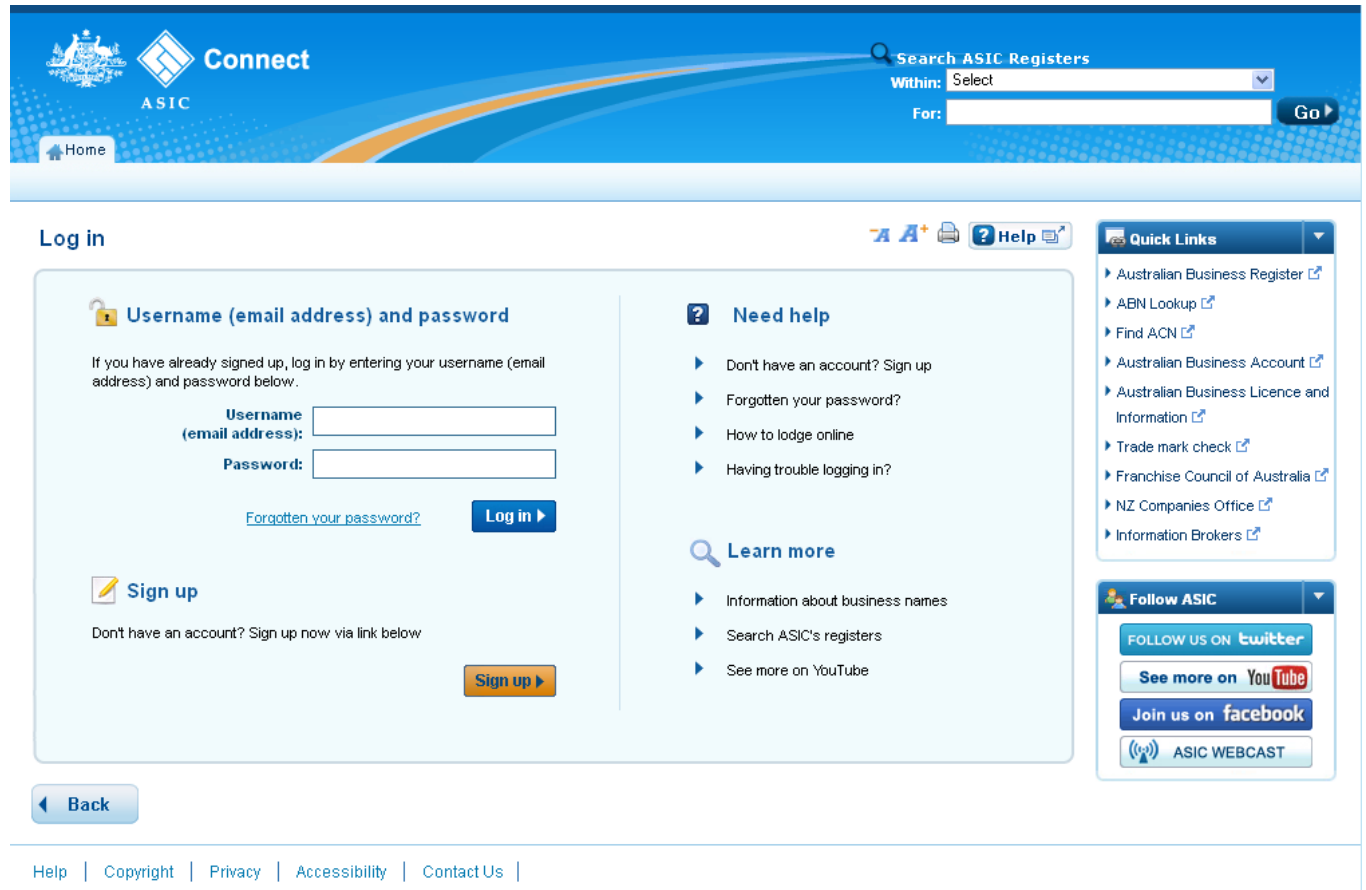
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Log in

Sign in using your email address and password.



The screenshot shows the ASIC Connect website's login interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for ASIC registers. Below the navigation bar, the main content area is titled 'Log in'. It features a central login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. To the right of the form is a 'Need help' section with links for account issues and a 'Learn more' section with links for business names, registers, and YouTube. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with social media and webcast links. A 'Back' button is located at the bottom left of the main content area. The footer contains links for Help, Copyright, Privacy, Accessibility, and Contact Us.

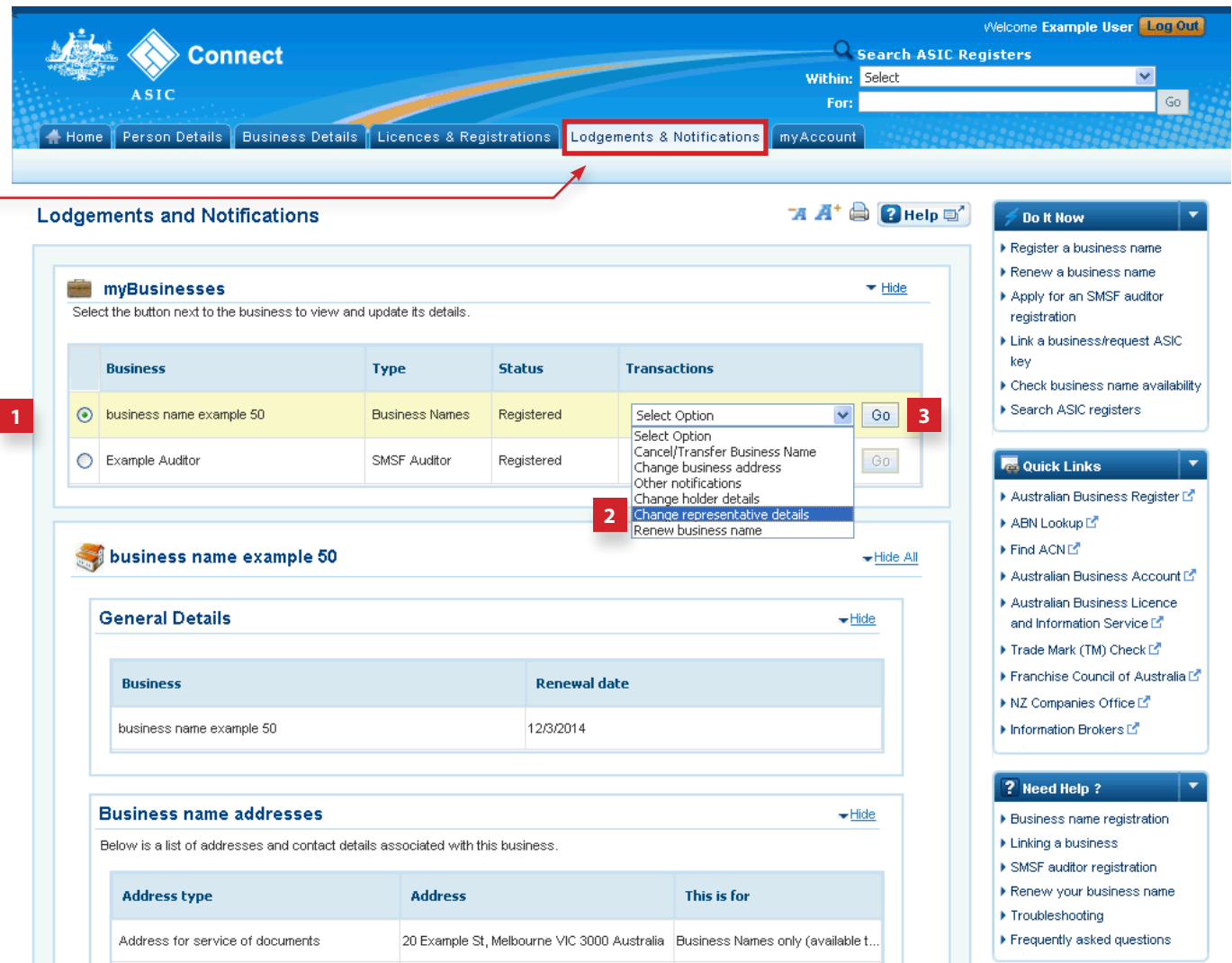
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[How to remove an authorised lodger from a business](#)

How to remove an authorised lodger from a business

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 representative details**.
3. Select **Go** to proceed.



Lodgements and Notifications

myBusinesses

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	Select Option Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change representative details Renew business name
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	

business name example 50

General Details

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

Business name addresses

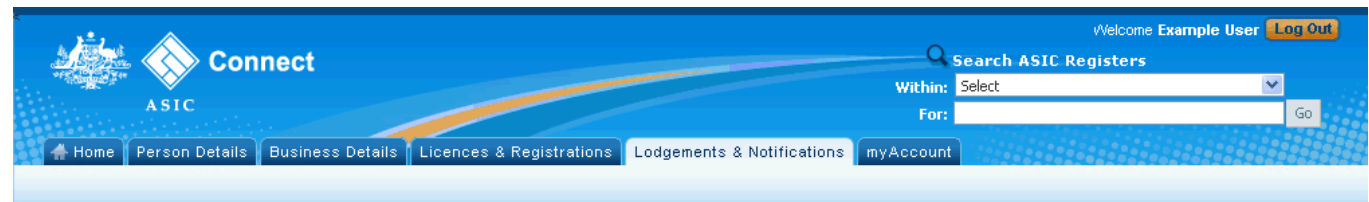
Below is a list of addresses and contact details associated with this business.

Address type	Address	This is for
Address for service of documents	20 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...

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Remove representative

1. The business name representative details will be displayed.
2. Select **Remove representative** next to the name of the person being removed. The type of representative will be authorised lodger. If you are removing:
 - a business from your account, select *your* name
 - another authorised lodger linked to a business, select *their* name.



Change representative details

Business : business name example 50
 Type : Business Names
 ABN :
 Name of holder : Example User

Representatives

Below is a list of nominated representatives for this business.

Name & type	ABN	Addresses	Date and place of birth	Type of representative	Actions
Example User Individual		25 Example St Melbourne VIC, 3000 Australia	01/05/1960 Australia	Authorised Lodger	Change Name Change Address Remove Representative

[+ Add a Representative](#)

[Cancel](#)

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 ?

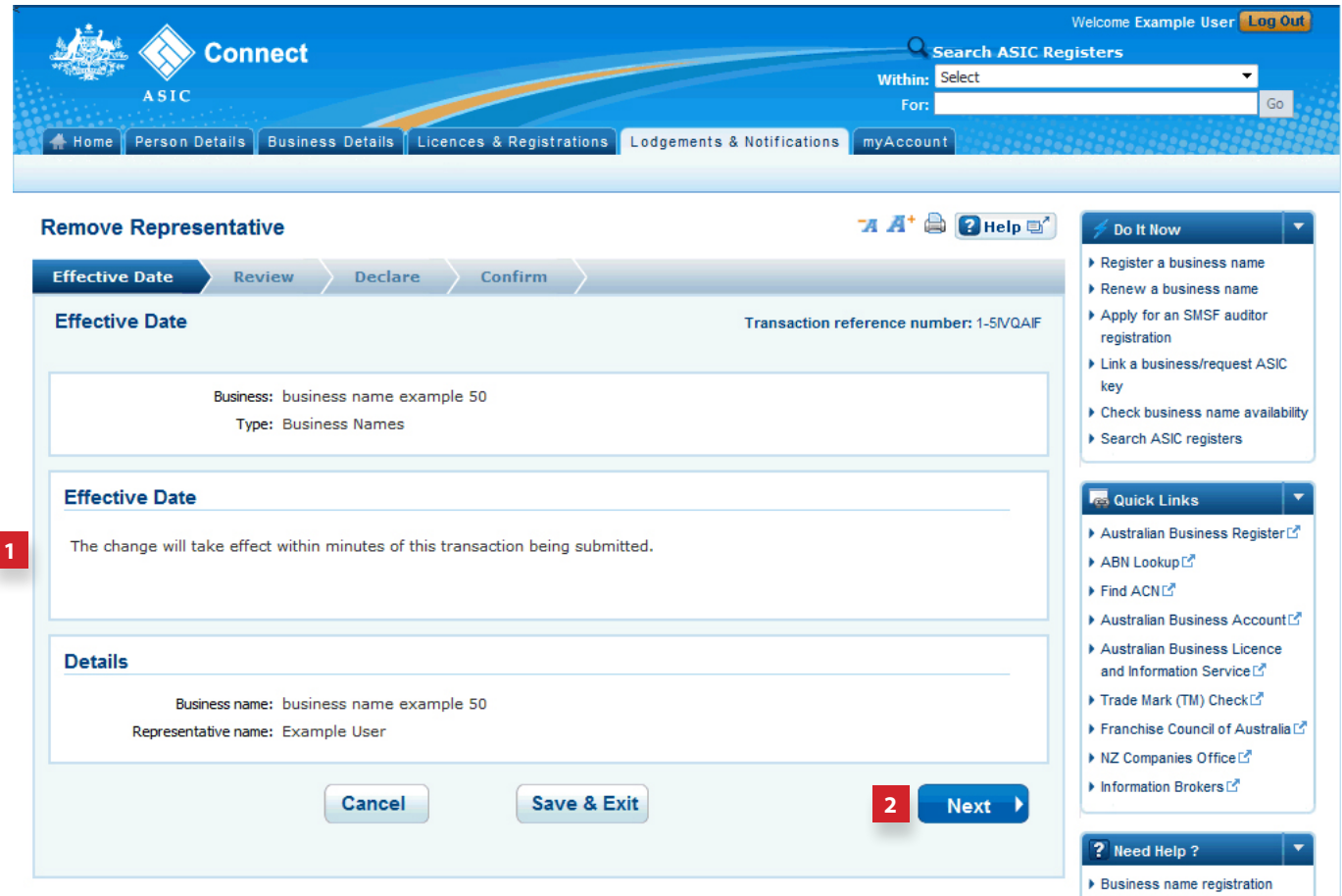
- ▶ Business name registration
- ▶ Linking a business
- ▶ SMSF auditor registration
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

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Effective date

1. The change will be made within minutes.
2. 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

Remove Representative

Effective Date Review Declare Confirm

Effective Date Transaction reference number: 1-5IVQAF

Business: business name example 50
Type: Business Names

Effective Date

The change will take effect within minutes of this transaction being submitted.

Details

Business name: business name example 50
Representative name: Example User

Cancel Save & Exit **2** Next

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
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- Franchise Council of Australia
- NZ Companies Office
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Need Help ?

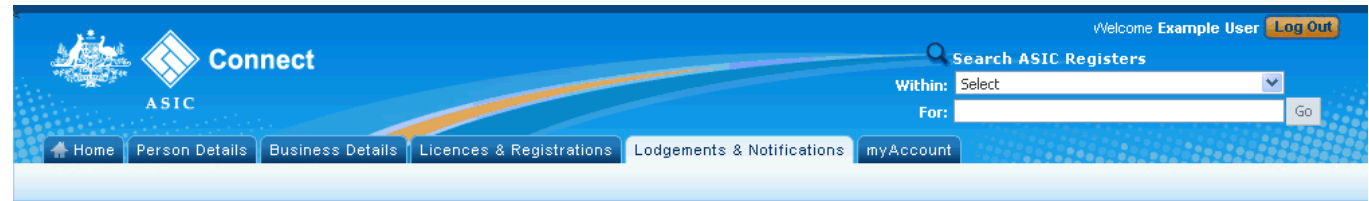
- Business name registration

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Review

1. Check that the correct representative (authorised lodger) has been removed.
 2. Select **Edit** to go back and change
- OR
3. Select **Submit** to continue.



Remove Representative

Effective Date Review Declare Confirm

Review Transaction reference number: 1-3E09419

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

Effective Date

Business name: business name example 50
Representative name: Example User
Effective date: N/A

[Edit](#)

← Back
Cancel
Save & Exit
3 Submit ▶

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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- ▶ [Franchise Council of Australia](#)
- ▶ [NZ Companies Office](#)
- ▶ [Information Brokers](#)

Need Help ?

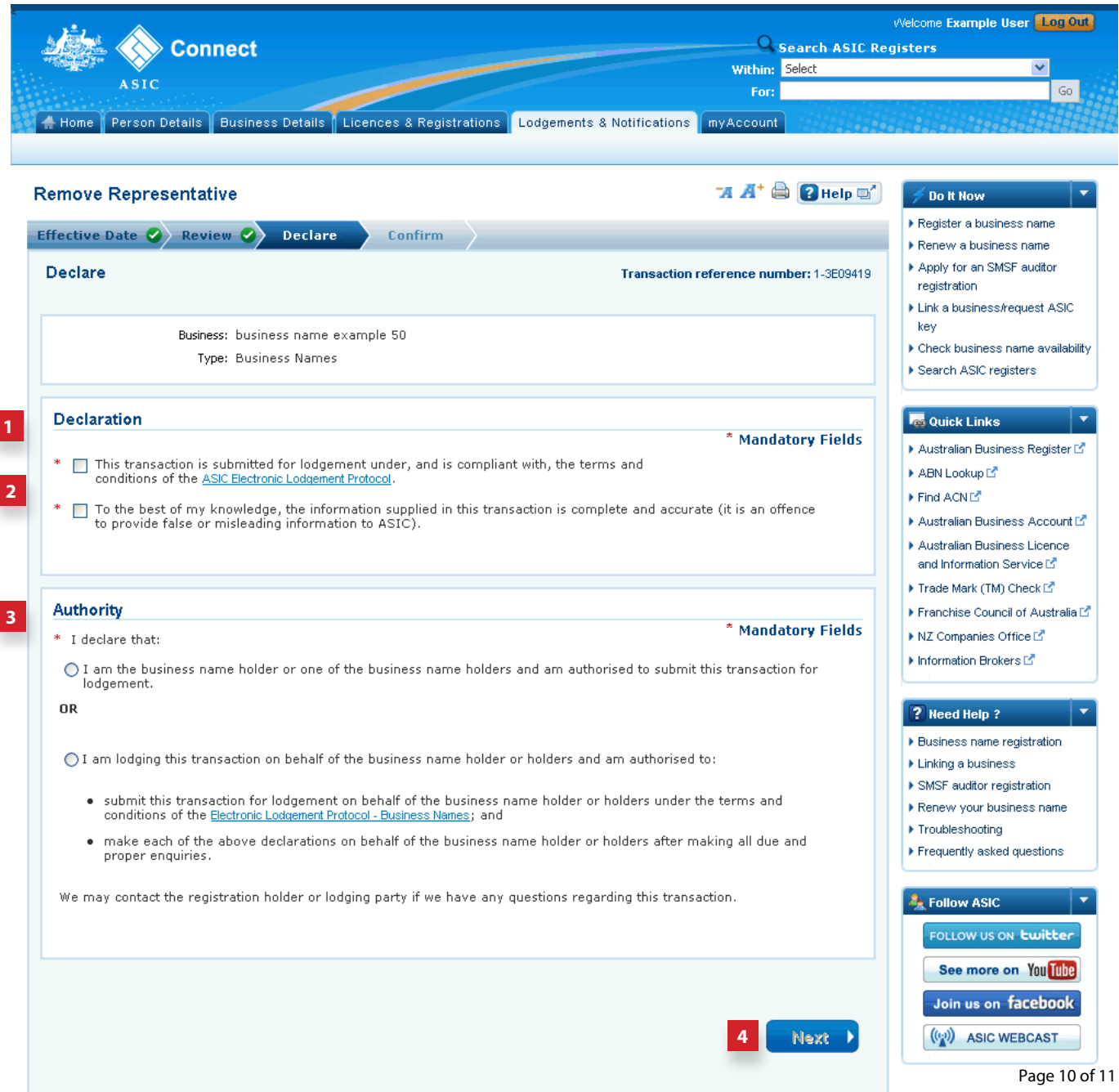
- ▶ Business name registration
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Declare

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: Select

For: Go

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

Remove Representative

Effective Date Review **Declare** Confirm

Declare Transaction reference number: 1-3E09419

Business: business name example 50
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 the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

OR

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 registration holder or lodging party if we have any questions regarding this transaction.

4 [Next](#)

Do It How

- Register a business name
- Renew a business name
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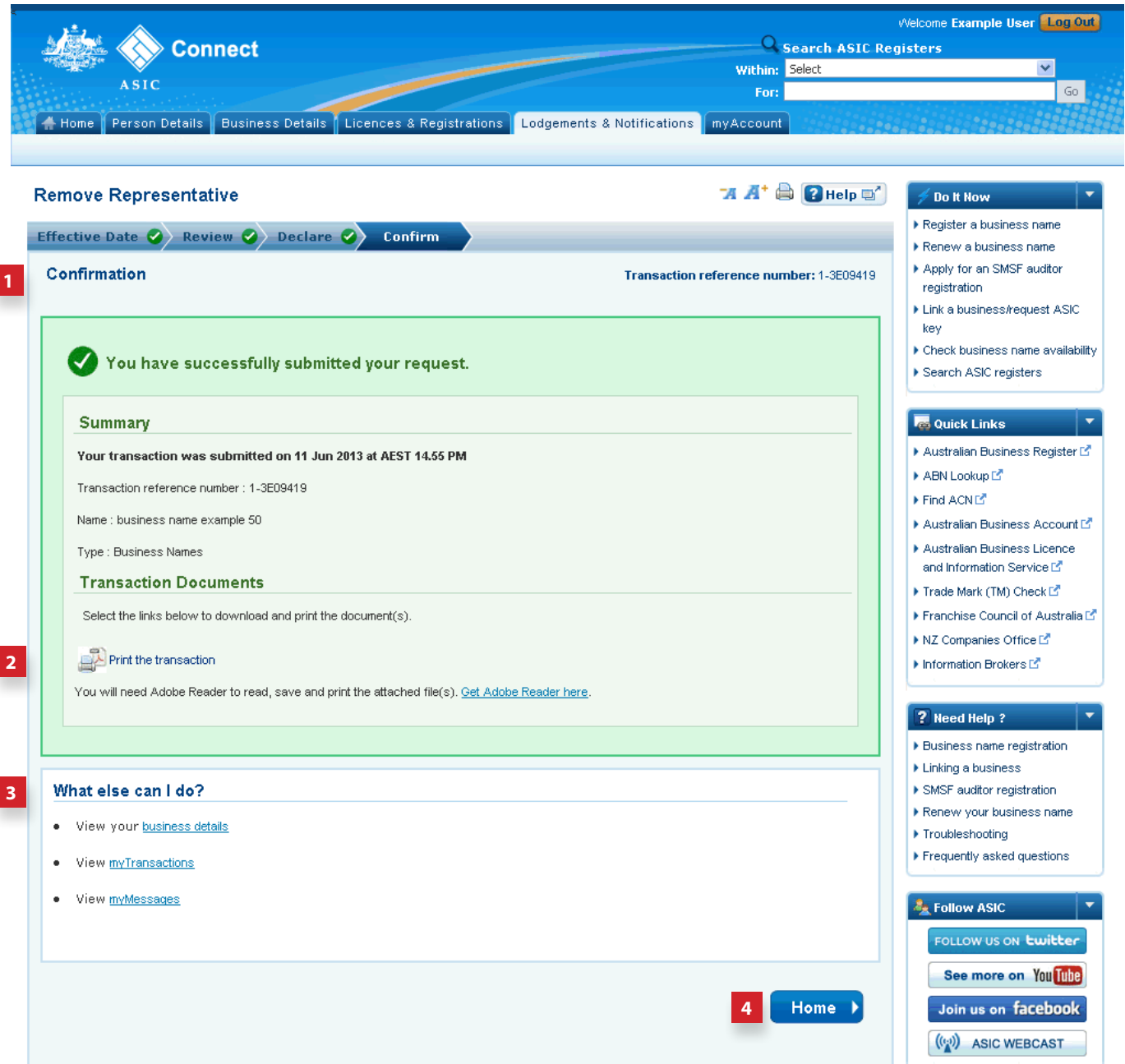
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Confirmation

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.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Remove Representative

Effective Date Review Declare **Confirm**

1 Confirmation Transaction reference number: 1-3E09419

You have successfully submitted your request.

2 **Summary**

Your transaction was submitted on 11 Jun 2013 at AEST 14:55 PM

Transaction reference number : 1-3E09419

Name : business name example 50

Type : Business Names

Transaction Documents

Select the links below to download and print the document(s).

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](#)

Do It How

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