



ASIC

Connect


User guide

ASIC Connect

How to change your business address

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

How to change your business address

- [ASIC Connect](#) is the online system used to manage your business name.
- You can change your business address through [ASIC Connect](#).
- Addresses you can update include address for service of documents, principal place of business or practice, your email and mobile number to which we may send SMS reminders.
- You must keep your addresses up to date by law and to receive correspondence from ASIC.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- For help with changing an address for a person or organisation associated with a business, visit our [support page](#).

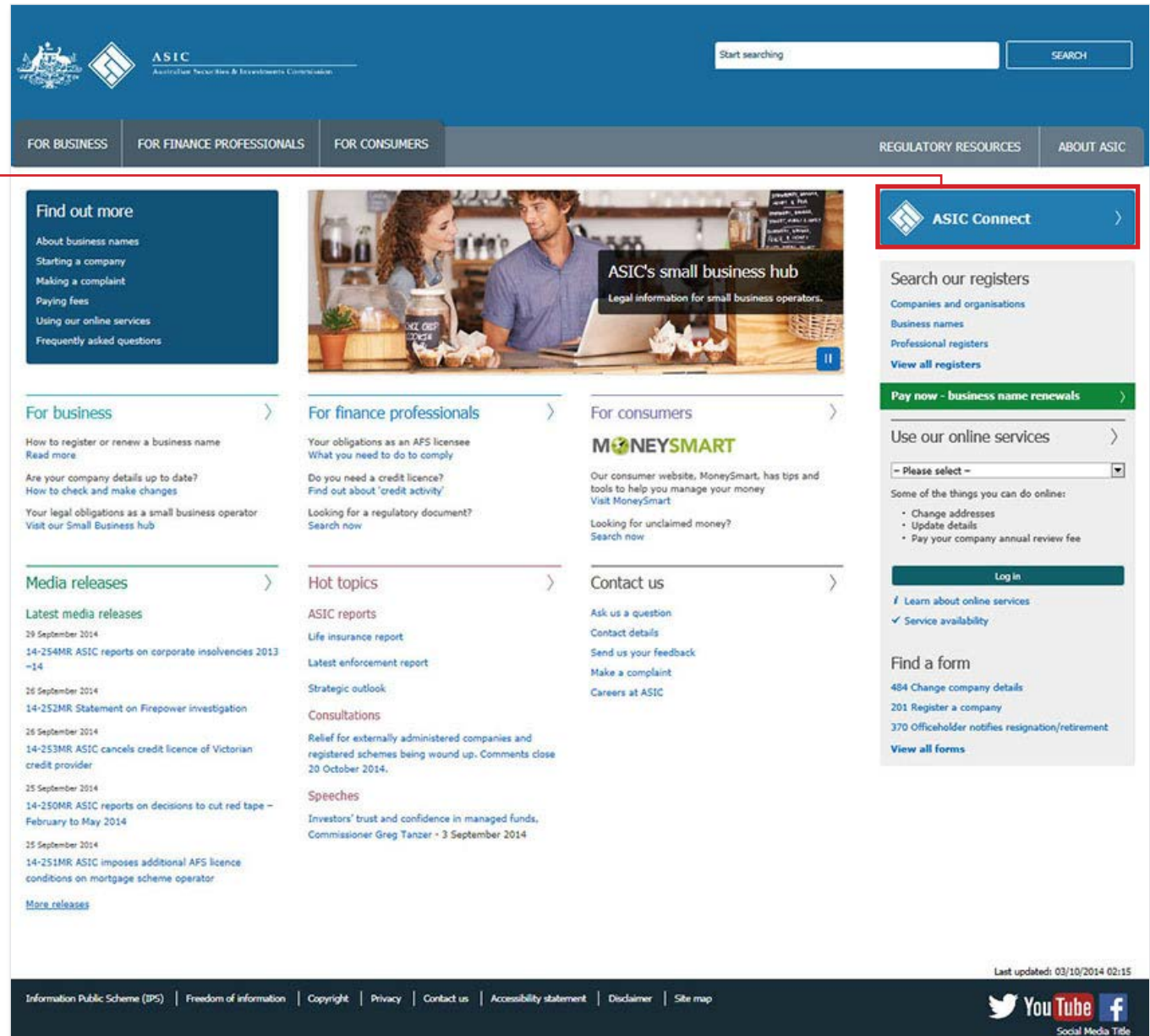
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Get started

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 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 "Looking for a regulatory document?".
- 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".
- Right-hand navigation:** A vertical menu containing:
 - ASIC Connect:** A blue button with a right-pointing arrow, highlighted by a red box.
 - Search our registers:** A section with 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 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 with links for "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement".
 - View all forms:** A 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 change your business address](#)

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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**.

You can also choose to log in with an **AUSkey**.



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 titled "Welcome" and features a "Log in to ASIC Connect" section. This section includes a "Log in" button, a "Sign up" button, and an "AUSkey" button. A red box highlights these three buttons, and a red arrow points from the "Log in" text in the left-hand text to the "Log in" button. Below the login section, there are sections for "Do it now" (Search and See more on YouTube) and "What's new" (a list of recent updates). On the right side, there are "Quick Links" and "Follow ASIC" sections.

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[How to change your business address](#)

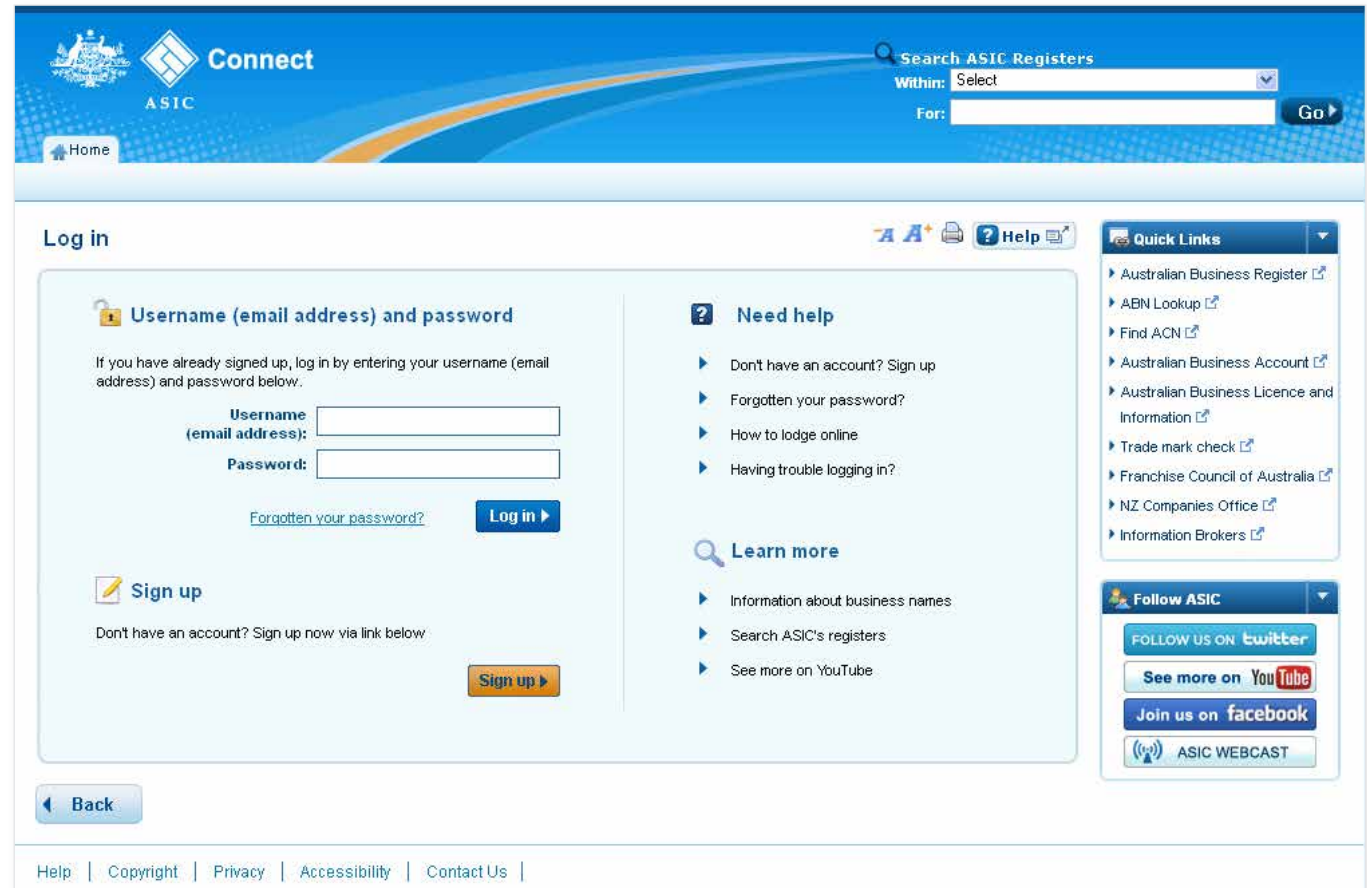
Log in

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' (set to 'Select') and a 'For:' field, followed by a 'Go' button. Below the search bar is a 'Home' button. The main content area is titled 'Log in' and features a 'Username (email address) and password' section with two input fields and a 'Log in' button. A 'Forgotten your password?' link is also present. Below this is a 'Sign up' section with 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. The 'Quick Links' section includes links to 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information', 'Trade mark check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'. The 'Follow ASIC' section includes buttons for 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'. At the bottom of the page, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

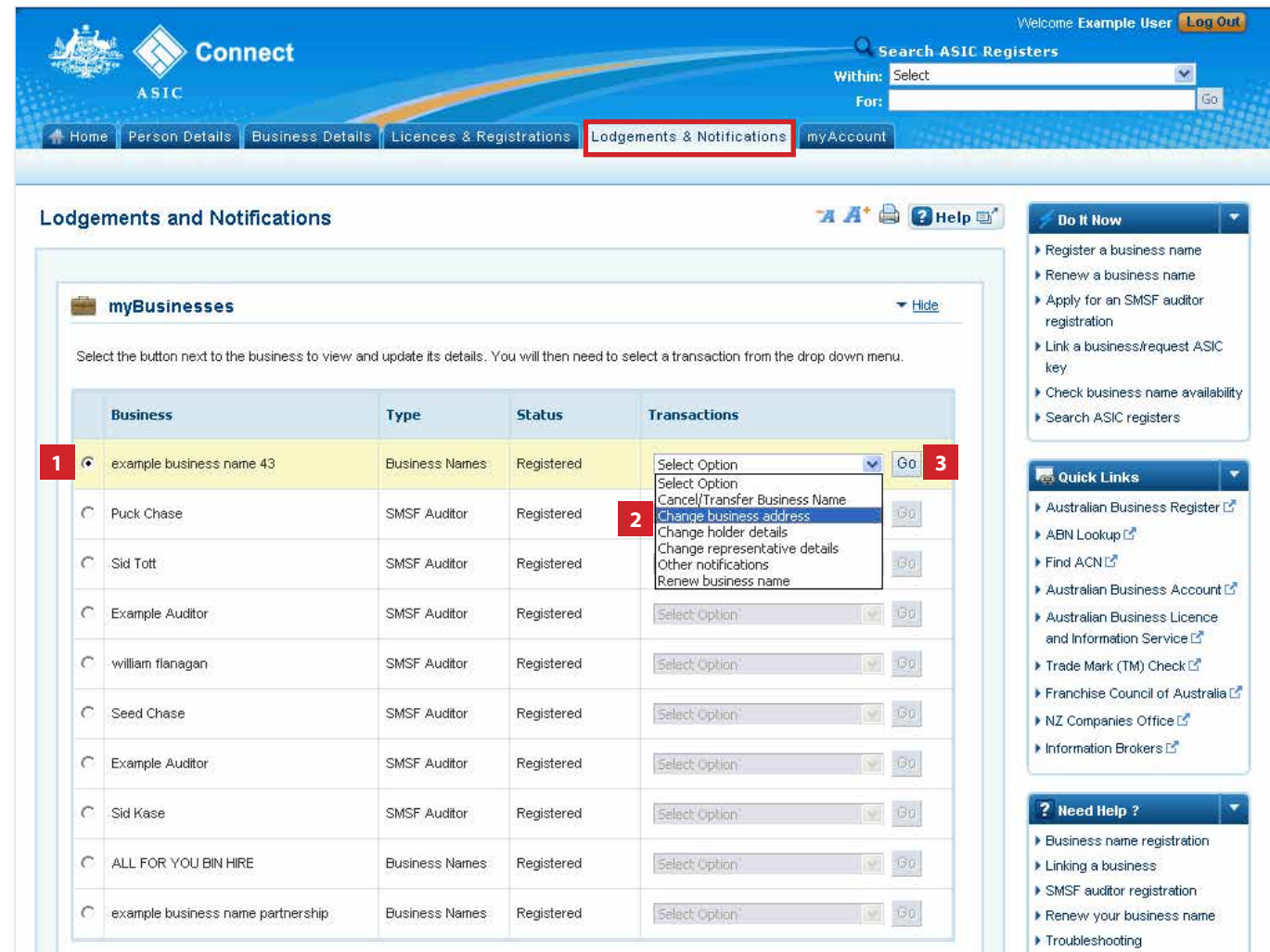
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[How to change your business address](#)

How to change your business address

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

1. Select the business you would like to update.
2. In the transactions column, select **Change business address**.
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
example business name 43	Business Names	Registered	Select Option Select Option Cancel/Transfer Business Name Change business address Change holder details Change representative details Other notifications Renew business name
Puck Chase	SMSF Auditor	Registered	Select Option
Sid Tott	SMSF Auditor	Registered	Select Option
Example Auditor	SMSF Auditor	Registered	Select Option
william flanagan	SMSF Auditor	Registered	Select Option
Seed Chase	SMSF Auditor	Registered	Select Option
Example Auditor	SMSF Auditor	Registered	Select Option
Sid Kase	SMSF Auditor	Registered	Select Option
ALL FOR YOU BIN HIRE	Business Names	Registered	Select Option
example business name partnership	Business Names	Registered	Select Option

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 ?

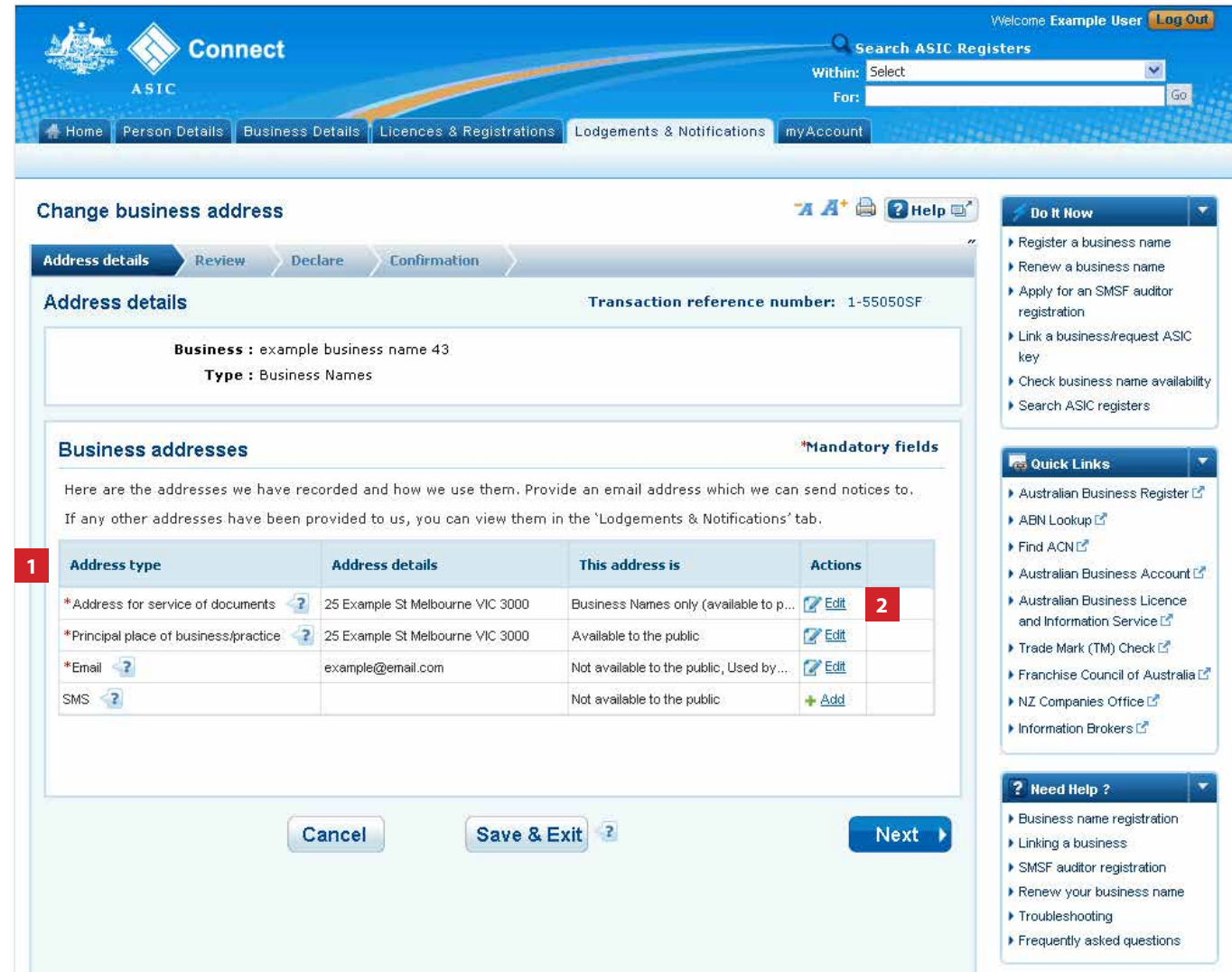
- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting

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[How to change your business address](#)

Select address

1. The addresses will be displayed.
2. Select **Edit** next to the address you would like to update.



Change business address

Address details | Review | Declare | Confirmation

Address details Transaction reference number: 1-55050SF

Business : example business name 43
Type : Business Names

Business addresses *Mandatory fields

Here are the addresses we have recorded and how we use them. Provide an email address which we can send notices to. If any other addresses have been provided to us, you can view them in the 'Lodgements & Notifications' tab.

Address type	Address details	This address is	Actions
*Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit
*Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	Edit
*Email	example@email.com	Not available to the public, Used by...	Edit
SMS		Not available to the public	Add

Buttons: Cancel, Save & Exit, Next

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[How to change your business address](#)



Enter the new address

1. The address you have selected will be displayed.
2. Select **Clear address** to remove any address details entered and enter the new address details.
3. Enter an effective date for the change (DD/MM/YYYY).
4. 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.
5. If the new address is not already linked to your account, select whether the address is a street or postal address from the drop-down box.
6. Enter the new address into the corresponding fields.
7. Select **Save address** to save your address update.
8. Select **Next** to continue.

The screenshot shows the 'Change business address' form in the ASIC Connect system. The form is divided into several sections: 'Address details', 'Business addresses', and 'Address for service of documents'. A navigation bar at the top includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. A search bar for ASIC registers is also present. The 'Address details' section shows a business name and type. The 'Business addresses' section contains a table of existing addresses. The 'Address for service of documents' section is the primary focus, with fields for effective date, address type, and full address details. Numbered callouts (1-8) are placed over the form to indicate the steps: 1 points to the 'Address for service of documents' section; 2 points to the 'Clear Address' button; 3 points to the 'Effective date' field; 4 points to the 'Select from known address' dropdown; 5 points to the 'Address Type' dropdown; 6 points to the 'Street number' field; 7 points to the 'Save Address' button; and 8 points to the 'Next' button at the bottom.

Address type	Address details	This address is	Actions
* Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit
* Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	Edit
* Email	example@email.com	Not available to the public, Used by...	Edit
SMS		Not available to the public	Add

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How to change your business address



Page continues from previous screen

Confirm your address

1. Select the correct address. You can choose from a list of displayed addresses or proceed with the address you provided.
2. Select **Confirm** to proceed with the address update.
3. Select **Cancel** or **Close** to go back to re-enter the address.

If any other addresses have been provided to us, you can view them in the 'Lodgements & Notifications' tab.

Address type	Address details	This address is	Actions
*Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit
*Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	Edit
*Email	example@email.com	Not available to the public, Used by...	Edit
SMS		Not available to the public	Add

Confirm your address 3 [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.

14-30 Melbourne Place, MELBOURNE VIC 3000

30 Example St, Melbourne VIC 3000 -- entered address

x Cancel
✔ Confirm
2

Street number: [30] Street name: [Example] Street type: [St]

* City/Suburb: [Melbourne] * Postcode: [3000]

* State/Territory: [Victoria]

[Clear Address](#) [Save Address](#)

To close this address panel without saving the address, you must click an action in the address table above.

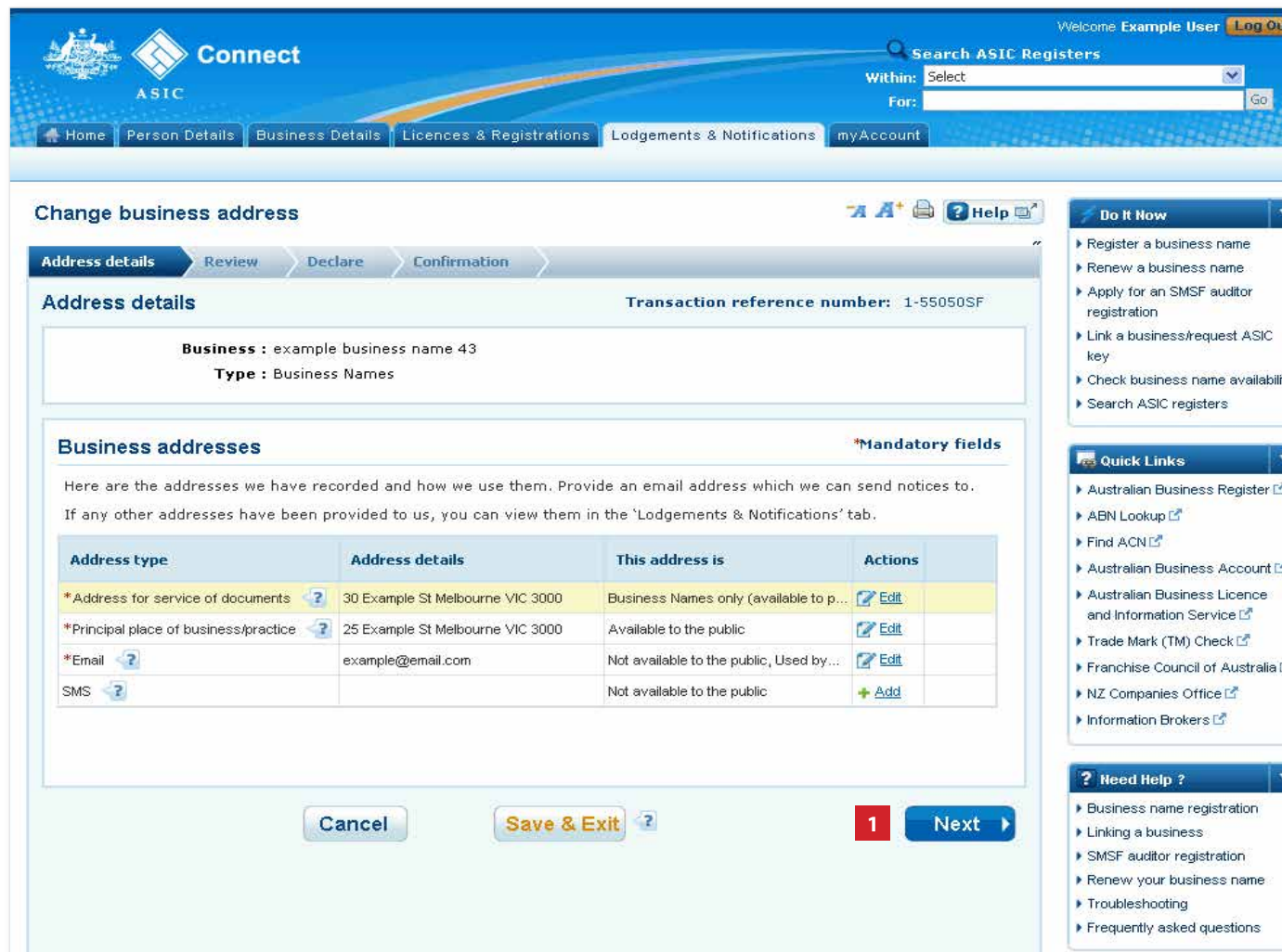
Cancel
Save & Exit
Next

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[How to change your business address](#)

Confirm your address

1. Check that the information displayed is correct. If not, select **Edit** to go back to re-enter the address.
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

Change business address

Address details Review Declare Confirmation

Address details Transaction reference number: 1-55050SF

Business : example business name 43
Type : Business Names

Business addresses *Mandatory fields

Here are the addresses we have recorded and how we use them. Provide an email address which we can send notices to. If any other addresses have been provided to us, you can view them in the 'Lodgements & Notifications' tab.

Address type	Address details	This address is	Actions
*Address for service of documents ?	30 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit
*Principal place of business/practice ?	25 Example St Melbourne VIC 3000	Available to the public	Edit
*Email ?	example@email.com	Not available to the public, Used by...	Edit
SMS ?		Not available to the public	Add

Cancel Save & Exit ? 1 Next ▶

Do it Now

- Register a business name
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Quick Links

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

Need Help ?

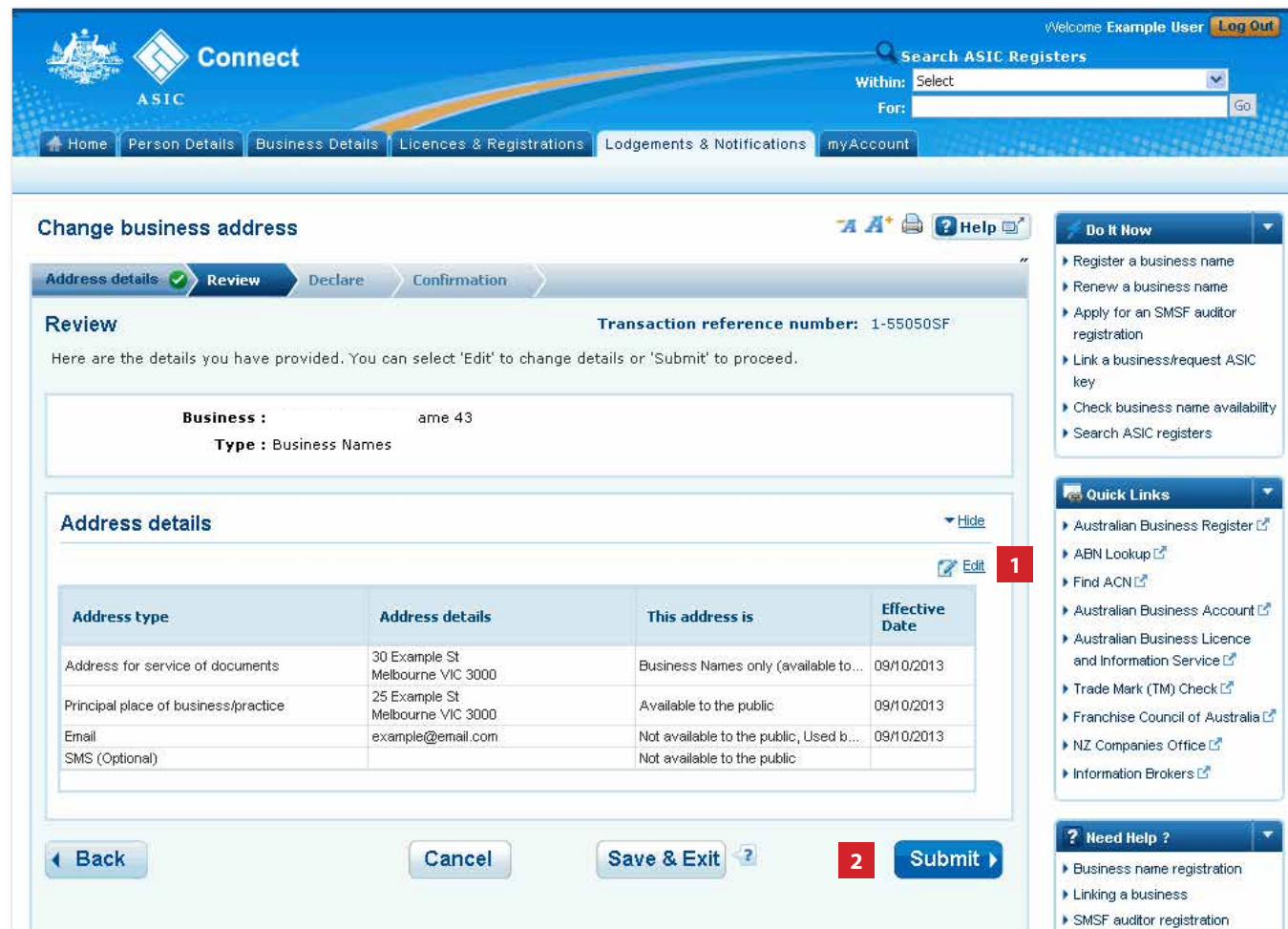
- Business name registration
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[How to change your business address](#)

Review

1. Check that the information displayed is correct. If not, select **Edit** to go back to re-enter the address.
2. Select **Submit** to continue.



Change business address

Address details **Review** Declare Confirmation

Review Transaction reference number: 1-55050SF

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

Business : ame 43
Type : Business Names

Address details Hide

[Edit](#) **1**

Address type	Address details	This address is	Effective Date
Address for service of documents	30 Example St Melbourne VIC 3000	Business Names only (available to...	09/10/2013
Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	09/10/2013
Email	example@email.com	Not available to the public, Used b...	09/10/2013
SMS (Optional)		Not available to the public	

2 [Submit](#)

[Back](#) [Cancel](#) [Save & Exit](#) [Need Help ?](#)

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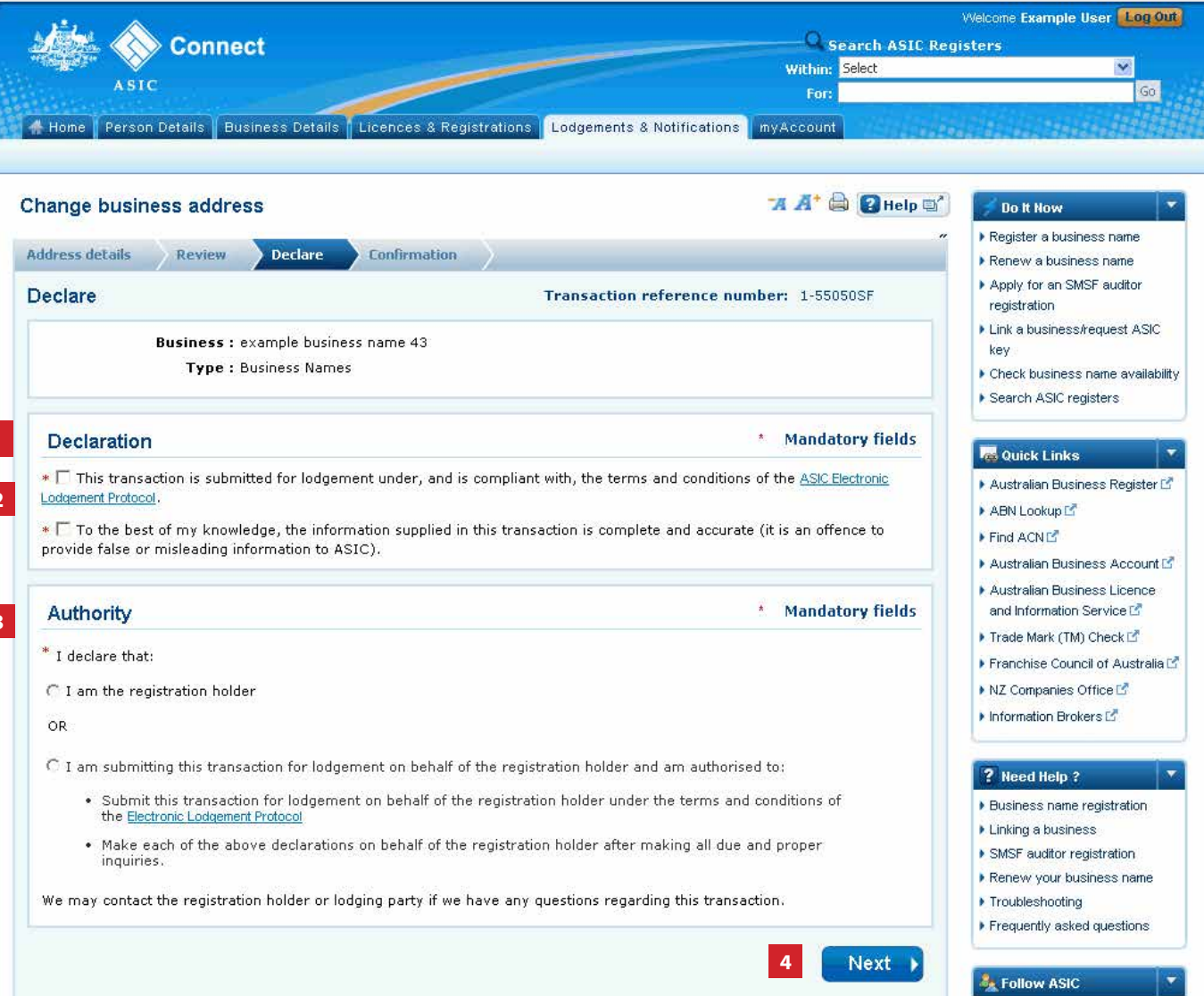
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Declare

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 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](#)

Change business address

[Address details](#) [Review](#) **Declare** [Confirmation](#)

Declare Transaction reference number: 1-55050SF

Business : example business name 43
Type : Business Names

1 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

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 [Next](#)

Do It Now

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- ▶ Frequently asked questions

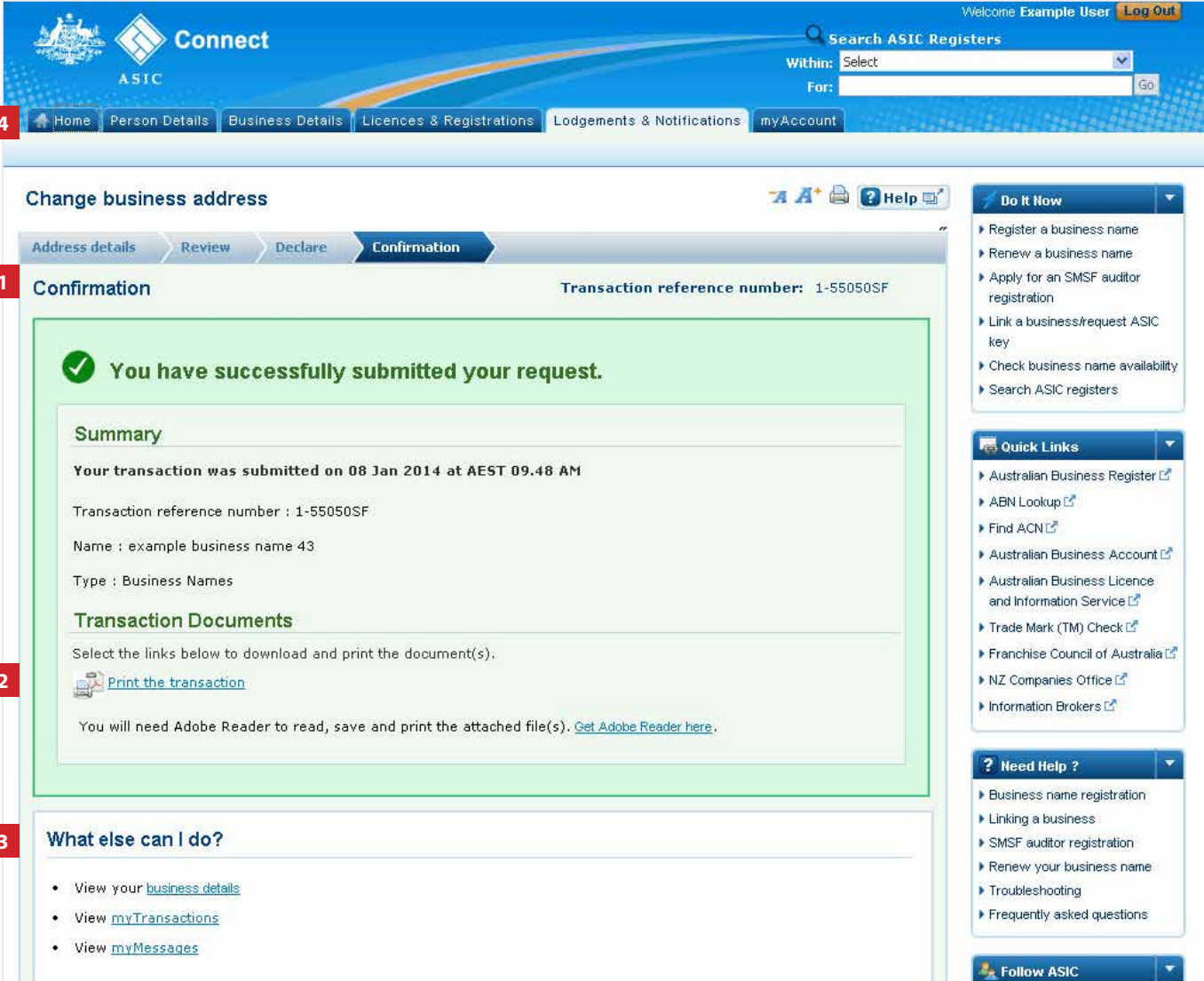
Follow ASIC

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[How to change your business address](#)

Confirmation

1. This screen confirms that your transaction has been 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.



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

Welcome Example User Log Out

Search ASIC Registers

Within: Select

For: Go

Change business address

Address details Review Declare **Confirmation**

1 **Confirmation** Transaction reference number: 1-55050SF

You have successfully submitted your request.

Summary

Your transaction was submitted on 08 Jan 2014 at AEST 09.48 AM

Transaction reference number : 1-55050SF

Name : example business name 43

Type : Business Names

Transaction Documents

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

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](#)

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