



# Add an ABN for a business name holder

Use this paper transaction to add an ABN for a business name holder where one is not recorded on the business names register.

The information you provide in this paper transaction will become part of the Australian business names register. No birth details, residential address or email address will be available publicly. All the other information will be available on the public register.

Please print neatly in BLOCK LETTERS with a black or blue ballpoint pen. Place a  in appropriate boxes as required. If you need more space in any section, use copies of the relevant page(s) and submit as part of this lodgement.

## Lodgement

Send completed and signed paper transactions to:  
Australian Securities & Investments Commission  
PO Box 4000, Gippsland Mail Centre VIC 3841  
or  
Email them to [BN.lodgements@asic.gov.au](mailto:BN.lodgements@asic.gov.au)

## For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

## 1 Lodgement details

### Who should we contact if there is a query about this paper transaction?

Firm/organisation

Contact name and role

Phone (business hours)

### Contact addresses Provide an email address and/or an Australian postal address

Email address

Postal address

Suburb/City

State/Territory

Postcode

## 2 Business name

A unique ASIC key is issued for every business name upon registration. If you registered before 28 May 2012, the ASIC key will be sent to you with your first business name renewal notice.

If you don't have an ASIC key, request one when you sign up and log in to ASIC Connect at [asicconnect.asic.gov.au](http://asicconnect.asic.gov.au).

This paper transaction will not be processed unless a valid ASIC key is provided.

ASIC key

Business name

Previous state or territory business registration number (if applicable)

Previous state or territory of registration (if applicable)

### 3 Add an ABN

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

For an individual

Given name	<input type="text"/>	Other given names	<input type="text"/>
Family name	<input type="text"/>		
Effective date	<input type="text" value="/ /"/>		
ABN	<input type="text"/>		

For a company (with an ACN) or a registered body (with an ARBN)

Company or registered body name	<input type="text"/>
ACN/ARBN	<input type="text"/>
Effective date	<input type="text" value="/ /"/>
ABN	<input type="text"/>

For any other organisation including partnerships, joint ventures, trusts etc

Organisation name	<input type="text"/>
Effective date	<input type="text" value="/ /"/>
ABN	<input type="text"/>

### 4 Declaration and signature

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

I declare that:

Tick one box.  I am the business name holder.  
 I am lodging this paper transaction on behalf of the business name holder and am authorised to make each of the declarations on behalf of the business name holder after making all due and proper enquiries.

Name of person signing and making declaration

Signature

Date signed

D D / M M / Y Y Y Y

# Guide:

## Add an ABN for a business name holder

This guide is not part of the paper transaction. It is included by ASIC to assist you in completing and lodging the paper transaction.

Use this paper transaction to add an ABN for a business name holder where one is not recorded on the business names register.

<b>Effective date</b>	<p>The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.</p> <p>The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.</p> <p>You must notify us of changes within 28 days of the change occurring.</p>
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<b>ASIC key</b>	<p>The ASIC key is similar to the PIN for your bank account card. A unique ASIC key is issued for every business name registered.</p> <table><thead><tr><th>Business name registered...</th><th>ASIC key is sent...</th><th>ASIC key is sent to...</th></tr></thead><tbody><tr><td>before 28 May 2012</td><td><ul style="list-style-type: none"><li>when registration is due to expire as part of the reminder notice, or</li><li>when requested at any time :<ul style="list-style-type: none"><li>through ASIC Connect, or</li><li>at <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a></li></ul></li></ul></td><td>the address for service for the business name.</td></tr><tr><td>on or after 28 May 2012</td><td>after successful registration</td><td>the email address, or if it hasn't been provided, the address for service for the business name.</td></tr></tbody></table> <p>If the email or address for service for your business name is wrong, go to <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> and ask for an ASIC key to be sent to you.</p> <p>Make sure that the email address or address for service for the business name can be accessed by the person who will be administering your business (this could be you or an agent for your business).</p> <p>After you have an ASIC key, use it to add a business name to your user account. Once a business name is linked to your user account you will no longer need to quote your ASIC key to transact online.</p>	Business name registered...	ASIC key is sent...	ASIC key is sent to...	before 28 May 2012	<ul style="list-style-type: none"><li>when registration is due to expire as part of the reminder notice, or</li><li>when requested at any time :<ul style="list-style-type: none"><li>through ASIC Connect, or</li><li>at <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a></li></ul></li></ul>	the address for service for the business name.	on or after 28 May 2012	after successful registration	the email address, or if it hasn't been provided, the address for service for the business name.
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<b>How to provide additional information</b>	<p>If there is insufficient space in any section of the paper transaction, use additional copies of the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b></p> <p>Annexures must:</p> <ol style="list-style-type: none"><li>be A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>show the ABN (if applicable)</li><li>have pages numbered consecutively</li><li>be printed in BLOCK letters or typed in dark blue or black ink so that the document is clearly legible when photocopied</li><li>be marked with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>be endorsed with the words: This annexure (mark) of (number) pages referred to in (paper transaction title)</li><li>signed and dated.</li></ol> <p>The annexure must be signed by the same person(s) who signed the paper transaction.</p>
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**Privacy**

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ([www.asic.gov.au/privacy](http://www.asic.gov.au/privacy)) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

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**Lodgement**

Send completed and signed paper transactions to:  
Australian Securities & Investments Commission  
PO Box 4000, Gippsland Mail Centre VIC 3841  
or  
Email them to [BN.lodgements@asic.gov.au](mailto:BN.lodgements@asic.gov.au)

**For more information**

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