



Request suppression of Business Name Register details

Use this transaction to request that certain business name details not appear 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 transactions to:
Australian Securities & Investments Commission
PO Box 4000, Gippsland Mail Centre VIC 3841
or
Email to customer.support@asic.gov.au

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

1 Lodgement details

Who should we contact if there is a query about this 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

Your ASIC key is sent when you register or renew your business name. If you've registered your business after 28 May 2012, your ASIC key will have been sent to you by email.

If you don't have an ASIC key, go to www.asic.gov.au/question and ask for one to be sent to you.

ASIC key
(if requesting after
registration)

This transaction will not be processed unless a valid ASIC key (for a current business name listed) is provided.

What you need to know about suppression of business name details before you begin.

We have the power to suppress details from the public register if you lodge a request with us using this transaction. If we approve your request we may suppress some or all of the details you have requested to be suppressed.

We will not suppress:

- the business name or details relating to the registration dates and status of the registration of the business name, or
- the address for the service of documents, therefore, the address for service should not be your residential address.

Certain types of information are already not made available on the public register, such as an individual's date or place of birth, their residential addresses (if identified to ASIC as a residential address), email addresses or mobile telephone numbers.

Before we will make a decision to suppress a detail on the business names register, we must be satisfied that it is not appropriate to disclose the detail. Therefore, in your request you must also tell us why the details should be suppressed. We will also consider if these details are already in the public domain, for instance, on the Australian Electoral Roll or Australian Business Register.

2 Required supporting documentation

Required supporting documents.

You must provide evidence to support your request for suppression. Tick which of the following supporting documents will be submitted with this application.

- a letter from the Australian Electoral Commission showing that the applicant has silent elector status
- a court order
- a police report or
- other evidence - provide details in the space below.

Tell us the reasons why you want these details suppressed (for example, risk to personal safety). Your reasons must relate to and be supported by the document above.

3 Business name details

Tick which one of the following options applies:

- I am applying to register a new business name and am not nor have I ever been linked to any registered or cancelled business names.
- I am applying to register a new business name and am linked to the current and cancelled business names listed below.
- I am linked to the current and cancelled business names listed below.

Business name	ABN (if applicable)	Current	Cancelled
<i>Example: Joe Smith Plumbing</i>	12345678912	Yes	No

4 Details to be suppressed

Tick which of the following details you are requesting to be suppressed:

- | | |
|--|---|
| <input type="checkbox"/> Principal place of business address | <input type="checkbox"/> Partner and/or former representatives of a business name |
| <input type="checkbox"/> ABN | <input type="checkbox"/> Partner and/or former partner of a partnership holding a business name |
| <input type="checkbox"/> Business name holder | <input type="checkbox"/> Other, please specify below |

Provide the particular details you are requesting to be suppressed from appearing on the Business Names Register.

5 Declaration and signature

- Tick all to confirm.
- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have attached the required supporting documents. |
| <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | I am aware that a business name, the registration date, status and the address for service of a business name (even if the address for service is a residential address) will not be suppressed. |
| <input type="checkbox"/> | I am aware that any details suppressed will only be the details for the current and cancelled business names I have identified in this transaction. |

- Tick one box.
- I declare that:
- | | |
|--------------------------|---|
| <input type="checkbox"/> | I am the business name holder. |
| <input type="checkbox"/> | I am lodging this 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 inquiries. |

Name of person signing and making declaration

Signature

Date signed

D D / M M / Y Y Y Y

Guide: Request suppression of Business Name Register details

This guide is to help you complete and lodge this transaction.

Use this transaction to request that some business name details not appear on the public register.

ASIC key	<table border="1"><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">when registration is due to expire as part of the reminder notice, orwhen requested at any time :<ul style="list-style-type: none">through ASIC Connect, orat www.asic.gov.au/question</td><td>the address for service of documents 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 of documents for the business name.</td></tr></tbody></table>	Business name registered...	ASIC key is sent...	ASIC key is sent to...	before 28 May 2012	<ul style="list-style-type: none">when registration is due to expire as part of the reminder notice, orwhen requested at any time :<ul style="list-style-type: none">through ASIC Connect, orat www.asic.gov.au/question	the address for service of documents 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 of documents for the business name.
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	<p>If the email or address for service of documents for your business name is wrong, go to www.asic.gov.au/question and ask for an ASIC key to be sent to you.</p> <p>Make sure that the email address or address for service of documents 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.</p>									
Regulatory guide	For further information about registering your business name - and your obligations as a register business name holder - download Regulatory Guide 235 <i>Registering your business name</i> (RG 235) from www.asic.gov.au/rg									
How to provide additional information	<p>If there is insufficient space in any section of this transaction, use additional copies of the relevant page(s) and submit as part of this lodgement.</p> <p>Annexures</p> <p>Annexures must:</p> <ol style="list-style-type: none">be A4 size paper of white or light pastel colour with a margin of at least 10mm on all sidesshow the ABN (if applicable)have pages numbered consecutivelybe printed in BLOCK letters or typed in dark blue or black ink so that the document is clearly legible when photocopiedbe marked with an identifying letter or symbol eg a,b,c or 1,2,3 etc.be endorsed with the words: This annexure (mark) of (number) pages referred to in (transaction title)be signed and dated. <p>The annexure must be signed by the same person(s) who signed the transaction.</p>									
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (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.									
Lodgement	Send completed and signed transactions to: Australian Securities & Investments Commission PO Box 4000, Gippsland Mail Centre VIC 3841 or Email to customer.support@asic.gov.au	For more information Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630								