



ASIC

Connect


User guide

ASIC Connect

How to request a correction to authorised representative and financial adviser details

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

How to request a correction to authorised representative and financial adviser details

- You will need to use [ASIC Connect](#) to request a correction to registry details.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

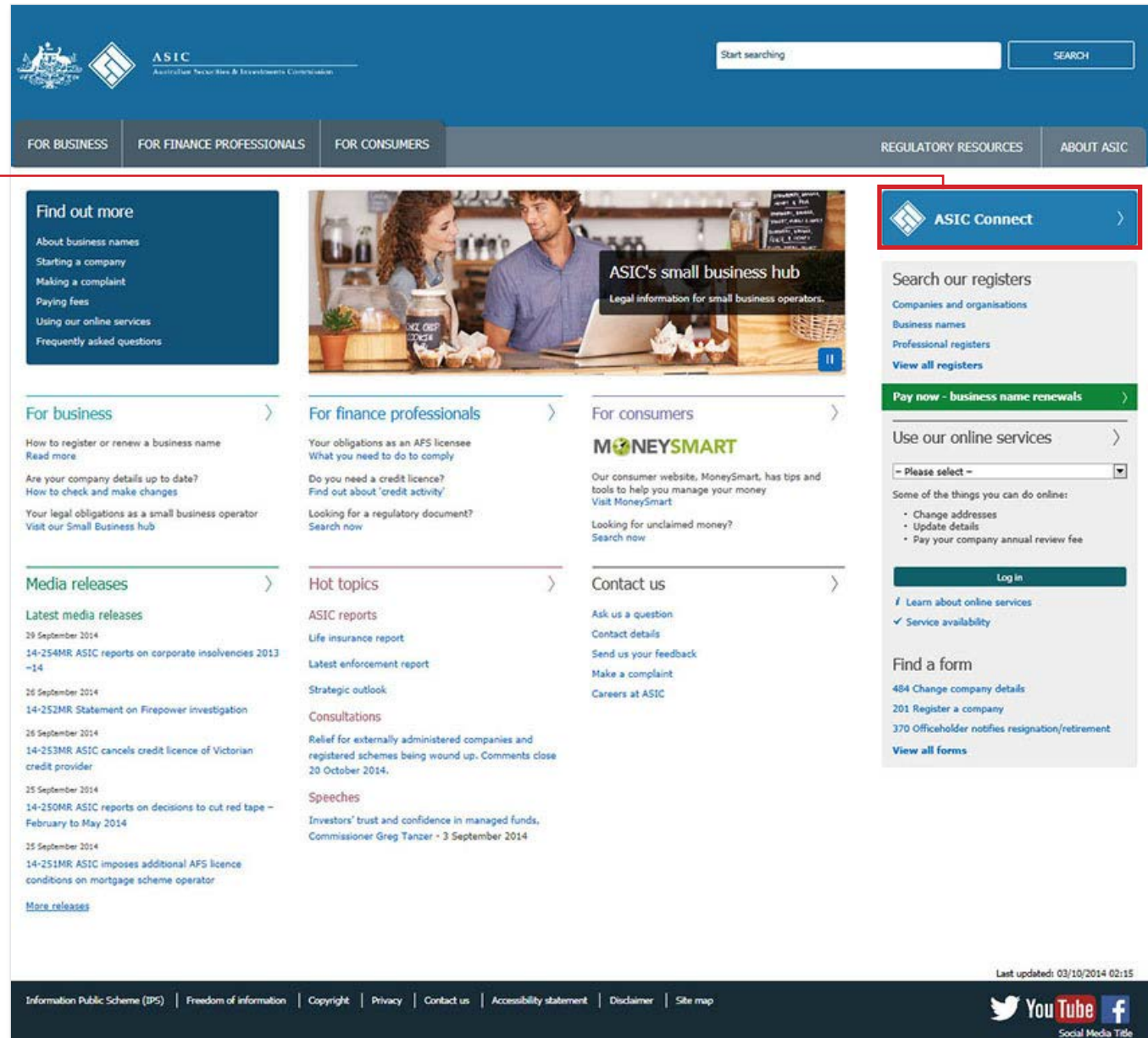
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[How to request a correction to registry details](#)

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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 and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the right-hand navigation menu. Below the navigation, there are several content sections: 'Find out more' with links to business names, starting a company, complaints, fees, online services, and FAQs; 'ASIC's small business hub' featuring a video thumbnail; 'For business', 'For finance professionals', and 'For consumers' sections with various links and resources; 'Media releases' with a list of recent news items; 'Hot topics' with reports and consultations; 'Contact us' with a question form and feedback links; and a 'Search our registers' section with links to companies, business names, and professional registers. At the bottom, there is a footer with legal information and social media links.

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[How to request a correction to registry details](#)

Log in

Go to ASIC Connect and select **Log in**.
If you do not have an ASIC Connect account select **Sign up**.



The screenshot shows the ASIC Connect homepage. At the top right, there is a search bar for registers. Below the header, the 'Welcome' section features a navigation menu on the left with options like 'First time user?', 'Information about business names', and 'Log in to other ASIC registers'. The main content area includes a 'Log in to ASIC Connect' box with buttons for 'Log in', 'Sign up', and 'AUSkey'. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. The page also has sections for 'Do it now' (Search, See more on YouTube) and 'What's new' (Recommended browsers, postal address, business names booklet, and a new app). On the right side, there are 'Quick Links' and 'Follow ASIC' social media buttons.

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[How to request a correction to registry details](#)

Log in

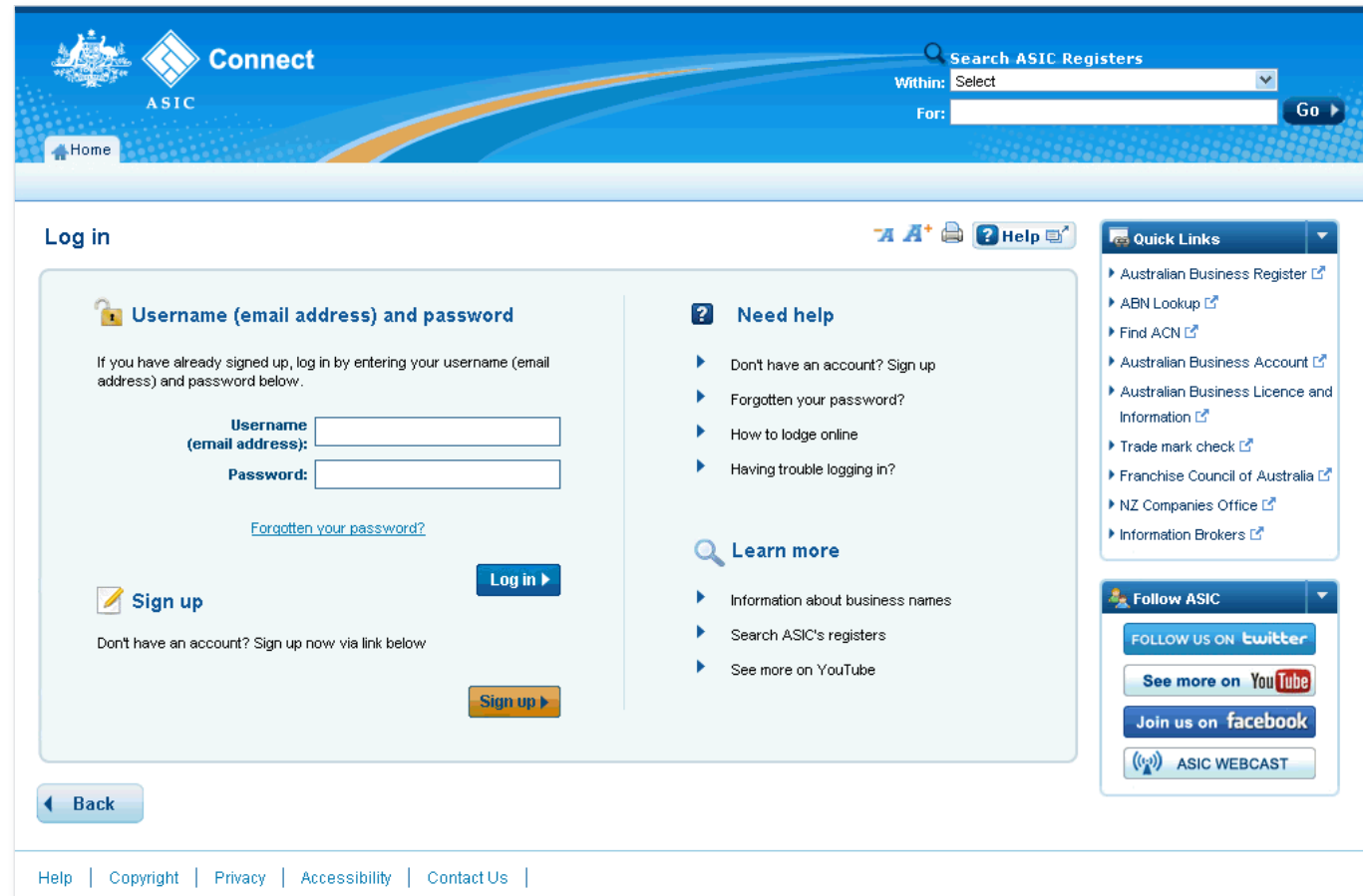
Log in using your email address and password.

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

You can refer to our user guides:

[How to sign up for an ASIC Connect account and link your licence\(s\).](#)

[How to sign up for an ASIC Connect account and link authorised representatives.](#)



The screenshot shows the ASIC Connect login page. At the top, there is a navigation bar with the ASIC logo, the 'Connect' title, and a search bar for 'Search ASIC Registers'. Below the navigation bar, there is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. There is also a link for 'Forgotten your password?'. To the right of the login form, there 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 this 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 for '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'.

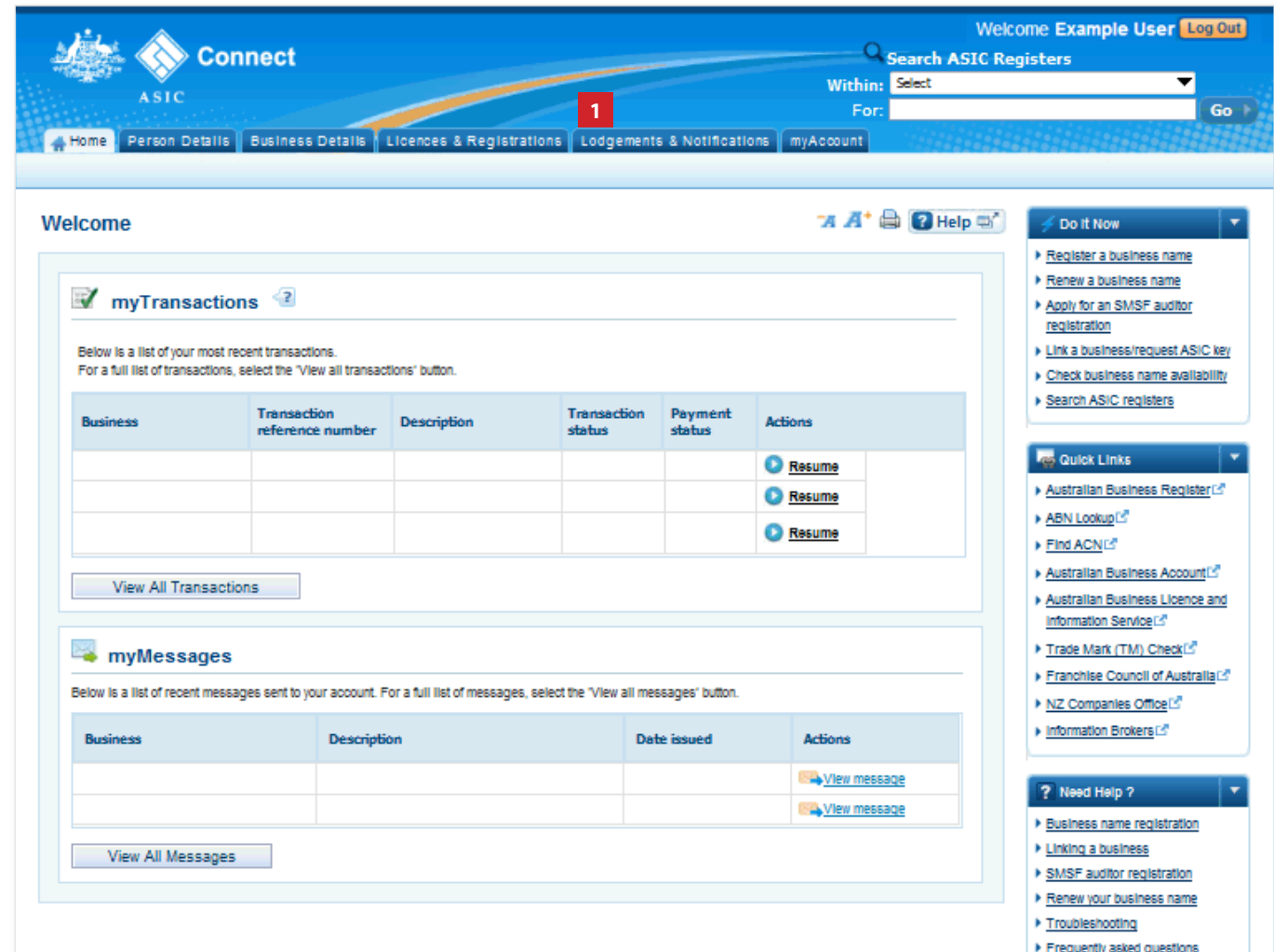
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[How to request a correction to registry details](#)

Home

Once you have logged in, the home screen will be visible.

1. Select the **Lodgements & Notifications** tab to request a correction to registry details.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Welcome

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the "View all transactions" button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
					Resume
					Resume
					Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the "View all messages" button.

Business	Description	Date issued	Actions
			View message
			View message

[View All Messages](#)

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 ?

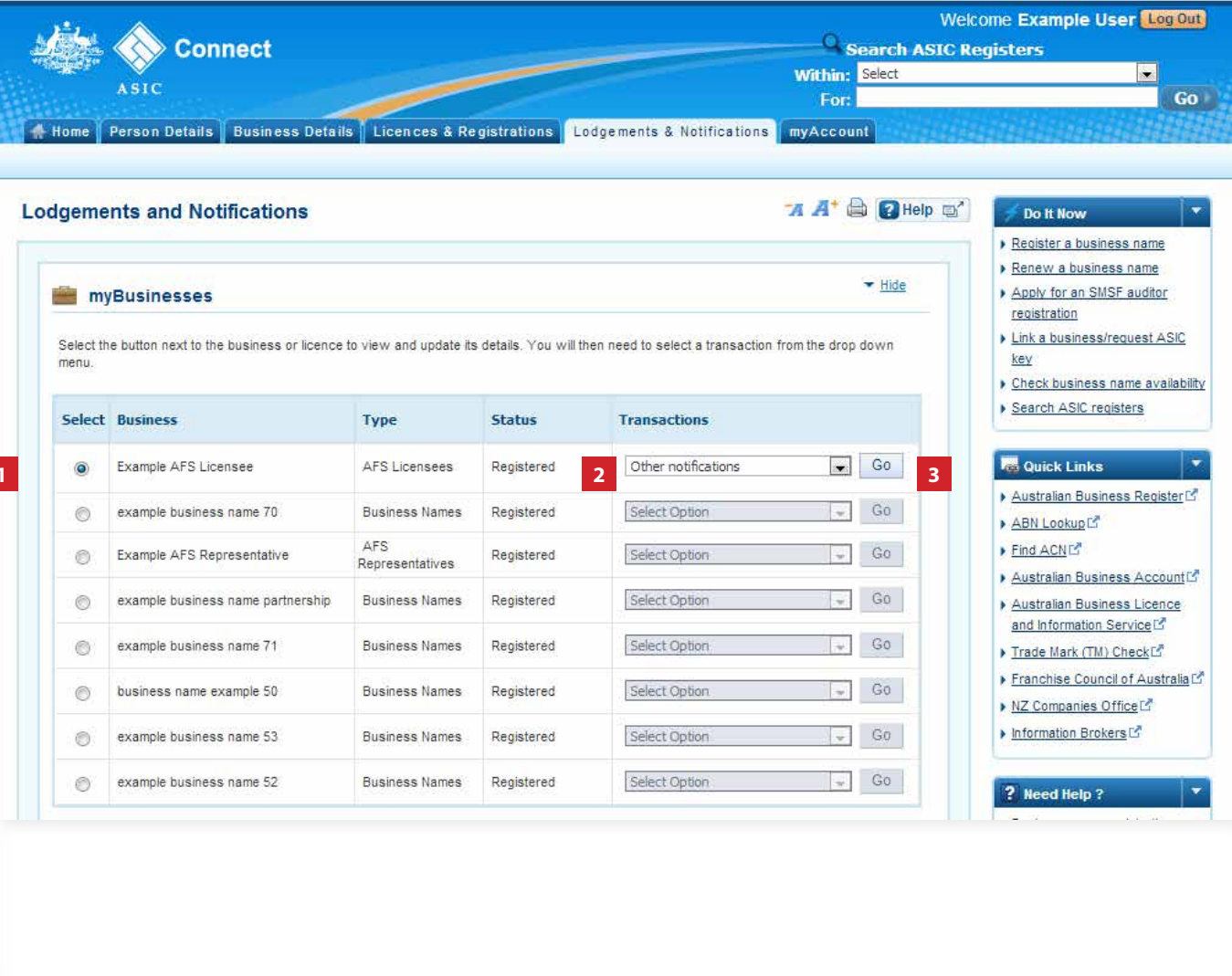
- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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[How to request a correction to registry details](#)

Request a correction

1. Select the radio button next to the AFS licensee or AFS representative you want to request a correction to registry details.
2. In the transactions column, select *Other notifications*.
This is the name of the transaction you use to request a correction to registry details.
3. Select **Go** to proceed.



Lodgements and Notifications

myBusinesses

Select the button next to the business or licence to view and update its details. You will then need to select a transaction from the drop down menu.

Select	Business	Type	Status	Transactions	Go
<input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	Other notifications	Go
<input type="radio"/>	example business name 70	Business Names	Registered	Select Option	Go
<input type="radio"/>	Example AFS Representative	AFS Representatives	Registered	Select Option	Go
<input type="radio"/>	example business name partnership	Business Names	Registered	Select Option	Go
<input type="radio"/>	example business name 71	Business Names	Registered	Select Option	Go
<input type="radio"/>	business name example 50	Business Names	Registered	Select Option	Go
<input type="radio"/>	example business name 53	Business Names	Registered	Select Option	Go
<input type="radio"/>	example business name 52	Business Names	Registered	Select Option	Go

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
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- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

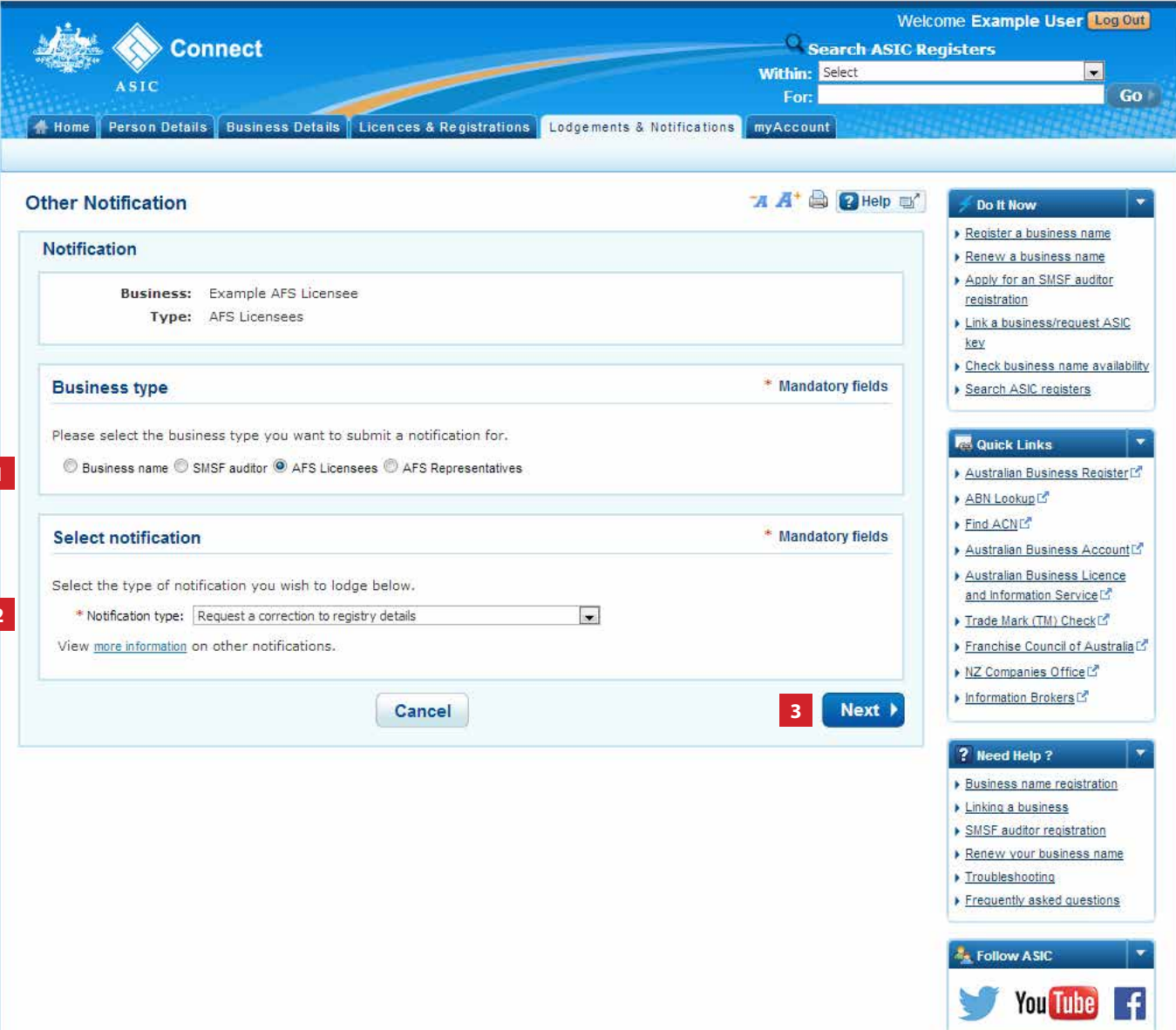
Need Help ?

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[How to request a correction to registry details](#)

Request a correction

1. Select whether you are an AFS licensee or AFS representative.
2. Select the notification type *Request a correction to registry details* from the drop-down box.
3. Select **Next** to continue.



Other Notification

Notification

Business: Example AFS Licensee
Type: AFS Licensees

Business type * Mandatory fields

Please select the business type you want to submit a notification for.

Business name SMSF auditor AFS Licensees AFS Representatives

Select notification * Mandatory fields

Select the type of notification you wish to lodge below.

* Notification type: Request a correction to registry details

View [more information](#) on other notifications.

Do it Now

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Need Help ?

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- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

Follow ASIC

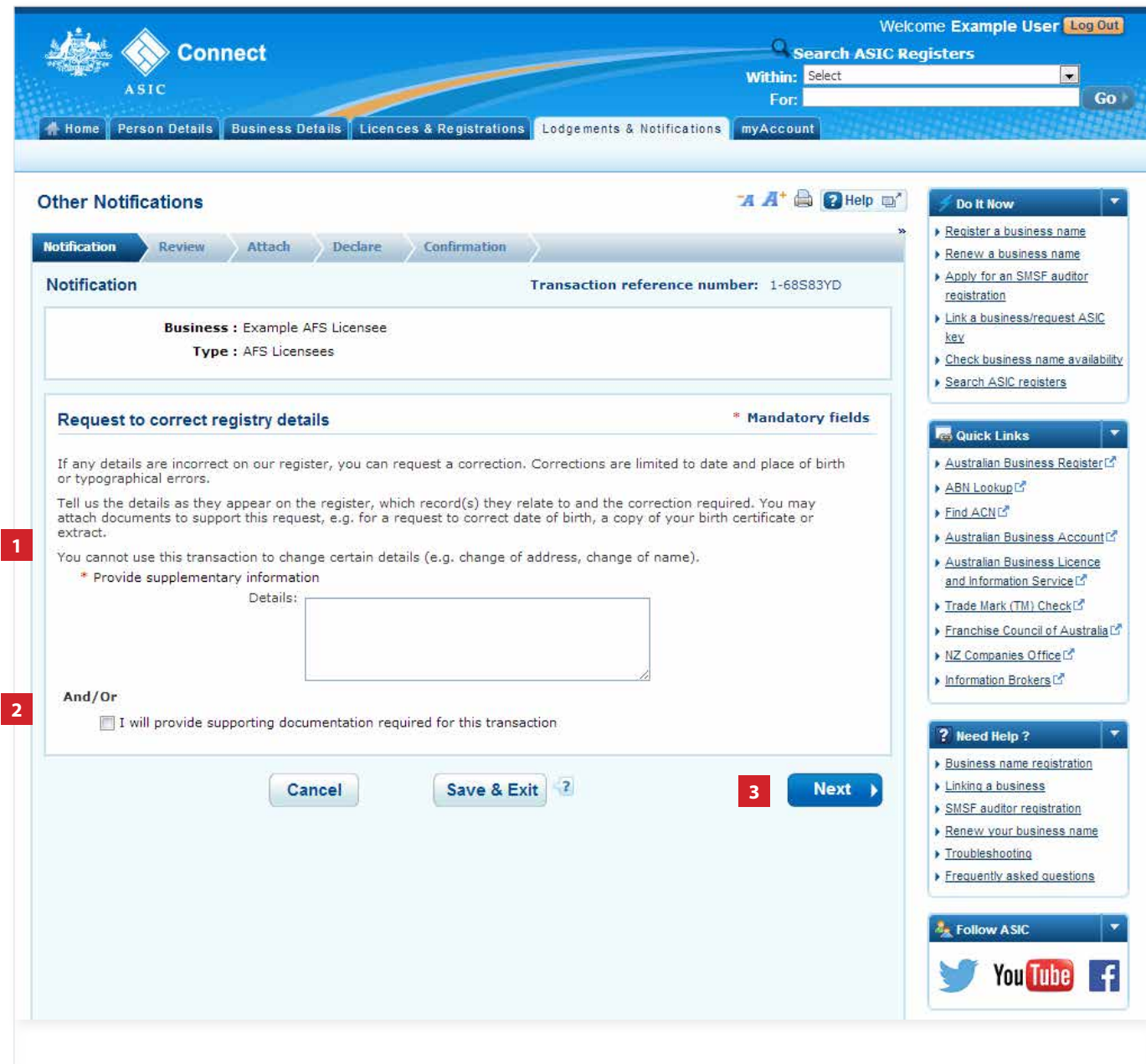
  

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[How to request a correction to registry details](#)

Request a correction

1. Enter the details of the request to correct registry details.
You can enter up to 250 characters.
2. Select whether you will provide supporting documentation.
3. Select **Next** to continue.



Welcome Example User [Log Out](#)
 Search ASIC Registers
 Within: Select
 For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodge ments & Notifications](#) [myAccount](#)

Other Notifications

[Notification](#) [Review](#) [Attach](#) [Declare](#) [Confirmation](#)

Notification Transaction reference number: 1-68S83YD
Business : Example AFS Licensee
Type : AFS Licensees

Request to correct registry details * Mandatory fields

If any details are incorrect on our register, you can request a correction. Corrections are limited to date and place of birth or typographical errors.
 Tell us the details as they appear on the register, which record(s) they relate to and the correction required. You may attach documents to support this request, e.g. for a request to correct date of birth, a copy of your birth certificate or extract.

You cannot use this transaction to change certain details (e.g. change of address, change of name).

* Provide supplementary information
 Details:

And/Or
 I will provide supporting documentation required for this transaction

[Cancel](#) [Save & Exit](#) 3 [Next](#)

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
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- Check business name availability
- Search ASIC registers




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Follow ASIC

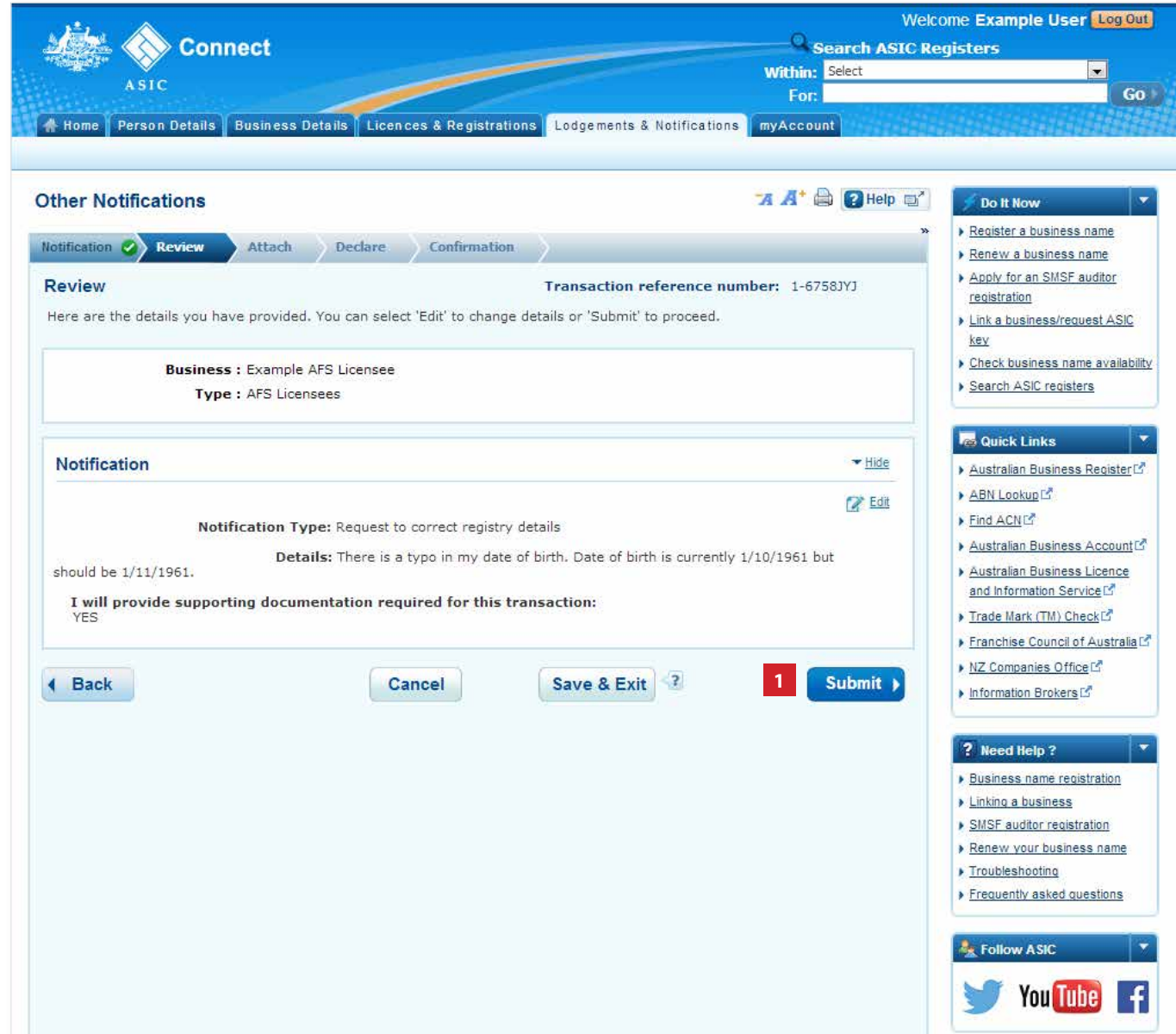
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[How to request a correction to registry details](#)

Review

Check that the information you have entered is correct.

1. Select **Submit** to continue.



The screenshot shows the 'Review' step of a business registration process on the ASIC Connect website. The page header includes the ASIC logo, 'Connect' branding, and a search bar for ASIC registers. A navigation menu at the top contains links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is titled 'Other Notifications' and features a progress bar with steps: Notification, Review (current), Attach, Declare, and Confirmation. The 'Review' section displays the transaction reference number '1-6758JYJ' and provides details for the business: 'Example AFS Licensee' and 'AFS Licensees'. A notification box indicates a typo in the date of birth, which should be 1/11/1961 instead of 1/10/1961. Below this, there is a checkbox for providing supporting documentation, which is currently checked. At the bottom of the review section are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. The right-hand sidebar contains several utility sections: 'Do it Now' with links for registering, renewing, and applying for business details; 'Quick Links' for various ASIC services; 'Need Help?' with a list of help topics; and 'Follow ASIC' with social media icons for Twitter, YouTube, and Facebook.

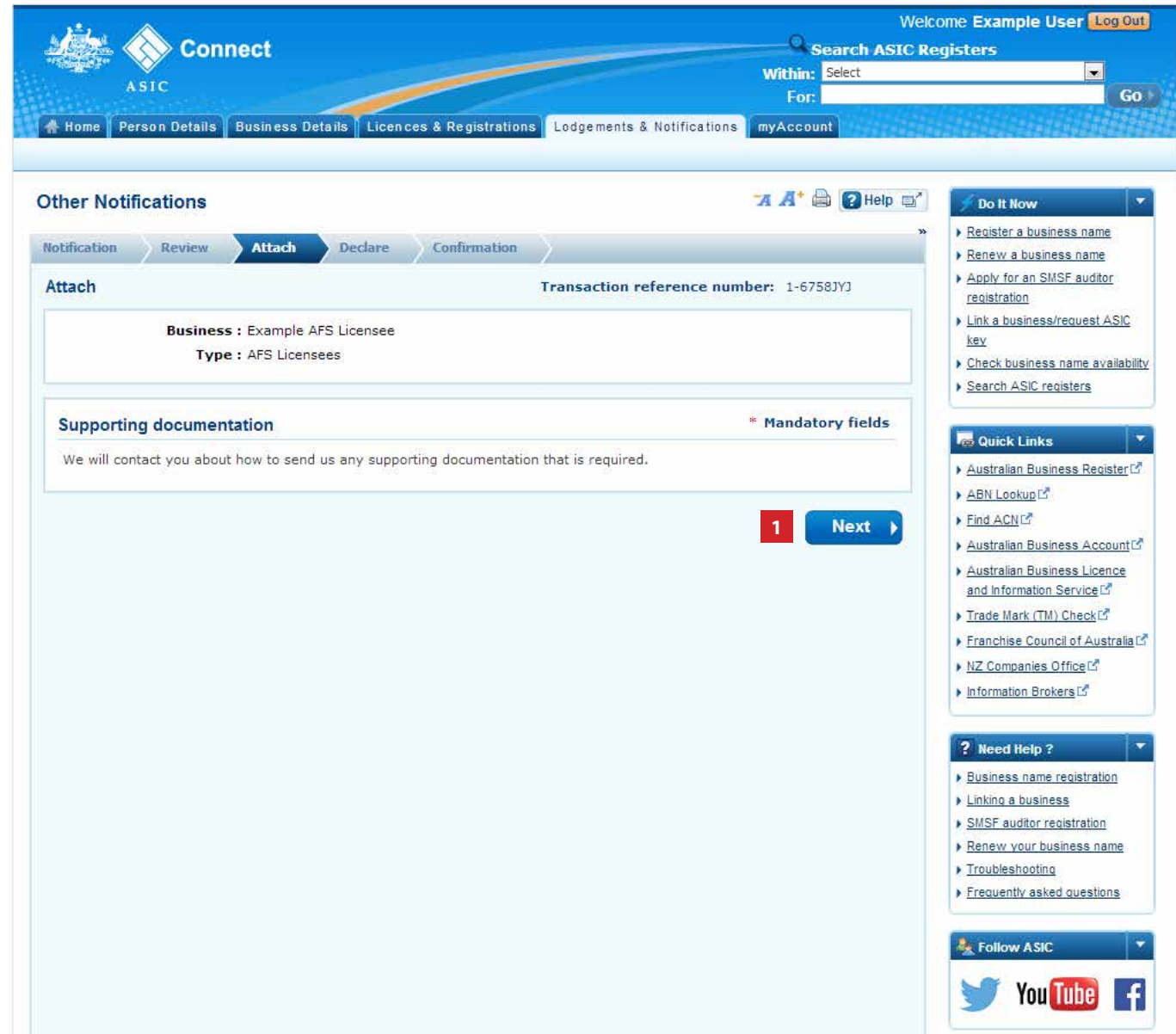
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[How to request a correction to registry details](#)

Attach

We will contact you if any supporting documentation is required.

1. Select **Next** to continue.



The screenshot shows the 'Attach' step of a registration process on the ASIC Connect website. The page header includes the ASIC logo, 'Connect' branding, and a search bar for ASIC registers. A navigation menu at the top contains links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is titled 'Other Notifications' and features a progress bar with steps: Notification, Review, **Attach**, Declare, and Confirmation. Below the progress bar, the 'Attach' section displays 'Transaction reference number: 1-6758JYJ' and business details: 'Business : Example AFS Licensee' and 'Type : AFS Licensees'. A 'Supporting documentation' section, marked as a mandatory field, states: 'We will contact you about how to send us any supporting documentation that is required.' A red box with the number '1' and a 'Next' button are positioned at the bottom right of the main content area. On the right side of the page, there are three utility panels: 'Do It Now' with links for business name registration, SMSF auditor registration, and ASIC key linking; 'Quick Links' with various service links; and 'Need Help?' with links for business name registration, linking a business, and other assistance options. At the bottom right, there is a 'Follow ASIC' section with social media icons for Twitter, YouTube, and Facebook.

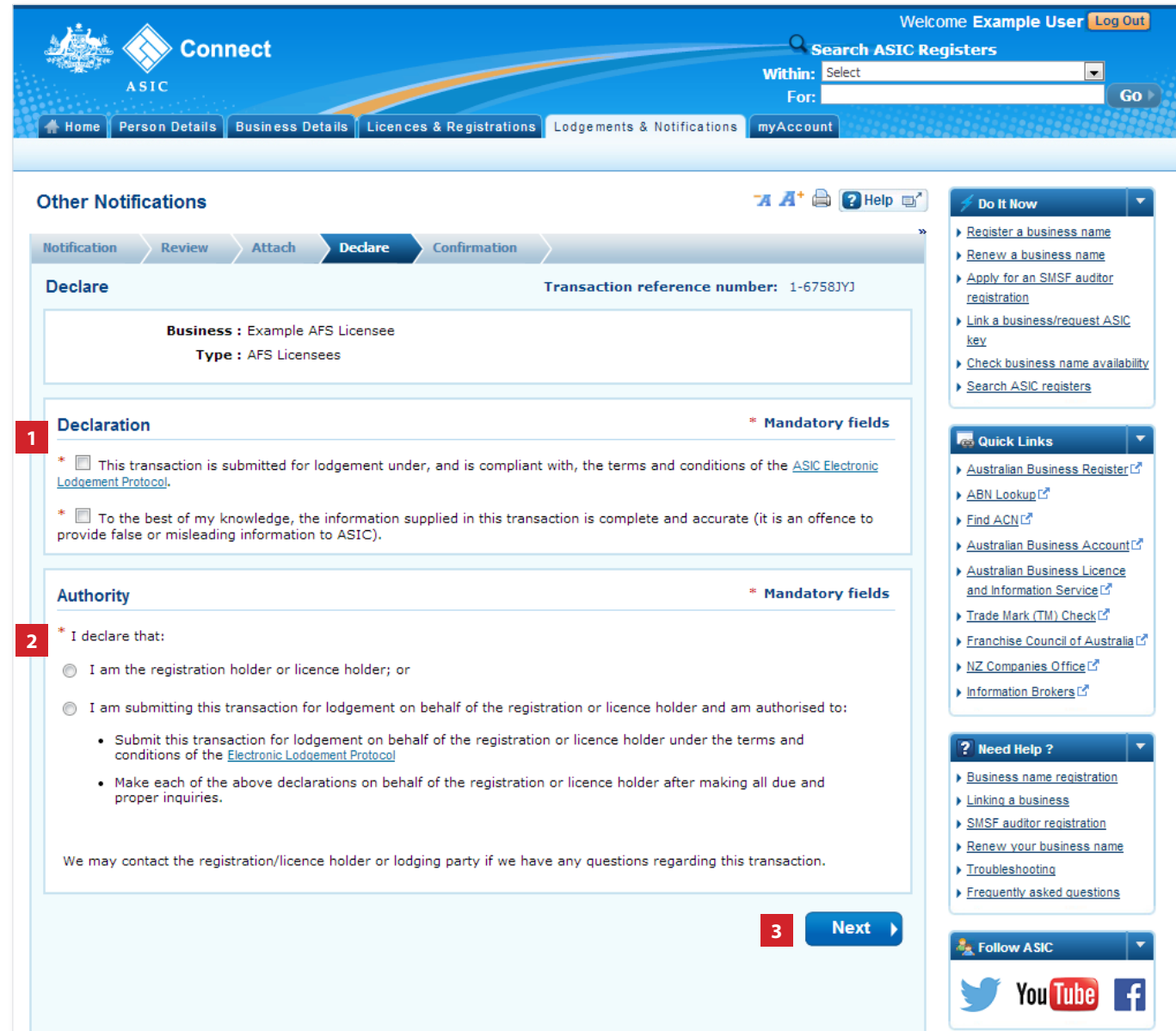
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Declarations

Read the declaration to ensure you agree with the conditions of the transaction.

1. If you agree, tick the boxes next to the declaration to proceed.
2. Select your authority for submitting the transaction.
3. Select **Next** to continue.



Welcome **Example User** [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Other Notifications

Notification Review Attach **Declare** Confirmation

Declare Transaction reference number: 1-6758JYJ

Business : Example AFS Licensee
Type : AFS Licensees

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).

2 Authority * Mandatory fields

* I declare that:

I am the registration holder or licence holder; or

I am submitting this transaction for lodgement on behalf of the registration or licence holder and am authorised to:

- Submit this transaction for lodgement on behalf of the registration or licence holder under the terms and conditions of the [Electronic Lodgement Protocol](#)
- Make each of the above declarations on behalf of the registration or licence holder after making all due and proper inquiries.

We may contact the registration/licence holder or lodging party if we have any questions regarding this transaction.

3 [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

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Need Help ?

- ▶ [Business name registration](#)
- ▶ [Linking a business](#)
- ▶ [SMSF auditor registration](#)
- ▶ [Renew your business name](#)
- ▶ [Troubleshooting](#)
- ▶ [Frequently asked questions](#)

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Confirmation

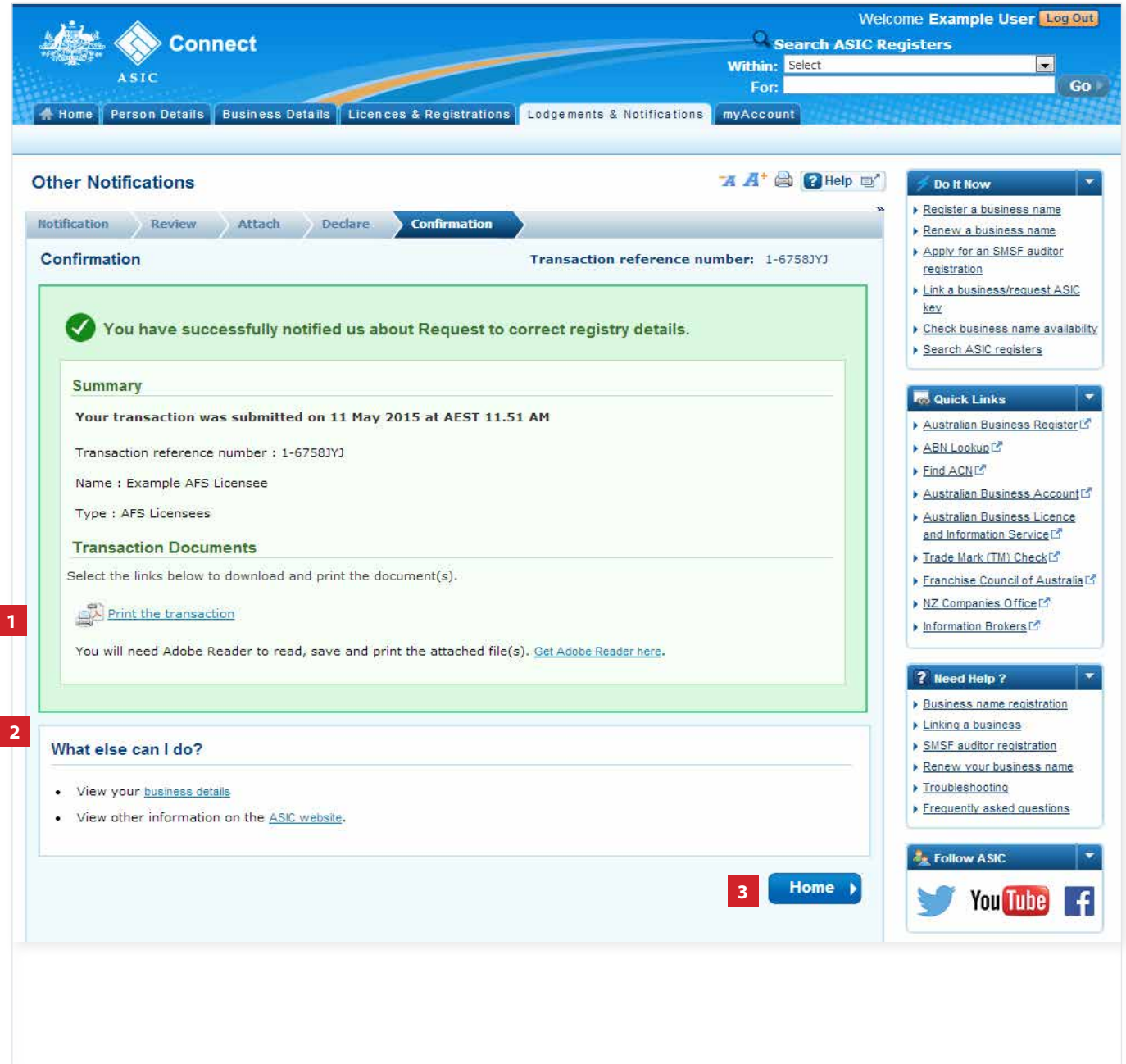
This screen confirms your transaction has been submitted.

1. Select **Print the transaction** to download a printable PDF version of the transaction.


2. Select one of the links under *What else can I do* for more information about other services.

Or

3. Select **Home** to return to the ASIC Connect home page.



Confirmation Transaction reference number: 1-6758JYJ

 You have successfully notified us about Request to correct registry details.

Summary

Your transaction was submitted on 11 May 2015 at AEST 11.51 AM


Transaction reference number : 1-6758JYJ

Name : Example AFS Licensee

Type : AFS Licensees

Transaction Documents

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

 [Print the transaction](#)

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

What else can I do?

- View your [business details](#)
- View other information on the [ASIC website.](#)

Home

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