



ASIC

Connect

User guide

ASIC Connect

How to remove an authorised lodger

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

- You will need to use [ASIC Connect](#) to remove an authorised lodger.
- 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.

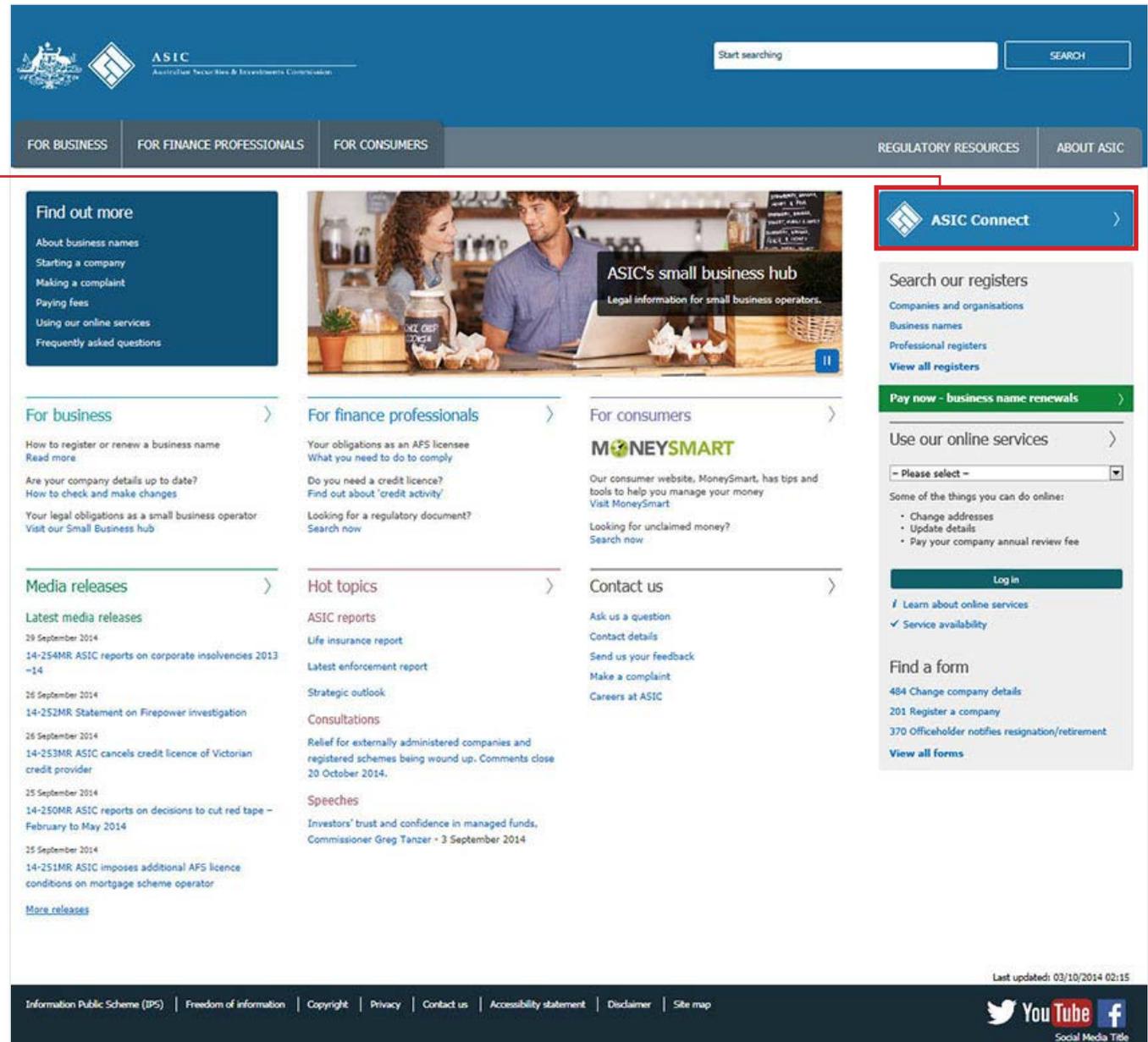
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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 categories: "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 and titles such as "14-254MR ASIC reports on corporate insolvencies 2013-14".
- Hot topics:** A section with a right-pointing arrow, listing "ASIC reports", "Life insurance report", "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 the following sections:

- ASIC Connect:** A blue button with a right-pointing arrow, highlighted with a red box in the image.
- 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 section with a checkmark and the text "Service availability".
- 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 "Find a form" section.

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.

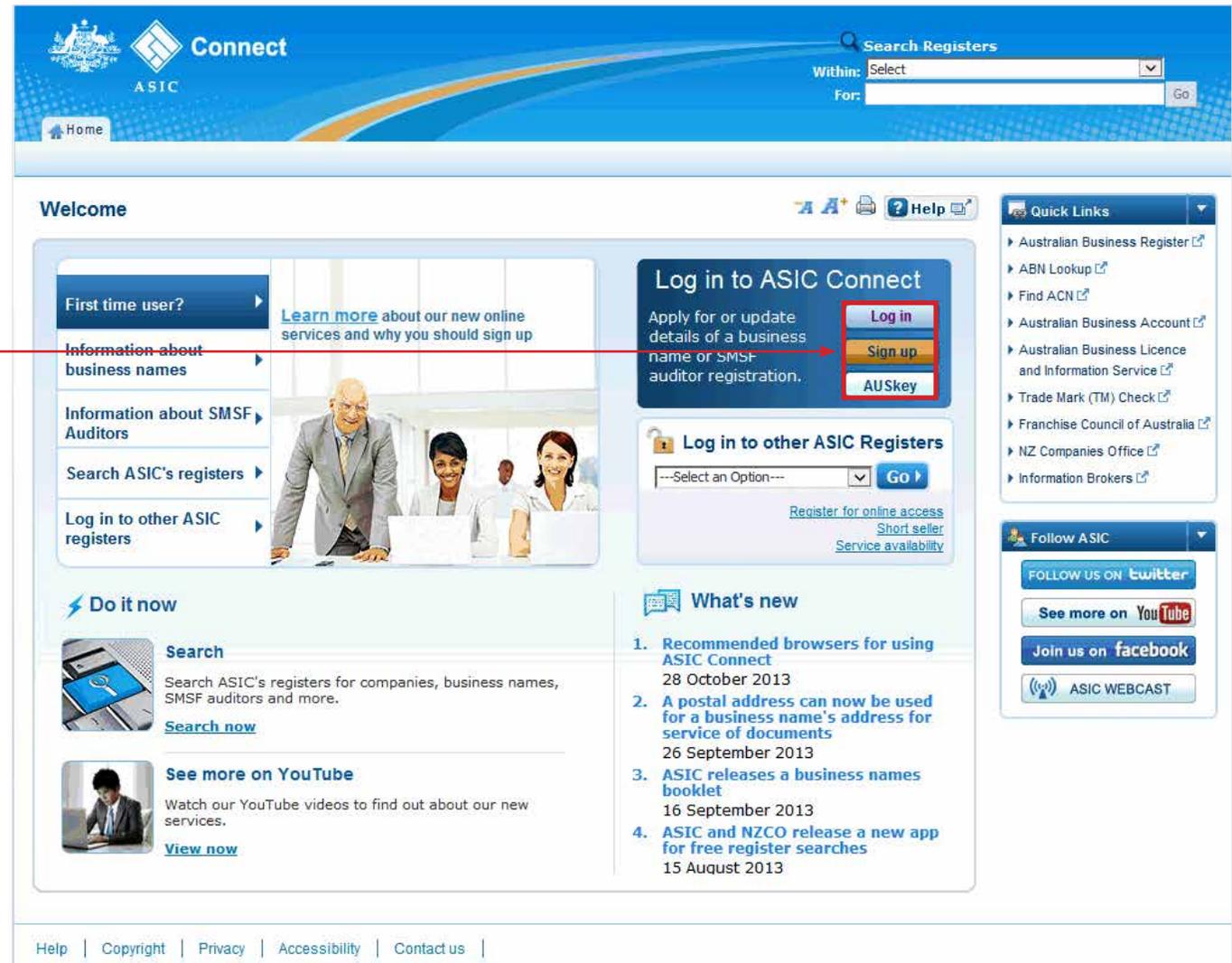
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to remove an authorised lodger](#)

© Australian Securities and Investments Commission October 2015

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, there are navigation links for Home, Welcome, and Help. The main content area is divided into several sections:

- First time user?** with a link to [Learn more](#) about new online services.
- Log in to ASIC Connect** section with buttons for **Log in**, **Sign up**, and **AUSkey**.
- Log in to other ASIC Registers** section with a dropdown menu and a **Go** button.
- Do it now** section with links for [Search](#) and [See more on YouTube](#).
- What's new** section with a list of recent updates.
- Quick Links** and **Follow ASIC** sections on the right side.

A red box highlights the **Log in**, **Sign up**, and **AUSkey** buttons in the 'Log in to ASIC Connect' section. A red line connects the text 'Log in' in the left sidebar to the highlighted 'Log in' button.

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](#)

Log in

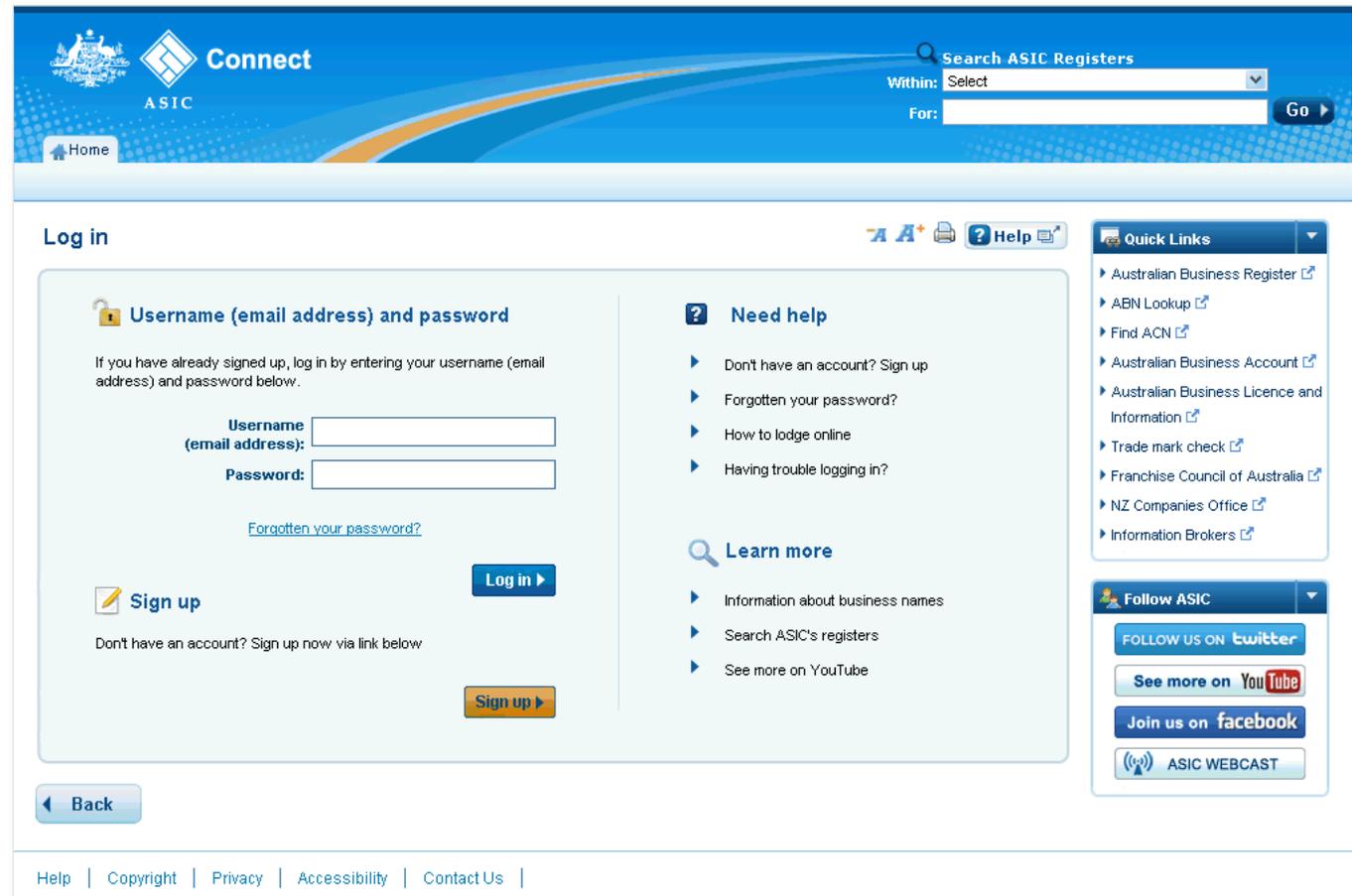
Log in using your email address and password.

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 website's login interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for 'Search 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 '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 two vertical panels: 'Quick Links' with various service links like 'Australian Business Register' and 'ABN Lookup', and 'Follow ASIC' with social media buttons for Twitter, YouTube, and Facebook, along with an 'ASIC WEBCAST' button. 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'.

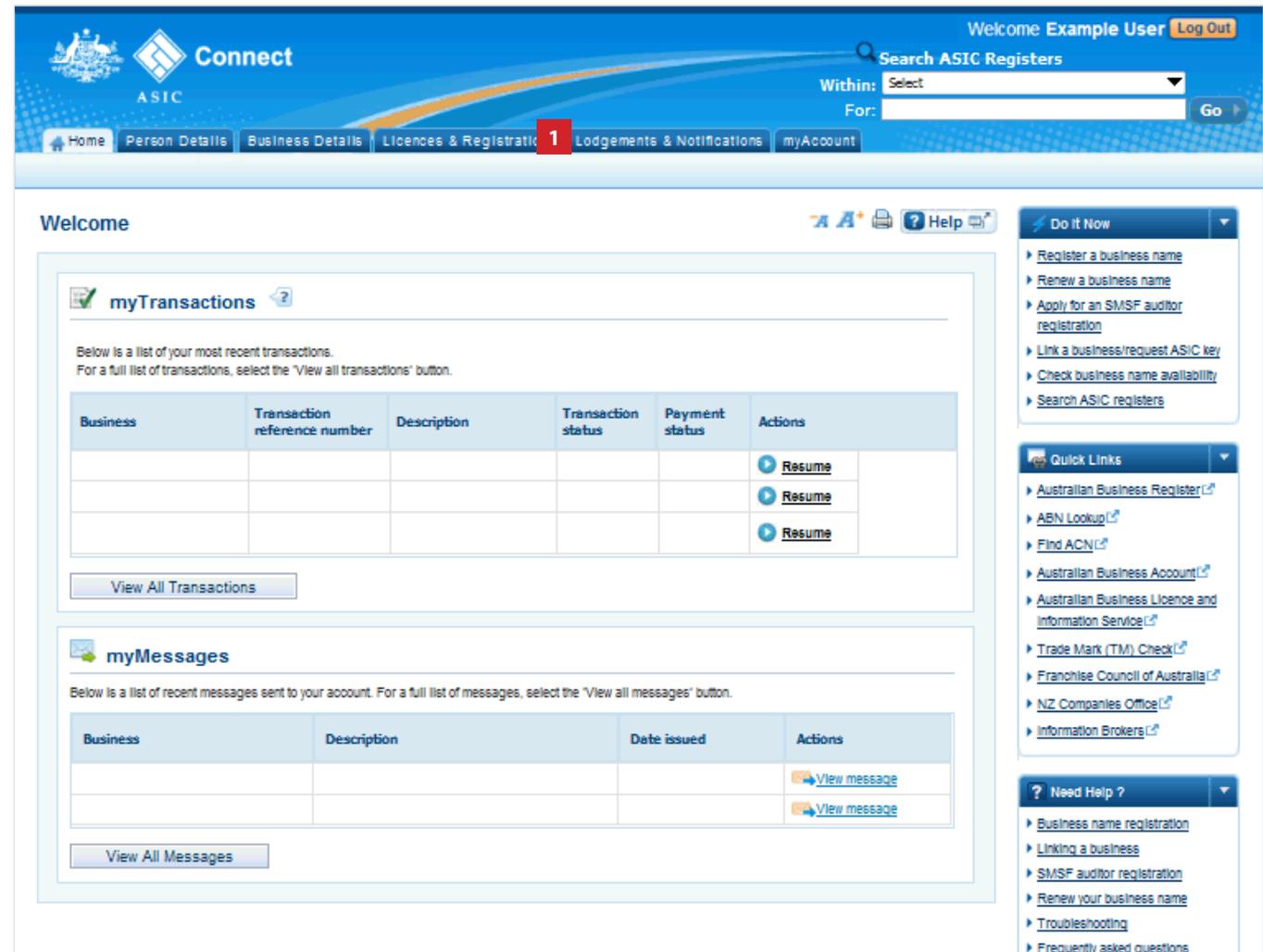
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to remove an authorised lodger](#)

Home

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

1. Select **Lodgements & Notifications** to remove an authorised lodger.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

Home Person Details Business Details Licences & Registrations **1** 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 ?

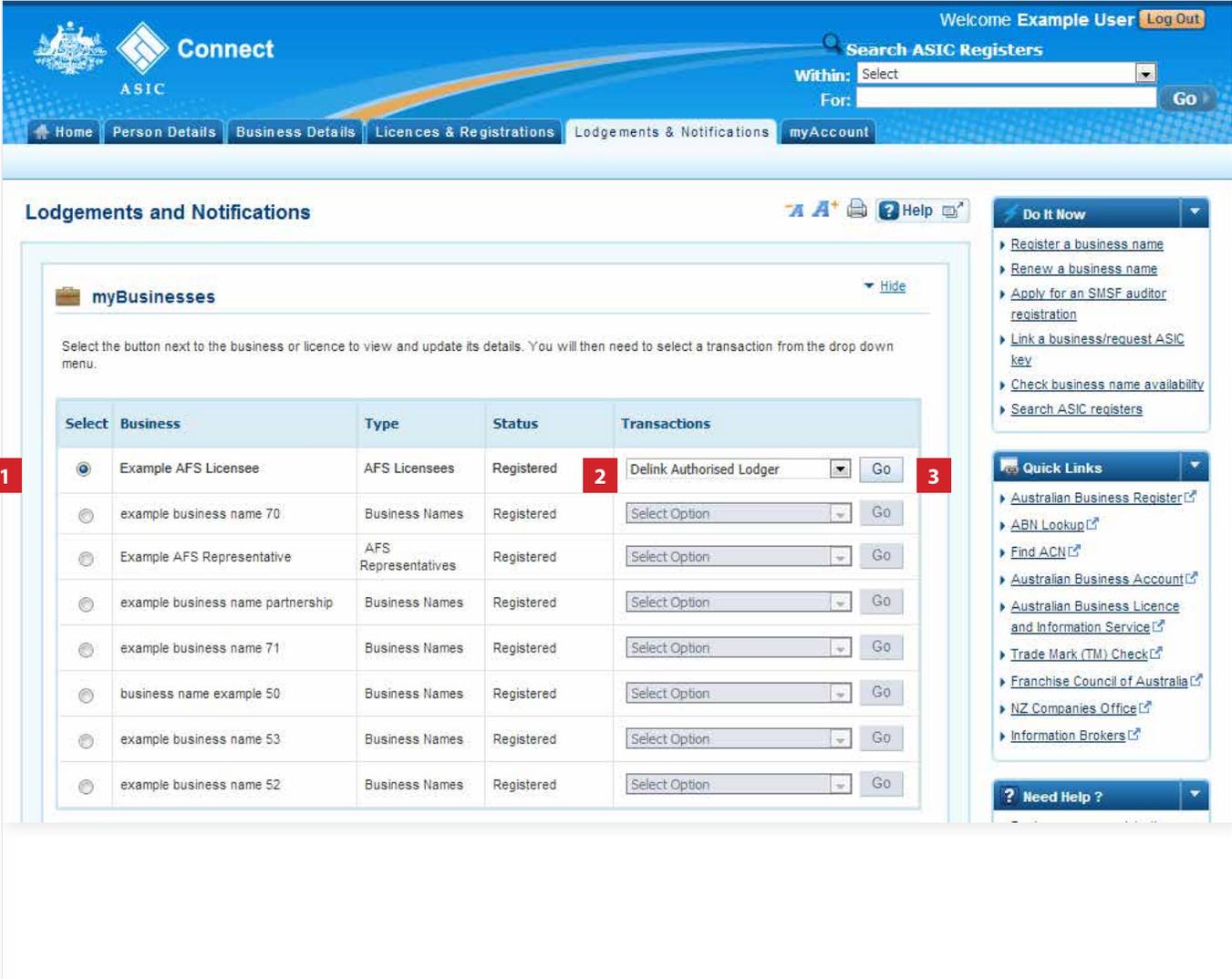
- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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](#)

How to remove an authorised lodger

1. Select the radio button next to the AFS licensee or AFS representative whose authorised lodger you want to remove.
2. In the transactions column, select *Delink Authorised Lodger*.
This is the name of the transaction you use to remove an authorised lodger.
3. Select **Go** to proceed.



The screenshot shows the 'Lodgements and Notifications' page in the ASIC Connect system. The page header includes the ASIC logo, 'Connect' branding, and a search bar. The main content area is titled 'Lodgements and Notifications' and contains a section for 'myBusinesses'. Below this is a table with the following columns: Select, Business, Type, Status, and Transactions. The first row is selected, and the 'Delink Authorised Lodger' transaction is chosen. Red boxes with numbers 1, 2, and 3 highlight the selection process.

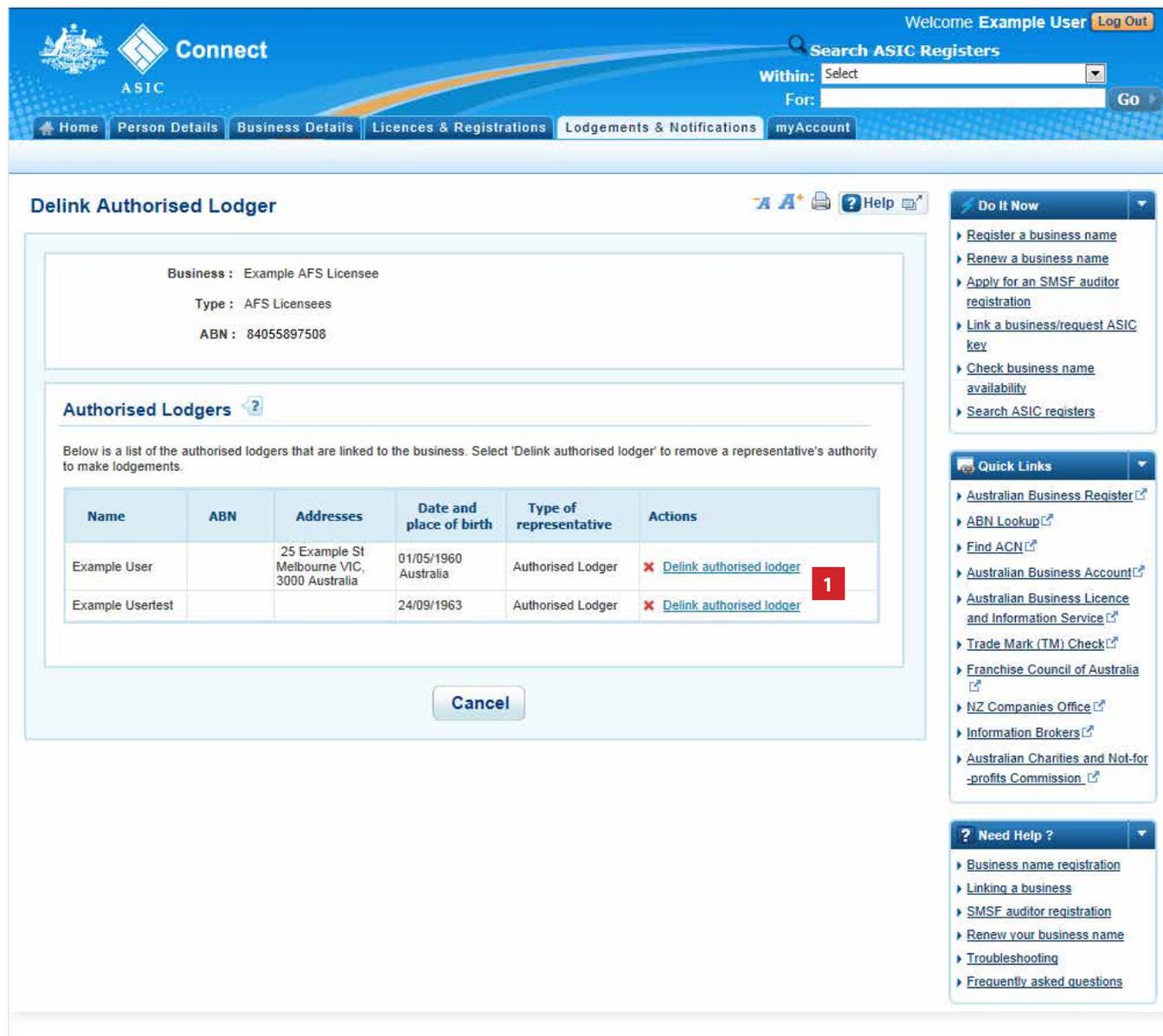
Select	Business	Type	Status	Transactions
<input checked="" type="radio"/>	Example AFS Licensee	AFS Licensees	Registered	Delink Authorised Lodger
<input type="radio"/>	example business name 70	Business Names	Registered	Select Option
<input type="radio"/>	Example AFS Representative	AFS Representatives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

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](#)

How to remove an authorised lodger

1. Select **Delink authorised lodger** next to the authorised lodger you want to remove.



Business : Example AFS Licensee
Type : AFS Licensees
ABN : 84055897508

Authorised Lodgers [?]

Below is a list of the authorised lodgers that are linked to the business. Select 'Delink authorised lodger' to remove a representative's authority to make lodgements.

Name	ABN	Addresses	Date and place of birth	Type of representative	Actions
Example User		25 Example St Melbourne VIC, 3000 Australia	01/05/1960 Australia	Authorised Lodger	✘ Delink authorised lodger 1
Example Userstest			24/09/1963	Authorised Lodger	✘ Delink authorised lodger

[Cancel](#)

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
- Australian Charities and Not-for-profits Commission

Need Help ?

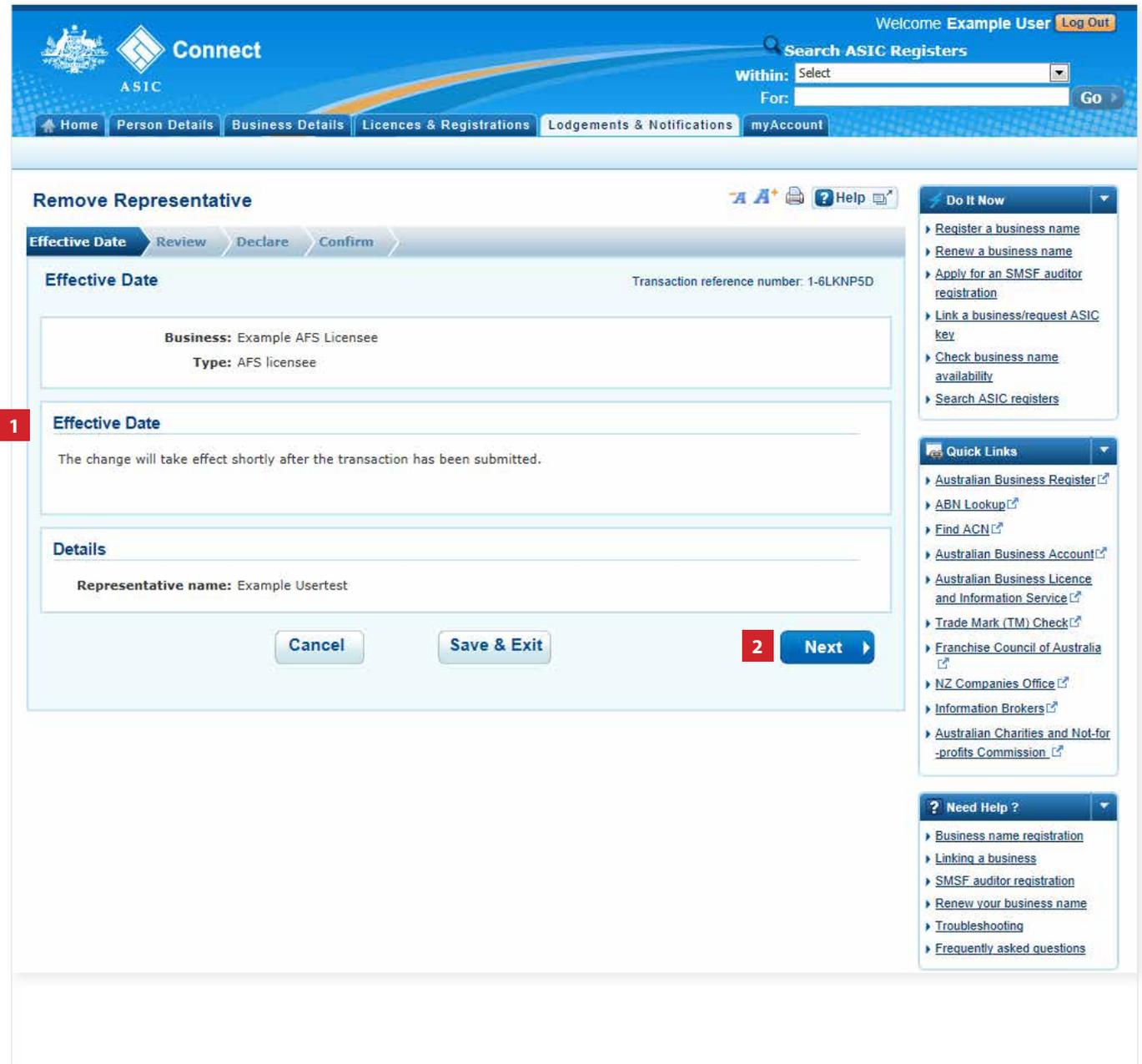
- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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](#)

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: 1-6LKNP5D

Business: Example AFS Licensee
Type: AFS licensee

Effective Date

The change will take effect shortly after the transaction has been submitted.

Details

Representative name: Example Usertest

[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
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help?

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

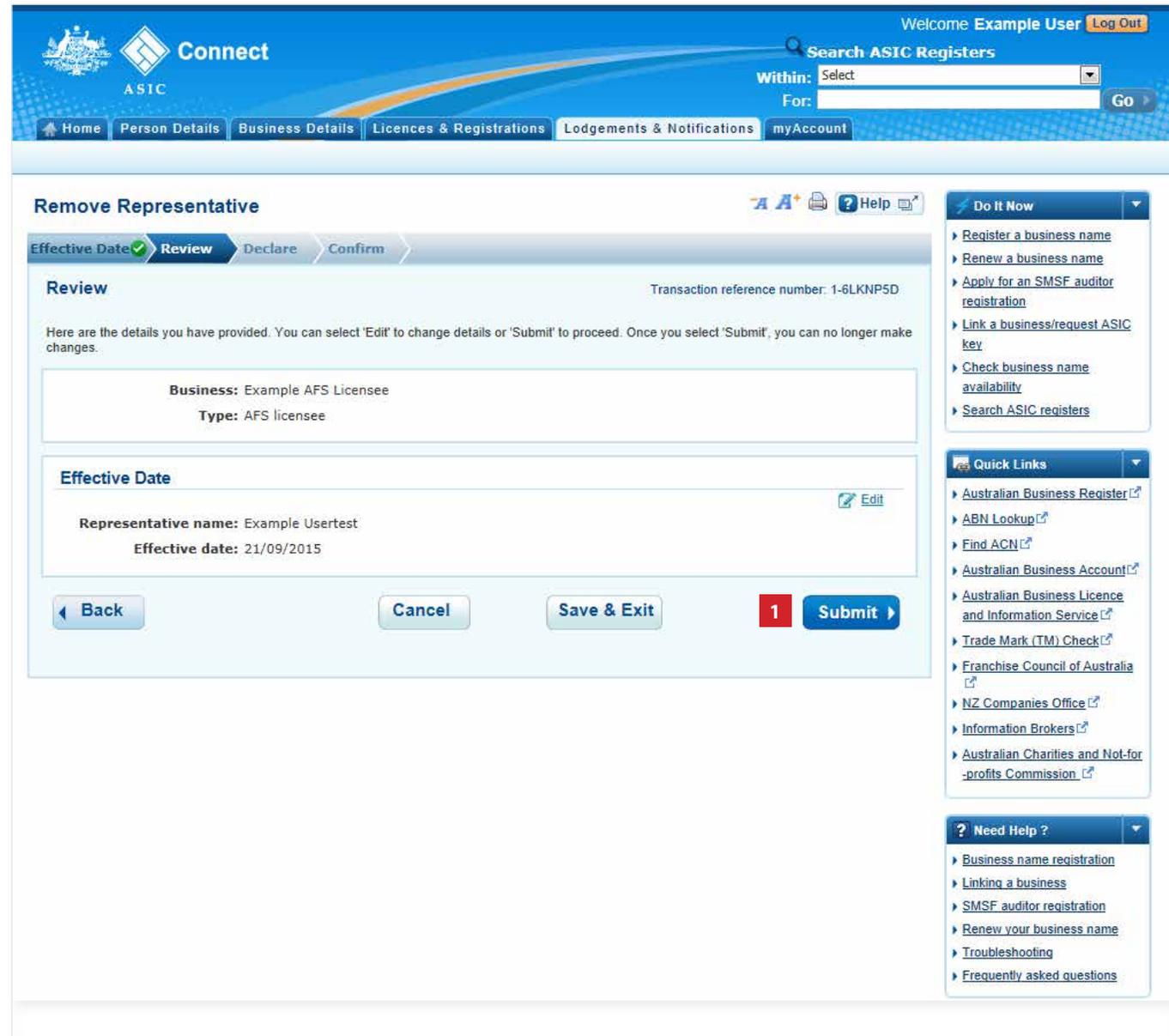
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to remove an authorised lodger](#)

Review

Check that the information you have entered is correct.

1. Select **Submit** 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

Review Transaction reference number: 1-6LKNP5D

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.

Business: Example AFS Licensee
Type: AFS licensee

Effective Date [Edit](#)

Representative name: Example Usertest
Effective date: 21/09/2015

[Back](#) [Cancel](#) [Save & Exit](#) **1** [Submit](#)

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
- Australian Charities and Not-for-profits Commission

Need Help ?

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

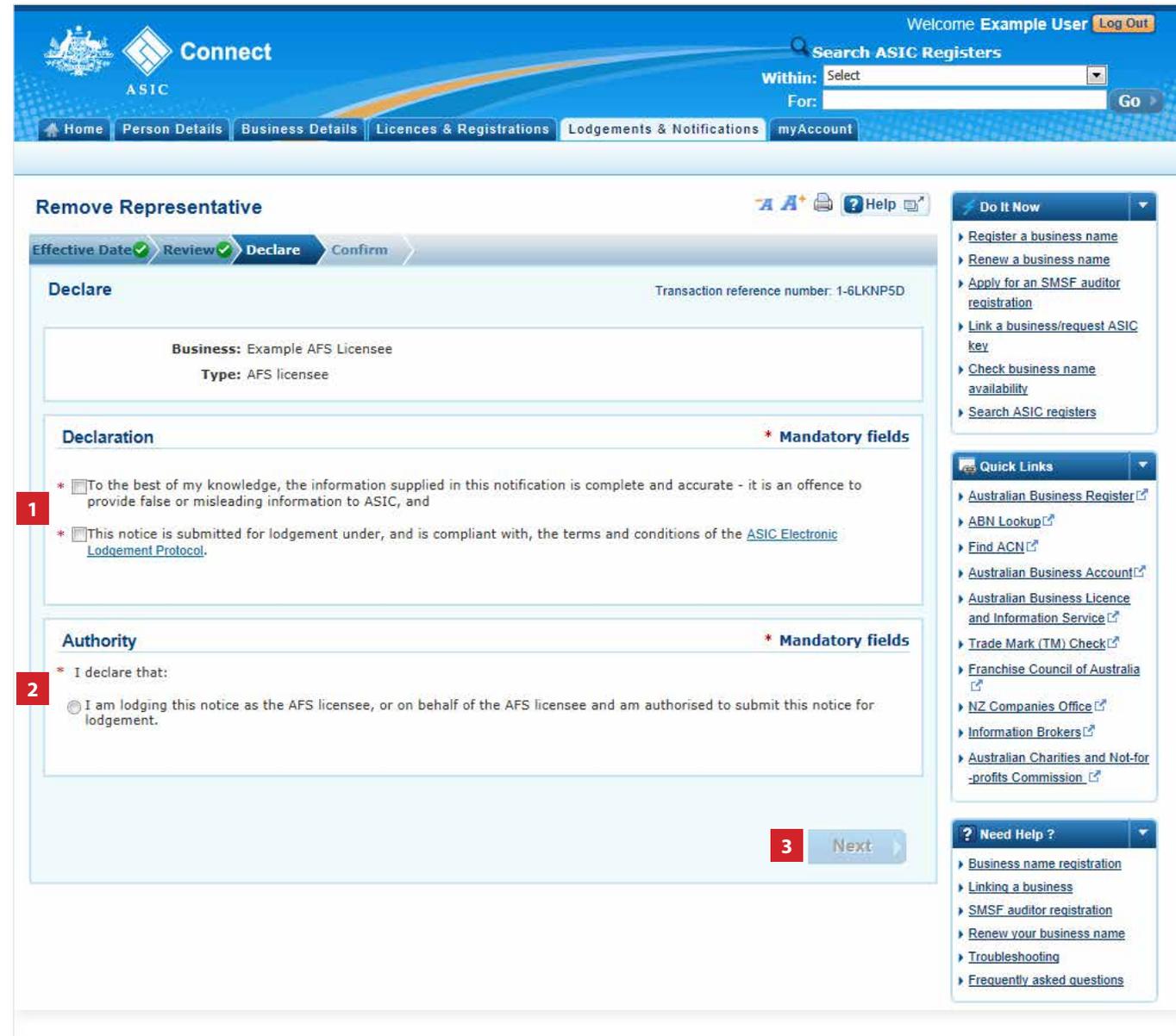
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to remove an authorised lodger](#)

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: Select

For: [Go](#)

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

Remove Representative

Effective Date Review **Declare** Confirm

Declare Transaction reference number: 1-6LKNP5D

Business: Example AFS Licensee
Type: AFS licensee

Declaration * **Mandatory fields**

* To the best of my knowledge, the information supplied in this notification is complete and accurate - it is an offence to provide false or misleading information to ASIC, and

* This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).

Authority * **Mandatory fields**

* I declare that:

I am lodging this notice as the AFS licensee, or on behalf of the AFS licensee and am authorised to submit this notice for lodgement.

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

- ▶ [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](#)
- ▶ [Australian Charities and Not-for-profits Commission](#)

Need Help?

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

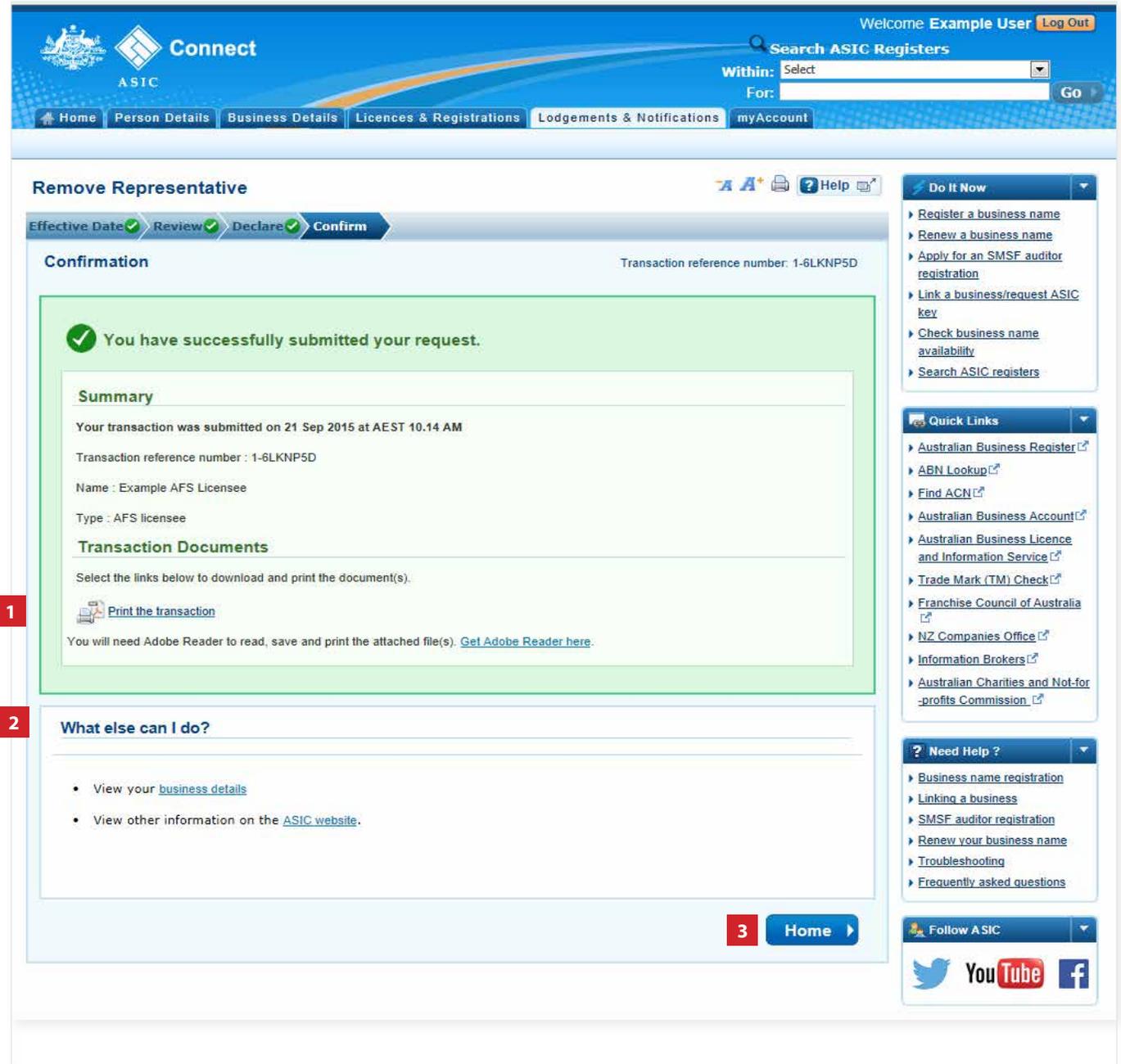
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to remove an authorised lodger](#)

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.



Remove Representative Effective Date Review Declare Confirm

Confirmation Transaction reference number: 1-6LKNP5D

You have successfully submitted your request.

Summary
 Your transaction was submitted on 21 Sep 2015 at AEST 10.14 AM
 Transaction reference number : 1-6LKNP5D
 Name : Example AFS Licensee
 Type : AFS licensee

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](#).

3 Home

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
- Australian Charities and Not-for-profits Commission

Need Help ?

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

Follow ASIC

[Twitter](#) [YouTube](#) [Facebook](#)

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](#)