

Sample business name renewal notice



ASIC
Australian Securities & Investments Commission

5 December 2013

Ms Jane Citizen
XYZ Business
14 - 22 Grey St
Traralgon VIC 3844

PO BOX 4000
Gippsland Mail Centre
Victoria 3841

Web: www.asic.gov.au

Telephone: 1300 300 630

Dear Ms Citizen

Business name

Business name renewal notice for XYZ Business

Account number

The account number for this business name is 85123456789.

ASIC key

The ASIC Key for this business name is 1-999999999.

The Australian Securities and Investments Commission (ASIC) is now responsible for registering, renewing and administering business names under the *Business Names Registration Act 2011*. Your business name was automatically transferred to ASIC's Business Names Register on 28 May 2012.

Renew by

Your business name registration is due for renewal

Your business name registration is due for renewal by **6 March 2014.**

If you wish to continue using this business name, you must renew your registration by this date.

Renewal fee

How do I renew and pay my registration?

You can renew your registration for a period of one or three years with a discount offered when you renew for three years:

one year: \$XX
three years: \$XX

You can renew your registration and pay by credit card or request an invoice to be sent to you by email by using one of the following options:

Renew online using www.asic.gov.au

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1. Visit www.asic.gov.au and click the Pay Now link located on the right hand side of your screen.
2. Enter your account number provided at the top of this notice.
3. Select your renewal period and have your credit card ready to pay the registration fee or request an invoice to be sent to you.

Renew online using ASIC Connect

Renew online using ASIC Connect

ASIC Connect allows you to register, renew, update, transfer or cancel your business name online. To renew your business name:

1. Log in to ASIC Connect (or create an ASIC Connect account) through the ASIC website at www.asic.gov.au/bn-renew.
2. Use your ASIC key (provided at the top of this letter) to link your business name to your ASIC Connect account.
3. From the 'Lodgements & Notifications' tab in ASIC Connect, select your business name and start a 'renewal' transaction.

Cancel a business name

Want to cancel your business name?

If you want to cancel your registration, please email us at bncancel@asic.gov.au with your business name (as displayed on this notice), your previous state or territory business number (if known) and state or territory of registration for your business name.

Where can I find more information?

You can find more information (including step-by-step user guides) about renewing your business name registration at www.asic.gov.au/bn-renew.

Yours sincerely

Rosanne Bell
Senior Executive Leader
Registry Services & Licensing