



ASIC
Australian Securities &
Investments Commission

How to add or remove a business name partner

ASIC Connect user guide | Published June 2025



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

Overview

- [ASIC Connect](#) is the online system used to manage your business name and add or remove a business name partner.

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under the **Business name holder** option, choose (from the drop-down menu):
 - **Update my details** and log in to ASIC Connect, or
 - **Learn more about ASIC's online services** for more information on how to access our portals.

Tips:

- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

myBusinesses

Select the **Lodgements & Notifications** tab at the top of the screen.

1. Select the radio button of the business name to which you want to change the holder details.
2. In the *transactions* column, select **Change partner details** from the drop-down menu.
3. Select **Go** to continue.

The screenshot shows the 'myBusinesses' interface with the 'Lodgements & Notifications' tab selected. A table lists several businesses. The first row, 'example business name 53', is highlighted. A dropdown menu is open for this row, and 'Change partner details' is selected. Red callouts 1, 2, and 3 point to the radio button, the dropdown menu, and the 'Go' button respectively.

Business	Type	Status	Transactions
example business name 53	Business Names	Registered	Select Option Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change partner details Change representative details Renew business name
business name example 50	Business Names	Registered	Go
Example Auditor	SMSF Auditor	Registered	Go
VICTORY CAFE	Business Names	Registered	Go
example business name 52	Business Names	Registered	Select Option Go

Add a partner

1. The business name partners, and their details will be displayed.
2. Select **Add a Partner**.

The screenshot shows the 'Change partner details' page. It displays business information and a table of partners. A red box highlights the 'Add a Partner' button and the partner table. Red callouts 1 and 2 point to the 'Add a Partner' button and the partner table respectively.

Business Name : example business name 53
ABN :
Name of holder : example partnership
Holder type : Partnership

Business name partner details

If the partnership only has two partners and you need to remove one and add another, you should add the new partner first and then remove the ceasing partner.

Important note: This transaction should only be used for adding or removing a partner in an existing partnership. You cannot use this transaction to make other changes to the holder. These changes include:
changing from a partnership to another holder entity type (e.g. an individual, a company, a family trust),
a new partnership with entirely different partners, or
adding or removing a partner in a joint venture partnership, as this will create a new entity.
If you wish to make any of these changes, **you will need to return to Lodgements & Notifications, select the business name and transaction type "Cancel/transfer a business name"**.

Name	Type	ABN	Addresses	Email	Actions
Example Partner 1	Individual		20 Example St Melbourne VIC, 3000 Australia	example@email	Change Name Change Address
Example Partner 2	Individual		22 Example St Melbourne VIC, 3000 Australia	example@email...	Change Name Change Address

1 **2**

+ Add a Partner

Cancel

Eligibility

1. Read the eligibility requirements of a business name partner.
2. Tick the boxes next to the eligibility statements.
3. Select **Next** to continue.

Add a partner

Business Name : example business name 53
ABN :
Name of holder : example partnership
Holder type : Partnership

1 Eligibility

You must declare that the following statements are true for each person listed below to confirm eligibility to hold a business name:

- if the new partner is an individual - the individual, or
- if the new partner is an entity, or entities, other than an individual - each person involved in the management of the entity.

If you are not the new partner, you must be authorised by the new partner to make each of these declarations on behalf of the new partner.

The partner must declare that the following statements are true to confirm eligibility to register a business name. If either of these statements are untrue you will be required to provide an explanation in the next screen.

If you are not the partner, you must be authorised by the partner to make each of these declarations on behalf of the partner.

Declaration by partner of eligibility to hold a business name:

- I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001

Within the last 5 years I have not been:

- convicted of, or
- released from prison after being convicted of, and serving a term of imprisonment for,
- [any of the criminal offences referred to in section 32\(1\)\(c\) or \(d\) of the Business Names Registration Act 2011.](#)

Declaration by partner and each person involved in the management of the partner of eligibility to hold a business name:

If either of these statements are untrue your transaction will be forwarded to an ASIC staff member to determine whether you are eligible under the Business Names Registration Act 2011.

Cancel **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

Need Help ?

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Add a partner

1. Select whether the partner is an individual, company or registered body, or an organisation.
2. Select **Next** to continue.

Add a Partner

New partner details Review Declare Confirmation

New Partner Transaction reference number: 1-2TMUXTM

Business : example business name 53
Type : Business Names

New partner details * Mandatory fields

Complete the details below for the partner.

* The new partner is

- an individual
- a company or registered body
- an organisation

Cancel Save & Exit **2** Next

Individual

The option you have selected will display below the *New partner details* section.

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the new partner's given and family name (and other names if applicable).
3. If the address has previously been notified to ASIC, it may appear in the known addresses drop-down box. If so, you can select it.
4. If the new address is not already linked to your account, enter the new address into the corresponding fields.
5. You can choose to select an email address that is already linked to the account, or enter a new one.
6. Select:
 - **Cancel** to start again, or
 - **Save & Exit** to save the details entered and complete and submit the transaction later.
7. Select **Next** to continue.

The screenshot shows the 'New Partner' form with the following sections and fields:

- New Partner**: Business: example business name 53, Type: Business Names, Transaction reference number: 1-2TMUXTM
- New partner details**: Complete the details below for the partner. * The new partner is:
 - an individual
 - a company or registered body
 - an organisation
- Individual partner details**: Complete the details for [individual/company or registered body].
 - Effective date**: The effective date is the date that the change took effect. The effective date can be up to 3 months into the future. * Effective date [text field]
 - Individual's details**: * Given name [text field], Other given names [text field], * Family name [text field]
 - Birth details**: The birth details provided will not be displayed on the public register. * Date of birth [text field], * Country [dropdown menu]
 - Residential address**: Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable. The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details. Select from known address [dropdown menu] OR enter new details below: [text field]
 - Email address**: We will use this email address to send notices. See [how we use your information](#) for more details. Select from known email address [dropdown menu] OR enter new details below: Email address [text field]
- Buttons**: 6 Cancel, Save & Exit, 7 Next

Company or registered body

The option you have selected will display below the *New partner details* section.

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the ACN or ARBN for the company or registered body.
3. You can choose to select an email address that is already linked to the account or enter a new one.
4. Select:
 - **Cancel** to start again, or
 - **Save & Exit** to save the details entered and complete and submit the transaction later.
5. Select **Next** to continue.

The screenshot shows the 'Add a Partner' form with the following sections and elements:

- Header:** 'Add a Partner' with navigation icons and a 'Help' button.
- Progress:** 'New partner details' (active), 'Review', 'Declare', 'Confirmation'.
- Transaction reference number:** 1-2TMUXTM
- Business information:** 'Business : example business name 53', 'Type : Business Names'.
- New partner details (Mandatory fields):** 'Complete the details below for the partner.' 'The new partner is' with radio buttons for 'an individual', 'a company or registered body' (selected), and 'an organisation'. A red arrow points to the 'a company or registered body' option.
- Company or Registered body partner details (Mandatory fields):** 'Complete the details for (individual/company or registered body)'.
 - Effective date:** 'The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.' 'Effective date' field with a calendar icon. A red box with '1' is next to it.
 - Company or registered body details:** 'ACN/ARBN' field with a 'Find ACN/ARBN' link. A red box with '2' is next to it.
 - Email address:** 'We will use this email address to send notices. See [how we use your information](#) for more details.' 'Select from known email address' dropdown. A red box with '3' is next to it.
 - OR enter new details below:** 'Email address' field.
- Footer:** 'Cancel', 'Save & Exit', and 'Next' buttons. A red box with '4' is next to 'Cancel', and a red box with '5' is next to 'Next'.

Organisation

The option you have selected will display below the *New partner details* section.

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the name of the organisation.
3. Select:
 - **Cancel** to start again, or
 - **Save & Exit** to save the details entered and complete and submit the transaction later.
4. Select **Next** to continue.

Add a Partner Help

New partner details Transaction reference number: 1-2TMUXTM

Business : example business name 53
Type : Business Names

New partner details * Mandatory fields

Complete the details below for the partner.

* The new partner is

an individual
 a company or registered body
 an organisation ?

Organisation partner details * Mandatory fields

Complete the details for [individual/company or registered body] ?

Effective date

* Effective date ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

Organisation partner details

* Organisation name ?

1 **2** **3** **4**

Cancel **Save & Exit** **Next**

Review

1. Check that the partner details are displayed correctly. If not, select **Edit** to go back to re-enter the details.

Note: This page shows an example for an individual.

2. Select **Submit** to continue.

Add a Partner

Transaction reference number: 1-2TMUXXS

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed.

Business : example business name 53
Type : Business Names

New partner details

The new partner is Individual

Individual partner details

Effective date
Effective date 05/04/2013

Individual's details
Given name Example
Family name Partner 3

Birth details
Date of birth 05/01/1960
Country Australia
State/Territory VIC
Suburb/City Melbourne

Residential address
Country Australia
Street number 25
Street name Example
Street type St
Suburb/City Melbourne
Postcode 3000
State/Territory VIC

Email address
Email address example@email.com

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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Buttons: Back, Cancel, Save & Exit, Submit

Declare

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

Connect
ASIC

Welcome Example User [Log Out](#)

Search ASIC Registers
Within: Select
For: Go

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

Help

New partner details Review **Declare** Confirmation

Declare Transaction reference number: 1-2TMUXXS

Business : example business name 53
Type : Business Names

Declaration * Mandatory fields

1 If you are not the business name holder, you must be authorised by the business name holder or holders to make each of the declarations and submit this transaction on their behalf.
[See who may be authorised to lodge a transaction for more information.](#)

2 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).
 All partners of the business name holder (including those notified in this transaction and continuing partners) agree to the change notified in this transaction.
 The change notified in this transaction is permitted by an agreement between the partners which provides for the continued existence of the partnership or joint venture (business name holder) in the circumstance that a partner is ceased, replaced or added to the partnership or joint venture.

Authority * Mandatory fields

3 Please select one.

I declare that:

I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

OR

I am lodging this transaction on behalf of the business name holder or holders and am authorised to:

- submit this transaction for lodgement on behalf of the business name holder or holders under the terms and conditions of the [Electronic Lodgement Protocol - Business Names](#); and
- make each of the above declarations on behalf of the business name holder or holders after making all due and proper enquiries.

We may contact the applicant or lodging party if we have any questions regarding this application for registration.
Once you submit your application you can no longer make changes. Payment methods for this application will be shown on the next screen.

4 **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
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Confirm

1. This screen confirms that your transaction has been submitted.
2. Select **Print the transaction** to download a printable PDF version of the transaction.
3. Select one of the links under *What else can I do* for more information about other services.

OR

4. Select **Home** to return to the ASIC Connect homepage.

Note: You should check if adding a business name partner has resulted in a name change for the partnership. You can check this by conducting a Business names index search on ASIC Connect.

If you need to change the partnership name, you will need to complete the *Change holder details* transaction and change the name of the business name holder.

The screenshot displays the ASIC Connect interface for the 'Add a Partner' process. At the top, the navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Add a Partner' and shows a progress bar with steps: 'New partner details', 'Review', 'Declare', and 'Confirmation'. The 'Confirmation' step is active, displaying a green success message: 'You have successfully submitted your request.' Below this is a 'Summary' section with transaction details: 'Transaction completed on 10 Apr 2013 at AEST 11:32 AM', 'Transaction reference number : 1-2TMUXXS', 'Name : example business name 53', and 'Type : Business Names'. A 'Transaction Documents' section provides a link to 'Print the transaction'. A 'What else can I do?' section lists several links for further information. The right sidebar contains 'Do It Now', 'Quick Links', 'Need Help?', and 'Follow ASIC' sections. A 'Home' button is located at the bottom right. Red numbered callouts 1, 2, 3, and 4 point to the success message, the print link, the 'What else can I do?' section, and the Home button respectively.

Remove a partner

1. The business name partners, and their details will be displayed.
2. Click on the **Remove partner** link next to the partner to be removed.

Change partner details

Business Name : example business name 53
 ABN :
 Name of holder : example partnership
 Holder type : Partnership

Business name partner details

If the partnership only has two partners and you need to remove one and add another, you should add the new partner first and then remove the ceasing partner.

Important note: This transaction should only be used for adding or removing a partner in an existing partnership. You cannot use this transaction to make other changes to the holder. These changes include:
 changing from a partnership to another holder entity type (e.g. an individual, a company, a family trust),
 a new partnership with entirely different partners, or
 adding or removing a partner in a joint venture partnership, as this will create a new entity.
 If you wish to make any of these changes, **you will need to return to Lodgements & Notifications, select the business name and transaction type "Cancel/transfer a business name"**

Name	Type	ABN	Addresses	Email	Actions
Example Partner 1	Individual		20 Example St Melbourne VIC, 3000 Australia	example@email	Change Name Change Address Remove partner
Example Partner 2	Individual		22 Example St Melbourne VIC, 3000 Australia	example@email...	Change Name Change Address Remove partner
Example Partner 3	Individual		25 Example St Melbourne VIC, 3000 Australia	example@email...	Change Name Change Address Remove partner

[+ Add a Partner](#)

[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

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Effective date

1. Enter an effective date for the change (DD/MM/YYYY). Complete other details as required.
2. Select **Next** to continue.

Remove Role

Effective Date | Review | Declare | Confirmation

Transaction reference number: 1-2TMUYEQ

Business : example business name 53
 Type : Business Names

Effective date * Mandatory fields

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future. Please enter the date from which this role needs to be removed.

* Effective date

Details * Mandatory fields

Business Name: example business name 53
 Partner name : Example Partner 3

Is this partner being removed because they are deceased?
 Yes No

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

Do It Now

- Register a business name
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- Link a business: Request ASIC key
- Check business name availability
- Search ASIC registers

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- Information Brokers

Need Help ?

- Business name registration
- Linking a business
- SMSF auditor registration

Review

1. Check that the details are correct. If not, select Edit to go back to re-enter the correct information.

Note: This page shows an example for an individual.

2. Select **Submit** to continue.

The screenshot displays the 'Remove Role' process in the ASIC Connect system. The 'Review' step is active, showing details for a business and its partner. A red arrow points from the 'Edit' link to the 'Business name' field in the 'Effective Date' section. A red box with the number '1' is positioned to the left of the 'Effective Date' section. At the bottom of the form, a red box with the number '2' is next to the 'Submit' button. The right sidebar contains 'Do It Now' and 'Quick Links' sections.

Declare

1. Read the declaration to ensure you agree with the conditions of the transaction.
2. If you agree, tick the boxes next to the declaration to proceed.
3. Select your authority for lodging the application.
4. Select **Next** to continue.

Remove Role Help

Effective Date **Review** **Declare** Confirmation

Declare Transaction reference number: 1-2TMUYEQ

Business : example business name 53
Type : Business Names

Declaration * Mandatory fields

- 1 This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).
- 2 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).
- 3 All partners of the business name holder (including those notified in this transaction and continuing partners) agree to the change notified in this transaction.

The change notified in this transaction is permitted by an agreement between the partners which provides for the continued existence of the partnership or joint venture (business name holder) in the circumstance that a partner is ceased, replaced or added to the partnership or joint venture.

Authority * Mandatory fields

* I declare that:

I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

OR

I am lodging this transaction on behalf of the business name holder or holders and am authorised to:

- submit this transaction for lodgement on behalf of the business name holder or holders under the terms and conditions of the [Electronic Lodgement Protocol - Business Names](#); and
- make each of the above declarations on behalf of the business name holder or holders after making all due and proper enquiries.

We may contact the applicant or lodging party if we have any questions regarding this application for registration.
Once you submit your application you can no longer make changes. Payment methods for this application will be shown on the next screen.

4 **Next** ▶

Do it Now

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Confirmation

1. This screen confirms that your transaction has been successfully submitted.
2. Select **Print the transaction** to download a printable PDF version of the address.
3. Select one of the links under What else can I do for more information about other services. OR
4. Select **Home** to return to the ASIC Connect homepage.

Note: You should check if removing a business name partner has resulted in a name change for the partnership. You can check this by conducting a Business names index search on ASIC Connect.

If you need to change the partnership name, you will need to complete the Change holder details transaction and change the name of the business name holder.

The screenshot displays the ASIC Connect interface for the 'Remove Role' transaction confirmation. The page is titled 'Remove Role' and shows a progress bar with steps: Effective Date, Review, Declare, and Confirmation (the current step). A green success message states: 'You have successfully submitted your request.' Below this is a 'Summary' section with the following details: Transaction completed on 10 Apr 2013 at AEST 14.26 PM; Transaction reference number: 1-2TMUYEQ; Name: example business name 53; Type: Business Name. A 'Transaction Documents' section provides a link to 'Print the transaction' and notes that Adobe Reader is required. A 'What else can I do?' section lists several links for further information, such as 'maintaining a business name', 'myTransactions', 'myMessages', and 'Australian Business Licence and Information Service (ABLIS)'. A 'Home' button is located at the bottom right. On the right side of the page, there are several utility boxes: 'Do It Now' with links like 'Register a business name', 'Quick Links' with links like 'Australian Business Register', 'Need Help?' with links like 'Business name registration', and 'Follow ASIC' with social media links for Twitter, YouTube, Facebook, and an ASIC Webcast.