How to add or remove a business name partner

ASIC Connect user guide | Published June 2025

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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

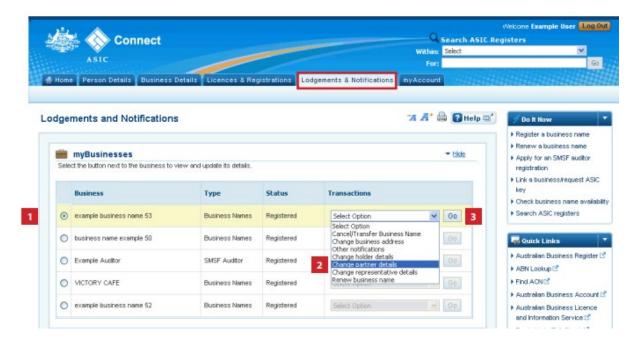   - **Learn more about ASIC's online services** for more information on how to access our portals.

Tips:

- Alternatively, go straight to ASIC Connect to log in/sign up.

- Additional support can be found on the following pages:

    o Business name holders support page (contains user guides and FAQs).

    o 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.
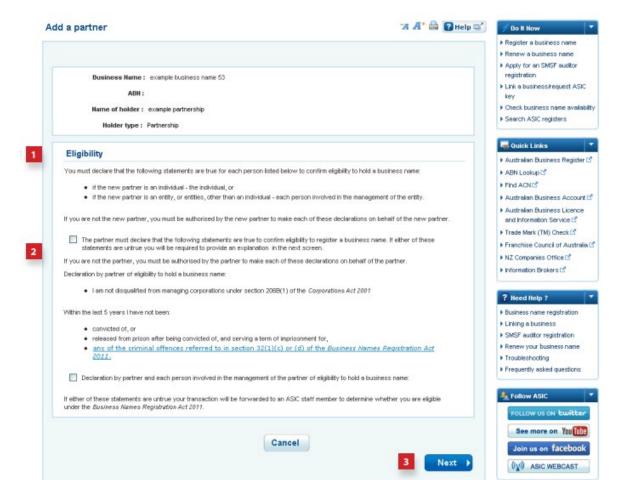
3. Select **Go** to continue.

Add a partner

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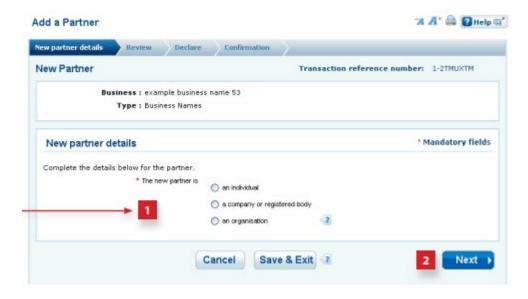
2. Select **Add a Partner**.

Eligibility

1. Read the eligibility requirements of a business name partner.

2. Tick the boxes next to the eligibility statements.

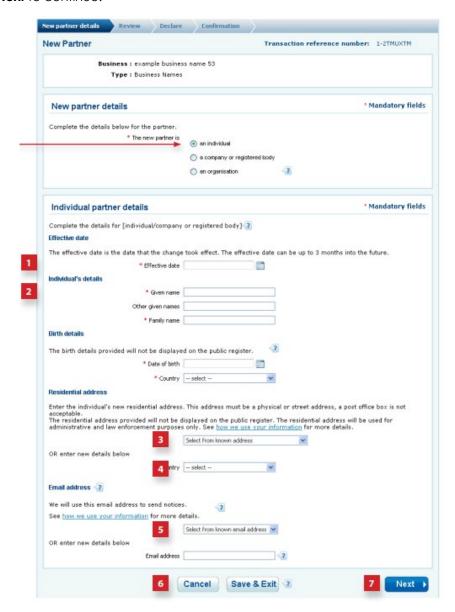3. Select **Next** to continue.

Add a partner

1. Select whether the partner is an individual, company or registered body, or an organisation.

2. Select **Next** to continue.

Individual

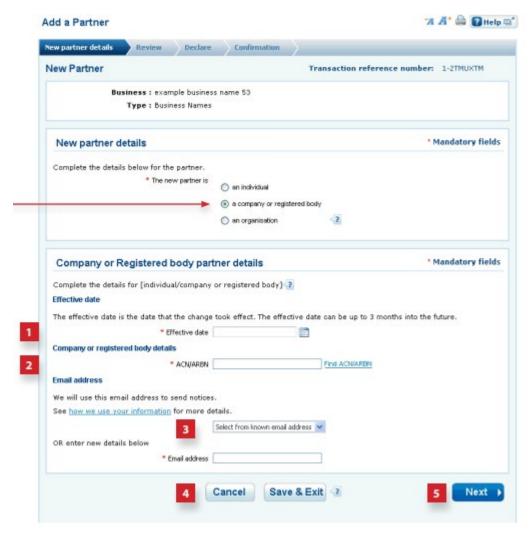The option you have selected will display below the *New partner details* section.

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.

Company or registered body

The option you have selected will display below the *New partner details* section.
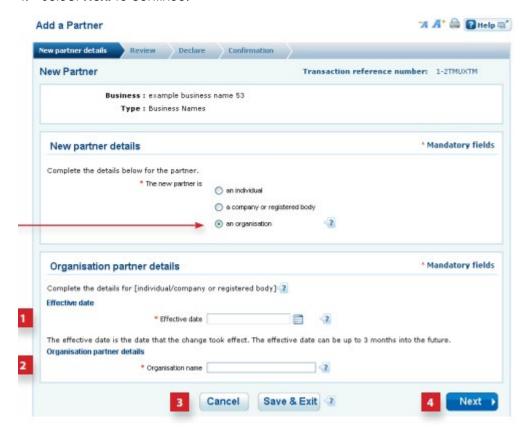
1. Enter an effective date for the change (DD/MM/YYYY).

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.

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.

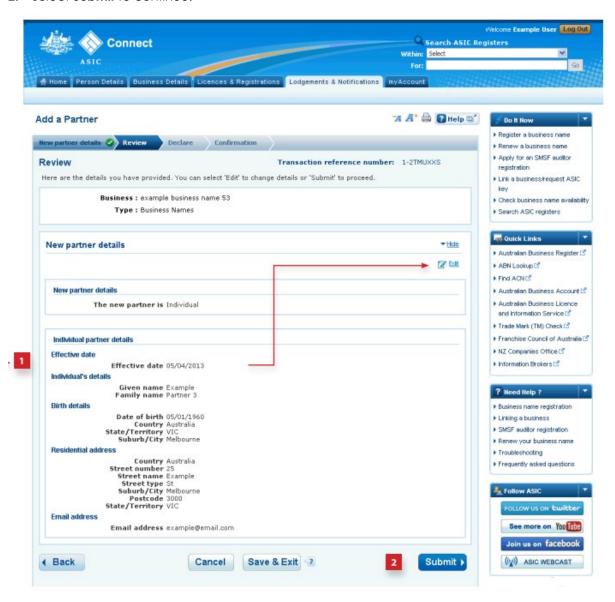4. Select **Next** to continue.

Review

1. Check that the partner details are displayed correctly. If not, select **Edit** to go back to re-enter the details.
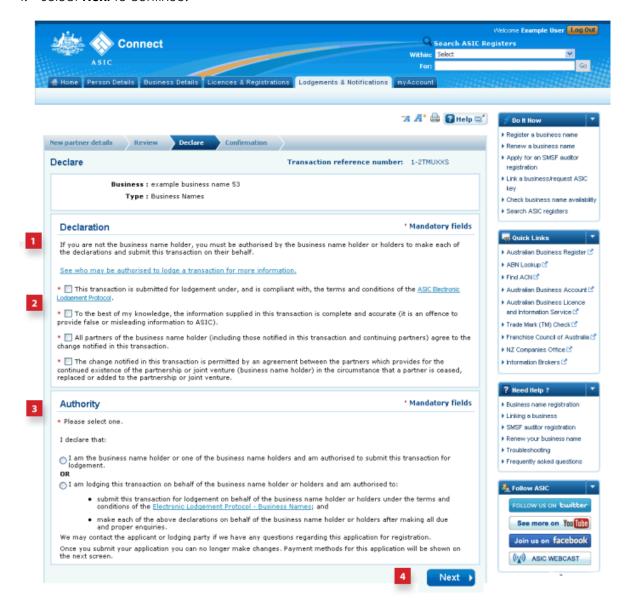
    Note: This page shows an example for an individual.

2. Select **Submit** to continue.

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.
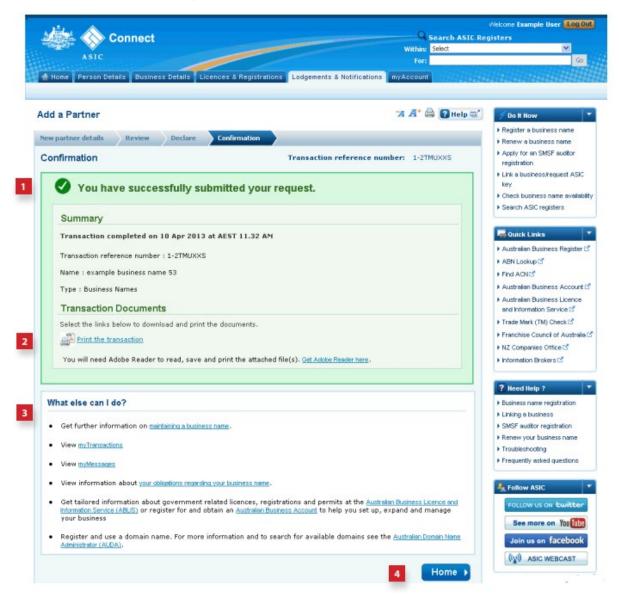
4. Select **Next** to continue.

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.

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.

Effective date

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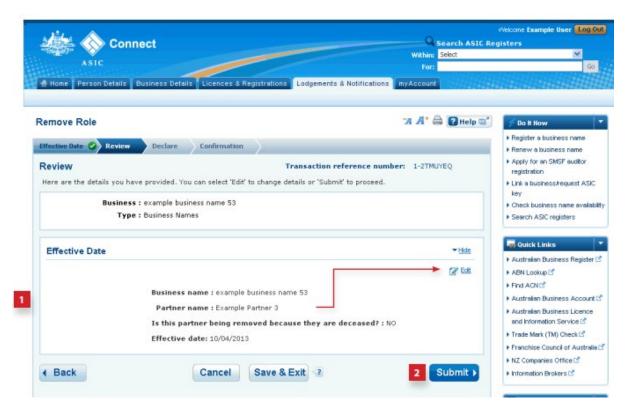
2. Select **Next** to continue.

Review

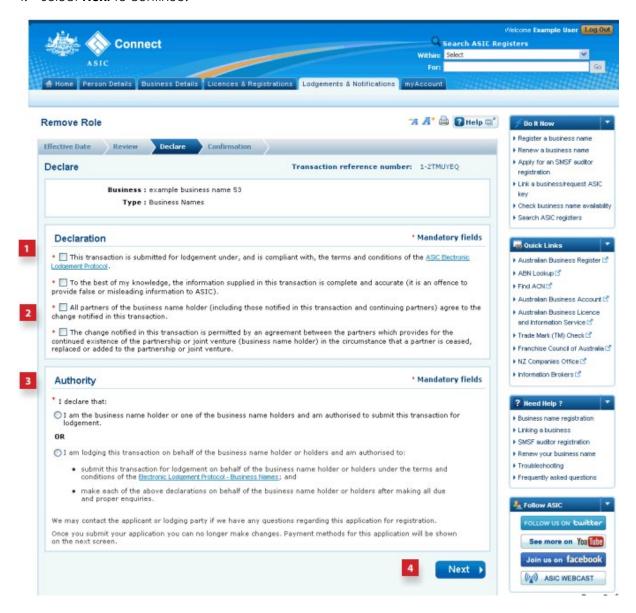1. Check that the details are correct. If not, select Edit to go back to re-enter the correct information.

    Note: This page shows an example for an individual.

2. Select **Submit** to continue.

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.

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.