



ASIC

Connect

User guide

ASIC Connect

How to add an ABN to a business name holder

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

How to add an ABN to a business name holder

- You can add your ABN to your business name if you are an individual or partnership by following the steps in this user guide.
- If you are adding the ABN for a business name held by a company, trust, joint venture partnership or association, you need to complete an **Add an ABN to a business name holder** paper transaction.
- Further assistance about using **ASIC Connect** can be accessed via the  button at the top right-hand side of the screen.

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[How to add an ABN to a business name holder](#)

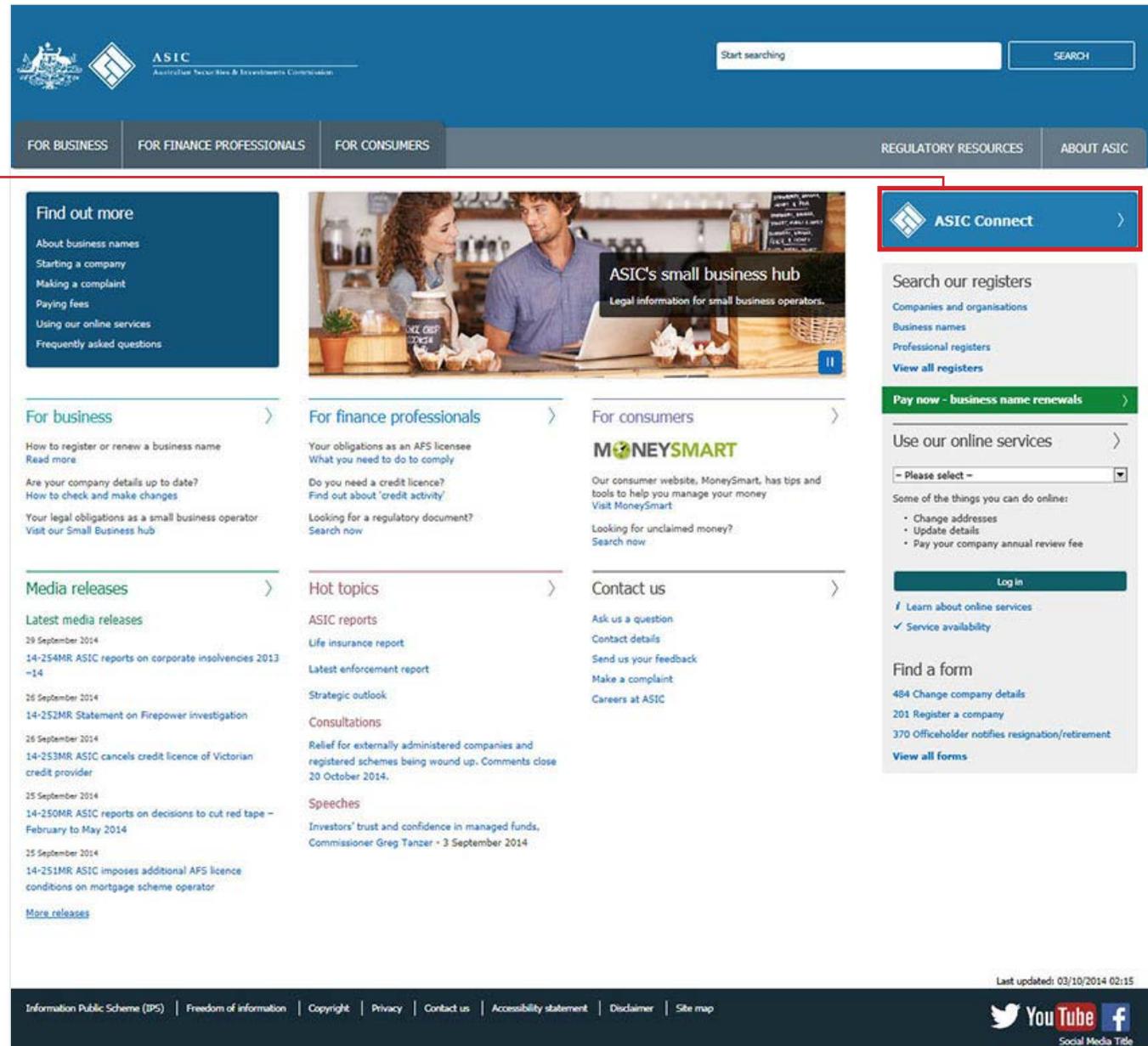
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Get started

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 interface. At the top right, there is a search bar with the text "Start searching" and a "SEARCH" button. Below the search bar is a navigation menu with tabs for "FOR BUSINESS", "FOR FINANCE PROFESSIONALS", "FOR CONSUMERS", "REGULATORY RESOURCES", and "ABOUT ASIC".

On the left side, there is a "Find out more" section with links to "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".

In the center, there is a banner for "ASIC's small business hub" with the text "Legal information for small business operators." and an image of a woman and a man in a cafe setting.

Below the banner, there are three columns of content:

- For business:** Links to "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:** Links to "Your obligations as an AFS licensee", "Do you need a credit licence?", and "Looking for a regulatory document?".
- For consumers:** Links to "MONEYSMART" (Our consumer website, MoneySmart, has tips and tools to help you manage your money) and "Looking for unclaimed money?".

At the bottom of the main content area, there are sections for "Media releases", "Hot topics", and "Contact us".

On the right side, there is a sidebar with the following sections:

- ASIC Connect:** A blue button with a right-pointing arrow, highlighted with a red box.
- Search our registers:** Links to "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 dropdown menu with "Please select -" 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 link with a checkmark icon.
- Service availability:** A link with a checkmark icon.
- Find a form:** Links to "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement".
- View all forms:** A link.

At the bottom of the page, there is a footer with the text "Last updated: 03/10/2014 02:15" and a navigation bar with links for "Information Public Scheme (IPS)", "Freedom of information", "Copyright", "Privacy", "Contact us", "Accessibility statement", "Disclaimer", and "Site map". There are also social media icons for YouTube and Facebook.

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[How to add an ABN to a business name holder](#)

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, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for registers. Below the navigation bar is a 'Welcome' section. On the left, there is a vertical menu with options: 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The main content area features a large image of three people at a computer. To the right of this image is a 'Log in to ASIC Connect' box with a 'Log in' button and a 'Sign up' button. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. On the far right, there are 'Quick Links' and 'Follow ASIC' sections. The 'Quick Links' section includes links to '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', 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, there is a 'Do it now' section with 'Search' and 'See more on YouTube' options, and a 'What's new' section with a list of four news items.

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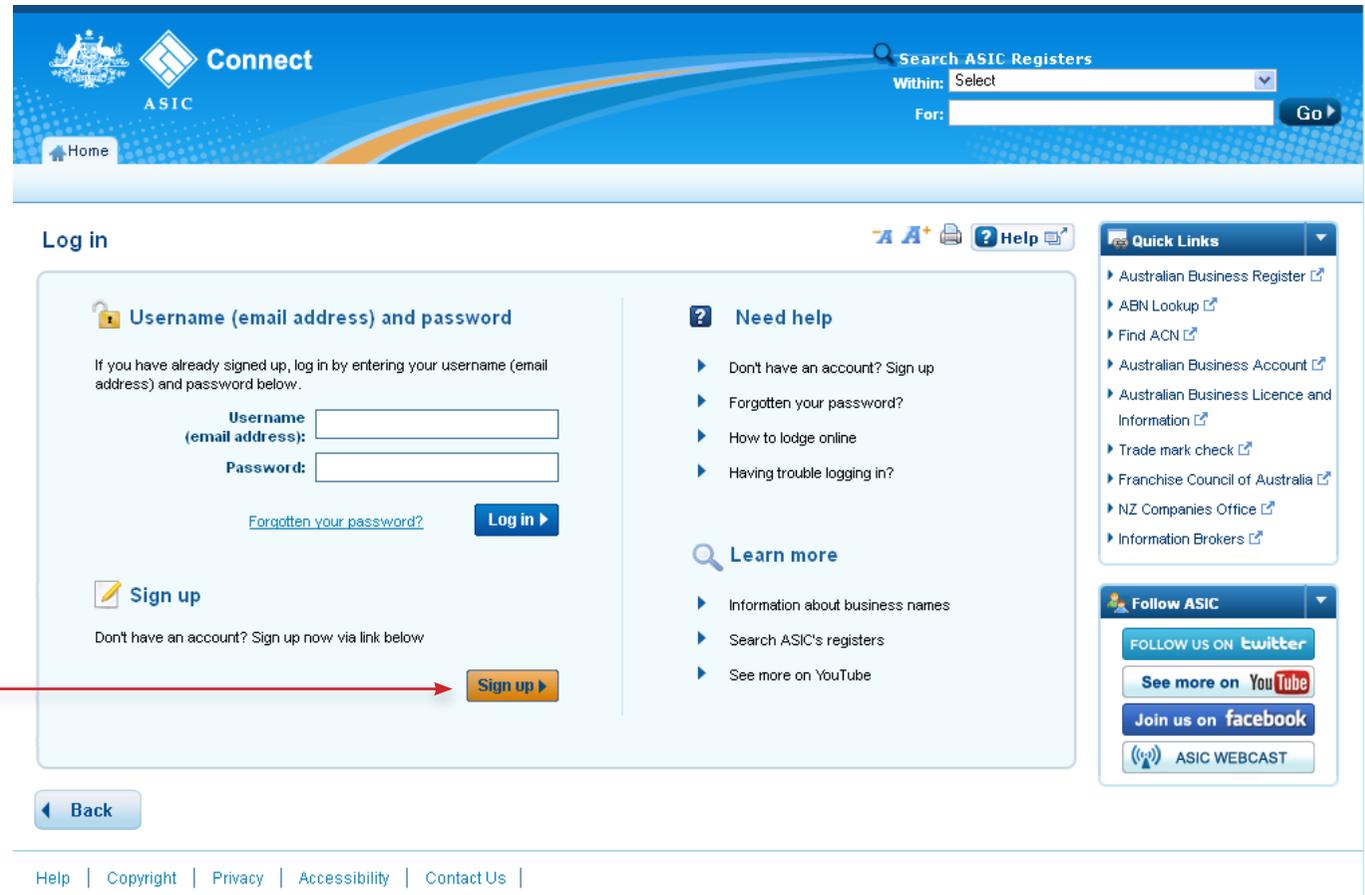
[How to add an ABN to a business name holder](#)

Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

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



Home

Search ASIC Registers
Within: Select
For: Go

Log in

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

[Forgotten your password?](#) [Log in ▶](#)

Sign up

Don't have an account? Sign up now via link below [Sign up ▶](#)

Need help

- ▶ Don't have an account? Sign up
- ▶ Forgotten your password?
- ▶ How to lodge online
- ▶ Having trouble logging in?

Learn more

- ▶ Information about business names
- ▶ Search ASIC's registers
- ▶ See more on YouTube

Quick Links

- ▶ 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
- ▶ Information Brokers

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[ASIC WEBCAST](#)

[Back](#)

[Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact Us](#)

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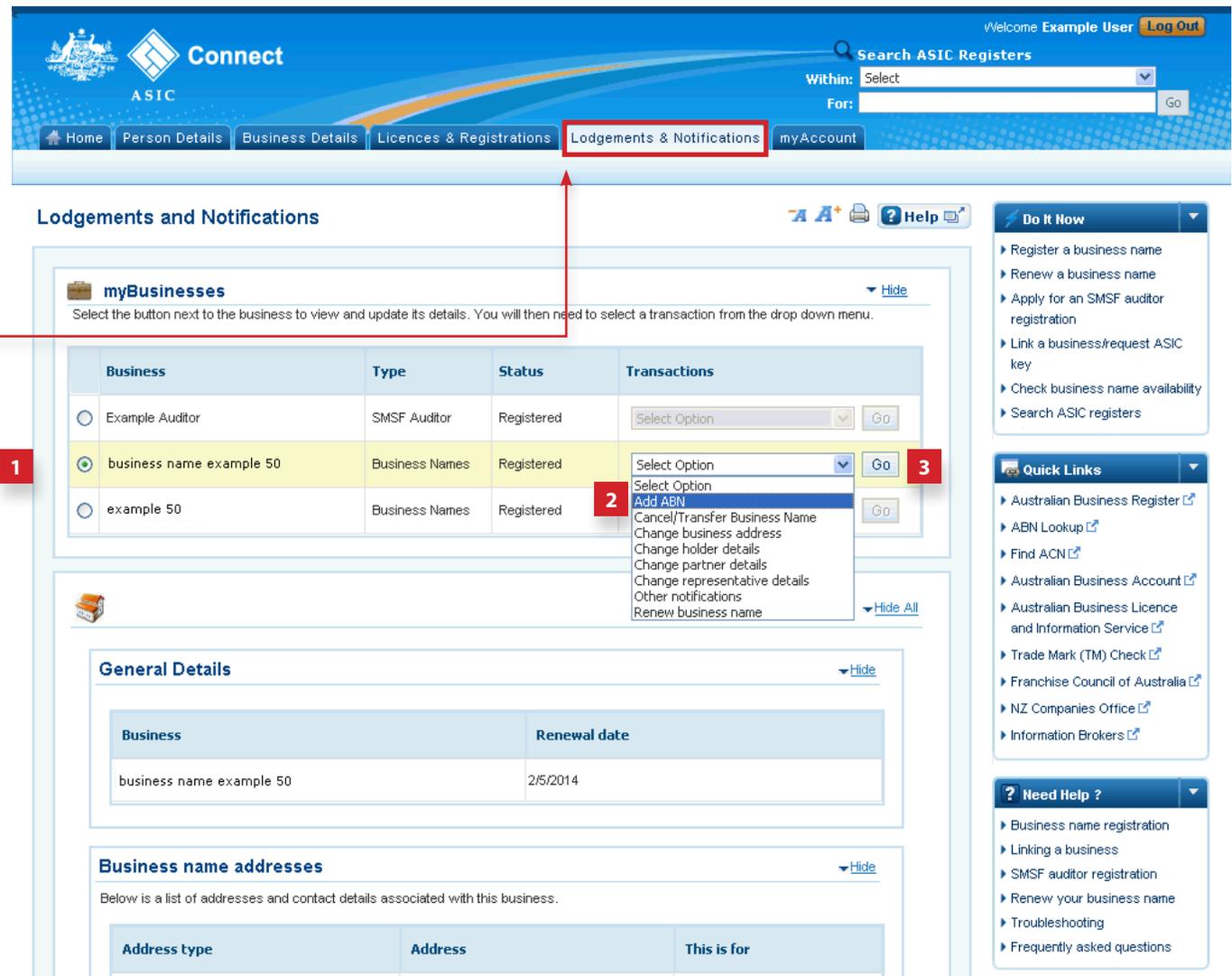
[How to add an ABN to a business name holder](#)

How to add an ABN to a business name holder

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

1. Select the radio button next to the business name to which you are adding the ABN.
2. In the transactions column, select **Add ABN** from the drop-down box.
3. Select **Go** to proceed.

Note: the *Add ABN* transaction will not appear if an ABN is already recorded with ASIC, or, if the business name is held by a company, trust, joint venture partnership or association.



Lodgements and Notifications

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

Business	Type	Status	Transactions
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	Select Option <input type="button" value="Go"/>
<input checked="" type="radio"/> business name example 50	Business Names	Registered	Select Option <input type="button" value="Go"/> 3
<input type="radio"/> example 50	Business Names	Registered	2 Add ABN Cancel/Transfer Business Name Change business address Change holder details Change partner details Change representative details Other notifications Renew business name <input type="button" value="Go"/>

General Details

Business	Renewal date
business name example 50	2/5/2014

Business name addresses

Below is a list of addresses and contact details associated with this business.

Address type	Address	This is for
--------------	---------	-------------

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Add ABN

1. Enter your ABN in the field provided. Make sure that your ABN contains 11 digits (no spaces).
2. Select **Next** to continue.

Note: We will verify your details with the Australian Business Register (ABR). If the details for the holder **type** (e.g., individual or partnership) on the ABR are different to those held by ASIC, you will not be able to proceed.

See [Add an ABN to a business name holder](#) for more information.



Add ABN

Add ABN
Review
Declare
Confirmation

Help

Transaction reference number: 1-4PEW/DHN

Business : business name example 50
Type : Business Names
Name of holder : example 50
Holder type : Partnership

Enter ABN Enter the ABN for this business name holder. * Mandatory fields

*Enter ABN [Find ABN](#)

Cancel
Next

Do It How

- ▶ 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 add an ABN to a business name holder](#)

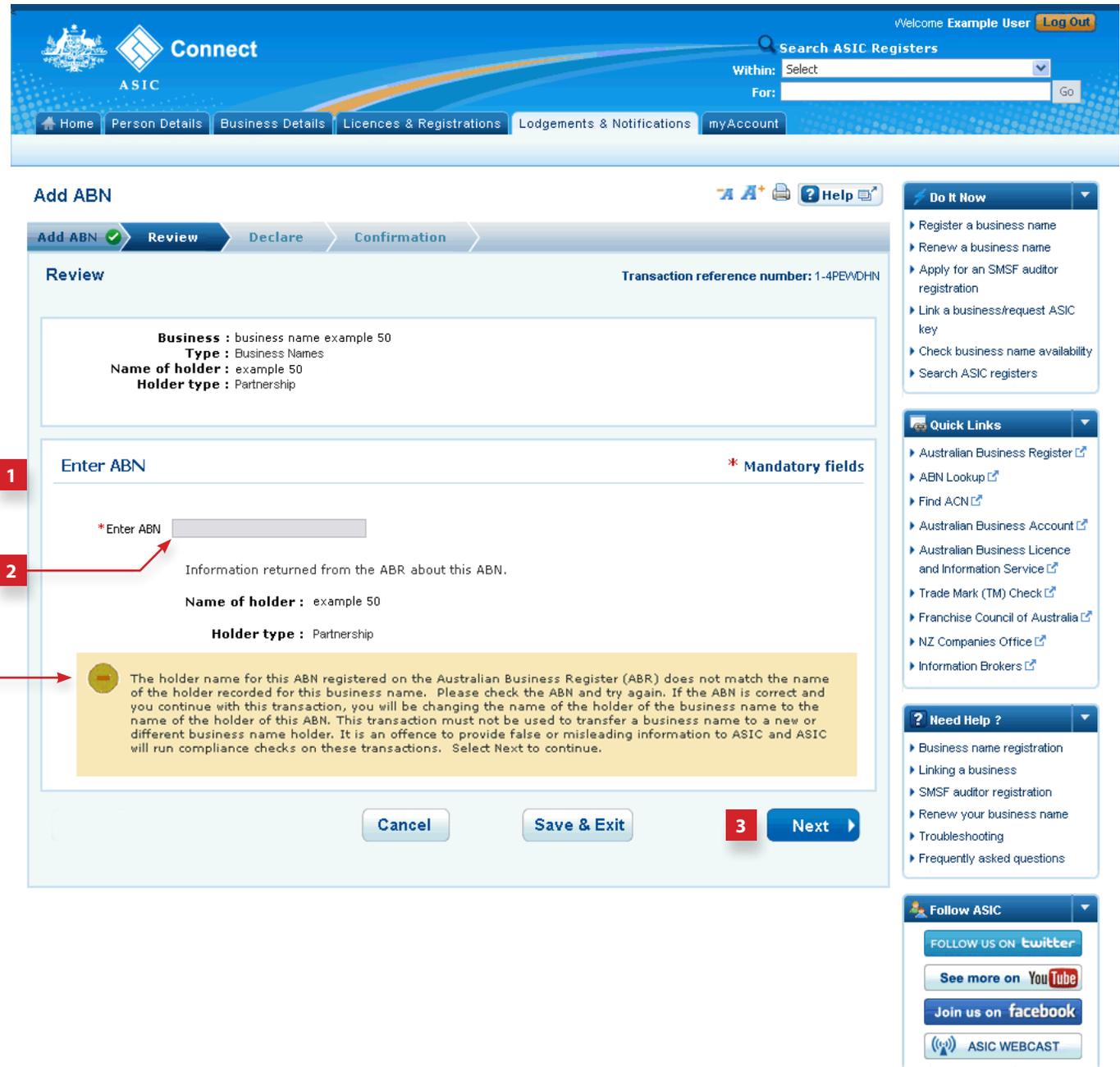
Add ABN

1. After you have entered your ABN, check that the information returned from the ABR (name of holder and holder type) matches the information held by ASIC
2. If the information from the ABR is incorrect, check that you have entered the correct ABN.
3. Select **Next** to continue.

Note: If the business name holder details returned from the ABR differs from those held by ASIC, you will see an alert box.

You should double check the ABN you have entered is correct. If it is, and you're confident the name of the holder is true, select **Next**. If the information held by ASIC is incorrect - but the information from the ABR is correct - selecting **Next** and completing the transaction will automatically update your details on ASIC's registers.

Please note you cannot use this transaction to change the business name holder. For information about this, see our [Transfer a business name](#) page.

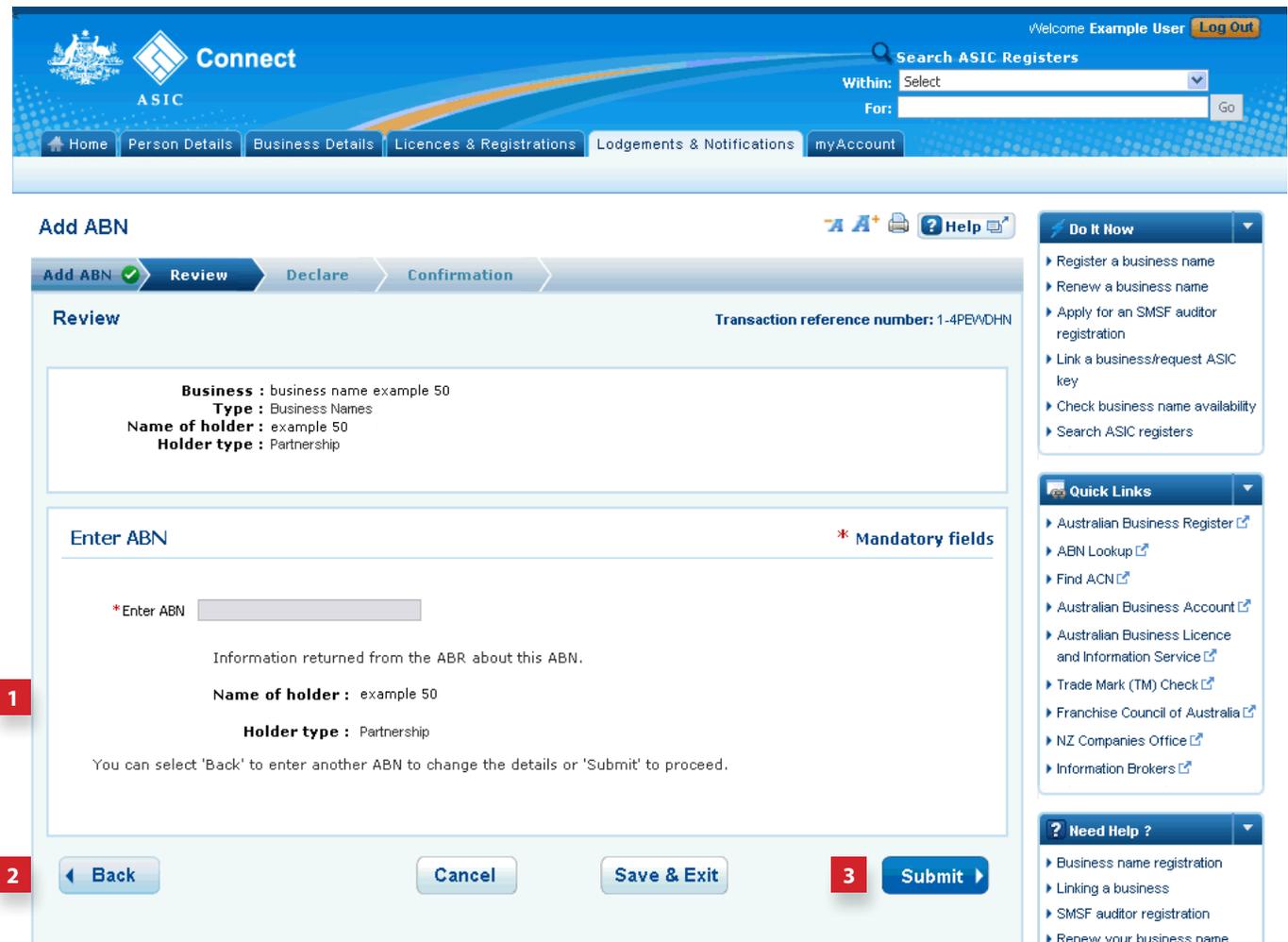


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[How to add an ABN to a business name holder](#)

Review

1. Check that the correct information is displayed.
2. If not, select **Back** to go back and change.
3. If correct, select **Submit** to continue.




Connect
 ASIC

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

Search ASIC Registers

Within: For:

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

Add ABN

[Add ABN](#) ✓
 [Review](#)
[Declare](#)
[Confirmation](#)

Transaction reference number: 1-4PEW/DHN

Review

Business : business name example 50
Type : Business Names
Name of holder : example 50
Holder type : Partnership

Enter ABN * Mandatory fields

*Enter ABN

Information returned from the ABR about this ABN.

Name of holder : example 50
Holder type : Partnership

You can select 'Back' to enter another ABN to change the details or 'Submit' to proceed.

Do It How

- 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](#)
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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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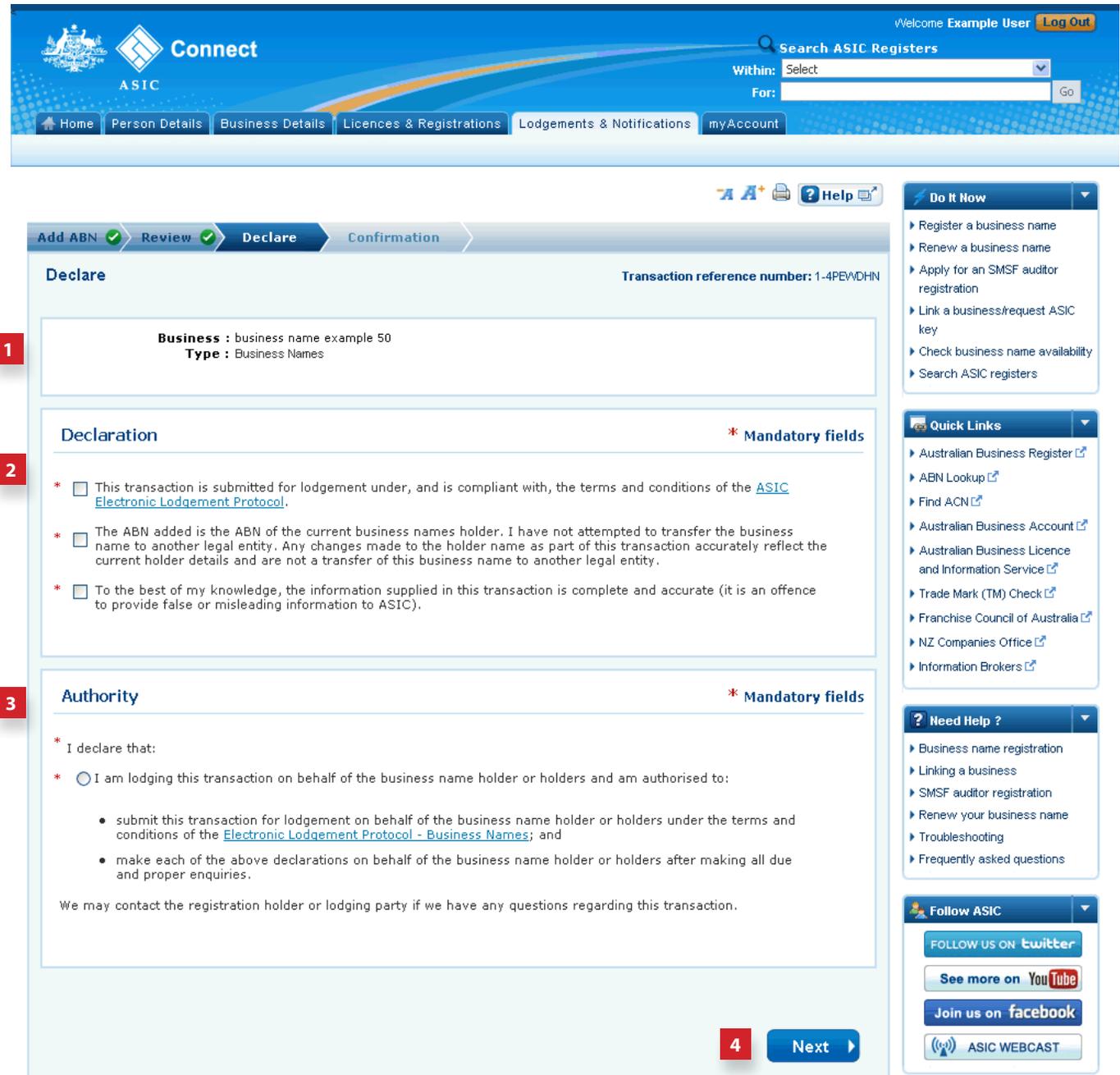
[ASIC WEBCAST](#)

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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.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For:

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

Add ABN **Review** **Declare** **Confirmation**

Declare Transaction reference number: 1-4PEW/DHN

Business : business name example 50
Type : Business Names

Declaration * Mandatory fields

- * This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).
- * The ABN added is the ABN of the current business names holder. I have not attempted to transfer the business name to another legal entity. Any changes made to the holder name as part of this transaction accurately reflect the current holder details and are not a transfer of this business name to another legal entity.
- * 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).

Authority * Mandatory fields

- * I declare that:
- * 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 registration holder or lodging party if we have any questions regarding this transaction.

4

Do It How

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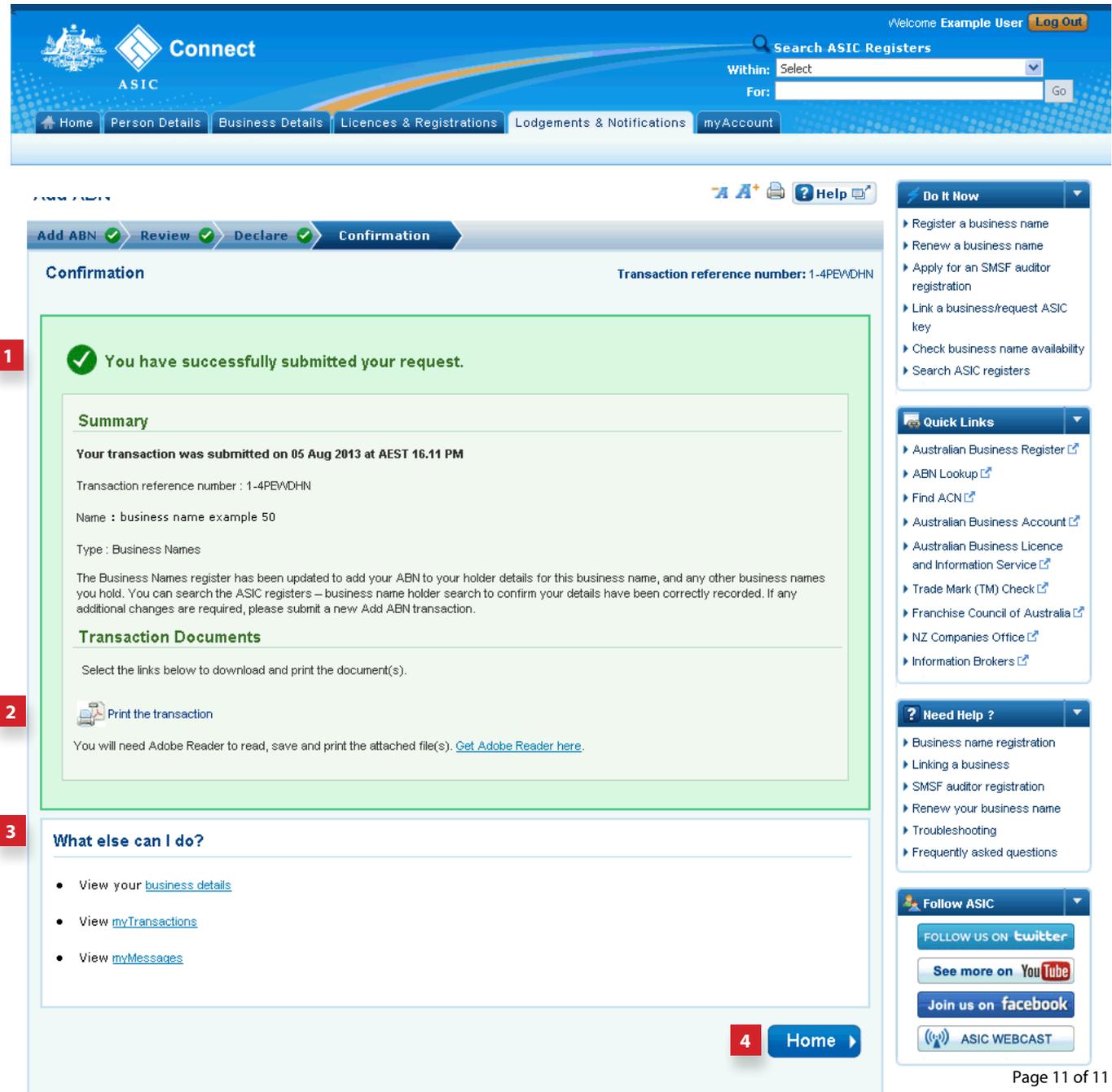
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Confirmation

1. This screen confirms that your transaction has been successfully submitted.
 2. Select **Print the transaction** to download a printable PDF version of the change.
 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.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Confirmation Transaction reference number: 1-4PE\WDHN

1 ✓ You have successfully submitted your request.

2 **Summary**

Your transaction was submitted on 05 Aug 2013 at AEST 16.11 PM

Transaction reference number : 1-4PE\WDHN

Name : business name example 50

Type : Business Names

The Business Names register has been updated to add your ABN to your holder details for this business name, and any other business names you hold. You can search the ASIC registers – business name holder search to confirm your details have been correctly recorded. If any additional changes are required, please submit a new Add ABN transaction.

Transaction Documents

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

3 Print the transaction

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

4 **What else can I do?**

- View your [business details](#)
- View [myTransactions](#)
- View [myMessages](#)

4 Home

Do It How

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