



ASIC

Connect


User guide

ASIC Connect

How to cancel a business name

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

How to cancel a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You can cancel a business name from your [ASIC Connect](#) account.
- 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.

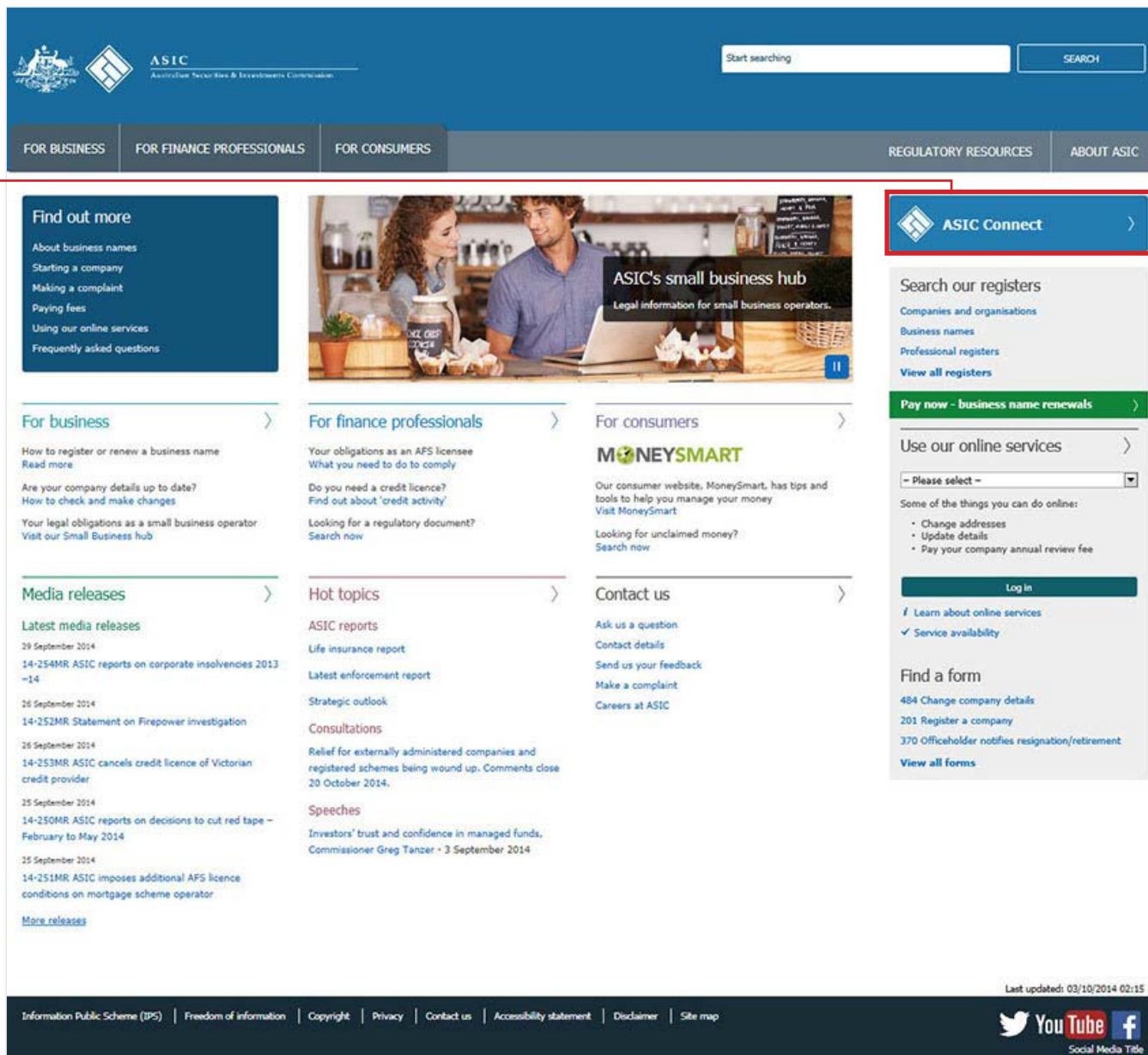
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Get started

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 homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the right-hand navigation menu. Below the navigation, there are several content sections: 'Find out more' with links to business names, starting a company, complaints, fees, online services, and FAQs; 'ASIC's small business hub' featuring a video thumbnail; 'For business', 'For finance professionals', and 'For consumers' sections with various links and resources; 'Media releases' with a list of recent news items; 'Hot topics' with reports and consultations; 'Contact us' with a question form and feedback options; and a 'Pay now - business name renewals' button. At the bottom, there is a footer with legal information and social media links.

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[How to cancel a business name](#)

Log in

Go to ASIC Connect and select **Log in**.

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

You can also choose to log in with an **AUSkey**.



The screenshot shows the ASIC Connect homepage. At the top right, there is a search bar for registers. Below the header, the main content area is divided into several sections:

- Welcome**: Contains navigation links for first-time users, business names, SMSF auditors, registers, and other ASIC registers.
- Log in to ASIC Connect**: A prominent box with three buttons: "Log in" (highlighted with a red box), "Sign up" (highlighted with a yellow box), and "AUSkey".
- Log in to other ASIC Registers**: A section with a dropdown menu and a "Go" button.
- Do it now**: Includes a "Search" section with a magnifying glass icon and a "See more on YouTube" section with a person icon.
- What's new**: A list of four recent updates from October 2013.
- Quick Links**: A vertical list of links to various services like the Australian Business Register, ABN Lookup, and Find ACN.
- Follow ASIC**: Social media links for Twitter, YouTube, Facebook, and an ASIC Webcast button.

A red line from the text on the left points to the "Log in" button in the "Log in to ASIC Connect" box.

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[How to cancel a business name](#)

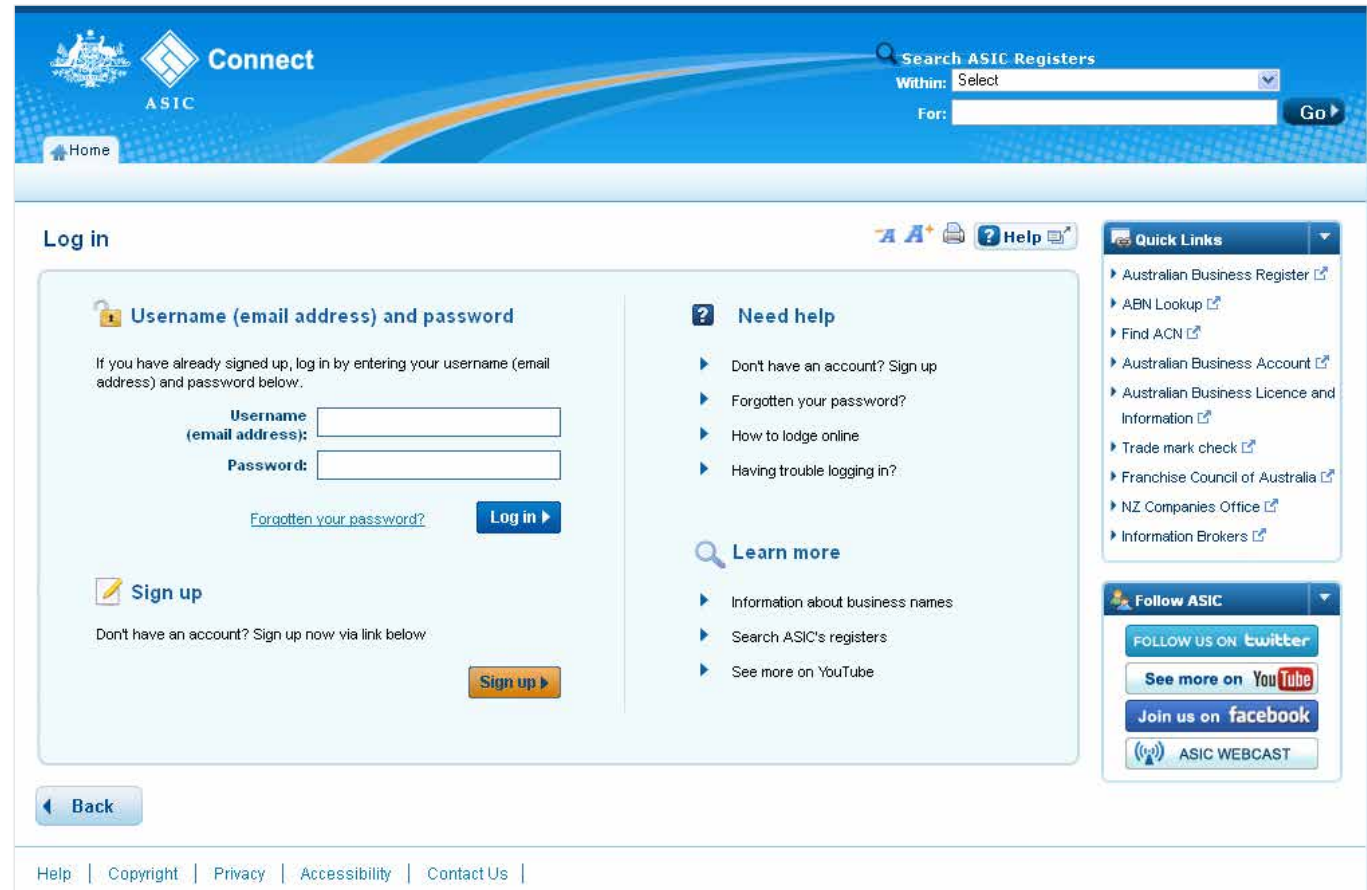
Log in

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**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



The screenshot shows the ASIC Connect login interface. At the top, there is a search bar for ASIC Registers with a dropdown menu for 'Within' and a 'Go' button. Below the search bar is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Forgotten your password?' link. There is also a 'Sign up' section with a 'Sign up' button. To the right of the login 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 that 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 'Quick Links' and 'Follow ASIC' sections. The 'Quick Links' section includes links for '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', 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 of the page, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

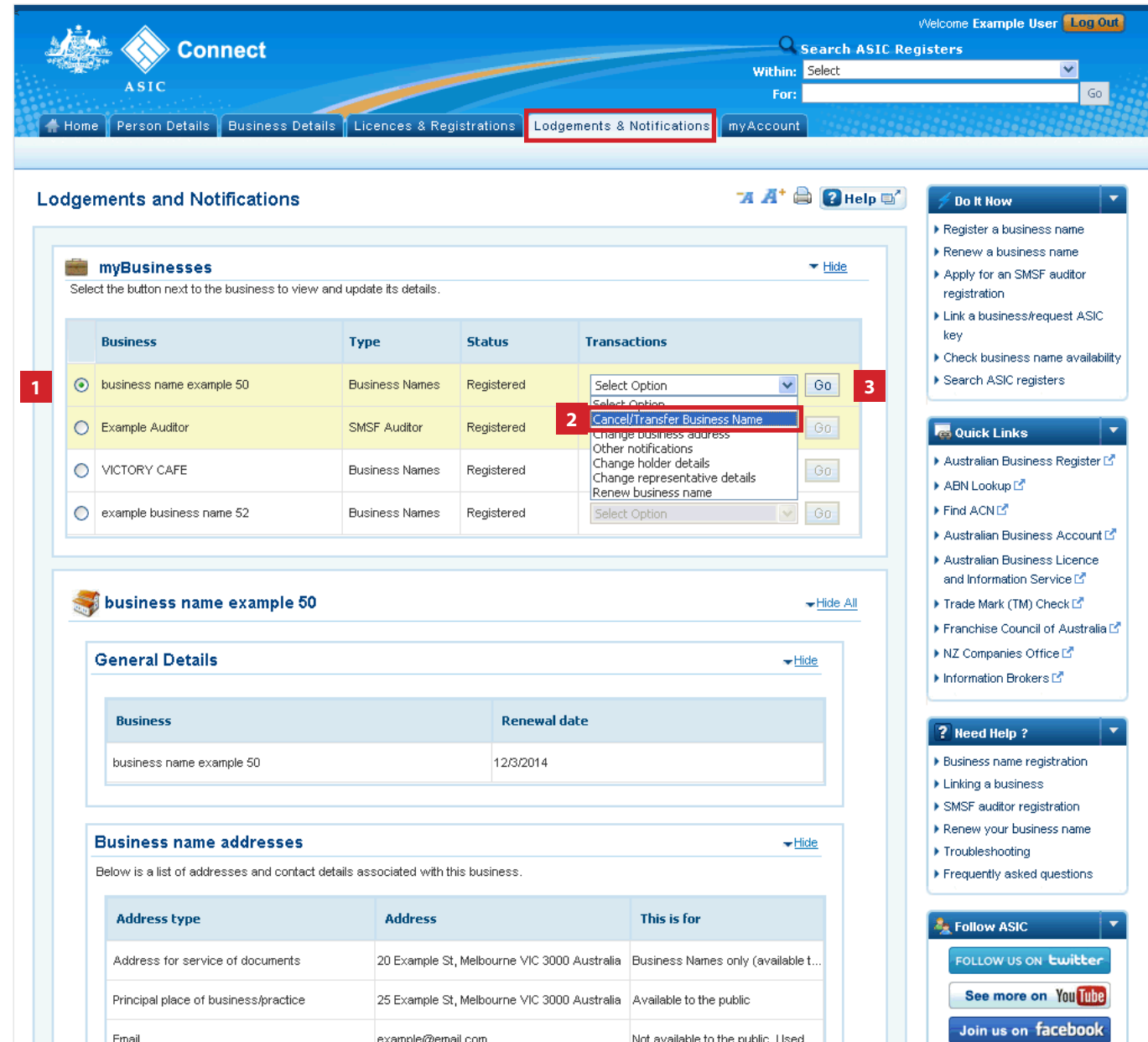
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[How to cancel a business name](#)

How to cancel a business name

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

1. Select the business name you would like to cancel.
2. In the transactions column, select **Cancel/Transfer Business Name**.
3. Select **Go** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Lodgements and Notifications

myBusinesses [Hide](#)

Select the button next to the business to view and update its details.

Business	Type	Status	Transactions
<input checked="" type="radio"/> business name example 50	Business Names	Registered	Select Option <input type="button" value="Go"/> Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change representative details Renew business name Select Option <input type="button" value="Go"/>
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	<input type="button" value="Go"/>
<input type="radio"/> VICTORY CAFE	Business Names	Registered	<input type="button" value="Go"/>
<input type="radio"/> example business name 52	Business Names	Registered	Select Option <input type="button" value="Go"/>

business name example 50 [Hide All](#)

General Details

Business	Renewal date
business name example 50	12/3/2014

Business name addresses

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

Address type	Address	This is for
Address for service of documents	20 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...
Principal place of business/practice	25 Example St, Melbourne VIC 3000 Australia	Available to the public
Email	example@email.com	Not available to the public, Used ...

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

Follow ASIC

FOLLOW US ON [twitter](#)

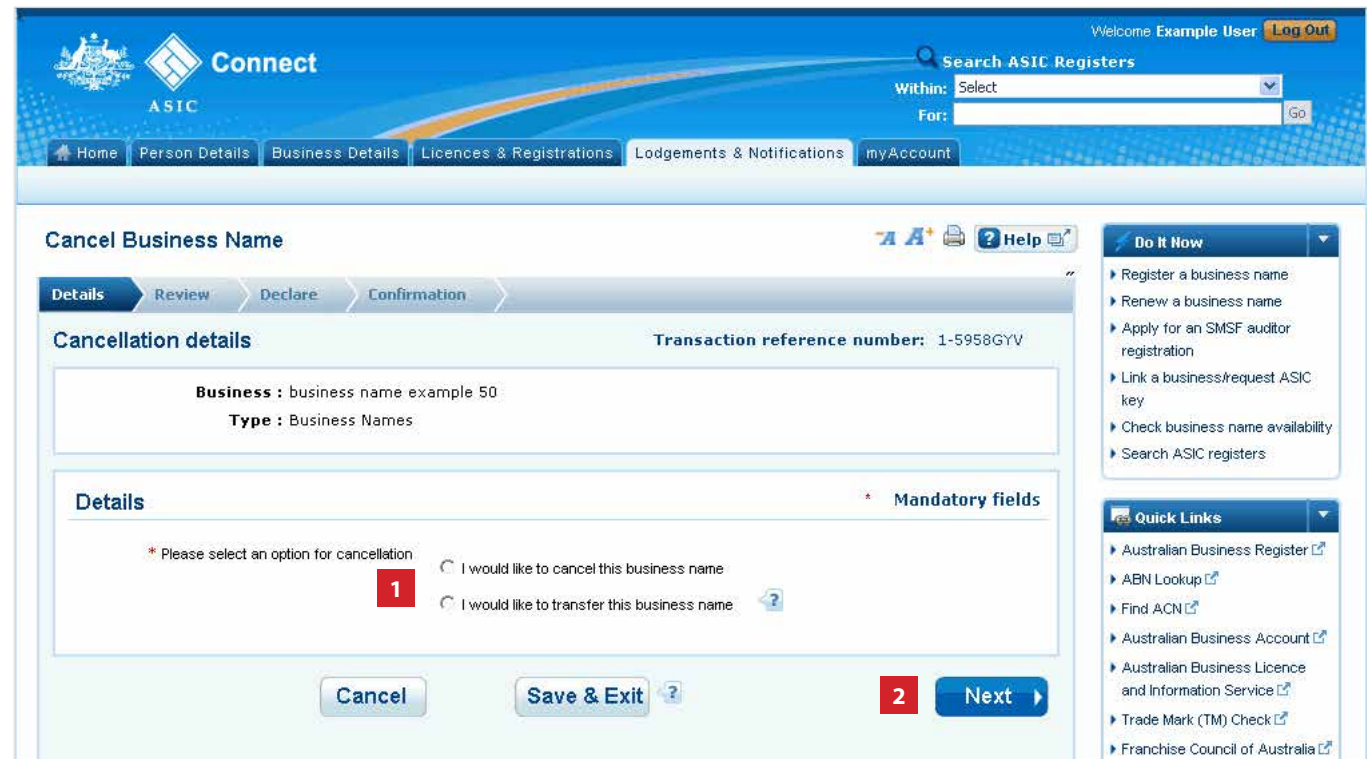
See more on [YouTube](#)

Join us on [facebook](#)

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How to cancel a business name

1. Select the option to indicate you would like to cancel the business name.
2. Select **Next** to continue.



Cancel Business Name

Transaction reference number: 1-5958GYV

Cancellation details

Business : business name example 50
Type : Business Names

Details * Mandatory fields

* Please select an option for cancellation

I would like to cancel this business name 1

I would like to transfer this business name

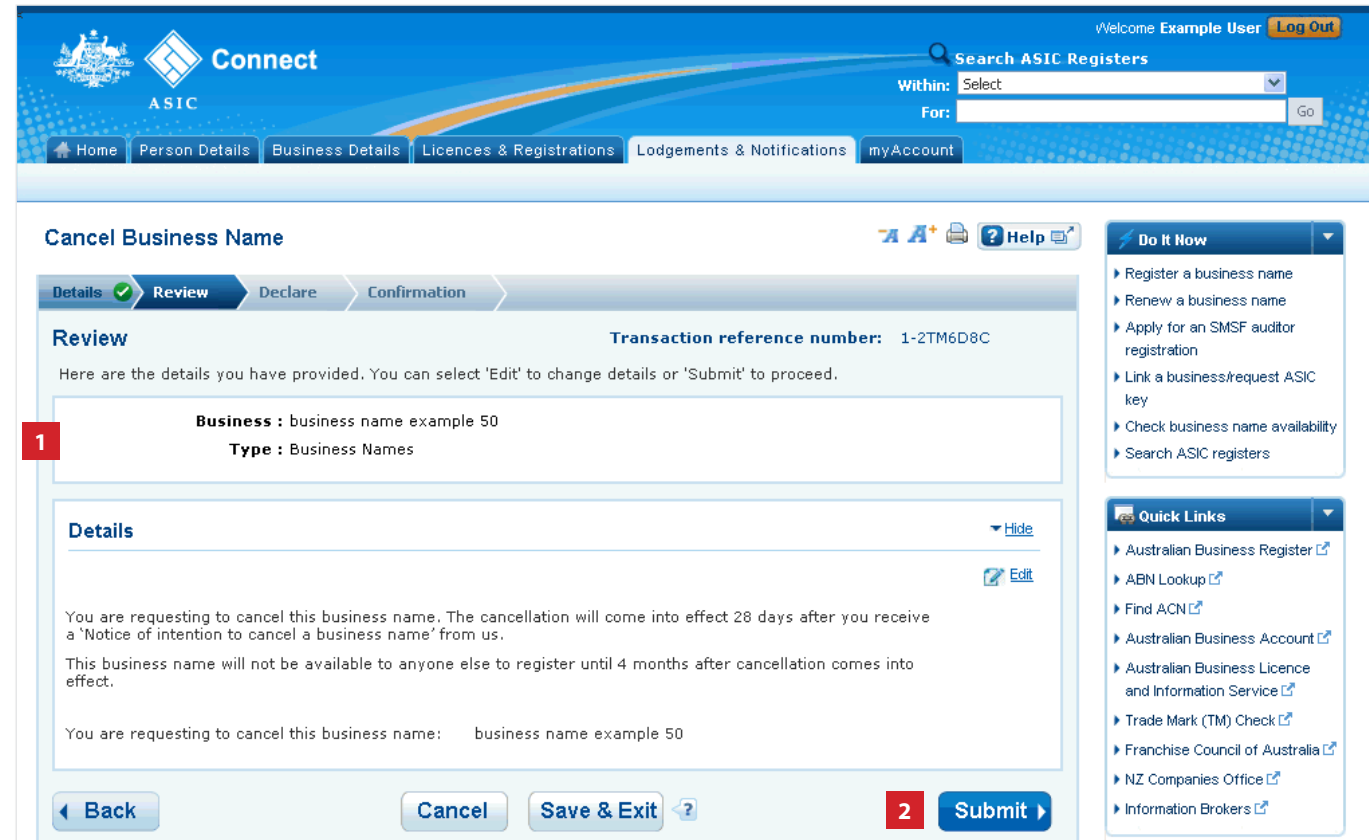
Cancel Save & Exit Next 2

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[How to cancel a business name](#)

Review

1. Check that the information displayed is correct.
2. 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

Cancel Business Name

Details **Review** Declare Confirmation

Review Transaction reference number: 1-2TM6D8C

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

1 Business : business name example 50
Type : Business Names

Details [Hide](#) [Edit](#)

You are requesting to cancel this business name. The cancellation will come into effect 28 days after you receive a 'Notice of intention to cancel a business name' from us.

This business name will not be available to anyone else to register until 4 months after cancellation comes into effect.

You are requesting to cancel this business name: business name example 50

[Back](#) [Cancel](#) [Save & Exit](#) [?](#) **2** [Submit](#)

Do It Now

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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 continue.
3. Select your authority for submitting the transaction.
4. Select **Next** to continue.

Cancel Business Name Help

Details Review **Declare** Confirmation

Declare Transaction reference number: 1-5B7DHU5

Business : business name example 50
Type : Business Names

1 Declaration * **Mandatory fields**

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).

3 Authority * **Mandatory fields**

* 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 you or the lodging party (if any) if we have any questions regarding this transaction.
If a payment is required for this transaction, payment methods 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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Quick Links

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Follow ASIC

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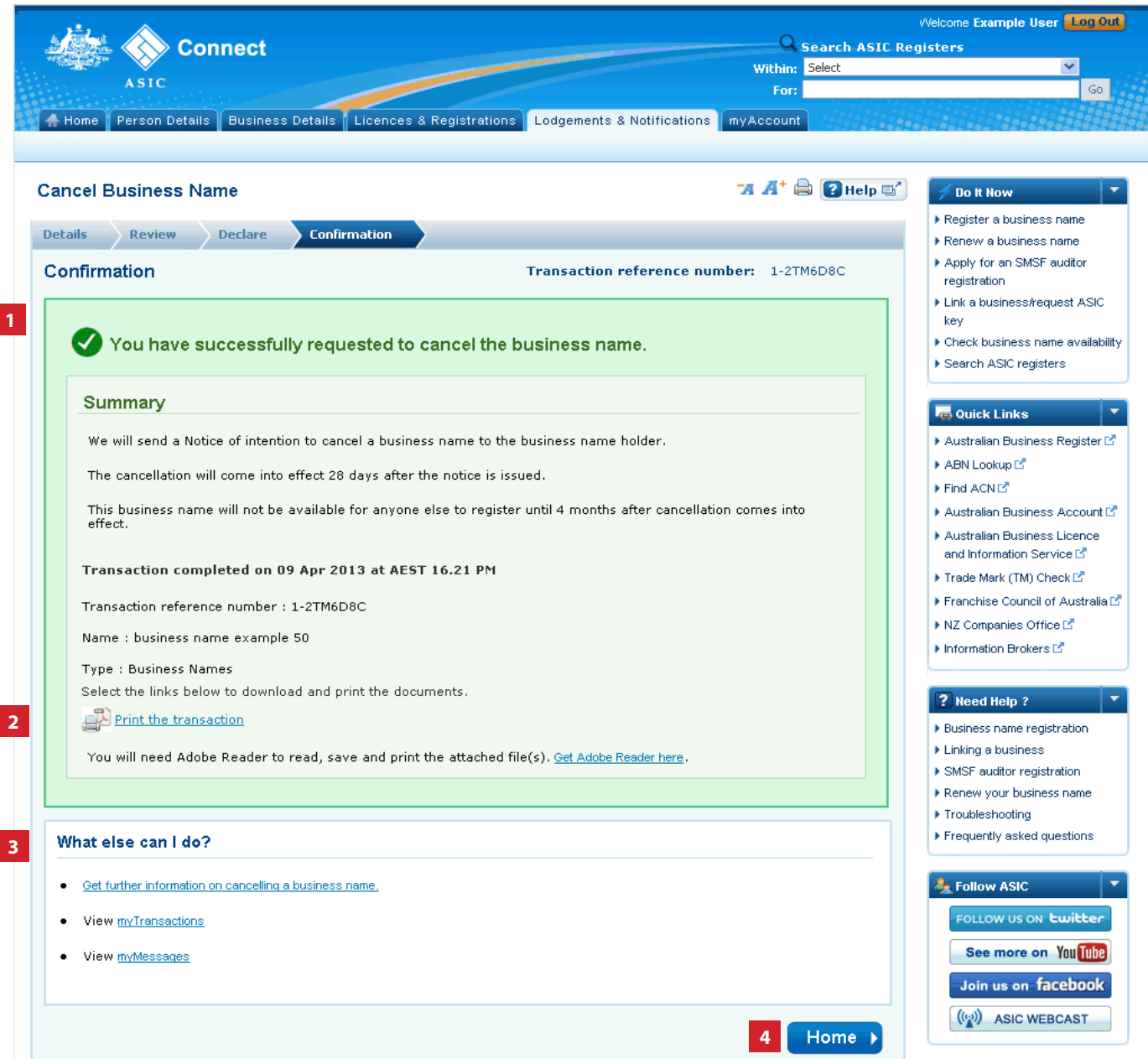
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Confirmation

1. This screen confirms 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: The cancellation will not come into effect until 28 days after you receive the *Notice of intention to cancel a business name* email from us. If no email address is recorded, your notice will be sent to the address for service recorded on our register.



Cancel Business Name Transaction reference number: 1-2TM6D8C

Confirmation

1 ✓ You have successfully requested to cancel the business name.

Summary

We will send a Notice of intention to cancel a business name to the business name holder.

The cancellation will come into effect 28 days after the notice is issued.

This business name will not be available for anyone else to register until 4 months after cancellation comes into effect.

Transaction completed on 09 Apr 2013 at AEST 16.21 PM

Transaction reference number : 1-2TM6D8C

Name : business name example 50

Type : Business Names

Select the links below to download and print the documents.

2 [Print the transaction](#)

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

3 **What else can I do?**

- [Get further information on cancelling a business name.](#)
- View [myTransactions](#)
- View [myMessages](#)

4 [Home](#)

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