



ASIC

Connect

User guide

ASIC Connect

How to transfer 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 transfer a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You can transfer a business name to a new holder from your [ASIC Connect](#) account.
- Check your business email address is up to date before starting this transaction. If this is incorrect or an email address has not been provided, you can [update your business name address details](#).
- You must give the transfer number to the new business name owner. They will need this to register the business name in their name.
- Visit our [support page](#) for more user guides about other ASIC Connect transactions.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

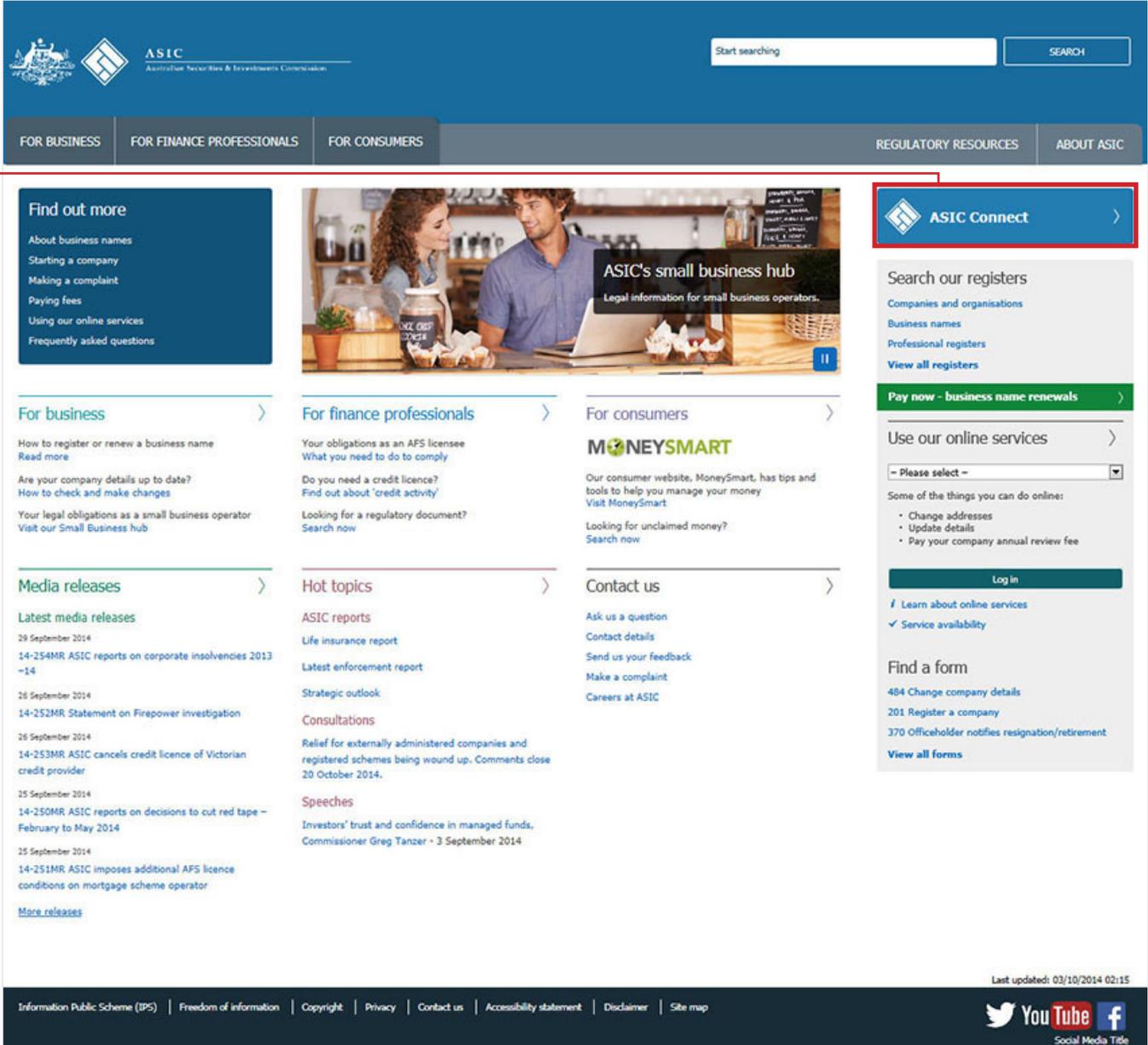
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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 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 featured banner for "ASIC's small business hub" with the text "Legal information for small business operators." and an image of a man and a woman 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), "Looking for unclaimed money?", and "Contact us".

At the bottom right, there is a "Pay now - business name renewals" button and a "Use our online services" section with a dropdown menu and links to "Change addresses", "Update details", and "Pay your company annual review fee".

The footer contains the text "Last updated: 03/10/2014 02:15" and a row of links: "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 transfer a business name](#)

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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, a 'Welcome' section contains a navigation menu on the left with options like 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. A central banner features a photo of business professionals and a 'Log in to ASIC Connect' box with buttons for 'Log in', 'Sign up', and 'AUSkey'. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'GO' button. The 'Do it now' section includes a 'Search' prompt and a 'See more on YouTube' link. The 'What's new' section lists four recent updates. On the right side, there are 'Quick Links' and 'Follow ASIC' social media buttons.

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[How to transfer a business name](#)

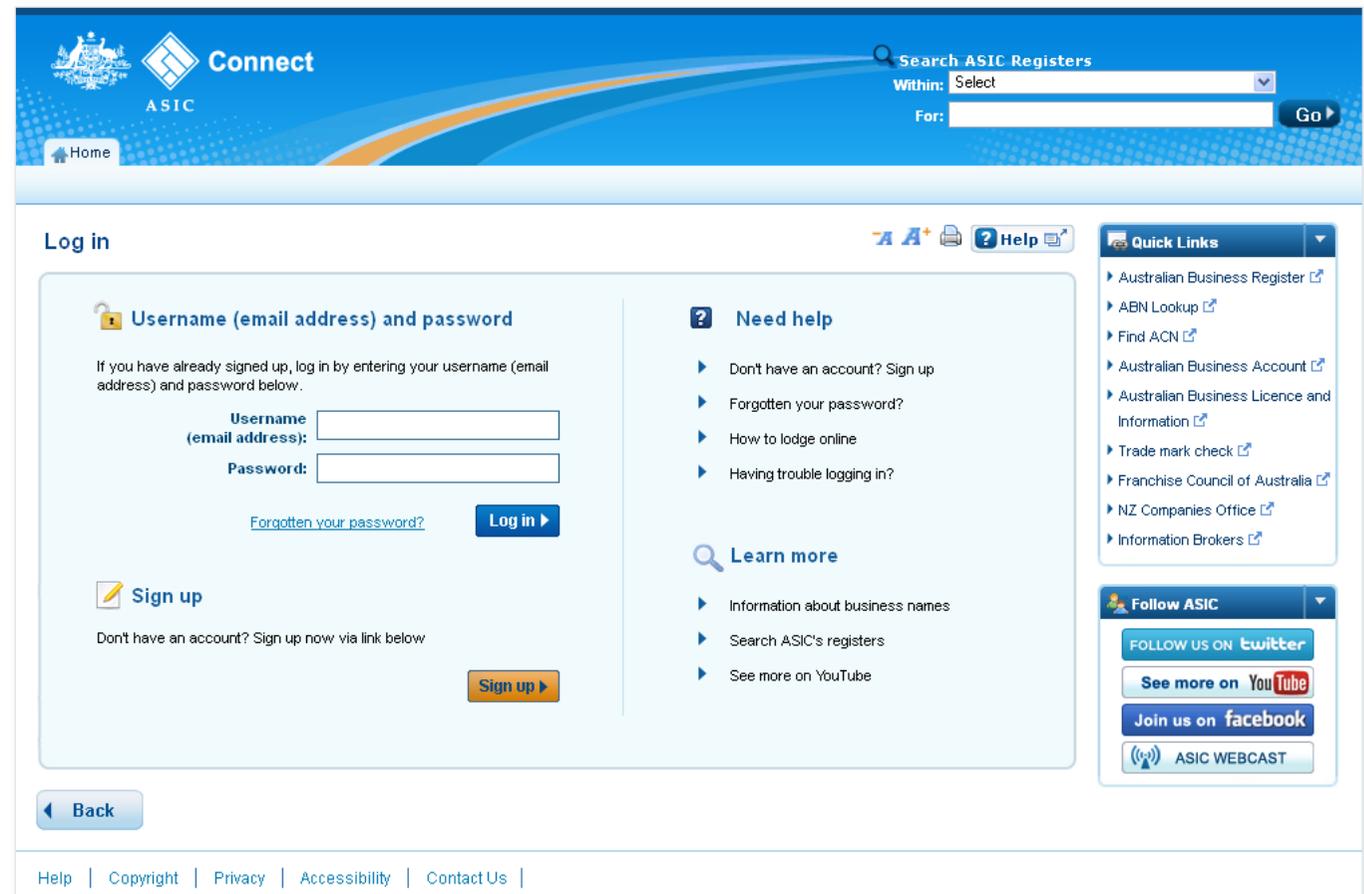
Log in

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 and 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. Below the login form is a 'Sign up' section with a 'Sign up' button. To the right of the login form is a 'Need help' section with links for account creation and password recovery, and a 'Learn more' section with links for business names, registers, and YouTube. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with social media buttons for Twitter, YouTube, and Facebook, and an ASIC Webcast button. A 'Back' button is located at the bottom left of the main content area. The footer contains links for Help, Copyright, Privacy, Accessibility, and Contact Us.

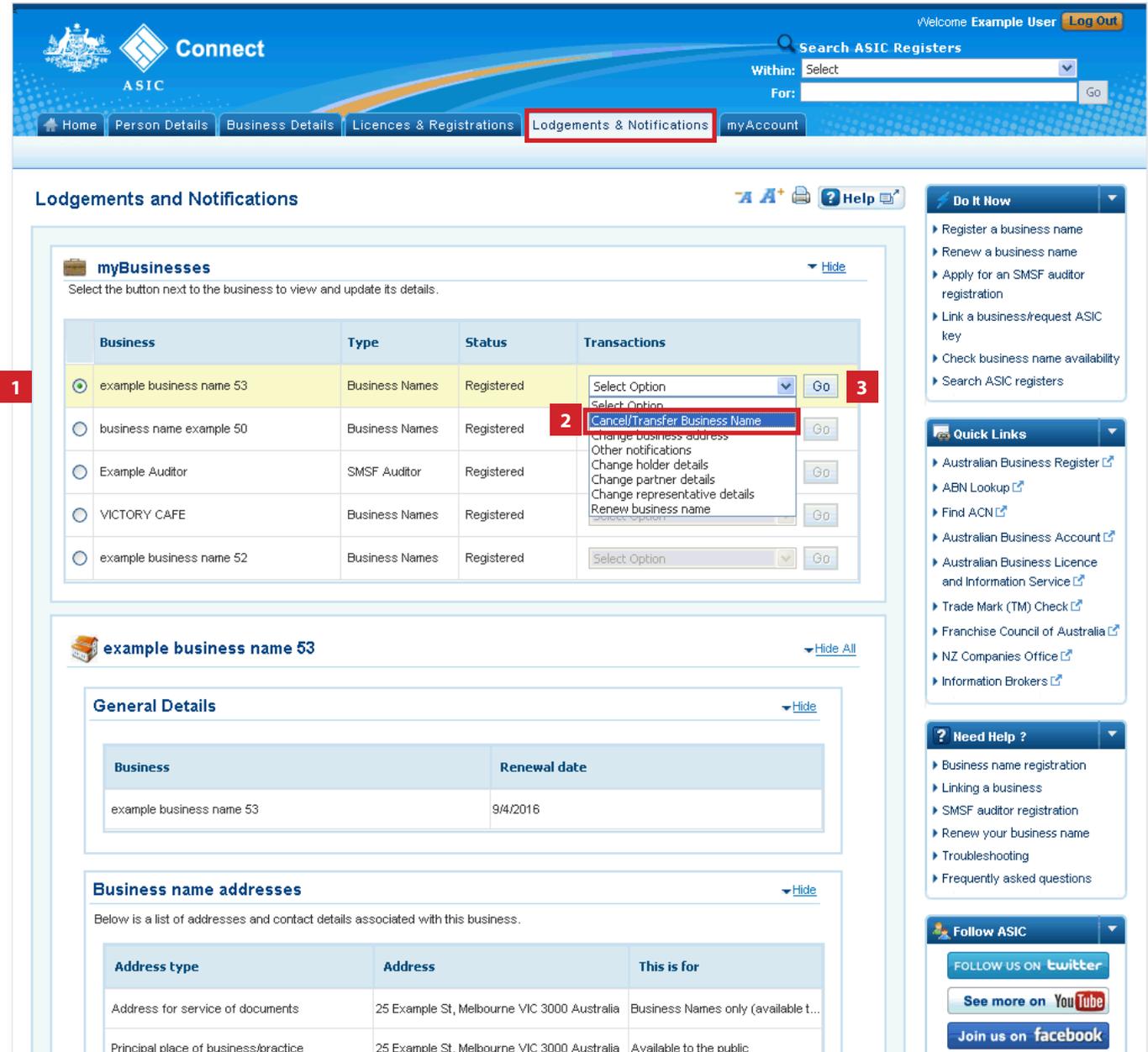
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[How to transfer a business name](#)

How to transfer a business name

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

1. Select the radio button next to the business name you wish to transfer.
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"/> example business name 53	Business Names	Registered	Select Option Go 3 Select Option Cancel/Transfer Business Name 2 Change business address Other notifications Change holder details Change partner details Change representative details Renew business name Select Option
<input type="radio"/> business name example 50	Business Names	Registered	Go
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	Go
<input type="radio"/> VICTORY CAFE	Business Names	Registered	Go
<input type="radio"/> example business name 52	Business Names	Registered	Select Option Go

example business name 53 [Hide All](#)

General Details

Business	Renewal date
example business name 53	9/4/2016

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	25 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

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](#)

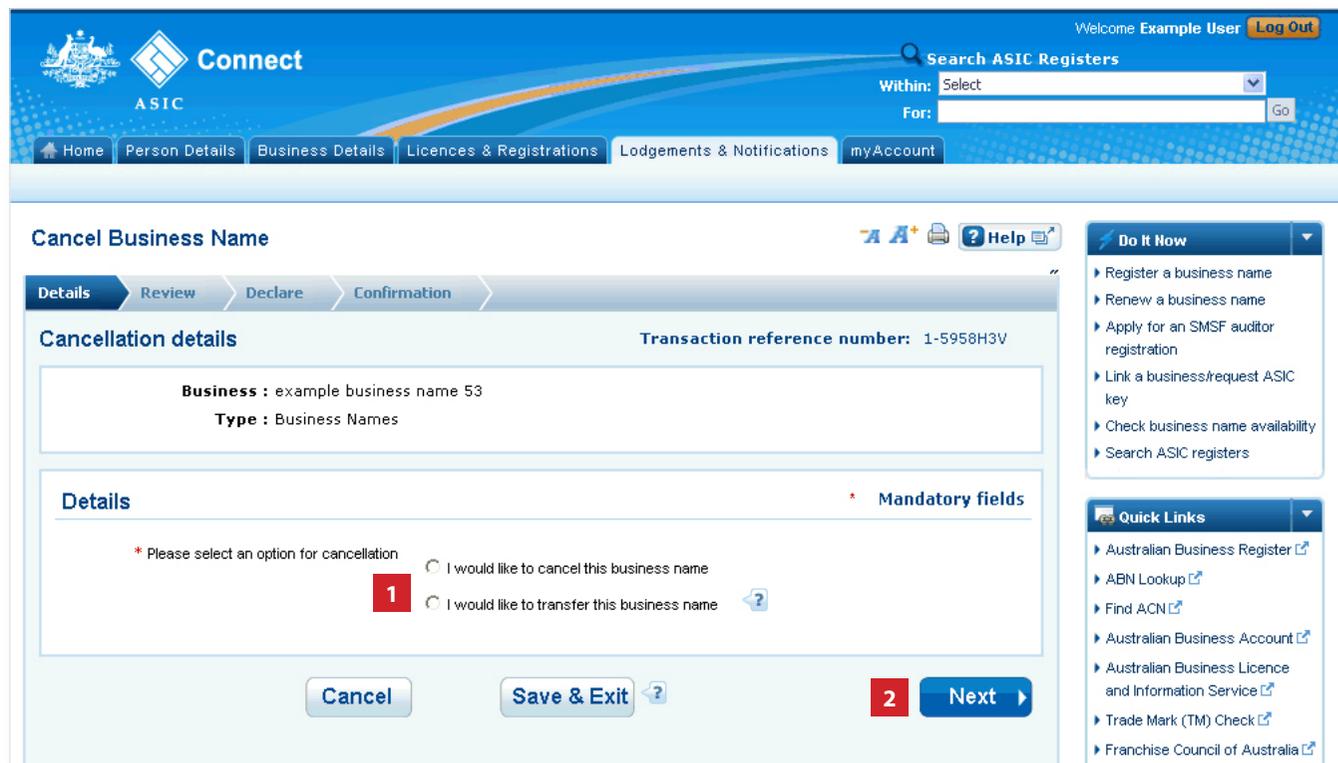
Join us on [facebook](#)

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How to transfer a business name

How to transfer a business name

1. Select the option to indicate you would like to transfer the business name to another holder.
2. Select **Next** 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](#)

Cancellation details Transaction reference number: 1-5958H3V
Business : example business name 53
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

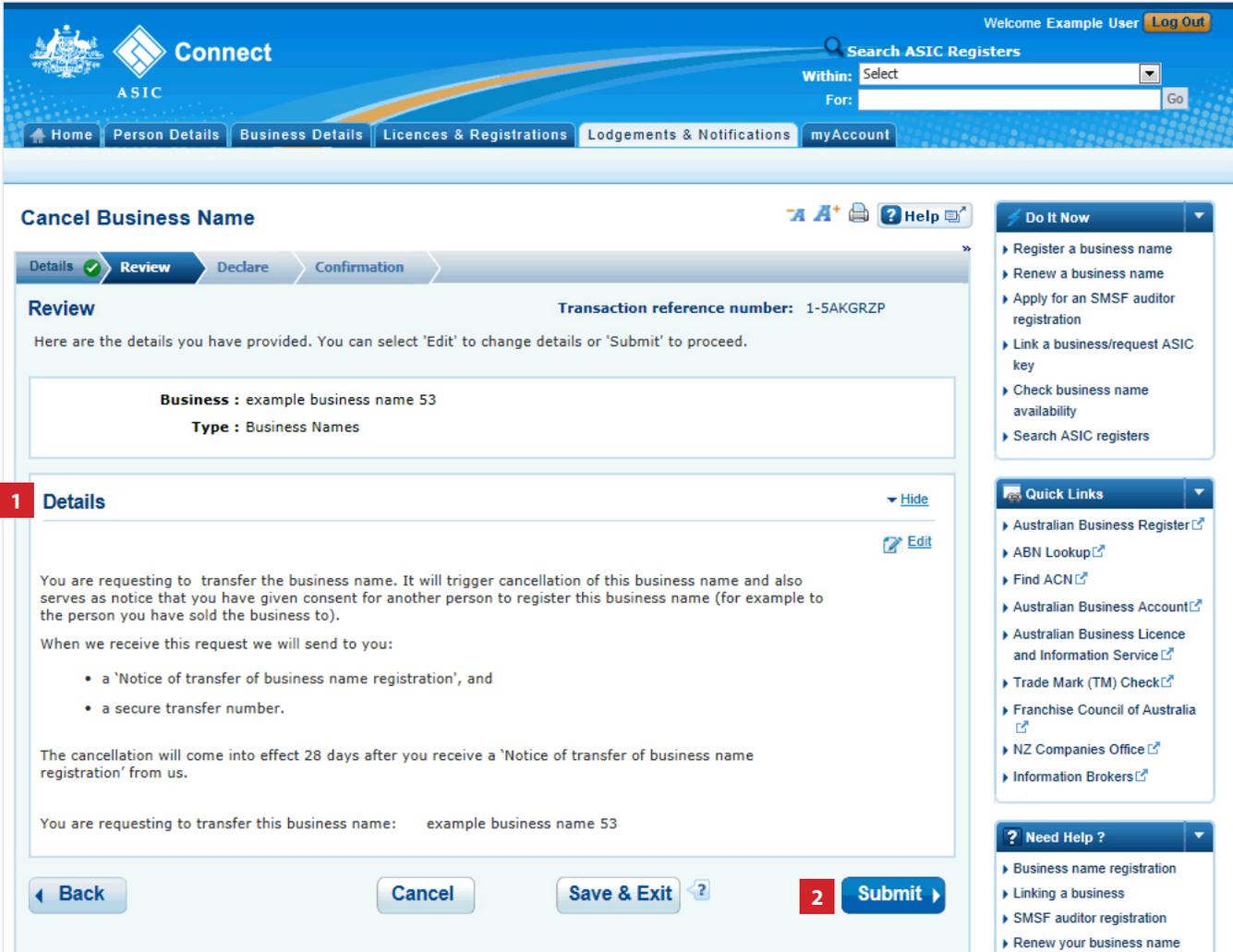
Do it Now
 Register a business name
 Renew a business name
 Apply for an SMSF auditor registration
 Link a business/request ASIC key
 Check business name availability
 Search ASIC registers

Quick Links
 Australian Business Register
 ABN Lookup
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Review

1. Check that the information displayed is correct.
2. Select **Submit** to continue.




Connect
ASIC
Welcome Example User [Log Out](#)

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

Search ASIC Registers
 Within:
 For:

Cancel Business Name

[Details](#) **[Review](#)** [Declare](#) [Confirmation](#)

Review Transaction reference number: 1-5AKGRZP
 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

1 **Details** [Hide](#)

[Edit](#)

You are requesting to transfer the business name. It will trigger cancellation of this business name and also serves as notice that you have given consent for another person to register this business name (for example to the person you have sold the business to).

When we receive this request we will send to you:

- a 'Notice of transfer of business name registration', and
- a secure transfer number.

The cancellation will come into effect 28 days after you receive a 'Notice of transfer of business name registration' from us.

You are requesting to transfer this business name: example business name 53

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

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
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- ▶ 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

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How to transfer a business name

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.

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

Declare Transaction reference number: 1-5B7DHU5

Business : example business name 99
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
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- Check business name availability
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Quick Links

- Australian Business Register
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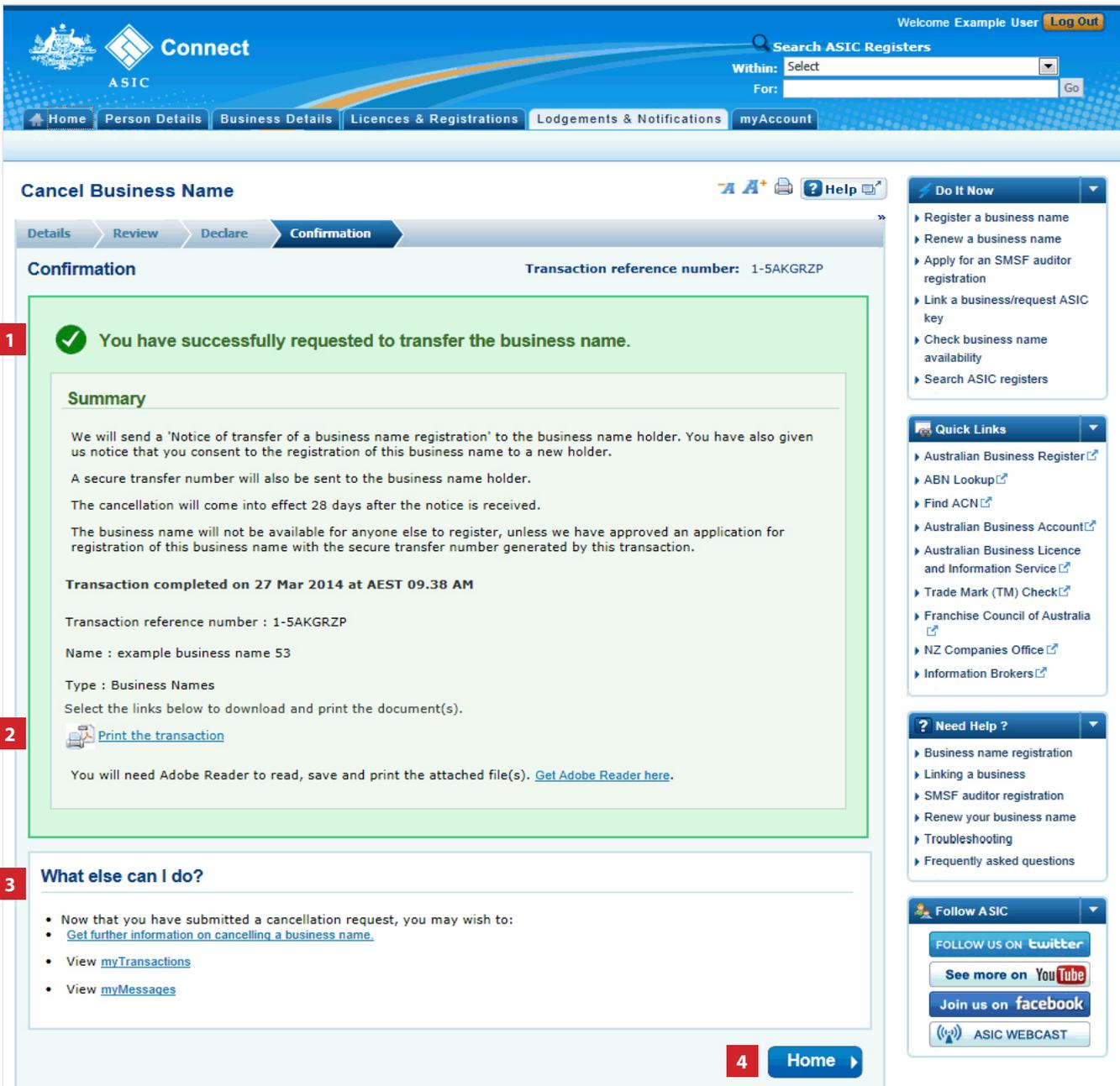
ASIC WEBCAST

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[How to transfer a business name](#)

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.



The screenshot shows the 'Cancel Business Name' confirmation page on the ASIC Connect website. The page is titled 'Cancel Business Name' and includes a navigation bar with 'Details', 'Review', 'Declare', and 'Confirmation' tabs. A green box contains a success message: 'You have successfully requested to transfer the business name.' Below this is a 'Summary' section with details about the transaction, including the reference number '1-5AKGRZP' and the completion time '27 Mar 2014 at AEST 09.38 AM'. A 'Print the transaction' link is highlighted with a red '2'. A 'What else can I do?' section is highlighted with a red '3' and contains links to 'myTransactions' and 'myMessages'. A 'Home' button is highlighted with a red '4' at the bottom right. The right sidebar contains 'Do It Now', 'Quick Links', 'Need Help?', and 'Follow ASIC' sections.

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[How to transfer a business name](#)



What to do next

After completing this transaction, a transfer number will be sent to the business email address.

If no email is recorded, we will send the transfer number to the address for service of documents.

1. This is the **transfer number**. You will need to provide this to the new business name owner so they can register the business name.

Additional business name owners (including partners and any other representatives recorded on the Business Name Register) will also receive notification of the business name transfer.

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[How to transfer a business name](#)

The screenshot shows an official letter from ASIC. At the top left is the Australian Coat of Arms, followed by the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. The date '28 October 2021' is printed below. On the right side, the mailing address is listed: 'PO BOX 4000 Gippsland Mail Centre Victoria 3841'. Below this, the company name 'ASIC COMPANY PTY LTD' is printed. To the right of the company name, contact information is provided: 'Web: www.asic.gov.au' and 'Telephone: 1300 300 630'. The letter is addressed to 'Dear John Smith'. The main subject is 'Transfer of registration of business name for 'Example Business Name''. The body of the letter states: 'We have received your request to transfer the registration of Example Business Name to a new holder. To do this you must provide the new holder with the transfer number 1-0000000000 so they can apply to register the business name in their name. The new holder must register the business name within 4 months to securely transfer the registration. After 4 months the transfer number expires and the business name will become available to the public. Cancellation of registration in your name will take effect in 1 month, after which we will send you confirmation. For more information, please visit www.asic.gov.au.' The letter concludes with 'Yours sincerely' followed by a handwritten signature of Margaret Boothman. Below the signature, her name and title are printed: 'Margaret Boothman Assistant Commissioner, Registry Operations Australian Business Registry Services On behalf of the Australian Securities and Investments Commission'. A red box with the number '1' is placed to the right of the transfer number '1-0000000000'.