



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.

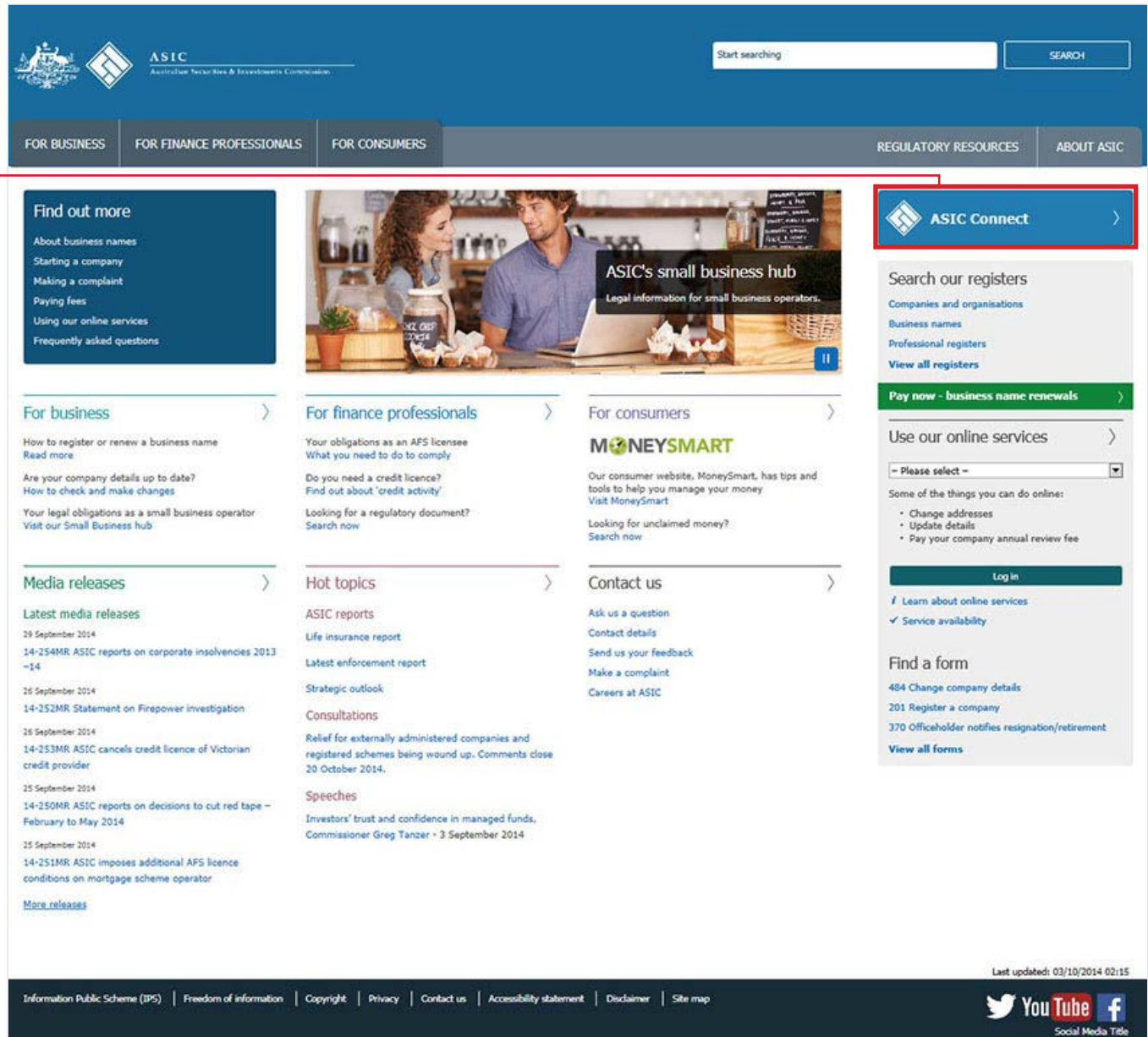
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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 navigation bar with the ASIC logo and a search bar. Below this, there are tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. The main content area is divided into several sections: 'Find out more' (with links to business names, starting a company, etc.), 'ASIC's small business hub' (with a video thumbnail), 'For business', 'For finance professionals', 'For consumers' (featuring MoneySmart), 'Media releases', 'Hot topics', 'Contact us', and 'Search our registers'. The 'Search our registers' section includes links to 'Companies and organisations', 'Business names', 'Professional registers', and 'View all registers'. Below this is a 'Pay now - business name renewals' button. The 'Use our online services' section has a dropdown menu and links to 'Change addresses', 'Update details', and 'Pay your company annual review fee'. The 'Find a form' section lists forms like '484 Change company details', '201 Register a company', and '370 Officeholder notifies resignation/retirement'. A red box highlights the 'ASIC Connect' button in the right-hand sidebar. The footer contains links to 'Information Public Scheme (IPS)', 'Freedom of information', 'Copyright', 'Privacy', 'Contact us', 'Accessibility statement', 'Disclaimer', and 'Site map'. Social media links for YouTube and Facebook are also present.

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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, there is a search bar for registers. Below the header, the 'Welcome' section features a 'Log in to ASIC Connect' box with buttons for 'Log in', 'Sign up', and 'AUSkey'. A red line points from the 'Log in' text in the sidebar to the 'Log in' button. The sidebar on the left contains links for 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The 'Do it now' section includes a search bar and a link to 'See more on YouTube'. The 'What's new' section lists recent updates. The right sidebar contains 'Quick Links' and 'Follow ASIC' social media links.

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[How to transfer a business name](#)

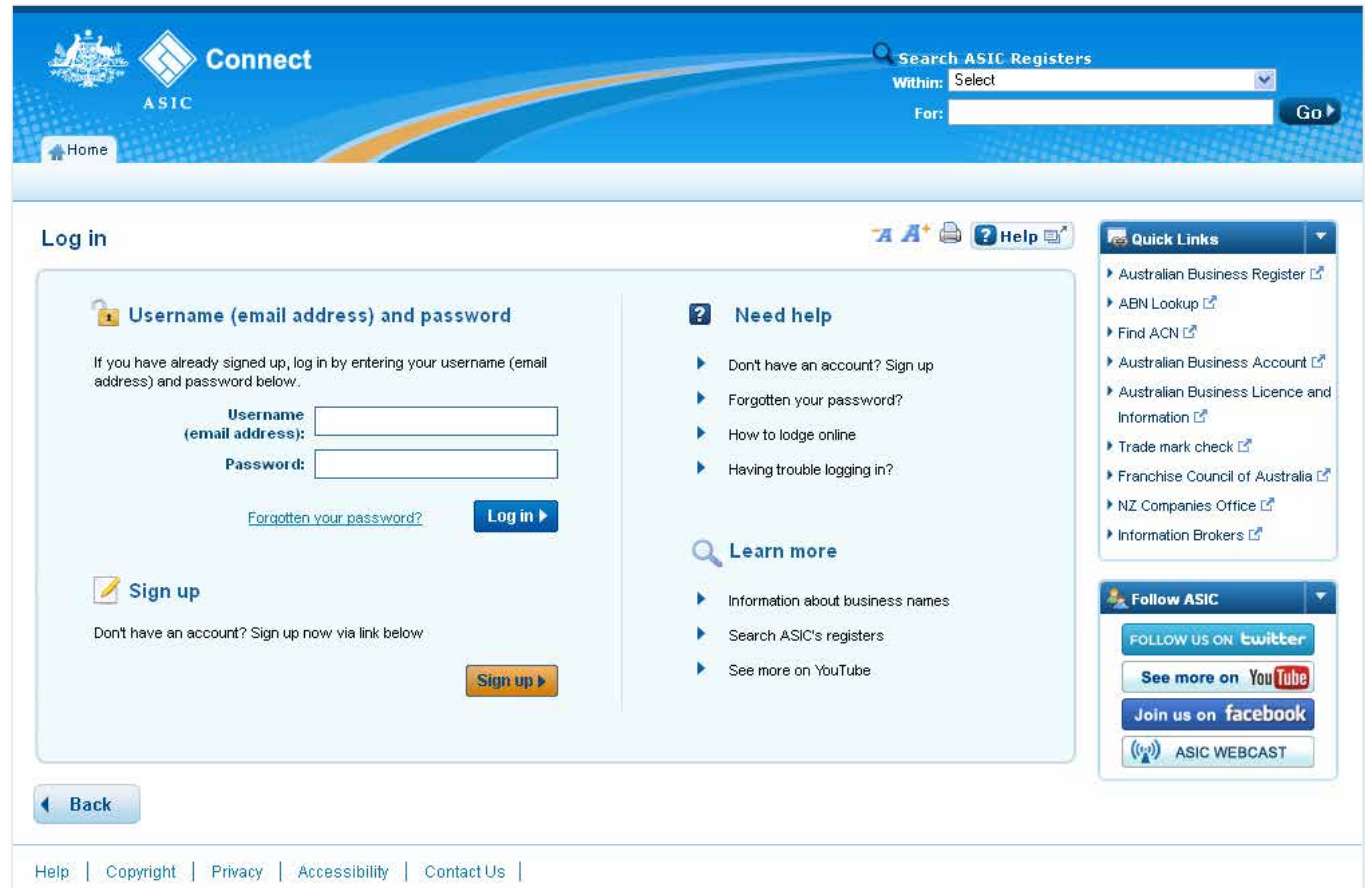
Log in

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 header with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the header, there 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'. There is a 'Log in' button and a link for 'Forgotten your password?'. Below the login form is a 'Sign up' section with a 'Sign up' button. To the right of the login form, there 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 is a 'Quick Links' section with links to various ASIC services, and a 'Follow ASIC' section with links to follow ASIC on Twitter, YouTube, and Facebook, and an ASIC Webcast link. At the bottom, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

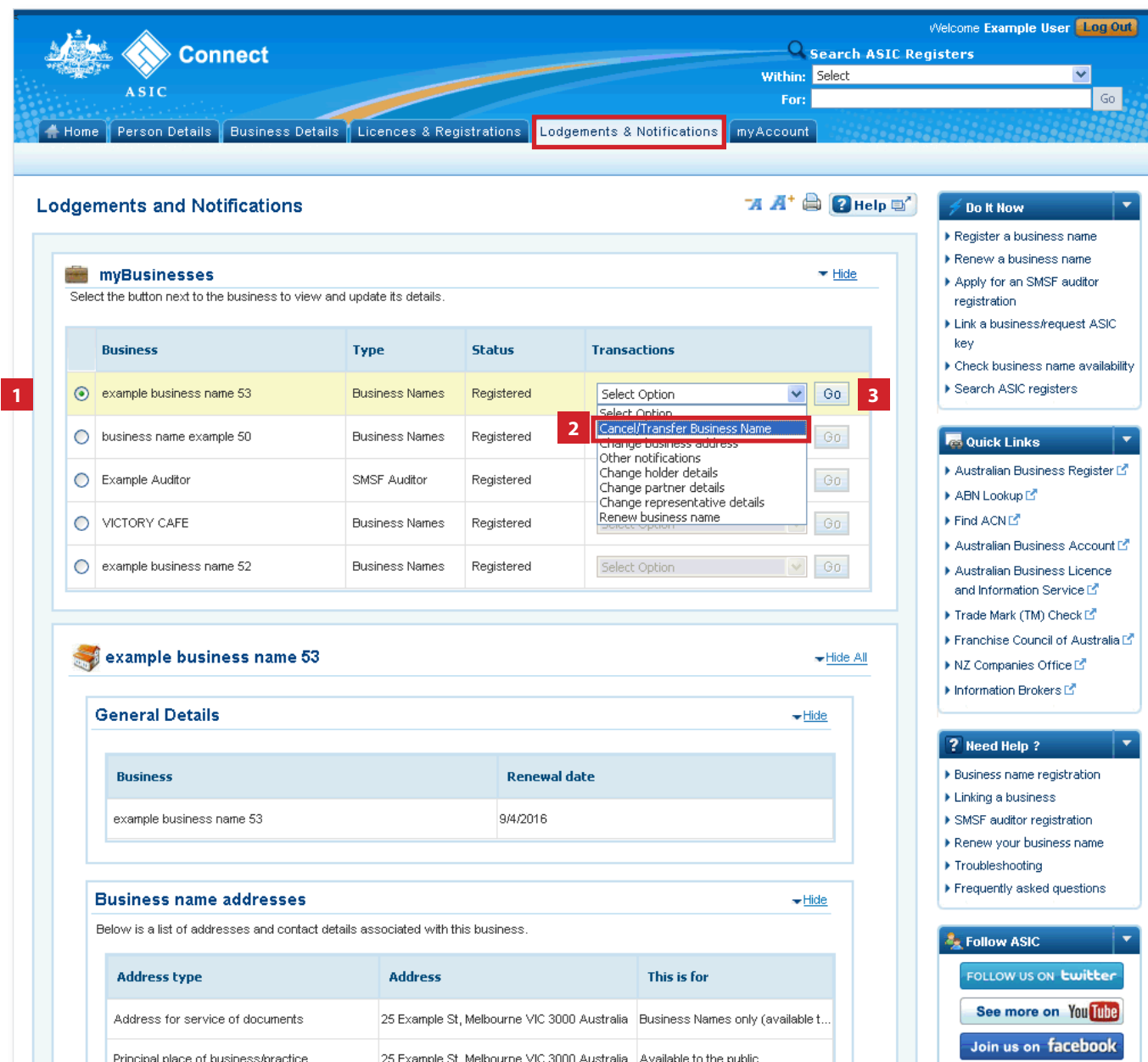
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[How to transfer a business name](#)

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.



Lodgements and Notifications

myBusinesses

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 | <div> <div>Select Option</div> <div> Cancel/Transfer Business Name </div> </div> |
| <input type="radio"/> business name example 50 | Business Names | Registered | <div> <div>Select Option</div> <div> Change business address Other notifications Change holder details Change partner details Change representative details Renew business name </div> </div> |
| <input type="radio"/> Example Auditor | SMSF Auditor | Registered | <div> <div>Select Option</div> <div> </div> </div> |
| <input type="radio"/> VICTORY CAFE | Business Names | Registered | <div> <div>Select Option</div> <div> </div> </div> |
| <input type="radio"/> example business name 52 | Business Names | Registered | <div> <div>Select Option</div> <div> </div> </div> |

example business name 53

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.

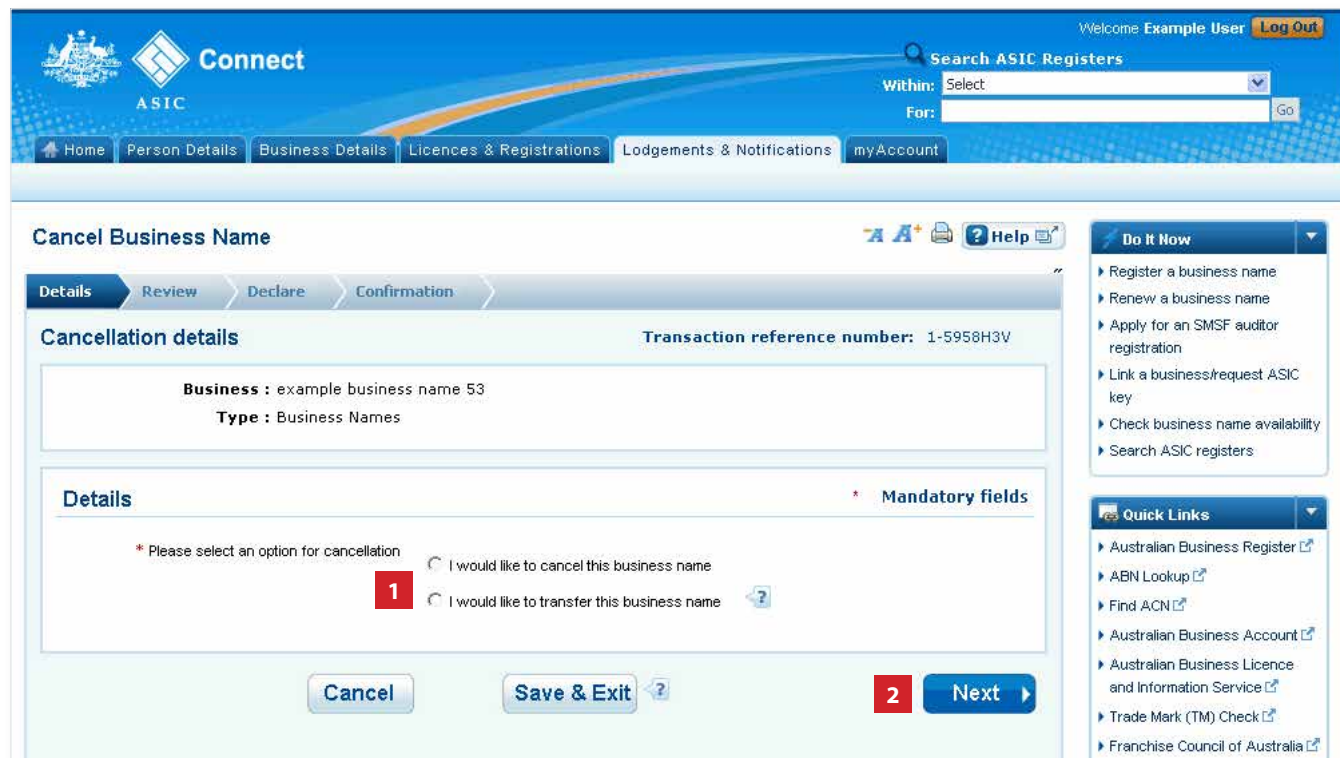
| Address type | Address | This is for |
|--------------------------------------|---|-------------------------------------|
| Address for service of documents | 25 Example St, Melbourne VIC 3000 Australia | Business Names only (available t... |
| Principal place of business/practice | 25 Example St, Melbourne VIC 3000 Australia | Available to the public |

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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.



Cancel Business Name

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 2

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

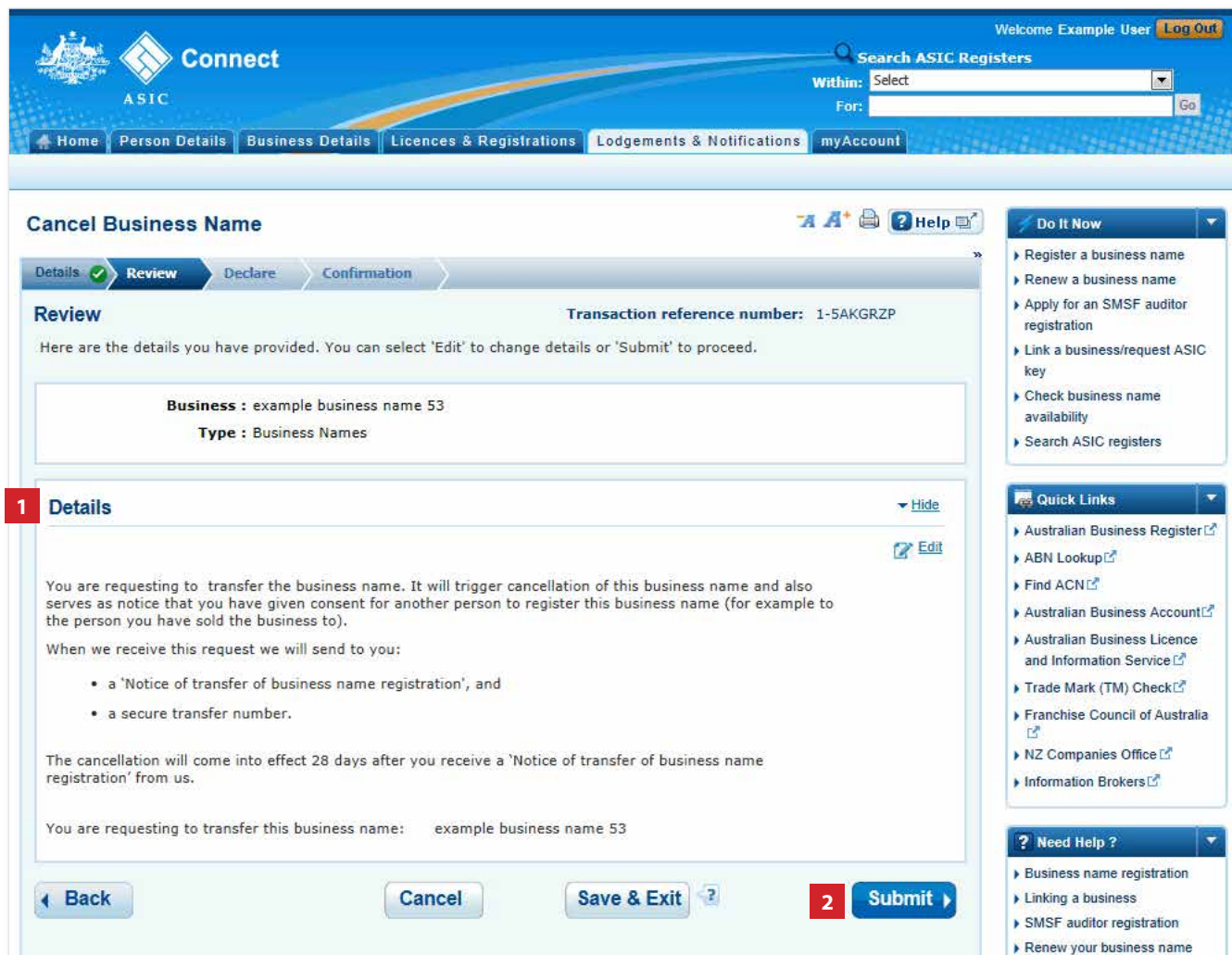
Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia

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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: 1-5AKGRZP

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](#)
- [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 ?

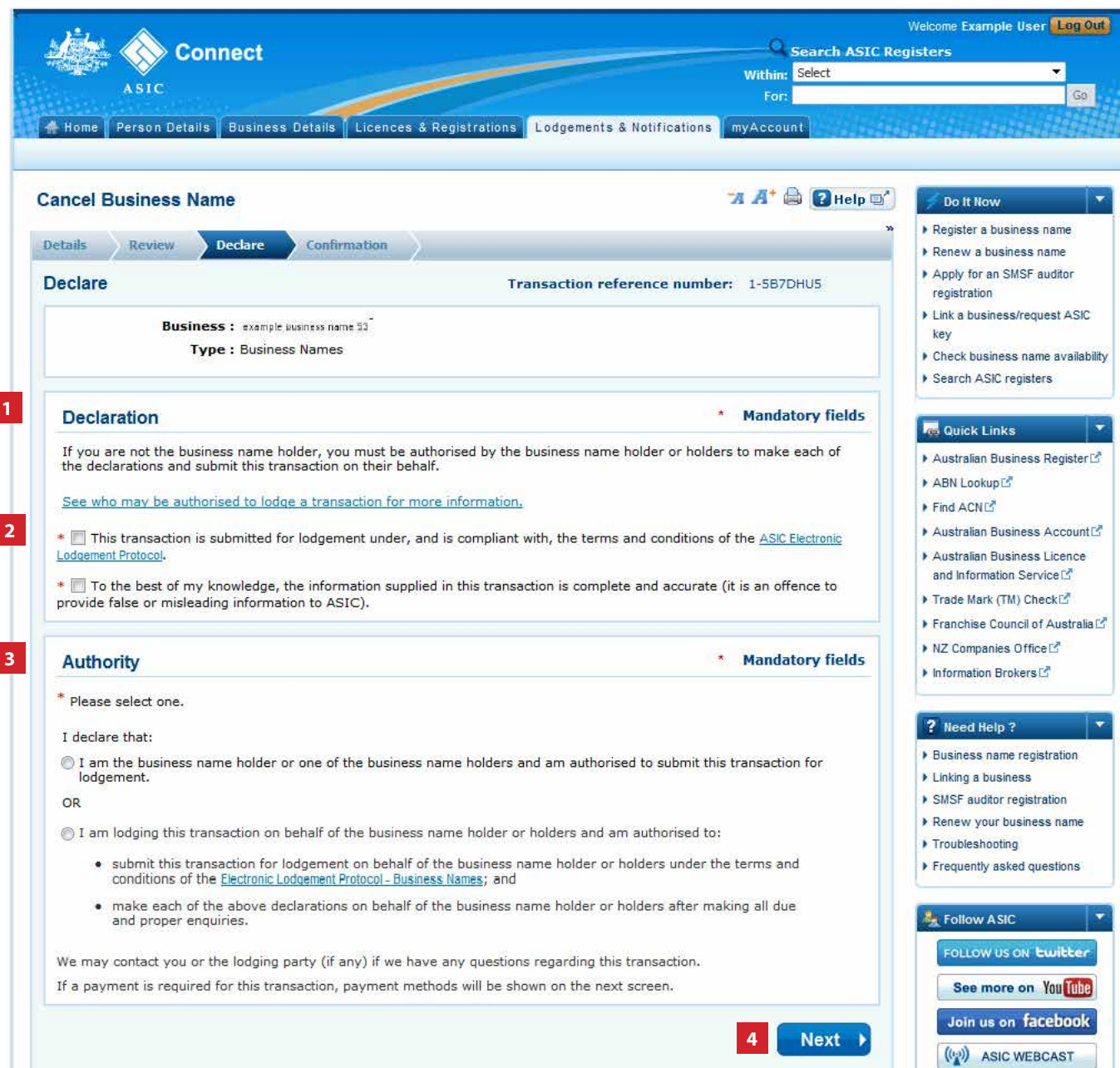
- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name

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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 52
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.](#)

* ☐ 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
- 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

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ASIC WEBCAST

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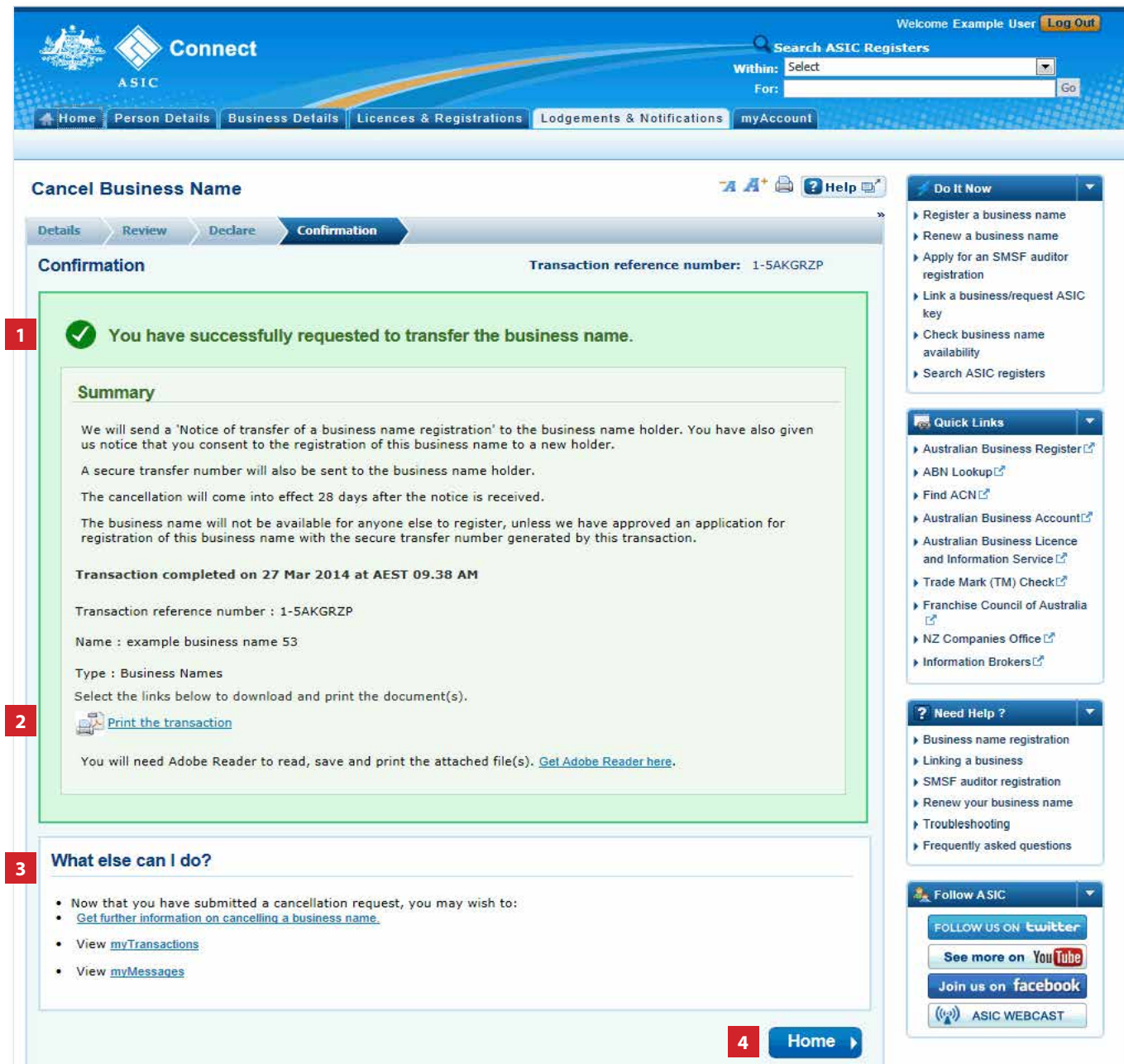
[How to transfer a business name](#)

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.

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How to transfer a business name



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](#)

Confirmation Transaction reference number: 1-5AKGRZP

1  You have successfully requested to transfer the business name.

Summary

We will send a 'Notice of transfer of a business name registration' to the business name holder. You have also given us notice that you consent to the registration of this business name to a new holder.

A secure transfer number will also be sent to the business name holder.

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

The business name will not be available for anyone else to register, unless we have approved an application for registration of this business name with the secure transfer number generated by this transaction.


Transaction completed on 27 Mar 2014 at AEST 09.38 AM

Transaction reference number : 1-5AKGRZP

Name : example business name 53

Type : Business Names

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

 [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?**

- Now that you have submitted a cancellation request, you may wish to:
 - [Get further information on cancelling a business name.](#)
 - View [myTransactions](#)
 - View [myMessages](#)

4 [Home](#)

Do It Now

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- Check business name availability
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Quick Links

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Need Help?

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- Frequently asked questions

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[ASIC WEBCAST](#)



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



ASIC

Australian Securities & Investments Commission

11 December 2015

PO BOX 4000
Gippsland Mail Centre
Victoria 3841

Example Business Name Holder

Web: www.asic.gov.au

Telephone: 1300 300 630

Dear Example

Transfer of registration of business name for 'XYZ BUSINESS'

We have received your request to transfer the registration of XYZ BUSINESS to a new holder.

To do this you must provide the new holder with the transfer number **1-14899663717** ¹ 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.

Yours sincerely

Rosanne Bell
Senior Executive Leader
Registry