



ASIC

Connect

User guide

ASIC Connect

How to register a business name if the holder is an individual (sole trader)


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

Register a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You can lodge an application for a business name online from your [ASIC Connect](#) account.
- This guide explains how to apply for a business name if the holder is an [individual \(sole trader\)](#). Other business name holder types will result in different screens and questions being asked.

- You must have an [Australian Business Number \(ABN\)](#) registered to an individual (sole trader) or an ABN application reference number to apply for a business name (unless an exemption applies).

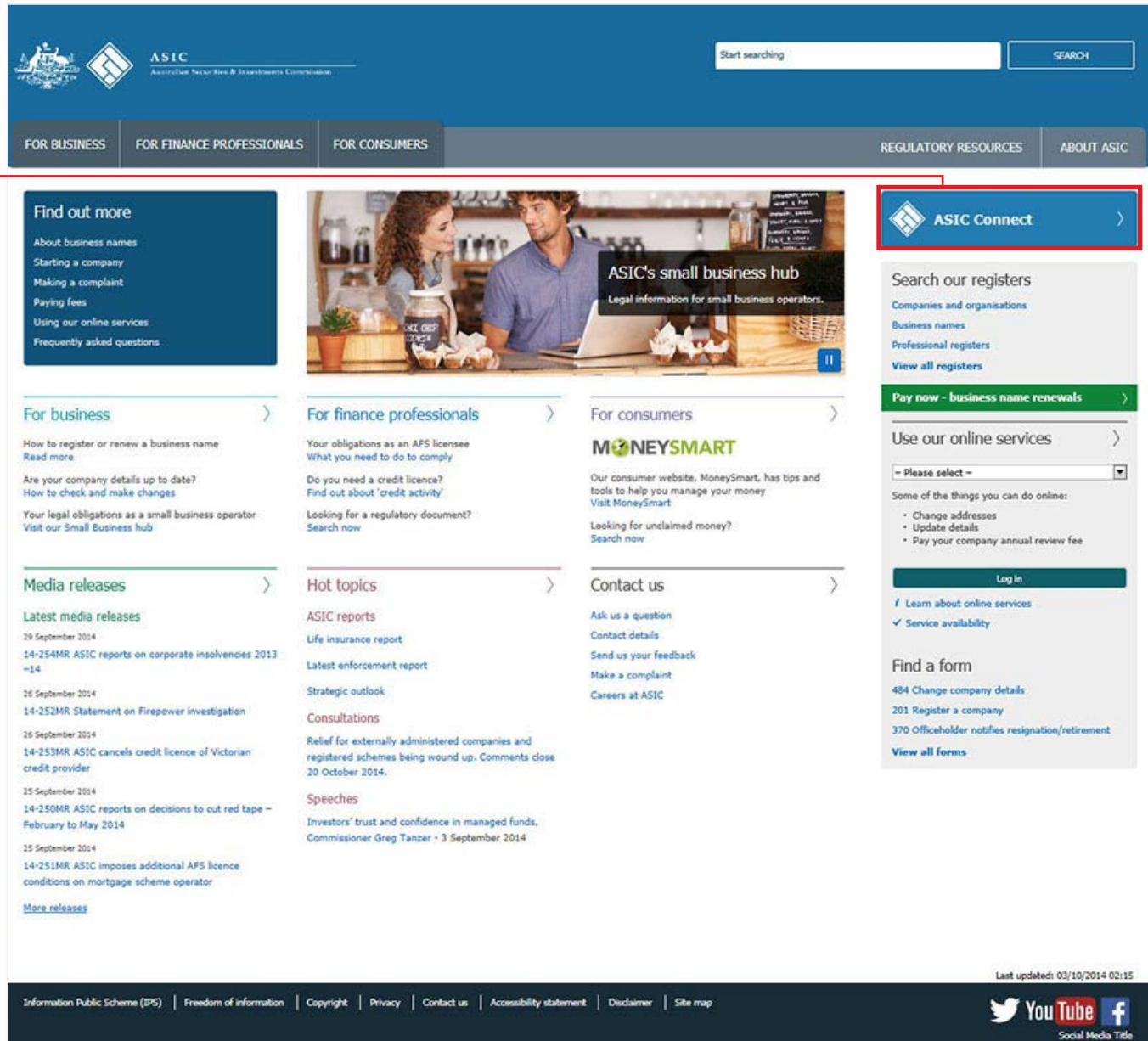
Please note: if you are in the process of reinstating a cancelled ABN you will need to wait for this to be finalised with the Australian Business Register before you apply for a business name with ASIC.

- We have different [payment methods](#) you can use to pay your registration fee. These include paying online by credit card or later by BPAY or invoice.
- Further assistance using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

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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, the ASIC logo and 'Connect' text are visible. Below the navigation bar, there are several content sections. A red box highlights the 'ASIC Connect' button in the right-hand sidebar. The main content area includes sections for 'Find out more', 'For business', 'For finance professionals', 'For consumers', 'Media releases', 'Hot topics', and 'Contact us'. The footer contains information about the Information Public Scheme (IPS), Freedom of Information, and social media links for YouTube and Facebook.

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Get started

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

If you don't have an account, select **Sign up**.

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

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



The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and the word 'Connect'. A search bar is positioned on the right side of the header. Below the header, the main content area is organized into several sections:

- Welcome:** A central area featuring a large image of people working at a computer. To the left of the image is a vertical menu with links: 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. To the right of the image is a 'Log in to ASIC Connect' box with the text 'Apply for or update details of a business name or SMSF auditor registration.' and three buttons: '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.
- Do it now:** A section with two items: 'Search' (with a search icon) and 'See more on YouTube' (with a person icon).
- What's new:** A section with a list of four news items, each with a date.
- Quick Links:** A vertical list of links on the right side of the page, including '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'.
- Follow ASIC:** A section at the bottom right with buttons for 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'.

The footer of the page contains links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact us'.

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[How to register a business name if the holder is an individual](#)

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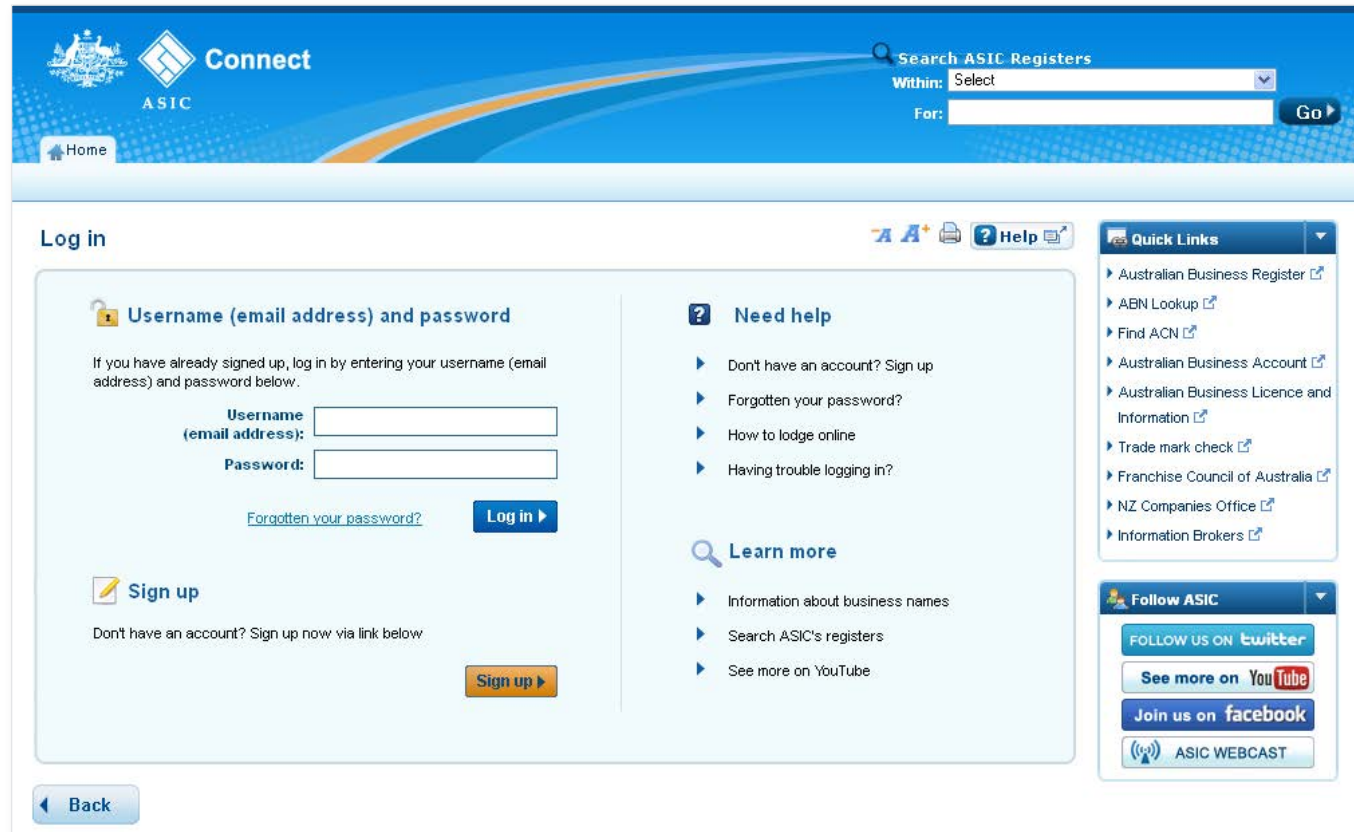
Log in

Log in using your email address and password.

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

Your password must be a minimum of nine characters long and contain at least three of the following:

- an uppercase letter (A-Z) or a lowercase letter (a-z)
- a number (0-9)
- a symbol (!, \$, #, %)



The screenshot shows the ASIC Connect login page. 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 form for entering a username (email address) and password. The form includes a 'Log in' button and a 'Sign up' button. To the right of the 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 this 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'. A 'Back' button is located at the bottom left of the page.

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Home

Once you have logged in, the home screen will be visible.

my Transactions displays your most recent transactions. The following information may be visible under *Transaction status*, depending on what transactions you have started recently:

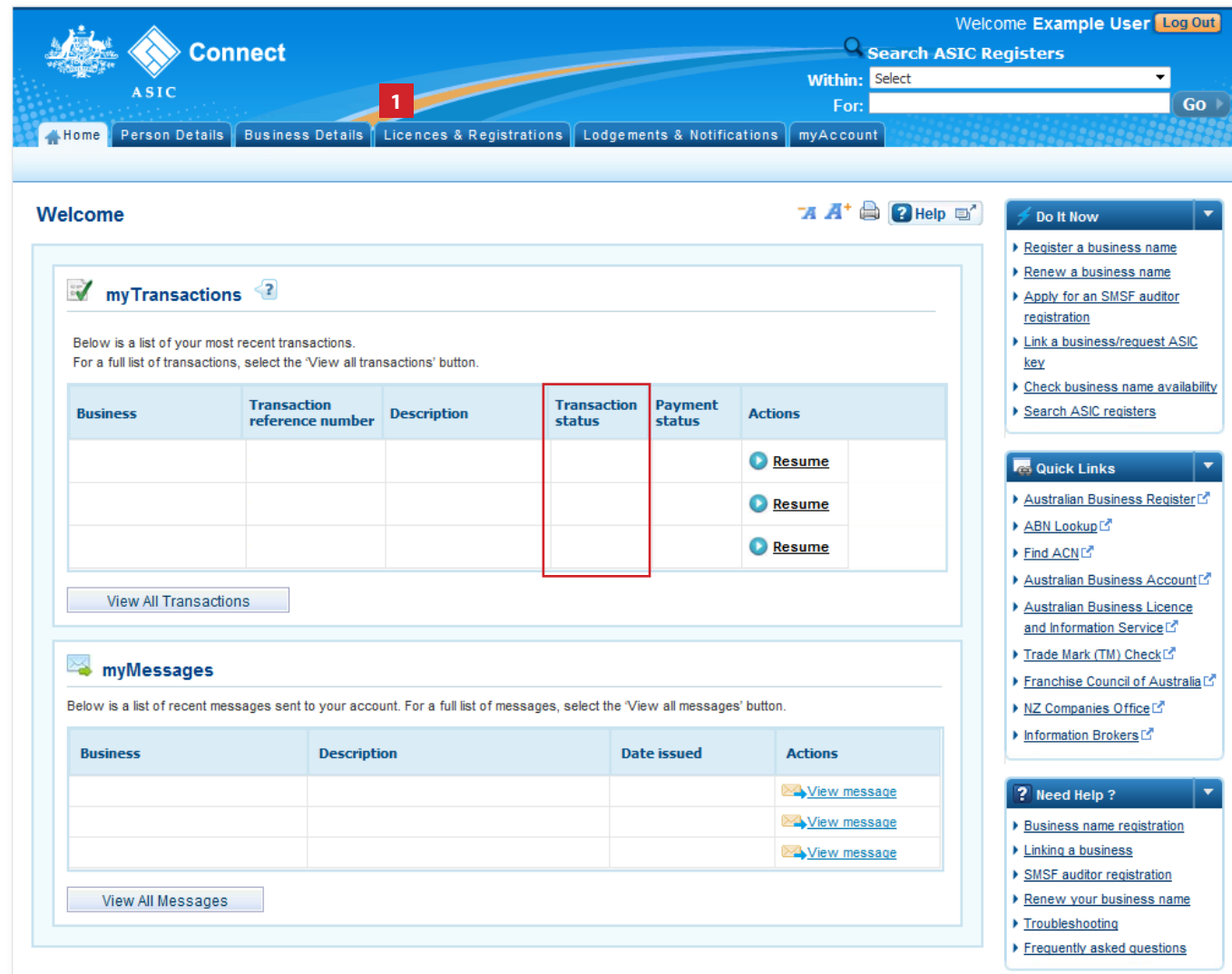
Incomplete - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.

Validated - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.

In Progress - The transaction has been submitted and is currently being processed, it cannot be resumed.

Completed - The transaction has been fully submitted and processed, it cannot be resumed.

1. Select the **Licences & Registrations** tab to begin registering a business name.



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

Search ASIC Registers
 Within:
 For:
[Go](#)

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

Welcome

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the 'View all transactions' button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
					Resume
					Resume
					Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.

Business	Description	Date issued	Actions
			View message
			View message
			View message

[View All Messages](#)

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 ?

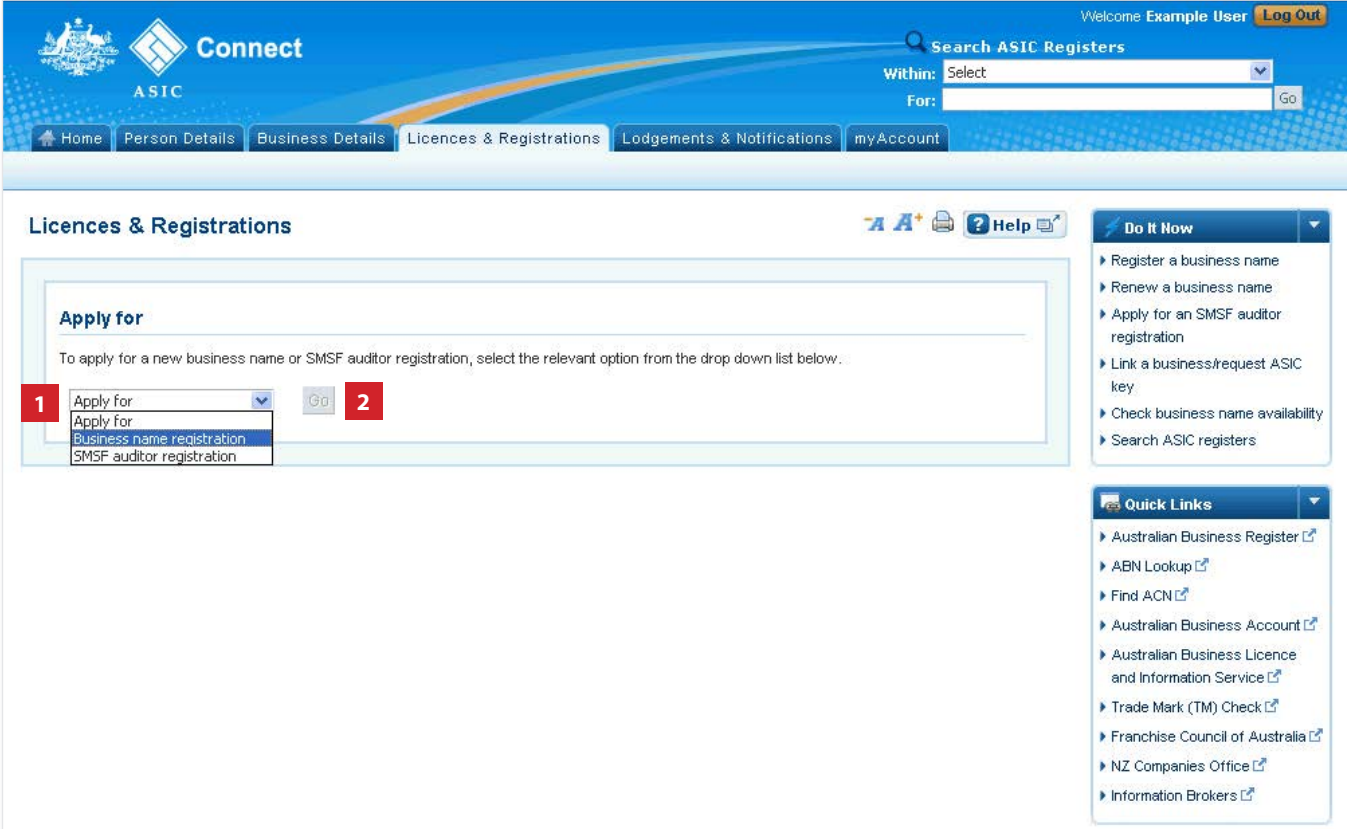
- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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[How to register a business name if the holder is an individual](#)

Register a business name

1. Select **Business name registration** from the drop-down box.
2. Select **Go** to continue.



The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is visible, along with a 'Welcome Example User' and 'Log Out' button. Below the navigation bar, there are tabs for 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Licences & Registrations' and contains a 'Do it Now' sidebar with links like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'. The 'Quick Links' sidebar includes '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 central 'Apply for' section has a dropdown menu with 'Apply for' selected, and a 'Go' button. A red '1' is placed to the left of the dropdown, and a red '2' is placed to the right of the 'Go' button.

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[How to register a business name if the holder is an individual](#)

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Register a business name

1. Read the information about applying for a business name.
2. Tick the boxes under **Things to be aware of** after you have read and understood the information.
3. Select **Get Started** to start your application.

The screenshot shows the ASIC Connect website interface for applying for a business name. The page title is 'Apply for a Business Name'. It includes a navigation bar with 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is divided into two sections:

- Section 1 (marked with a red '1'):** 'Before you start'. This section contains instructions on how to apply, including steps for entering the ABN, the proposed business name, and the details of the holder. It also includes a 'Do It Now' sidebar with links like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'.
- Section 2 (marked with a red '2'):** 'Things to be aware of'. This section contains a list of important considerations, such as 'Registering a business name does not give the holder exclusive name rights', 'The holder may be inadvertently infringing someone else's trade mark', and 'A holder that is part of a franchise needs consent from the franchise owner'. Each item has a checkbox.

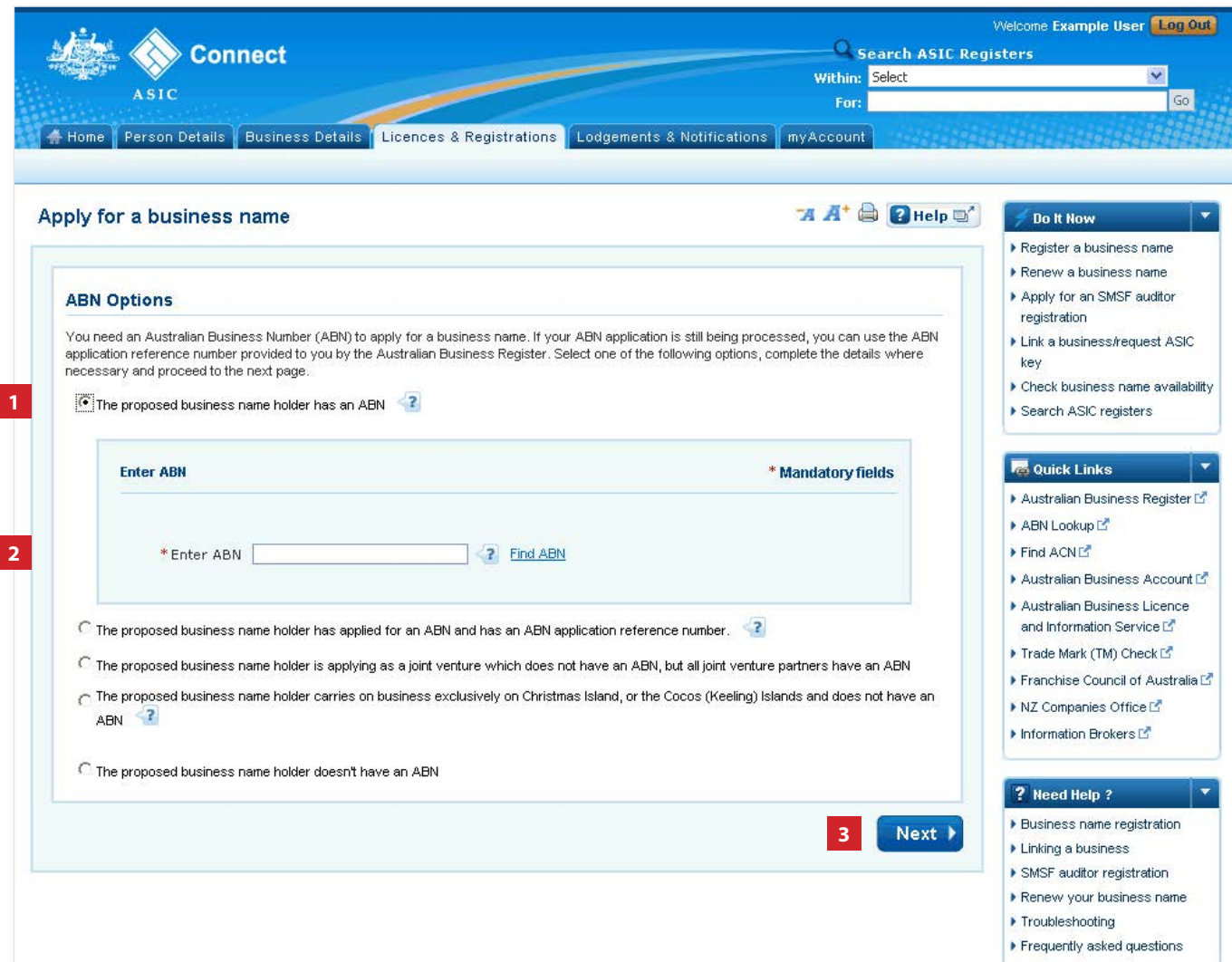
At the bottom right of the page, there is a 'Get Started' button (marked with a red '3').

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ABN options

To apply for a business name, you must have either:

- an ABN, or
 - an ABN application reference number.
1. Select the **relevant ABN option**.
 2. Enter the **ABN or ABN application reference number** with no spaces in the field provided.
 3. 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

Apply for a business name

ABN Options

You need an Australian Business Number (ABN) to apply for a business name. If your ABN application is still being processed, you can use the ABN application reference number provided to you by the Australian Business Register. Select one of the following options, complete the details where necessary and proceed to the next page.

1 The proposed business name holder has an ABN [?](#)

Enter ABN * Mandatory fields

* Enter ABN [Find ABN](#)

The proposed business name holder has applied for an ABN and has an ABN application reference number. [?](#)

The proposed business name holder is applying as a joint venture which does not have an ABN, but all joint venture partners have an ABN

The proposed business name holder carries on business exclusively on Christmas Island, or the Cocos (Keeling) Islands and does not have an ABN [?](#)

The proposed business name holder doesn't have an ABN

3 [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

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Business name availability

1. Enter your proposed business name in the field provided.
2. Select **Check Name Availability**.
The name you have entered will be highlighted in either of the following colours:
 - green - the name is available for registration;
 - amber - manual decision is required by ASIC; or
 - red - the name is unavailable. You will need to enter another business name.
3. Review the existing business names similar to the one you have proposed.
4. Select your preferred registration period (1 year or 3 years).
5. Select **Next** to continue.

Note: If you select **Save & Exit** this will save the application for resuming at a later date. This does not complete the transaction.

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Business name holder details

1. Enter the business name holder details in the fields provided.
2. Select **Next** to continue.

The screenshot shows the ASIC Connect website interface for applying for a business name. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Apply for a Business Name' and features a progress bar with steps: Name, Business, Addresses, Eligibility, Review, Declare, Payment, and Confirmation. The 'Business' step is currently active. Below the progress bar, the 'Proposed business name holder details' section shows a 'Proposed business name : example business name 70' and a 'Transaction reference number: 1-550QNU9'. A red '1' is placed over the 'Business details' section, which is marked as 'Mandatory fields'. This section includes instructions to 'Complete the details for the individual' and contains sub-sections for 'Individual's details' (with fields for Given name, Other given names, and Family name), 'Birth details' (with fields for Date of birth and Country), 'Residential address' (with a dropdown for 'Select from known address' and a 'Country' field), and 'Email address' (with a dropdown for 'Select from known email address' and an 'Email address' field). At the bottom of the form, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Next'. A red '2' is placed over the 'Next' button. On the right side of the page, there are several utility boxes: 'Do It Now' with links like 'Register a business name', 'Quick Links' with links like 'Australian Business Register', and 'Need Help?' with links like 'Business name registration'.

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Addresses

You must provide an address for service of documents, a principal place of business address and an email address. These addresses are mandatory. An SMS (mobile number) is optional.

1. Under the **Actions** column, select **Add** to add the relevant information.
2. Select whether the address is a street or postal address from the drop-down box, and
3. Enter the address details in the fields provided.

Note: Some of this information will be publicly available. Select **How we use your information** for more details.

4. Select **Save Address**.

Repeat the above steps to add the required addresses.

5. Select **Next** to continue.

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[How to register a business name if the holder is an individual](#)

Apply for a Business Name

Transaction reference number: 1-550QNU9

Proposed business name : example business name 70

Address type	Address details	This address is	Actions
*Address for service of documents		Business Names only (available to p...	+ Add 1
*Principal place of business/practice		Available to the public	+ Add
*Email		Not available to the public, Used by...	+ Add
SMS		Not available to the public	+ Add

Address for service of documents *Mandatory fields

Enter the address where we can deliver official notices. This address must be a physical (or street) address, or a post office box address. It will appear in the public register. See [how we use your information](#) for more details.

Select from known address

OR enter new details below

Country: Australia

2 * Address Type: Street Address

3 Building/Property name:

Floor/Level:

Unit/Office:

* Street number: * Street name: * Street type: -- Select --

* City/Suburb: * Postcode:

* State/Territory: --Select--

Clear Address Save Address **4**

To close this address panel without saving the address, you must click an action in the address table above.

Back Cancel Save & Exit **5** Next

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
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Quick Links

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- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Need Help ?

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- Linking a business
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- Renew your business name
- Troubleshooting
- Frequently asked questions

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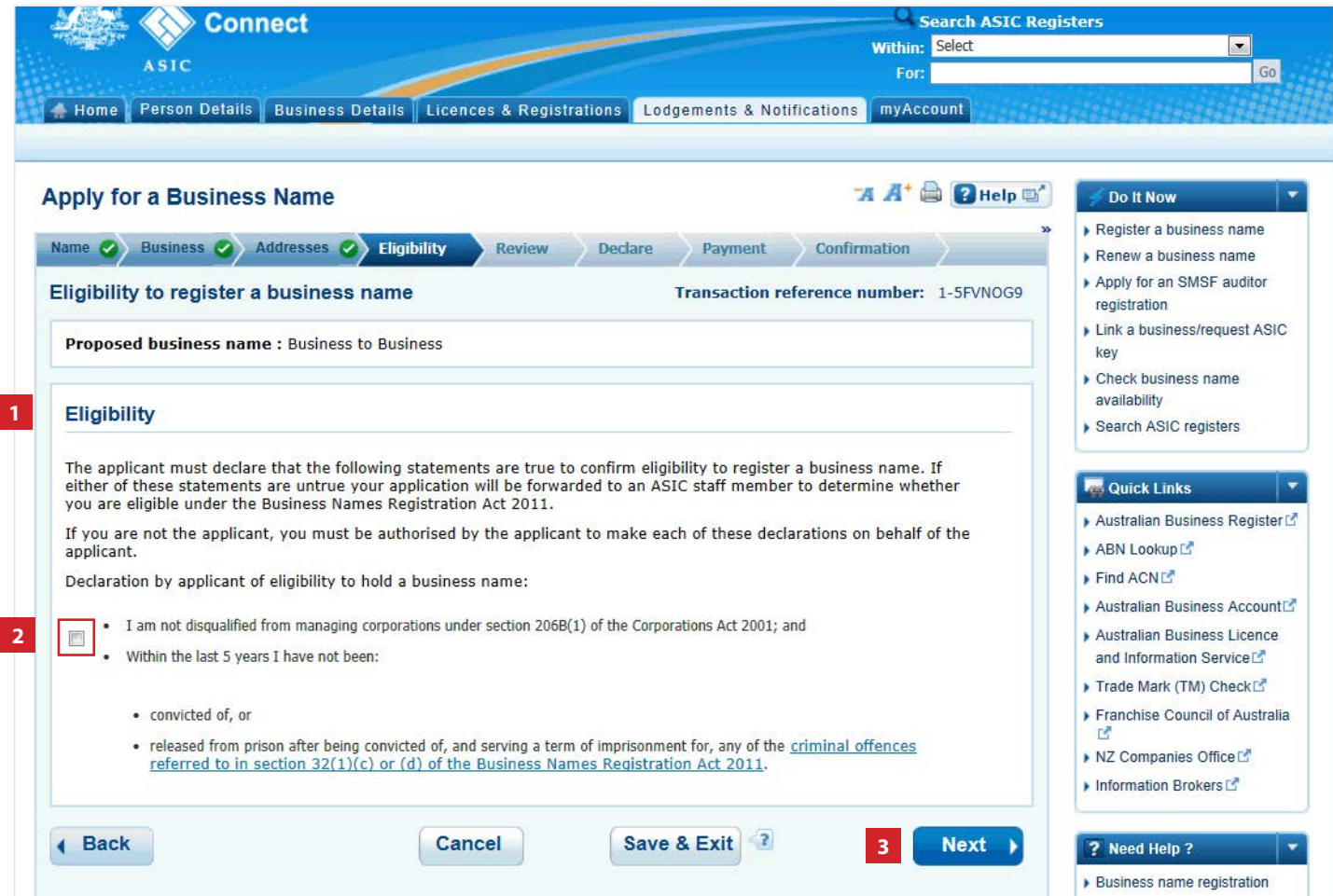
See more on YouTube

Join us on facebook

ASIC WEBCAST

Eligibility

1. Read the [eligibility requirements](#) for a business name holder.
2. **Tick** the box to confirm you have read and understood the information.
3. Select **Next** to continue.



Apply for a Business Name Transaction reference number: 1-5FVNOG9

Proposed business name : Business to Business

1 Eligibility

The applicant must declare that the following statements are true to confirm eligibility to register a business name. If either of these statements are untrue your application will be forwarded to an ASIC staff member to determine whether you are eligible under the Business Names Registration Act 2011.

If you are not the applicant, you must be authorised by the applicant to make each of these declarations on behalf of the applicant.

Declaration by applicant of eligibility to hold a business name:

2 • I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001; and

• Within the last 5 years I have not been:

- convicted of, or
- released from prison after being convicted of, and serving a term of imprisonment for, any of the [criminal offences referred to in section 32\(1\)\(c\) or \(d\) of the Business Names Registration Act 2011](#).

3 **Next**

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[How to register a business name if the holder is an individual](#)



Review

1. Review the business name details. Ensure you check that the business name is spelt correctly. You cannot go back to change this information once the application is complete.
2. Select **Edit** to change any details that are incorrect.
3. Select **Submit** to continue.

Apply for a Business Name

Transaction reference number: 1-550QNU9

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

Proposed business name: example business name 70

Name Edit

example business name 70 is currently available.
Registration Fee: [redacted]

Business Edit

Individual's details

Given name: Example
Family name: User

Birth details

Date of birth: 08/01/1971
Country: Australia
State/Territory: VIC
Suburb/City: Melbourne

Residential address

Country: Australia
Street number: 25
Street name: Example
Street type: St
Suburb/City: Melbourne
State/Territory: VIC
Postcode: 3000

Email address

Email address: example@email.com

Addresses

Address type	Address details	This address is
Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to public)
Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public
Email	example@email.com	Not available to the public. Used by ASIC to se...
SMS (Optional)		Not available to the public

Eligibility

- I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001
- Within the last 5 years I have not been:
 - convicted of, or
 - released from prison after being convicted of, and serving a term of imprisonment for, any of the criminal offences referred to in section 32(1)(c) or (d) of the Business Names Registration Act 2011.

Navigation: Back, Cancel, Save & Exit, **Submit**

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How to register a business name if the holder is an individual



Declare

1. Read the [declaration](#) to ensure you agree with the conditions of the transaction.
2. Tick both boxes to confirm you agree.
3. Select your **Authority** for submitting the transaction.
4. If you are lodging on behalf of the applicant, you can select to add the business name to your ASIC Connect account.
5. 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](#)

Apply for a Business Name

[Name](#) [Business](#) [Addresses](#) [Eligibility](#) [Review](#) **Declare** [Payment](#) [Confirmation](#)

Declare Transaction reference number: 1-5OY458P

Proposed business name : example business name 71

1 Declaration * Mandatory fields

This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).

2 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

* I declare that:

I am the applicant (proposed business name holder) or

I am lodging this application on behalf of the applicant (the proposed business name holder) and am authorised to:

- submit this application for lodgement on behalf of the applicant under the terms and conditions of the [ASIC Electronic Lodgement Protocol](#); and
- make each of the above declarations on behalf of the applicant after making all due and proper enquiries.

4 Adding the business name to your account

I am authorised by the applicant to add this registration to my ASIC Connect account. This will allow me to view and update the registration details.

We may contact the applicant or the lodging party (if any) if we have any questions regarding this application for registration of a business name.

Payment methods for this application will be shown on the next screen.

5 [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](#)

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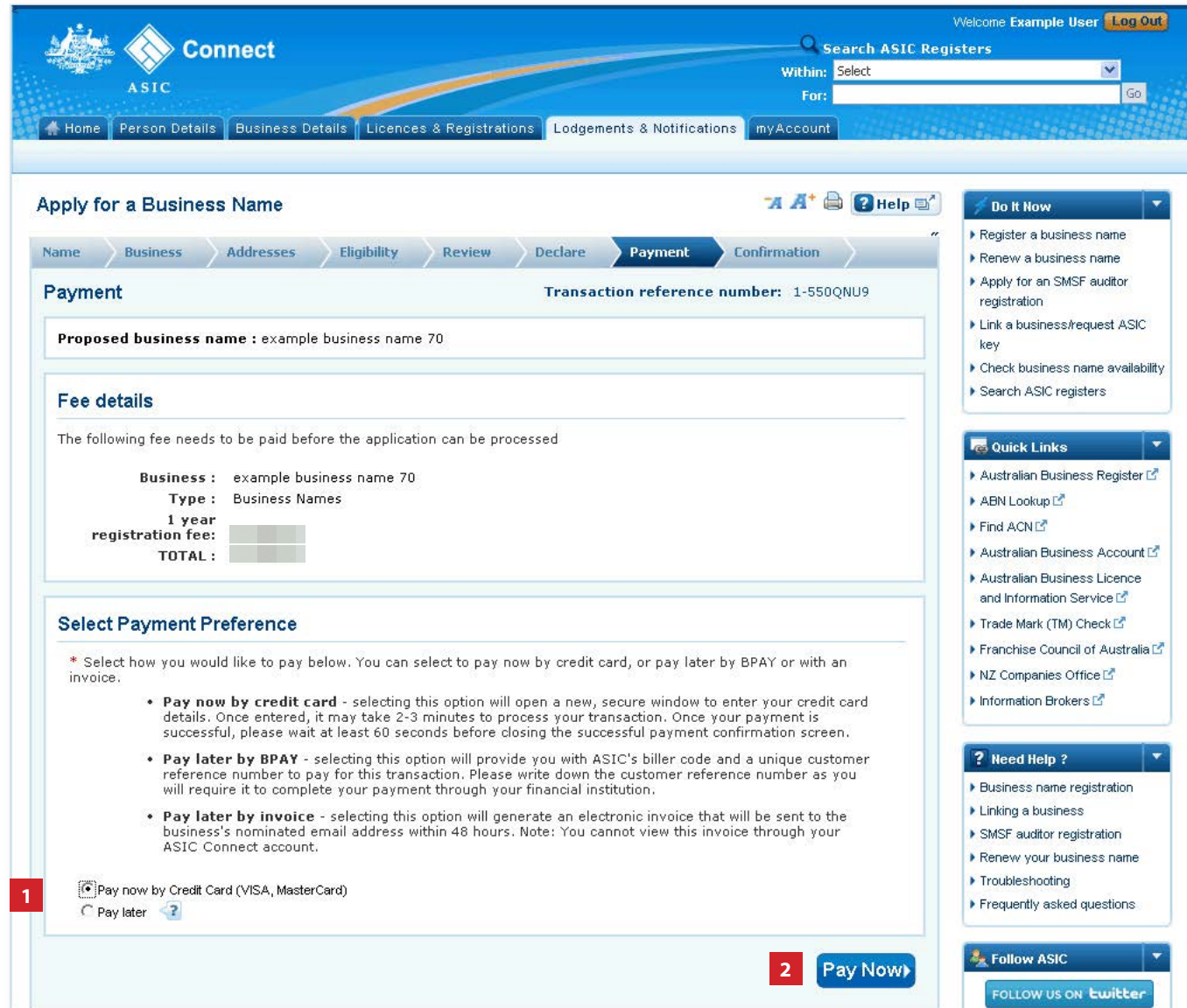
Payment

You can choose to pay for your registration using a credit card, or BPAY. Alternatively you can request an invoice to be sent to you and pay later.

Pay Now

1. Select the **Pay Now** option.
2. Select **Pay Now** to continue.

To **Pay Later** go to page 18.



Apply for a Business Name

Transaction reference number: 1-550QNU9

Proposed business name : example business name 70

Fee details

The following fee needs to be paid before the application can be processed

Business :	example business name 70
Type :	Business Names
1 year registration fee:	
TOTAL :	

Select Payment Preference

* Select how you would like to pay below. You can select to pay now by credit card, or pay later by BPAY or with an invoice.

- **Pay now by credit card** - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.
- **Pay later by BPAY** - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.
- **Pay later by invoice** - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 48 hours. Note: You cannot view this invoice through your ASIC Connect account.

Pay now by Credit Card (VISA, MasterCard)

Pay later

2 Pay Now

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

Payment

Pay Now - credit card payment

1. Enter your credit card details.
2. Select **Submit** to process the payment.

Pay Now
Close

Connect

Credit Card Payment Transaction Reference Number: 1-52DJN2C

Amount(AUD):

1 Cards Accepted:


* Card Number:

* Expiry Date: /

* CVV:

2

You are about to make a payment to the Australian Securities and Investment Commission, in Australia. Ensure you review our [refund policy and security policy](#) before making payment.
 You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.



[Privacy](#) [Help](#) [Contact Us](#)

Please do not click on the back button on your browser while we complete this request.
 Note: We do not accept American Express and Diners cards.

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[How to register a business name if the holder is an individual](#)



Payment

Pay Later

If you want to pay at a later date, you can do so by using BPAY or requesting an invoice to be sent to you.

1. Select the **Pay Later** option.
 2. Select the **Invoice** or **BPAY** option.
- If you select **Invoice** it will be sent to your email address that was added in this transaction.
 - If you select **BPAY** you will need to print or make note of the BPAY details and process your payment with your financial institution.
3. Select **Pay Later**.

The screenshot shows the ASIC Connect interface for applying for a business name. The 'Payment' step is active, showing a transaction reference number of 1-550QNU9. The proposed business name is 'example business name 70'. The fee details indicate a 1-year registration fee. Under 'Select Payment Preference', there are three options: 'Pay now by Credit Card (VISA, MasterCard)', 'Pay later', and 'Pay later by invoice'. Red numbered callouts 1, 2, and 3 point to the 'Pay later' radio button, the 'Invoice' radio button, and the 'Pay Later' button respectively.

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Confirmation

If you selected **Pay Now**, a confirmation of your transaction will be displayed.

1. Select **Print the transaction** to download a printable PDF version of the transaction.
2. Select one of the links under *What else can I do* for more information about other services.

Or
3. Select **Home** to return to the ASIC Connect home page.

If you selected **Pay Later**, a yellow screen will appear to state 'Pay Later - You have successfully applied to register a business name'.

This invoice will be emailed to your email address that was added in this transaction, not the email address associated with your ASIC Connect account, and payment must be made within 10 business days.

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

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