



ASIC

**Connect**

User guide

# ASIC Connect

## How to register a business name if the holder is a company


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 a [company](#). Other business name holder types will result in different screens and questions being asked.

- You must have an [Australian Business Number \(ABN\)](#) registered to a company 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.

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

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

© Australian Securities and Investments Commission January 2017

# Get started

Visit our website at [www.asic.gov.au](http://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 right, there is a logo for 'Connect' and 'ASIC'. Below this is a search bar with the text 'Start searching' and a 'SEARCH' button. A navigation bar contains links 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, making a complaint, paying fees, online services, and FAQs; 'For business' with links to register/renew a business name, company details, and legal obligations; 'For finance professionals' with links to AFS licensee obligations, credit licence, and regulatory documents; 'For consumers' with links to MoneySmart, unclaimed money, and contact us; 'Media releases' with a list of recent releases; 'Hot topics' with links to ASIC reports, enforcement reports, strategic outlook, consultations, and speeches; and 'Contact us' with links to ask a question, contact details, feedback, complaints, and careers. On the right sidebar, there is a blue box labeled 'ASIC Connect' with a right arrow, which is highlighted by a red box. Below this are sections for 'Search our registers' (companies and organisations, business names, professional registers, view all registers), 'Pay now - business name renewals', 'Use our online services' (with a dropdown menu and links to change addresses, update details, and pay annual review fee), and 'Find a form' (with links to change company details, register a company, and officeholder resignation/retirement). At the bottom, there is a footer with links to the 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.

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

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

© Australian Securities and Investments Commission January 2017

## 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**.



Home

Search Registers

Within: Select

For: Go

Welcome

First time user? [Learn more](#) about our new online services and why you should sign up

Information about business names

Information about SMSF Auditors

Search ASIC's registers

Log in to other ASIC registers

Log in to ASIC Connect

Apply for or update details of a business name or SMSF auditor registration.

Log in

Sign up

AUSkey

Log in to other ASIC Registers

---Select an Option---

Go

Register for online access

Short seller

Service availability

Do it now

Search

Search ASIC's registers for companies, business names, SMSF auditors and more.

[Search now](#)

See more on YouTube

Watch our YouTube videos to find out about our new services.

[View now](#)

What's new

1. Recommended browsers for using ASIC Connect  
28 October 2013
2. A postal address can now be used for a business name's address for service of documents  
26 September 2013
3. ASIC releases a business names booklet  
16 September 2013
4. ASIC and NZCO release a new app for free register searches  
15 August 2013

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

Follow ASIC

FOLLOW US ON twitter

See more on YouTube

Join us on facebook

ASIC WEBCAST

Help | Copyright | Privacy | Accessibility | Contact us

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

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

© Australian Securities and Investments Commission January 2017

# 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 (!, \$, #, %)

ASIC Connect

Search ASIC Registers  
Within: Select  
For: Go

Home

### 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

[Back](#)

**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

**Follow ASIC**

[FOLLOW US ON twitter](#)

[See more on YouTube](#)

[Join us on facebook](#)

[ASIC WEBCAST](#)

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

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

© Australian Securities and Investments Commission January 2017



# 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.

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

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

### 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
					<a href="#">Resume</a>
					<a href="#">Resume</a>
					<a href="#">Resume</a>

[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
			<a href="#">View message</a>
			<a href="#">View message</a>
			<a href="#">View message</a>

[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](#)

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

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

# 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 portal interface. At the top, there's a header with the ASIC logo and 'Connect' text. A search bar is present with 'Search ASIC Registers' and fields for 'Within:' and 'For:'. A navigation menu includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The 'Licences & Registrations' section is active, displaying a 'Do It Now' sidebar with links like 'Register a business name', 'Renew a business name', etc. The main content area has a heading 'Licences & Registrations' and a sub-section 'Apply for'. Below this, a text prompt says 'To apply for a new business name or SMSF auditor registration, select the relevant option from the drop down list below.' A dropdown menu is open, showing 'Apply for', 'Business name registration' (highlighted), and 'SMSF auditor registration'. A red '1' is placed to the left of the dropdown. To the right of the dropdown is a 'Go' button, with a red '2' placed next to it.

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

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

© Australian Securities and Investments Commission January 2017

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

How to register a business name if the holder is a company

© Australian Securities and Investments Commission January 2017

**1**

**Apply for a Business Name**

**Before you start**

The application takes an average of 15 – 20 minutes to complete. You can choose to save and exit the application if you cannot complete it in one sitting. If you do, the information you entered will be saved for 90 days but the business name you entered will not be held and will be available for someone else to register.

Resume your application by logging on to your account. Go to 'myTransactions' under the 'Lodgements and notifications' tab to resume your application.

**Who can lodge an application?**

The proposed business name holder or a person authorised by them may lodge the application. Here are the steps to apply for a business name and the information you will need on hand. Step by step information is available in our [how to apply for a business name guide](#).

**Step 1 Enter the Australian Business Number (ABN) or ABN application reference number of the entity that will hold the business name**

[Find the ABN before you start](#). Don't have an ABN? [Visit the Australian Business Register to apply](#).

If you apply with an ABN application reference number, the business name will be held (but not registered) until your ABN application has been determined by the ABR.

**Step 2 Enter the proposed business name and decide if you want to register it for 1 or 3 years**

To get ready you can [check to see if the name is available](#).

Enter the business name you would like to register and select 'Check Name Availability'.

Business name registration is case sensitive. You must enter the name exactly as it should appear on the register.

**Step 3 Enter the details of the proposed business name holder**

Depending on the type of holder, details may include the:

- full name, date and place of birth, and residential address of individuals
- ACN or ARBN of companies or registered bodies, or
- organisation representatives for organisations that are not companies or registered bodies (do not have an ACN or ARBN)

[Read more information about the details you will have to provide for the proposed business name holders.](#)

**Step 4 Enter the addresses of the business**

You will need to provide:

- a street address for the service of documents
- a street address for the principal place of business, and
- an email address

You can also provide a mobile phone number for SMS reminders.

**Step 5 Confirm eligibility to hold a business name**

You will be asked to make specific declarations before you lodge the application including a declaration that the proposed business name holder (or any person involved in the management of the business) is not [disqualified under the Business Names Registration Act 2011](#).

**Step 6 Review and change the information if required**

You will have the opportunity to double-check all the information you have entered and edit it if required.

**Step 7 Declare**

You will be asked to declare that you understand the terms of lodgement of the application and that the information provided is true and correct. If you are lodging this application on behalf of the proposed holder, you will be asked to declare that you have the appropriate authority to lodge and make declarations on their behalf.

[See who may be authorised to lodge an application to register a business name for more information.](#)

**Step 8 Pay the registration fee**

Have your Visa or MasterCard ready to pay the registration fee, or pay by BPay. If you choose to pay later you will need to provide an email address so we can send you an invoice. We must receive payment within 10 business days or we won't register the name.

[Find out more about using this application.](#)

**2**

**Things to be aware of**

- ☒ Registering a business name does not give the holder exclusive name rights. The holder may be subject to legal action for using a business name that has the potential to mislead the public.
- ☒ The holder may be inadvertently infringing someone else's trade mark with the proposed business name. Choosing a business name that infringes an existing trade mark can be a costly exercise—it could mean hefty legal bills, drawn out disputes and even the closure of the business. That is why it's so important to undertake a trade mark (TM) check. [Visit IP Australia to search trademarks](#)
- ☒ A holder that is part of a franchise needs consent from the franchise owner to use the business name. [Visit the Franchise Council of Australia for more information about franchises.](#)
- ☒ The holder should check for any state or territory business licences that may be required. Get tailored information about government-related licences, registrations and permits at the [Australian Business Licence and Information Service \(ABLIS\)](#).
- ☒ The holder may want to register a domain name in addition to the business name. For more information and to search for available domain names before applying for a business name see the [Australia Domain Name Administrator \(ADNA\)](#).
- ☒ The [privacy notice](#) explains how we collect and disseminate the information provided in this application.

**3**

**Get Started**



Connect

ASIC

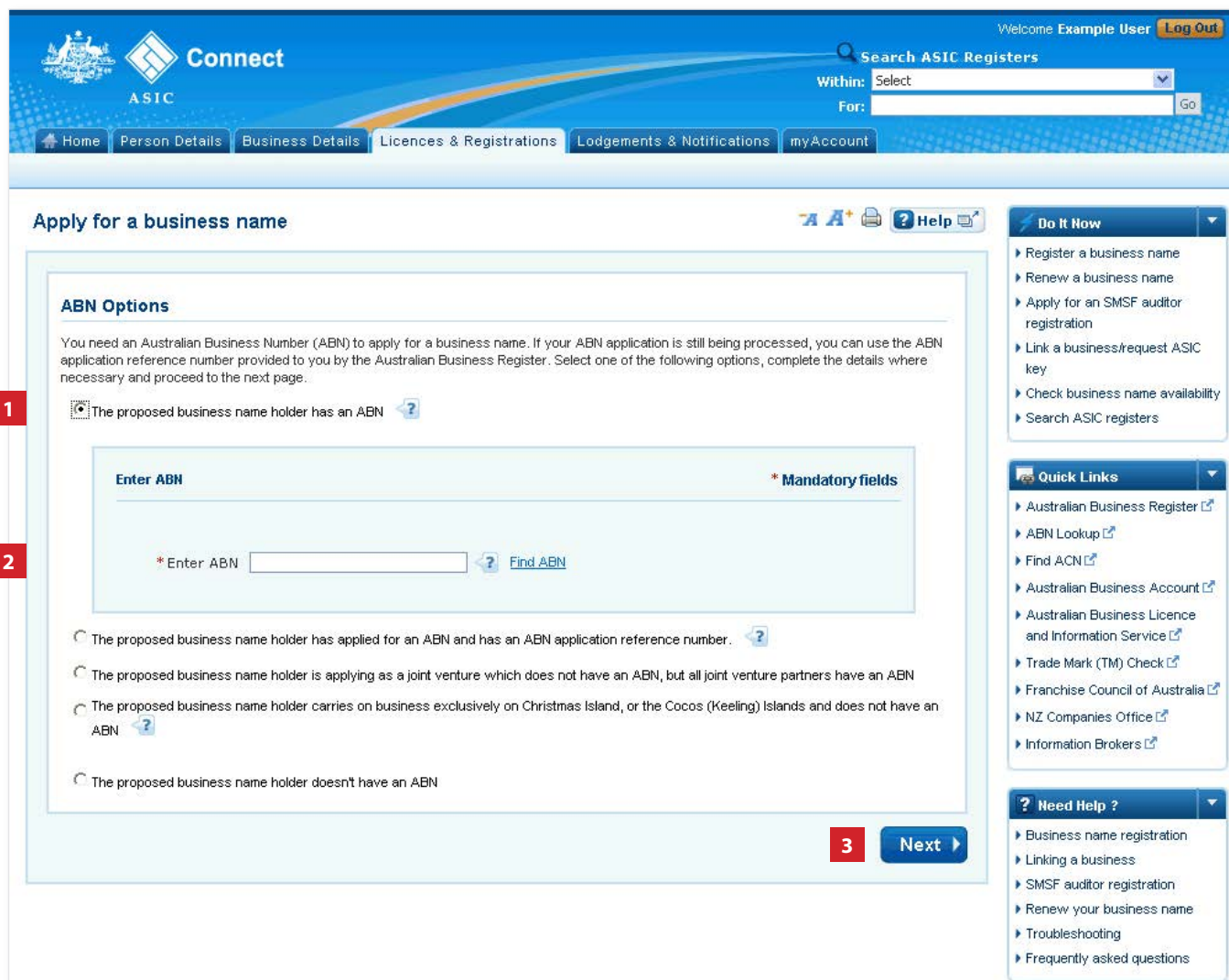


## ABN options

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.

☒ 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

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

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

© Australian Securities and Investments Commission January 2017

# Business name availability

1. Check the ABR entity name, ABN and type are correct.
2. Enter your proposed business name in the field provided.
3. Select **Check Name Availability**.  
The name you have entered will display either one of the following colours:
  - green - the name is available for registration;
  - amber - requires manual decision by ASIC; or
  - red - the name is unavailable. You will need to enter another business name.
4. Review the existing business names similar to the one you have proposed.
5. Select your preferred registration period (1 year or 3 years).
6. As a company you have the option to end your renewal period on the same date as your annual review. To do this, select the radio button and enter the date in the field provided.  
  
If you are unsure of your annual review date, you can conduct a [search](#) on your company.  
  
Alternatively, the date can be found on your annual review statement.
7. 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.

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

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

© Australian Securities and Investments Commission January 2017

The screenshot displays the ASIC Connect interface for applying for a business name. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar. 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 Name Availability' section is active, showing a transaction reference number of 1-62PL6MB. It includes a 'Details On The Australian Business Register (ABR)' section with fields for ABR Entity Name, ABN, and Type. The 'Proposed Business Name' section has a text input field with 'Example ABC' and a 'Check Name Availability' button. A green message box confirms that 'EXAMPLE ABC is currently available'. Below this, the 'Existing names' section lists several example names. The 'Registration period and fees' section offers radio button options for 1 year or 3 year registration, with a date selection field for the 3-year option. The page is annotated with red numbered boxes 1 through 7, corresponding to the steps in the guide.

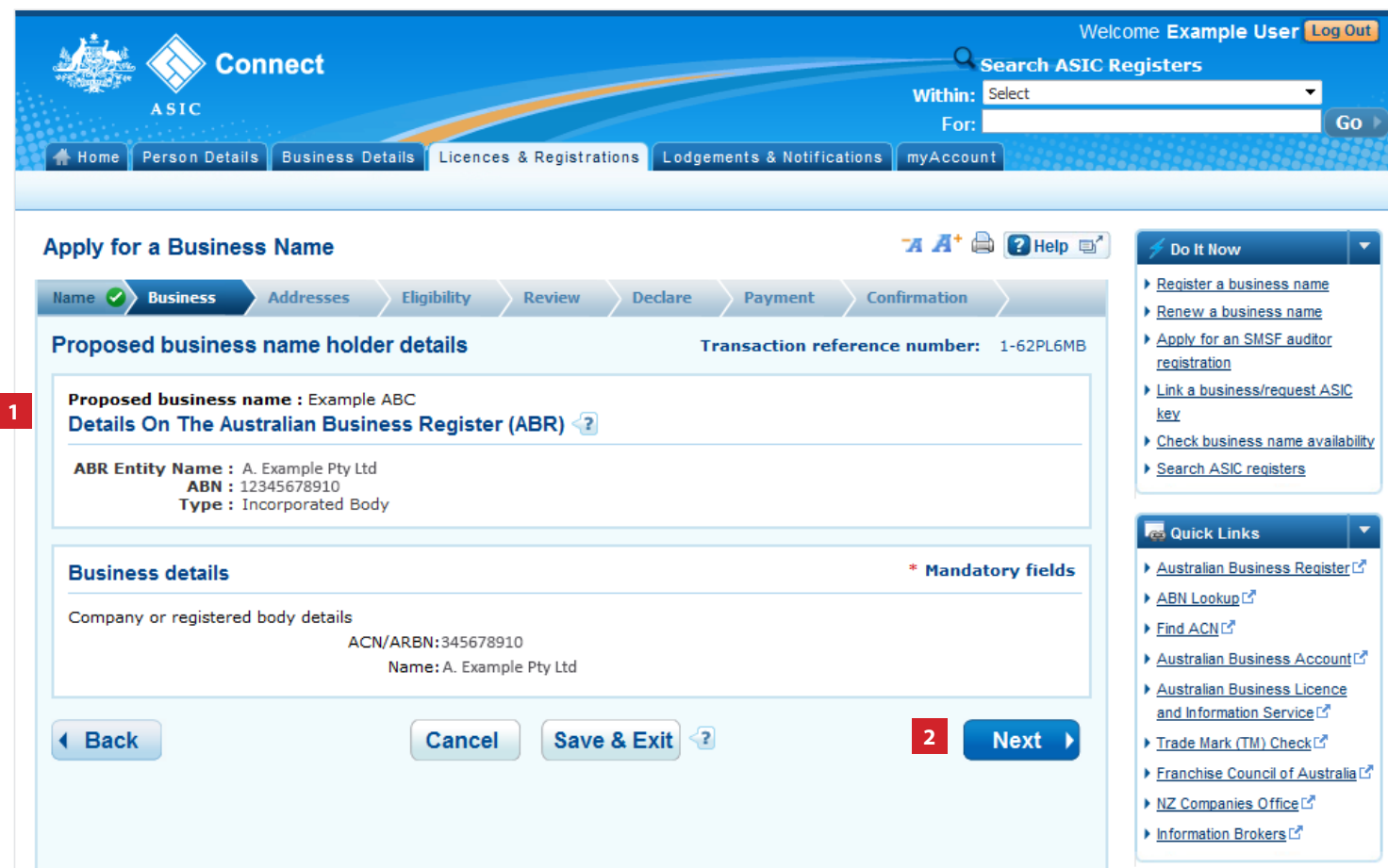


Connect

ASIC

## Business name holder details

1. Review the proposed business name holder details.
2. When you are satisfied the information is correct, 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](#)

**Proposed business name holder details** Transaction reference number: 1-62PL6MB

**Proposed business name :** Example ABC  
**Details On The Australian Business Register (ABR)**

**ABR Entity Name :** A. Example Pty Ltd  
**ABN :** 12345678910  
**Type :** Incorporated Body

**Business details** \* **Mandatory fields**

Company or registered body details

ACN/ARBN: 345678910  
 Name: A. Example Pty Ltd

[Back](#) [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](#)
- [NZ Companies Office](#)
- [Information Brokers](#)

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

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

© Australian Securities and Investments Commission January 2017

# 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.

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

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**

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

Twitter YouTube Facebook

**Addresses** Transaction reference number: 1-62PPA87

Proposed business name : Example ABC  
Details On The Australian Business Register (ABR) ?

ABR Entity Name : A. Example Pty Ltd  
ABN : 12345678910  
Type : Incorporated Body

**Addresses** \* Mandatory fields

Here are the addresses we need for this business name and how we use them.

Clicking Add/Edit will expand the form below the table.

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 (Optional) ?		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.

OR enter new details below

Country: Australia

\* Address Type: Street Address

\* Building/Property name:

Floor/Level:

Unit/Office:

\* Street number: 25 \* Street name: Example \* Street type: St

\* City/Suburb: Melbourne \* Postcode: 3000

\* State/Territory: Victoria

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

## Eligibility

1. Read the [eligibility requirements](#) for each person involved in the management of the applicant entity.
2. **Tick** the box to confirm you have read and understood the information.
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

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

**Eligibility to register a business name** Transaction reference number: 1-62PPA87

**Proposed business name :** Example ABC  
**Details On The Australian Business Register (ABR)** [?](#)

**ABR Entity Name :** A. Example Pty Ltd  
**ABN :** 12345678910  
**Type :** Incorporated Body

#### Eligibility

The applicant must declare that the following statements are true for the applicant and for each person involved in the management of the applicant entity to determine eligibility to register a business name, including:

- if the applicant is a body corporate – each director and secretary (or their equivalents) of the body corporate;
- if the applicant is a partnership – each partner of the partnership;
- if the applicant is an unincorporated association or other body, each member of the committee of management of the unincorporated association or body;
- if the applicant is a trust – each trustee of the trust;
- if the applicant is a joint venture – each joint venture partner.

**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](#).

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

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

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

© Australian Securities and Investments Commission January 2017



# 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.

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](#)

Transaction reference number: 1-62PPA87

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

**Proposed business name:** Example ABC  
**Details On The Australian Business Register (ABR)** [?](#)

**ABR Entity Name:** A. Example  
**ABN:** 12345678910  
**Type:** Incorporated Body

**Name** [Hide](#)

**Example ABC** is currently available.  
**Registration Fee:**

**Business** [Hide](#)

**ACN/ARBN:** 345678910  
**Name:** A. Example Pty Ltd

**Addresses** [Hide](#)

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	20 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)	0011223344	Not available to the public

**Eligibility** [Hide](#)

- ☒ 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](#).

[Back](#) [Cancel](#) [Save & Exit](#) [3](#) [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](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

**Follow ASIC**

[Twitter](#) [YouTube](#) [Facebook](#)

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

How to register a business name if the holder is a company

© Australian Securities and Investments Commission January 2017


# Declare

1. Read the [declaration](#) to ensure you agree with the conditions of the transaction.
2. Tick both boxes to confirm you agree.
3. Tick 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.

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

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

© Australian Securities and Investments Commission January 2017


**Connect**  
 ASIC

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: 1-62PPA87

**Proposed business name :** Example ABC  
**Details On The Australian Business Register (ABR)**

**ABR Entity Name :** A. Example Pty Ltd  
**ABN :** 12345678910  
**Type :** Incorporated Body

#### 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](#).

\* ☐ 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 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](#)

**Follow ASIC**

- [Twitter](#)
- [YouTube](#)
- [Facebook](#)

# 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.

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

How to register a business name if the holder is a company

© Australian Securities and Investments Commission January 2017

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

Search ASIC Registers

Within:  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](#)

#### Payment

Transaction reference number: 1-62PPA87

**Proposed business name :** Example ABC  
[Details On The Australian Business Register \(ABR\)](#)

**ABR Entity Name :** A. Example Pty Ltd  
**ABN :** 12345678910  
**Type :** Incorporated Body

#### Fee details

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

**Business :** Example ABC  
**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.

**1** ☒ Pay now by Credit Card (VISA, MasterCard)  
☐ Pay later [?](#)

**2** [Pay Now](#)

#### 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](#)

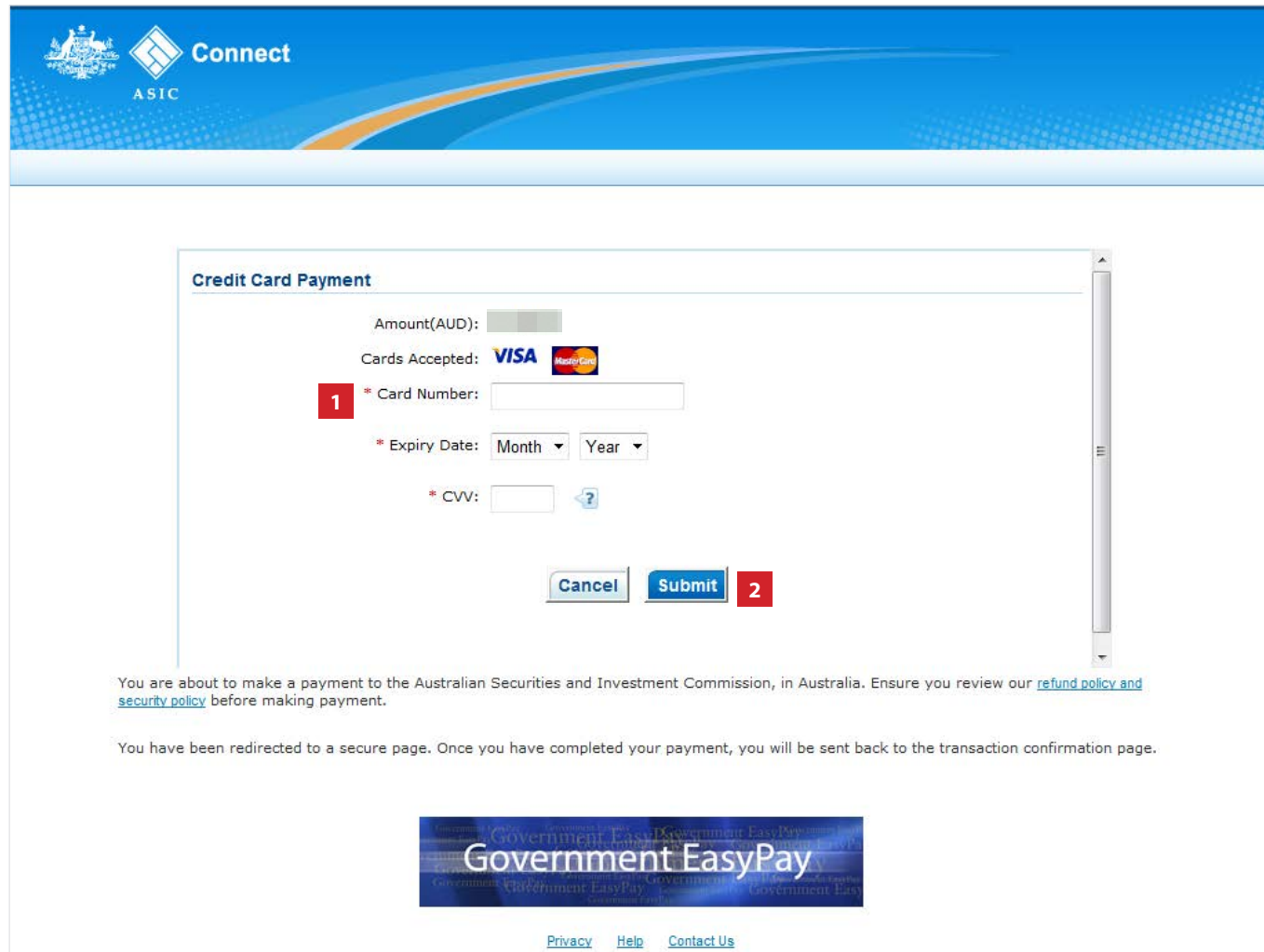
#### Follow ASIC

[Twitter](#) [YouTube](#) [Facebook](#)

# Payment

## Pay Now - credit card payment

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



The screenshot shows the ASIC Connect 'Credit Card Payment' form. At the top, the ASIC logo and 'Connect' text are visible. The form contains the following fields and elements:

- Amount(AUD):** A text input field.
- Cards Accepted:** Logos for VISA and MasterCard.
- \* Card Number:** A text input field with a red box containing the number '1' to its left.
- \* Expiry Date:** Two dropdown menus labeled 'Month' and 'Year'.
- \* CVV:** A text input field with a red box containing the number '2' to its right.
- Buttons:** 'Cancel' and 'Submit' buttons. The 'Submit' button has a red box containing the number '2' to its right.

Below the form, there is a disclaimer: "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."

Below the disclaimer, there is another line of text: "You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page."

At the bottom, there is a 'Government EasyPay' logo and links for 'Privacy', 'Help', and 'Contact Us'.

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

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

© Australian Securities and Investments Commission January 2017



Connect

ASIC

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

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

© Australian Securities and Investments Commission January 2017

Welcome Example User [Log Out](#)

Search ASIC Registers

Within:  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](#)

#### Payment

Transaction reference number: 1-62PPA87

**Proposed business name :** Example ABC  
**Details On The Australian Business Register (ABR)** [?](#)

**ABR Entity Name :** A. Example Pty Ltd  
**ABN :** 12345678910  
**Type :** Incorporated Body

#### Fee details

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

**Business :** Example ABC  
**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 [?](#)

**1**

☒ BPAY [?](#)

**2**

We cannot process this transaction until you complete your payment through your financial institution. Please record the details below **now** as you will require them to complete your payment. You will not be able to access these details once you leave this page.

**Bill Code:** XXXXX

**Customer Reference Number:** XXXXXXXXXXXX [?](#)

☐ Invoice [?](#)

**3** [Pay Later](#)

#### 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

[Twitter](#) [YouTube](#) [Facebook](#)



# 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.

How to register a business name if the holder is a company

© Australian Securities and Investments Commission January 2017

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](#)

**✓ Congratulations, you have successfully registered a business name**

### Summary

Your transaction was submitted on 19 Mar 2015 at AEST 15.01 PM

Transaction reference number : 1-62PPA87

Name : Example ABC

Type : Business Name

Amount

Payment type : Credit card

### Transaction Documents

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

[Print the transaction](#)

We will send you a Record of Registration which provides all of the business name details provided in this application as well as a version of this document with summary information from the public register. We will also send you an ASIC key so that you can connect to your business name details online.

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

### What else can I do?

- To update the details of the business name, log in to your ASIC Connect account. If you haven't already done so, provide an email address and we will also provide:
  - a record of renewal, each time you renew
  - storage of copies of correspondence in myMessages
  - additional reminders for important events such as business name renewals.
 Email addresses will not be included on the public register.
- View information about [your obligations regarding your business name](#).
- Get tailored information about government related licences, registrations and permits at the [Australian Business Licence and Information Service \(ABLIS\)](#) or register for and obtain an [Australian Business Account](#) to help you set up, expand and manage your business
- Register and use a domain name. For more information and to search for available domains see the [Australian Domain Name Administrator \(AUDA\)](#).

[3](#) [Home](#)

**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](#)



Connect

ASIC