



ASIC

Connect

User guide

ASIC Connect


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

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 [partnership](#). 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 trust or an ABN application reference number to apply for a business name (unless an exemption applies).

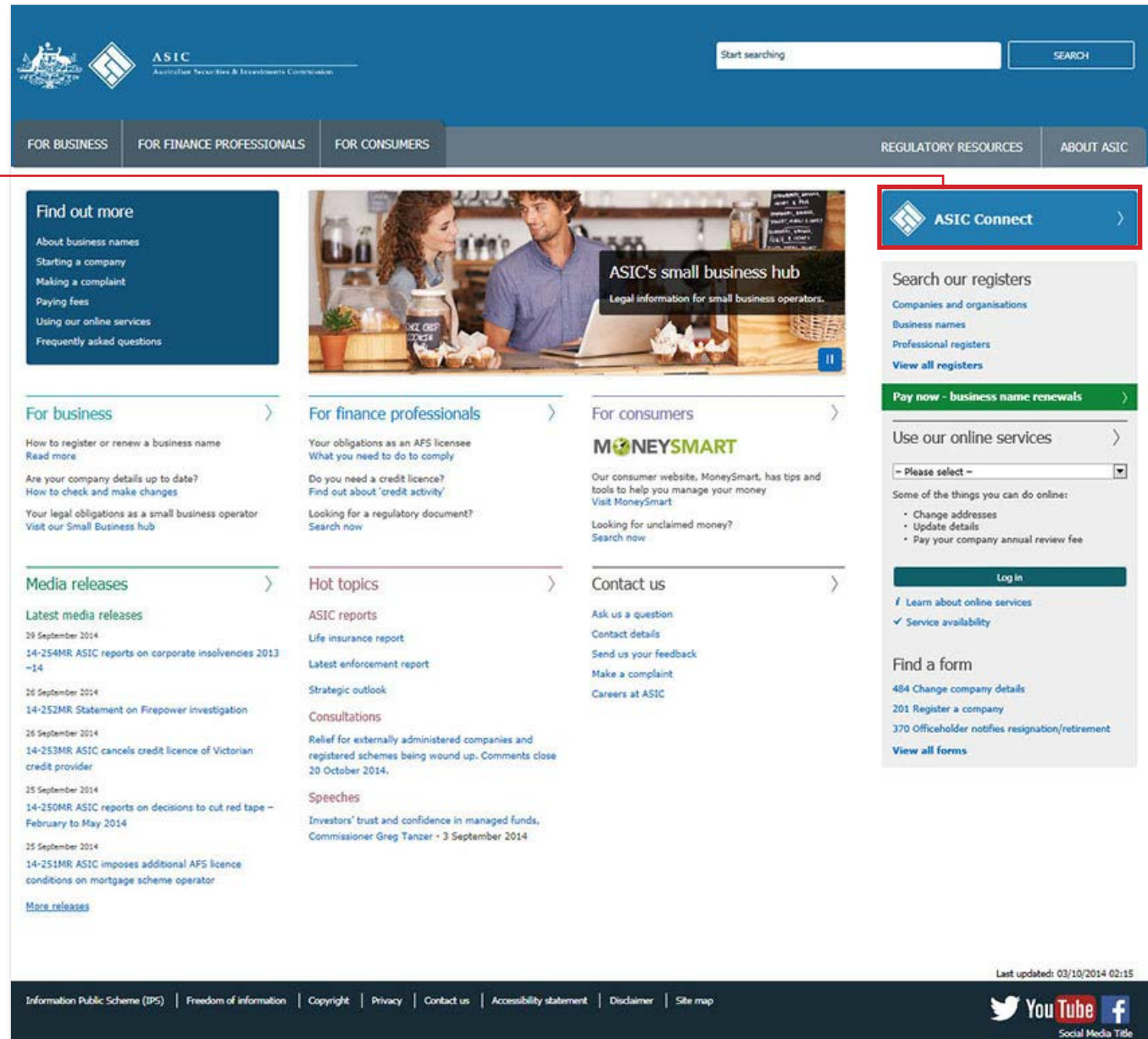
Please note: if you are in the process of reinstating a cancelled ABN you will need to wait for this to be finalised with the Australian Business Register before you apply for a business name with ASIC.

- 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 Public Scheme (PS), Freedom of Information, Copyright, Privacy, Contact us, Accessibility statement, Disclaimer, and Site map. Social media icons for YouTube and Facebook are also present.

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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 labeled 'Search Registers' is positioned on the right, with dropdown menus for 'Within:' and 'For:'. Below the header, the main content area is organized into several sections:

- Welcome:** A central banner with a photo of people working at a computer. To the left are navigation links: 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. A 'Learn more' link is also present.
- Log in to ASIC Connect:** A prominent box with the text 'Apply for or update details of a business name or SMSF auditor registration.' It features three buttons: 'Log in', 'Sign up', and 'AUSkey'. A red box highlights these buttons, with a red arrow pointing from the text 'You can also choose to log in with an AUSkey.' in the left sidebar.
- Log in to other ASIC Registers:** A section with a dropdown menu and a 'Go' button.
- Do it now:** Two sections: 'Search' (with a 'Search now' link) and 'See more on YouTube' (with a 'View now' link).
- What's new:** A list of four recent updates with dates.
- Quick Links:** A sidebar on the right with a dropdown menu containing links to various services like 'Australian Business Register', 'ABN Lookup', etc.
- Follow ASIC:** A sidebar on the right with social media links for Twitter, YouTube, Facebook, and an 'ASIC WEBCAST' button.

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

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

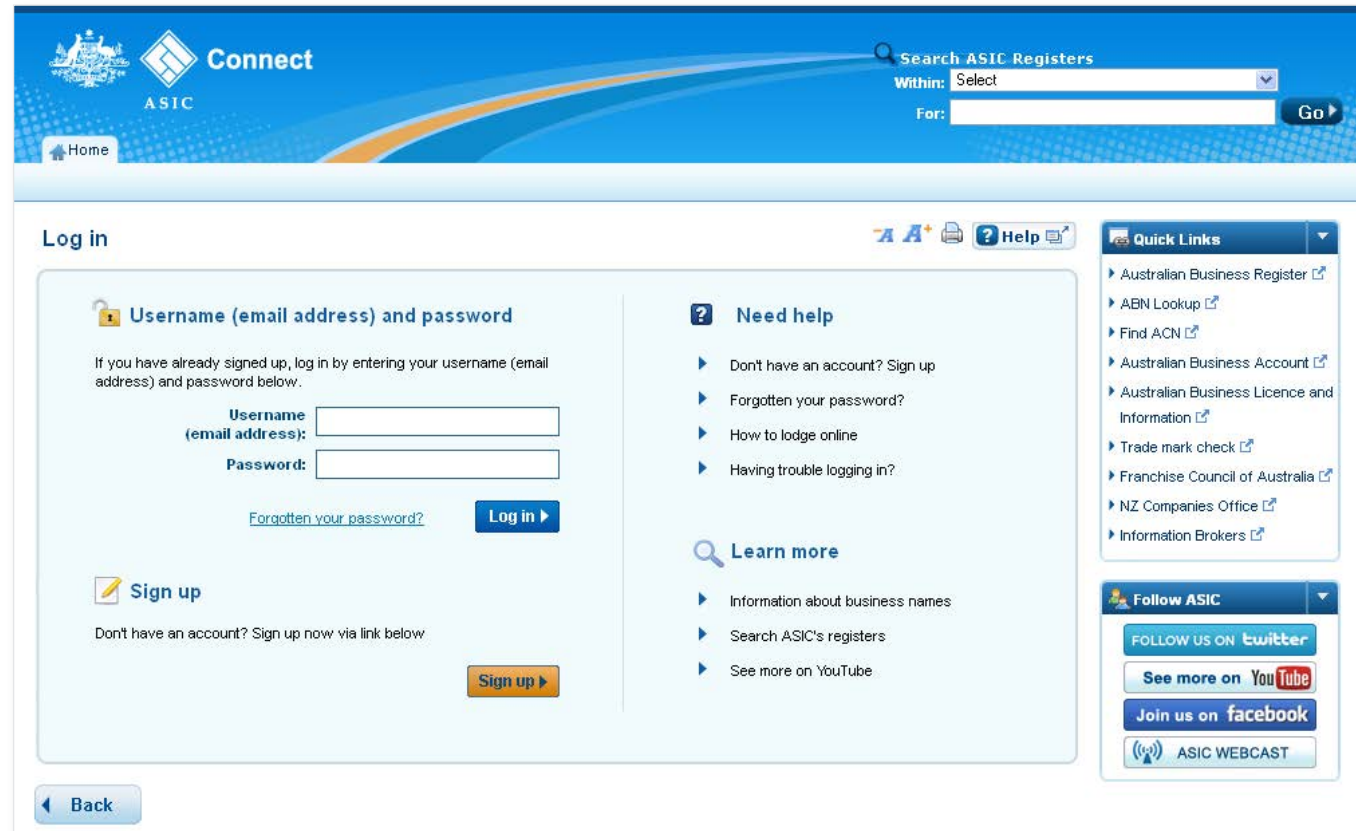
Log in

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 main content area.

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

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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:

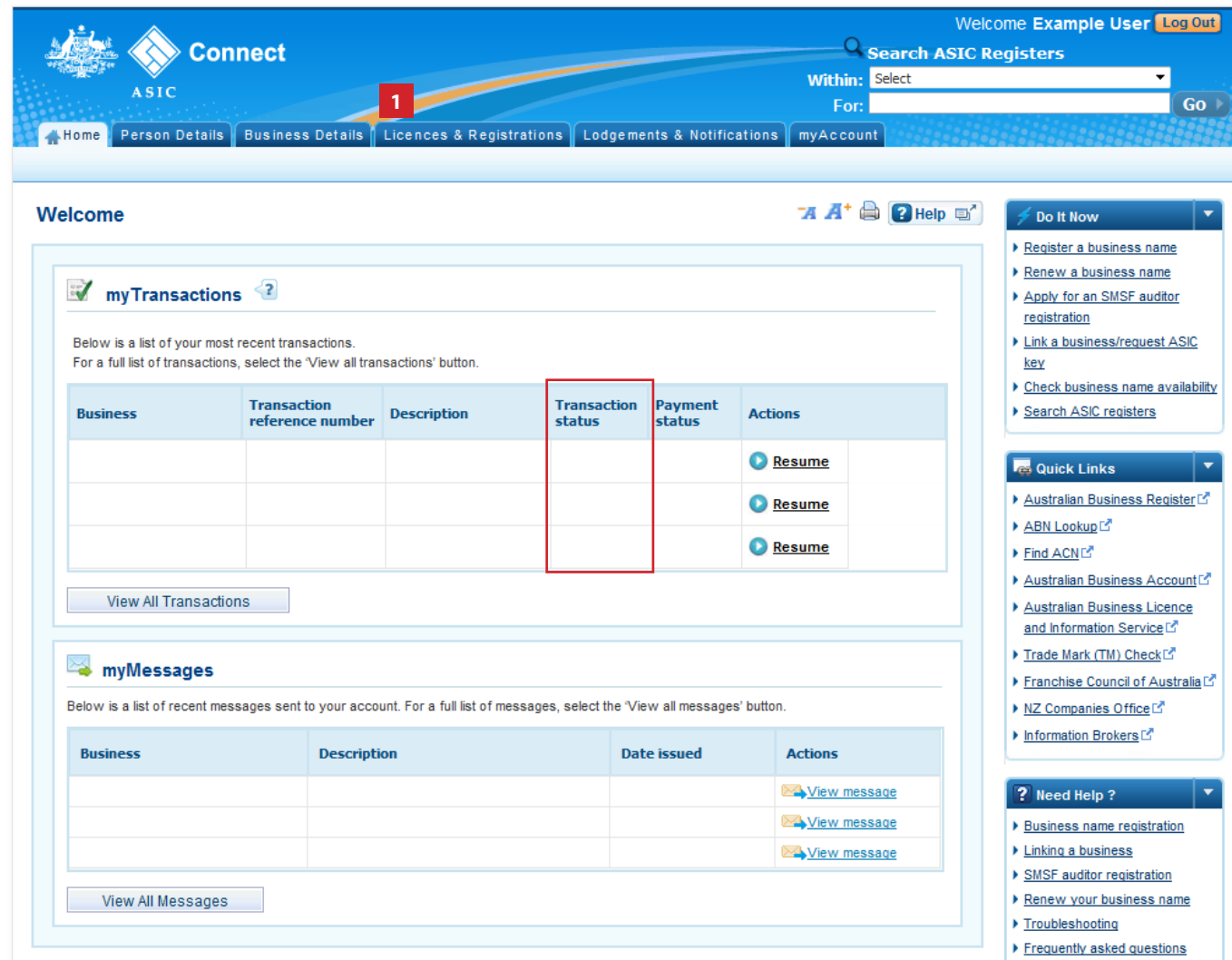
Incomplete - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.

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 ?

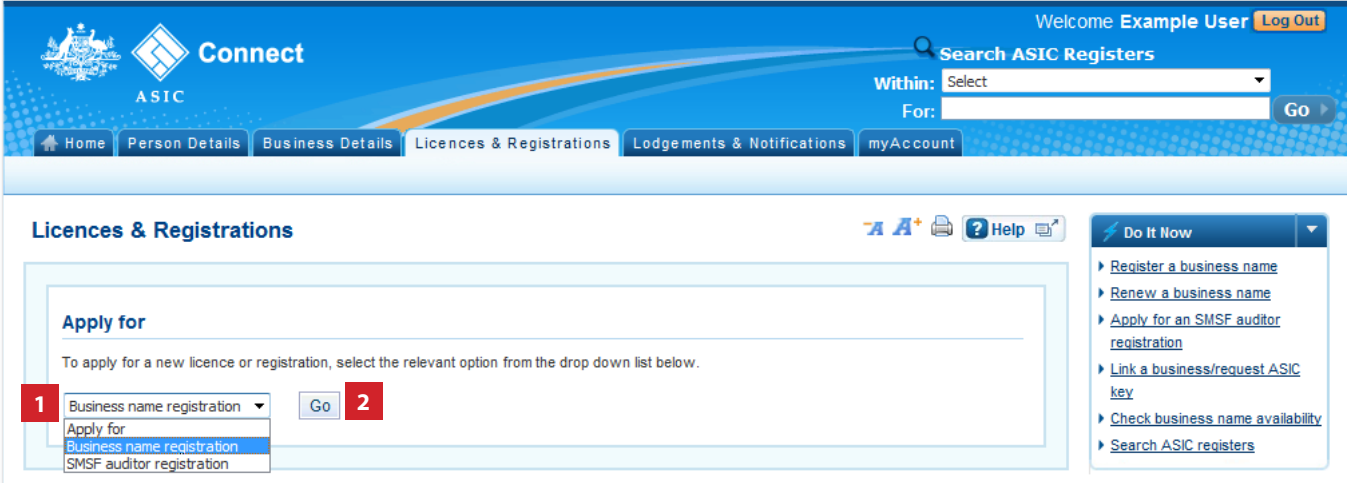
- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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

Register a business name

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



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

Search ASIC Registers

Within:

For: [Go](#)

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

Licences & Registrations

[A](#) [A+](#) [Print](#) [Help](#)

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](#)

Apply for

To apply for a new licence or registration, select the relevant option from the drop down list below.

1 [Go](#) **2**

- Business name registration
- Apply for
- Business name registration
- SMSF auditor registration

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

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

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

- 1 Before you start**: This section provides instructions on how to apply, including steps like entering the Australian Business Number (ABN) or ABN application reference number, proposing a business name, and paying the registration fee. It also includes a 'Do It Now' sidebar with links for registering, renewing, or applying for a business name, and a 'Quick Links' sidebar with various services like Australian Business Register, ABN Lookup, and Find ACN.
- 2 Things to be aware of**: This section contains a checklist of important information for applicants, 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.
 - A holder that is part of a franchise needs consent from the franchise owner.
 - The holder should check for any state or territory business licences.
 - The holder may want to register a domain name in addition to the business name.
 - The privacy notice explains how the information is collected and disseminated.

A 'Get Started' button is located at the bottom right of the page.



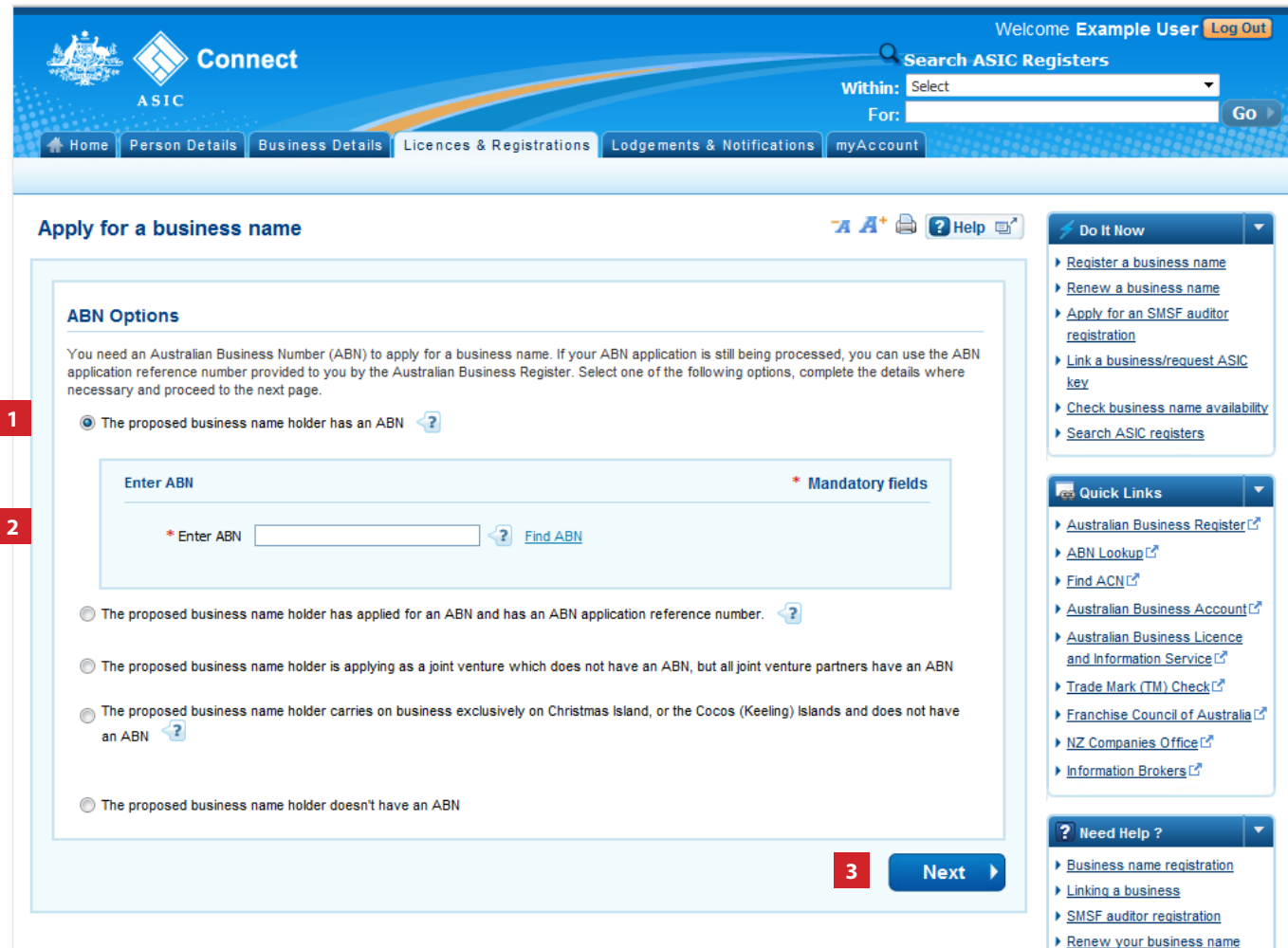
Connect

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: 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](#)

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

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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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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

Transaction reference number: 1-6311EFB

Business Name Availability

Details On The Australian Business Register (ABR)

ABR Entity Name : A. Example
ABN : 12345678910
Type : Partnership

Proposed Business Name * Mandatory fields

* What business name would the proposed business name holder like to register?

Example Partnership

Existing names

The following names are already registered and are identical or similar to the business name you want to register. You may want to register a different name to distinguish this business from others.

To see if another name is available for registration, use our [Check Business Name Availability search](#).

Existing Names

EXAMPLE BUSINESS NAME PARTNERSHIP
BUSINESS NAME EXAMPLE 2
BUSINESS NAME EXAMPLE 3
BUSINESS NAME EXAMPLE
BUSINESS NAME EXAMPLE 4

1 to 5 results of 49 [Prev](#) [Next](#) [View All](#)

Registration period and fees * Mandatory fields

You may register your business name for 1 year or 3 years and your registration will expire unless renewed on the anniversary of the registration, in 1 or 3 years respectively.

You can request an alternative registration period for your business name to end on:

- the same date as another business name registered to you (with the same ABN), or
- the same date as your company annual review date (enter this date).

When you select your preferred registration period, available options will be presented.

If choosing to align to your company review date, the date must be within the next 18 months (if a 1 year registration period is selected) or the next 3 years and 6 months (if a 3 year registration period is selected)

* Select a registration period :

1 year registration
 3 year registration

Business name holder details

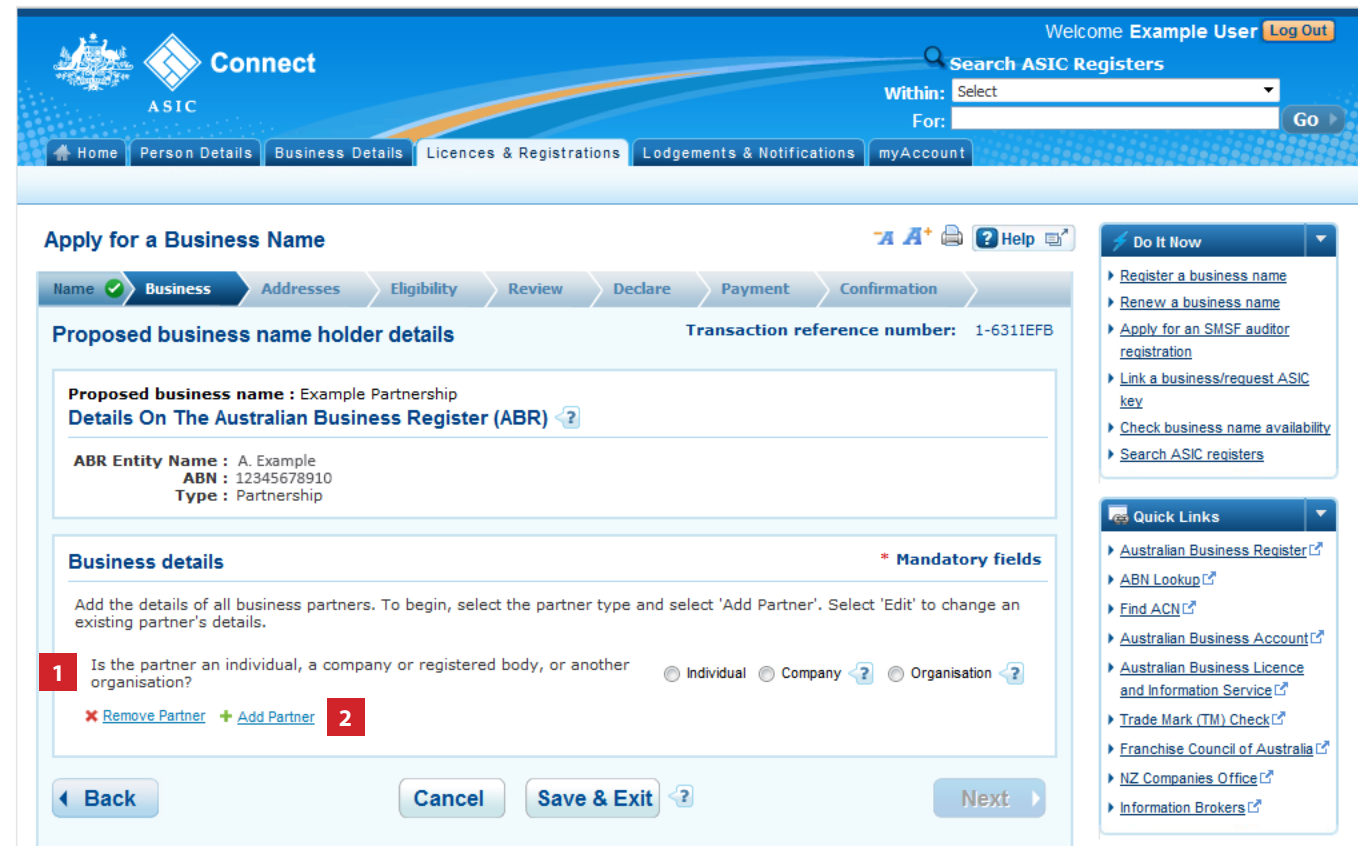
You must now add the details of each of the partners within your partnership.

1. Select whether the partner is:
 - an individual
 - a company, or
 - an organisation.
2. Select **Add Partner**.

If you are adding a partner that is an individual, go to page 12.

If you are adding a partner that is a company, go to page 13.

If you are adding a partner that is an organisation, go to page 14.



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: 1-631IEFB

Proposed business name holder details

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

ABR Entity Name: A. Example
ABN: 12345678910
Type: Partnership

Business details * Mandatory fields

Add the details of all business partners. To begin, select the partner type and select 'Add Partner'. Select 'Edit' to change an existing partner's details.

1 Is the partner an individual, a company or registered body, or another organisation?
 Individual Company Organisation

[Remove Partner](#) [Add Partner](#) 2

[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

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Business name holder details

Add a Partner- Individual

1. Enter the **Individual Partner Details**.
Note: Some of this information will be publicly available. Select **How we use your information** for more details.
2. Select **Save Partner**.
3. Select **Next** to continue and go to page 15.

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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
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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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Proposed business name holder details
Transaction reference number: 1-631IEFB

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

ABR Entity Name: A. Example
ABN: 12345678910
Type: Partnership

Business details

Mandatory fields

Add the details of all business partners. To begin, select the partner type and select 'Add Partner'. Select 'Edit' to change an existing partner's details.

Is the partner an individual, a company or registered body, or another organisation?
 Individual Company Organisation

[Remove Partner](#) [Add Partner](#)

Individual Partner Details

Mandatory fields

Complete the details for the individual.

Individual's details

* Given name:

Other given names:

* Family name:

Birth details

The birth details provided will not be displayed on the public register.

* Date of birth (DD/MM/YYYY):

* Country:

* State:

* City/Suburb:

Residential address

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable. Double quotation marks (") are also not acceptable. The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

OR enter new details below

* Country:

Building/Property name:

Floor/Level:

Unit/Office:

* Street number: * Street name: * Street type:

* Suburb/City:

* State/Territory:

* Postcode:

Email address

We will use this email address to send notices.

See [how we use your information](#) for more details.

OR enter new email address below

* Email address

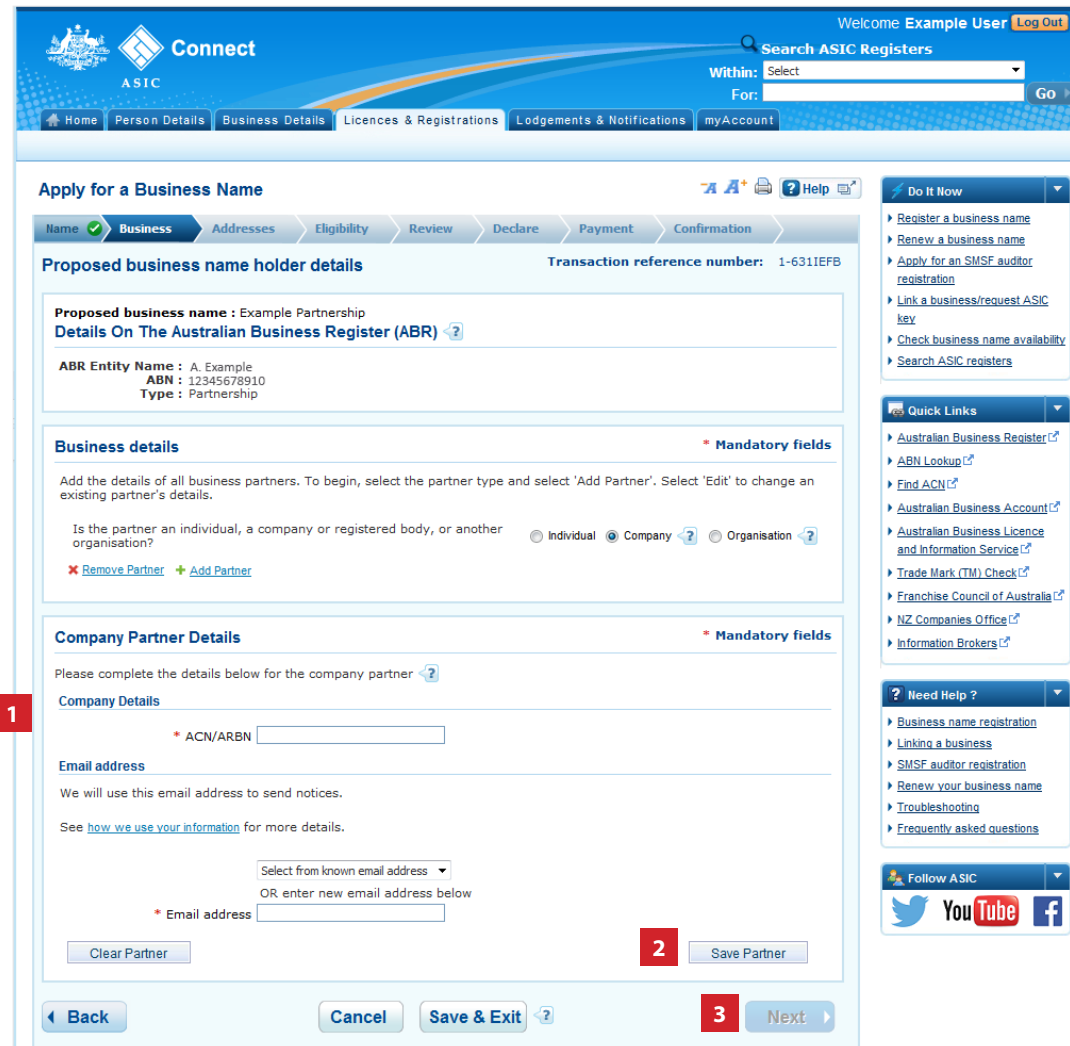
[Clear Partner](#) [Save Partner](#)

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

Business name holder details

Add a Partner - Company

1. Enter the **Company Partner Details**.
2. Select **Save Partner**.
3. Select **Next** and go to page 15.



The screenshot shows the 'Apply for a Business Name' form in the ASIC Connect system. The form is divided into several sections: 'Proposed business name holder details', 'Business details', and 'Company Partner Details'. The 'Company Partner Details' section is highlighted with a red box labeled '1'. It contains a form for entering the company partner's details, including a field for 'ACN/ARBN' (marked with a red box labeled '2') and an 'Email address' field (marked with a red box labeled '3'). The 'Email address' field has a dropdown menu for 'Select from known email address' and a text input for 'OR enter new email address below'. The form also includes a 'Clear Partner' button and a 'Save Partner' button. The 'Next' button is also visible at the bottom of the form.

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

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Business name holder details

Add a Partner - Organisation

1. Enter the organisation name.
2. Select whether the representative is an individual or a company.
Note: The organisation must add at least one organisational representative.
3. Select **Add Representative**.
4. Enter the **company representative** or **individual representative** details.
 - For a **Company representative** enter ACN/ARBN and email address.
 - For a **Individual representative** enter full name, birth details, residential address and email address.
5. Select **Save Representative**.
6. Select **Next** to continue.

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

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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
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Need Help?

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- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

Follow ASIC

Twitter YouTube Facebook

Transaction reference number: 1-6311EFB

Proposed business name holder details

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

ABR Entity Name : A. Example
ABN : 12345678910
Type : Partnership

Business details

Mandatory fields

Add the details of all business partners. To begin, select the partner type and select 'Add Partner'. Select 'Edit' to change an existing partner's details.

Is the partner an individual, a company or registered body, or another organisation? Individual Company Organisation

[Remove Partner](#) [Add Partner](#)

Organisation partner details

Mandatory fields

Complete the details for organisation partner

Organisation details

* Organisation name

Organisation representative details

Organisations must provide details of a representative who can be contacted by the public about the business. Details will be available on the public register. Organisation representatives must be a member of the governing body of the organisation, for example, the president, secretary or member of the committee of management of an association or other body. Trusts must provide details of at least one trustee.

All notified organisation representatives will be able to update details for this business name.

Adding more than one representative is optional. To begin, select the representative type and select 'Add Representative'.

Is the organisation representative an individual, or a company or registered body? Individual Company

[Remove Representative](#) [Add Representative](#)

Company Representative details

Mandatory fields

Complete the details below for the company representative.

Company Details

* ACN/ARBN

Email address

We will use this email address to send notices.

See [how we use your information](#) for more details.

Select from known email address

OR enter new email address below

* Email address

[Clear Representative](#) [Save Representative](#)

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



Connect

ASIC



Business name holder details

Add, edit and confirm details

Once you have added a partner you are able to:

1. add another partner,
2. remove a partner, or
3. edit the details that you have provided.
4. Once all partners have been added, select **Next** to continue.

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](#)

Transaction reference number: 1-631YEYV

Proposed business name holder details

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

ABR Entity Name : A. Example
ABN : 12345678910
Type : Partnership

Business details * Mandatory fields

Add the details of all business partners. To begin, select the partner type and select 'Add Partner'. Select 'Edit' to change an existing partner's details.

Select	Type	Partner name	Actions
<input type="checkbox"/>	Individual	EXAMPLE USER	edit 3
<input type="checkbox"/>	Individual	EXAMPLE NAME	edit

Is the partner an individual, a company or registered body, or another organisation? Individual Company [?](#) Organisation [?](#)

2 [Remove Partner](#) [Add Partner](#) **1**

[Back](#) [Cancel](#) [Save & Exit](#) [?](#) **4** [Next](#)

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key
- Check business name availability
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Quick Links

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Need Help ?

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

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

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.
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.

Apply for a Business Name Transaction reference number: 1-631YEYV

Progress: Name Business **Addresses** Eligibility Review Declare Payment Confirmation

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

ABR Entity Name: A. Example
ABN: 12345678910
Type: Partnership

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

Principal place of business/practice * Mandatory fields

Enter the address of the principal place of business. This address must be a physical or street address, a post office box is not acceptable. Double quotation marks (") are also not acceptable. 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

Building/Property name:

Floor/Level:

Unit/Office:

* Street number: 20 * Street name: Example * Street type: St **2**

3 * 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.

Navigation: Back Cancel Save & Exit **5** Next

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

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.



Apply for a Business Name

Transaction reference number: 1-631YEYV

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

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Partnership

1 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](#).

3 **Next**

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



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

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 [Help](#)

Name Business Addresses Eligibility **Review** Declare Payment Confirmation

Review Transaction reference number: 1-634CEZT

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

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

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Partnership

Name [Hide](#)

2 Example Partnership is currently available.
 Registration Fee:

Business [Hide](#)

Type	Partner Name
Individual	EXAMPLE USER
Individual	EXAMPLE NAME

Addresses [Hide](#)

Address type	Address details	This address is
Address for service of documents	30 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)		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

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



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 screenshot shows the 'Apply for a Business Name' form in the 'Declare' step. The form includes a progress bar at the top with steps: Name, Business, Addresses, Eligibility, Review, **Declare**, Payment, and Confirmation. The 'Declare' section contains the following elements:

- Transaction reference number:** 1-634CEZT
- Proposed business name:** Example Partnership
- Details On The Australian Business Register (ABR):**
 - ABR Entity Name : A. Example
 - ABN : 12345678910
 - Type : Partnership
- Declaration (Mandatory fields):**
 - 1. 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).
- Authority (Mandatory fields):**
 - 3. I declare that:
 - 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.
- Adding the business name to your account:**
 - 4. 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.

At the bottom of the form, there is a 'Next' button with a red callout '5' next to it. The right-hand sidebar contains 'Do It Now' links, 'Quick Links', 'Need Help?', and 'Follow ASIC' social media icons.

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

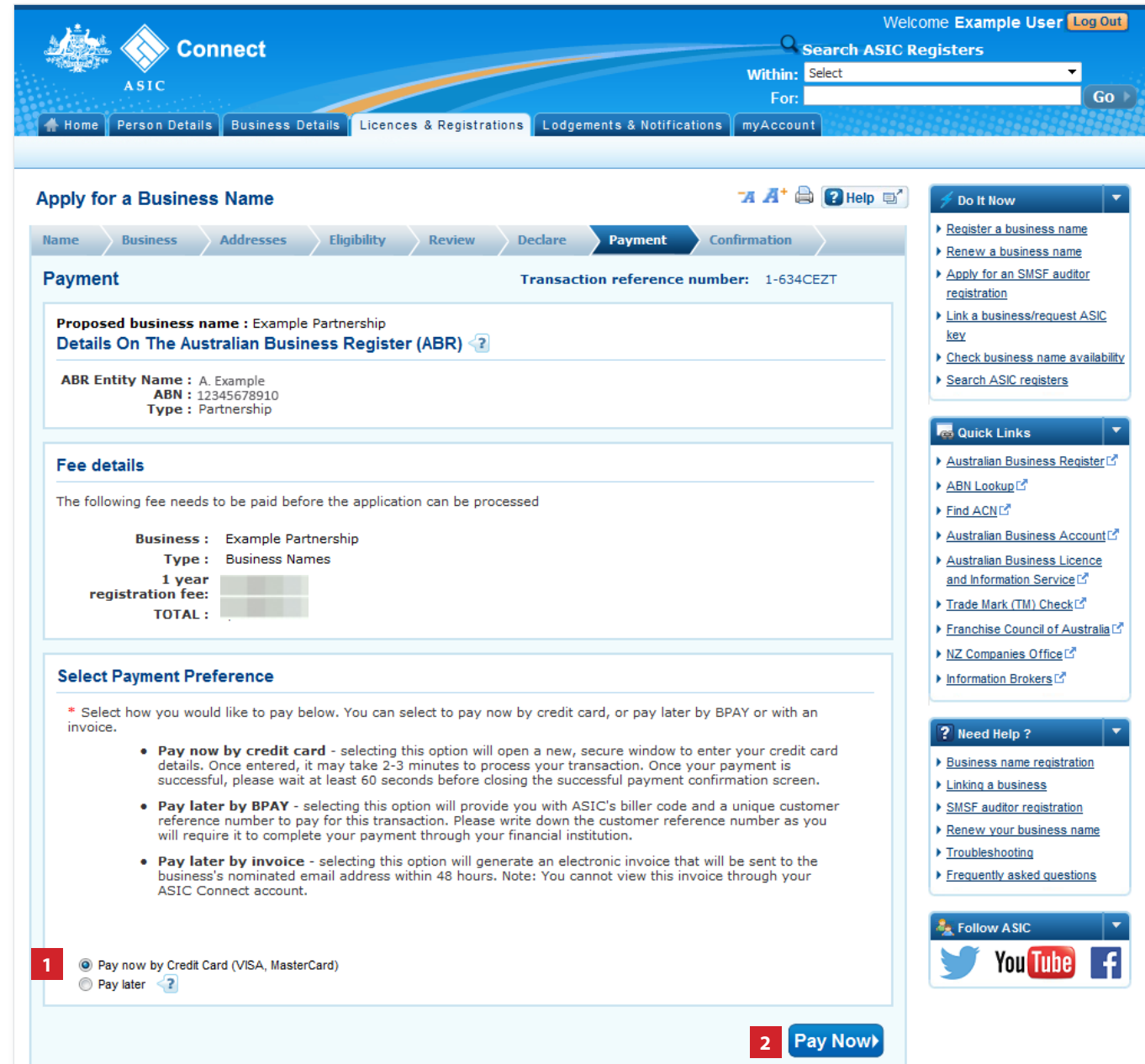
Payment

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 22.



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

[Print](#) [Help](#)

Name > Business > Addresses > Eligibility > Review > Declare > **Payment** > Confirmation

Payment

Transaction reference number: 1-634CEZT

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

ABR Entity Name : A. Example
ABN : 12345678910
Type : Partnership

Fee details

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

Business :	Example Partnership
Type :	Business Names
1 year registration fee :	[redacted]
TOTAL :	[redacted]

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

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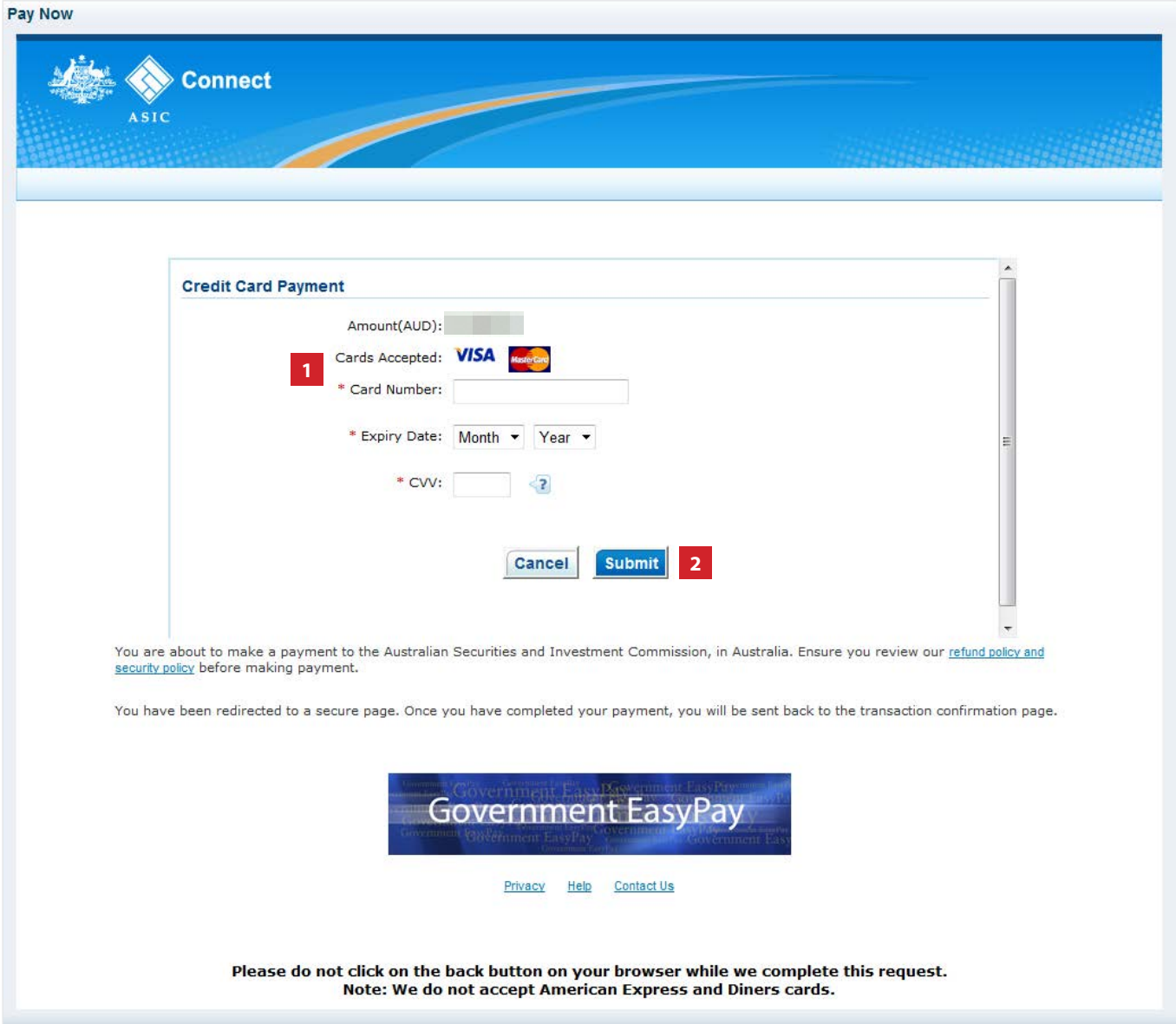
[How to register a business name if the holder is a partnership](#)

Payment

Pay Now - credit card payment



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

Pay Now




Credit Card Payment

Amount(AUD):

1 Cards Accepted:  

* Card Number:

* Expiry Date: Month Year

* 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.

Government EasyPay

[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 a partnership](#)

© Australian Securities and Investments Commission January 2017



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**.

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](#)

Payment Transaction reference number: 1-634CEZT

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

ABR Entity Name: A. Example
ABN: 12345678910
Type: Partnership

Fee details

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

Business: Example Partnership
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

BPAY

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.

Biller Code: XXXXX

Customer Reference Number: XXXXXXXXXXXX

Invoice

3 [Pay Later](#)

Do It Now

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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.

The screenshot shows the ASIC Connect interface for the 'Apply for a Business Name' process. At the top, there's a navigation bar with 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Apply for a Business Name' and has a progress bar with steps: Name, Business, Addresses, Eligibility, Review, Declare, Payment, and Confirmation (the current step). A green banner with a checkmark says 'Congratulations, you have successfully registered a business name'. Below this is a 'Summary' section with details: 'Your transaction was submitted on 24 Mar 2015 at AEST 09.54 AM', 'Transaction reference number : 1-634CEZT', 'Name : Example Partnership', 'Type : Business Name', 'Amount : [redacted]', and 'Payment type : Credit card'. A 'Transaction Documents' section follows, with a link to 'Print the transaction' (marked with a red '1'). Below that, a message states: '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.](#)' A section titled 'What else can I do?' (marked with a red '2') contains several bullet points with links to update account details, view obligations, get tailored information, and register a domain name. At the bottom right, there's a 'Home' button (marked with a red '3') and a 'Follow ASIC' section with social media icons for Twitter, YouTube, and Facebook. On the right side of the page, there are 'Do It Now' and 'Quick Links' panels with various service links.