



ASIC

Connect

User guide

ASIC Connect


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

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 [trust](#). 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.

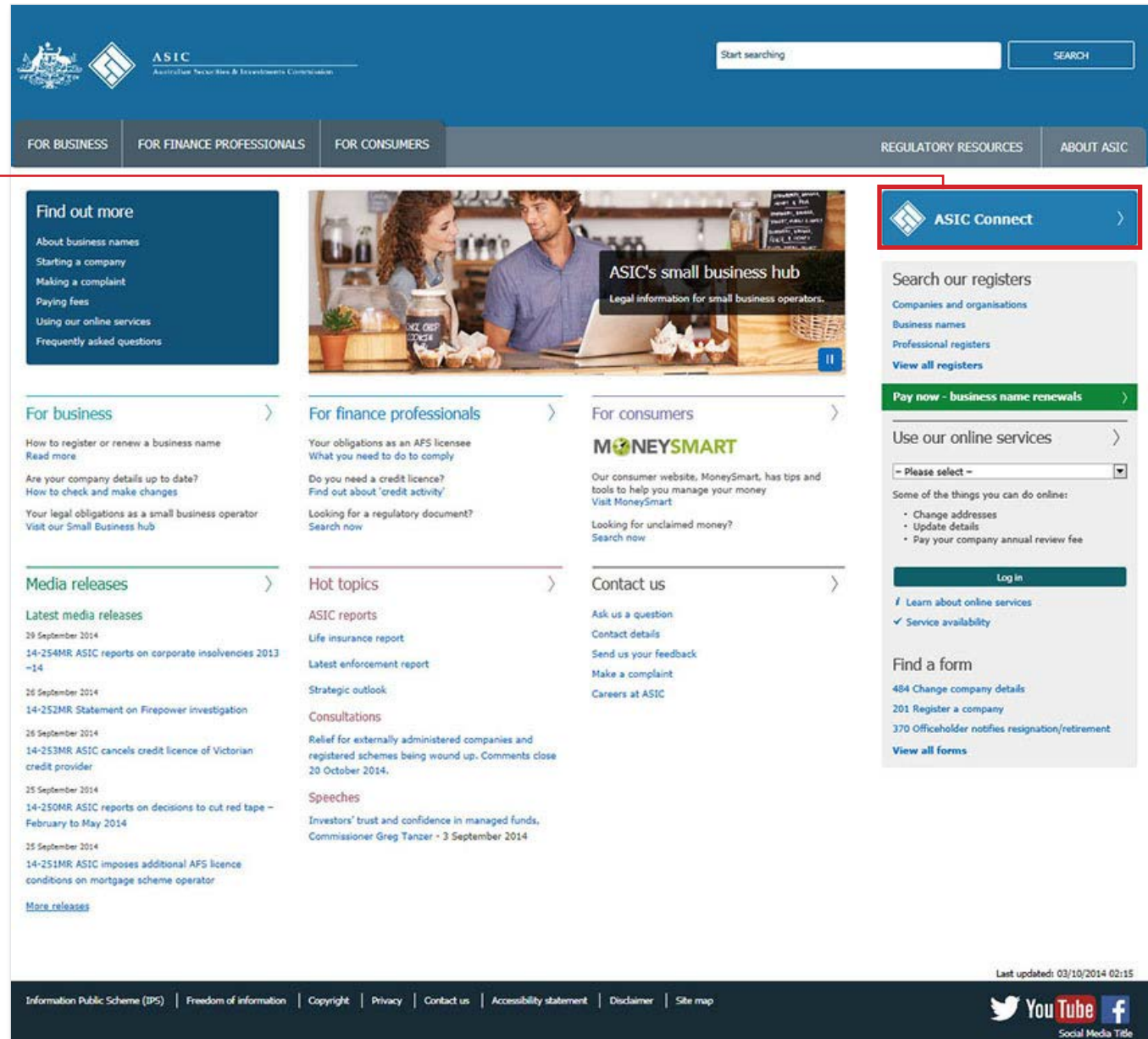
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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

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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 sections: 'Find out more' with links to business names, starting a company, etc.; 'For business', 'For finance professionals', and 'For consumers' sections with various links; 'Media releases' with a list of recent news; 'Hot topics' with reports and consultations; and 'Contact us' with a question form. On the right side, the 'ASIC Connect' button is highlighted with a red box. Below it are sections for 'Search our registers', 'Pay now - business name renewals', 'Use our online services', and 'Find a form'. The footer contains information about the Public Scheme, Freedom of Information, and social media links.

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

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

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

Log in to ASIC Connect

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

- Recommended browsers for using ASIC Connect**
28 October 2013
- A postal address can now be used for a business name's address for service of documents**
26 September 2013
- ASIC releases a business names booklet**
16 September 2013
- 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

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

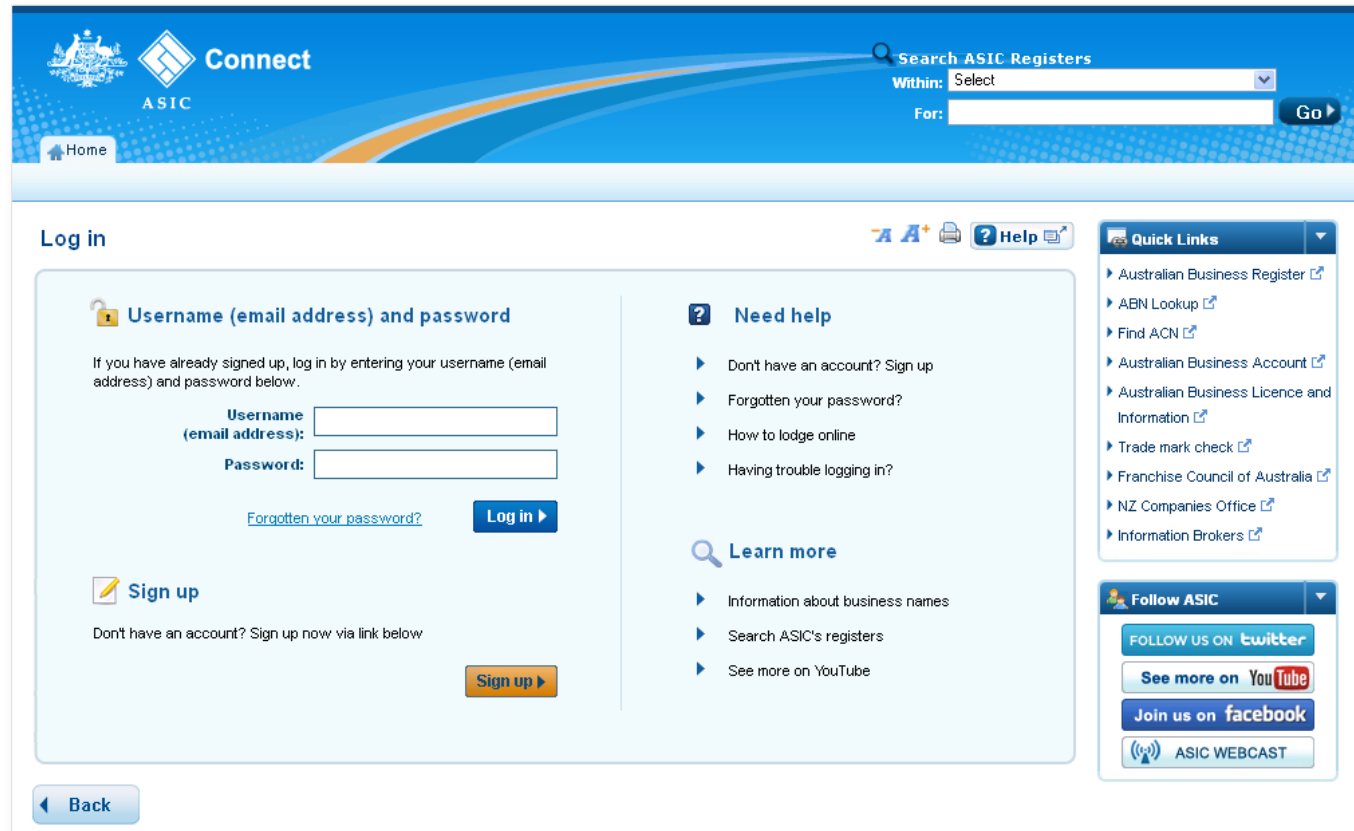
Log in

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 navigation bar with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the navigation bar is a 'Home' button. The main content area is titled 'Log in' and features a central login form. The form has a heading 'Username (email address) and password' and a sub-heading 'If you have already signed up, log in by entering your username (email address) and password below.' It includes input fields for 'Username (email address):' and 'Password:', a 'Log in' button, and a link for 'Forgotten your password?'. Below the form is a 'Sign up' section with a heading 'Sign up' and a sub-heading 'Don't have an account? Sign up now via link below', followed by a 'Sign up' button. To the right of the form is a 'Need help' section with a heading 'Need help' and three links: 'Don't have an account? Sign up', 'Forgotten your password?', and 'How to lodge online'. Below this is a 'Learn more' section with a heading 'Learn more' and three links: 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there are two sidebars. The top sidebar is 'Quick Links' with a dropdown arrow and a list of 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', and 'Information Brokers'. The bottom sidebar is 'Follow ASIC' with a dropdown arrow and four buttons: 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'. At the bottom left of the main content area is a 'Back' button.

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

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:

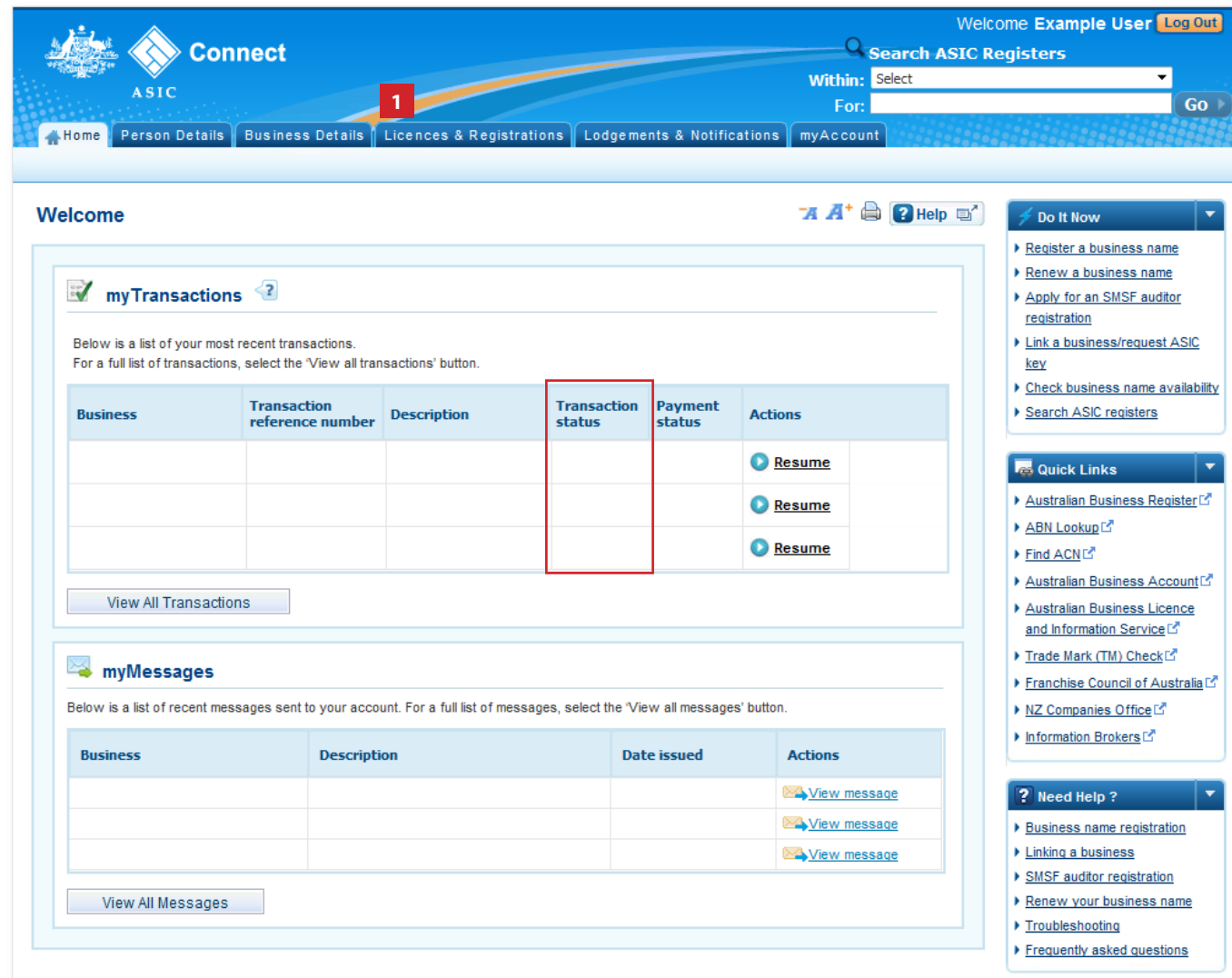
Incomplete - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.

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: Select
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 ?

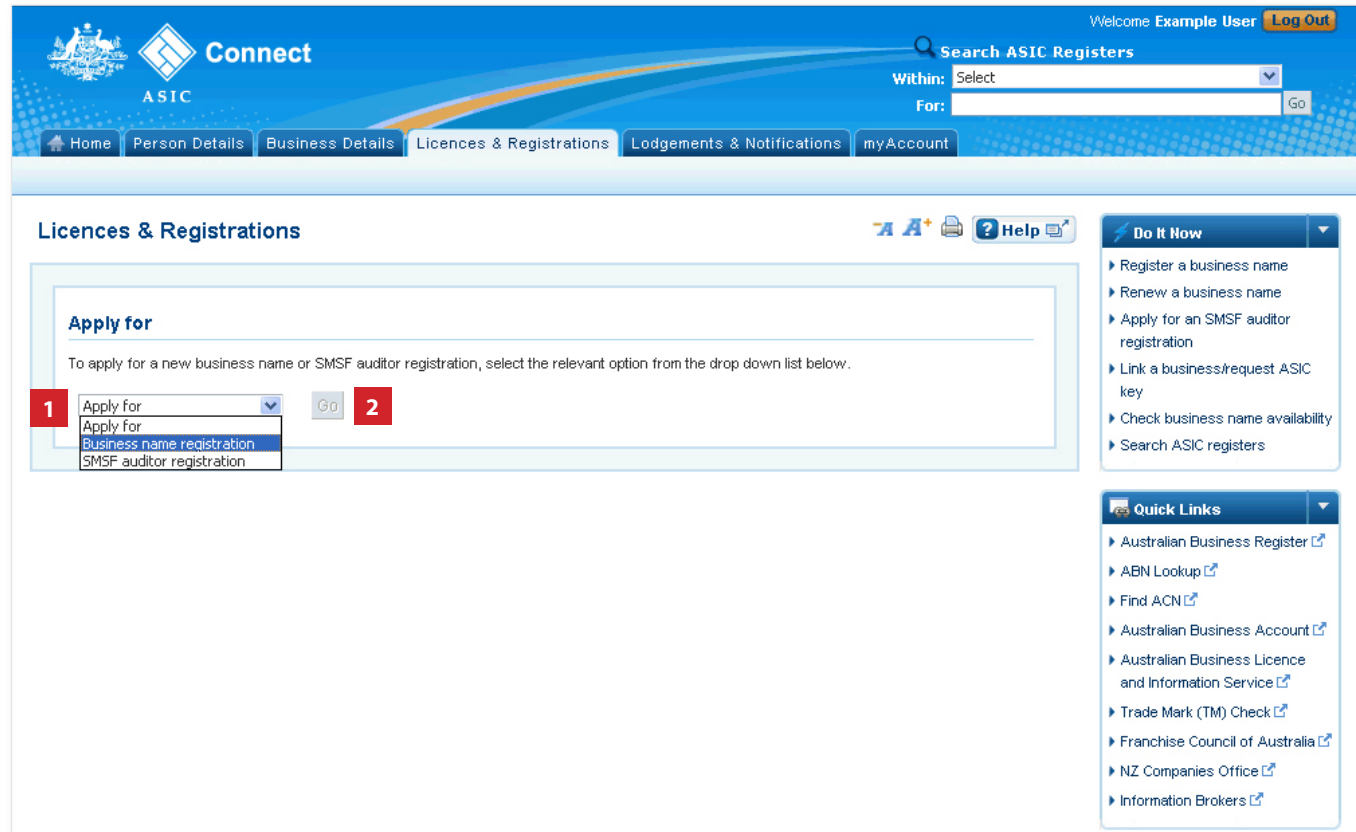
- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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

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 user interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar is visible with the text 'Search ASIC Registers'. Below the navigation bar, there are several tabs: Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The 'Licences & Registrations' tab is active. In the main content area, there is a section titled 'Apply for' with a dropdown menu. The dropdown menu is open, showing three options: 'Apply for', 'Business name registration', and 'SMSF auditor registration'. The 'Business name registration' option is highlighted. A red '1' is placed to the left of the dropdown menu. To the right of the dropdown menu is a 'Go' button, which has a red '2' next to it. On the right side of the page, there are two sidebars: 'Do it Now' and 'Quick Links'. The 'Do it Now' sidebar contains links for 'Register a business name', 'Renew a business name', 'Apply for an SMSF auditor registration', 'Link a business/request ASIC key', 'Check business name availability', and 'Search ASIC registers'. The 'Quick Links' sidebar contains links for 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information Service', 'Trade Mark (TM) Check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'.

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

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.

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

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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

1

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 [Australian Domain Name Administrator \(AUDA\)](#).
- The [privacy notice](#) explains how we collect and disseminate the information provided in this application.

3 [Get Started](#)



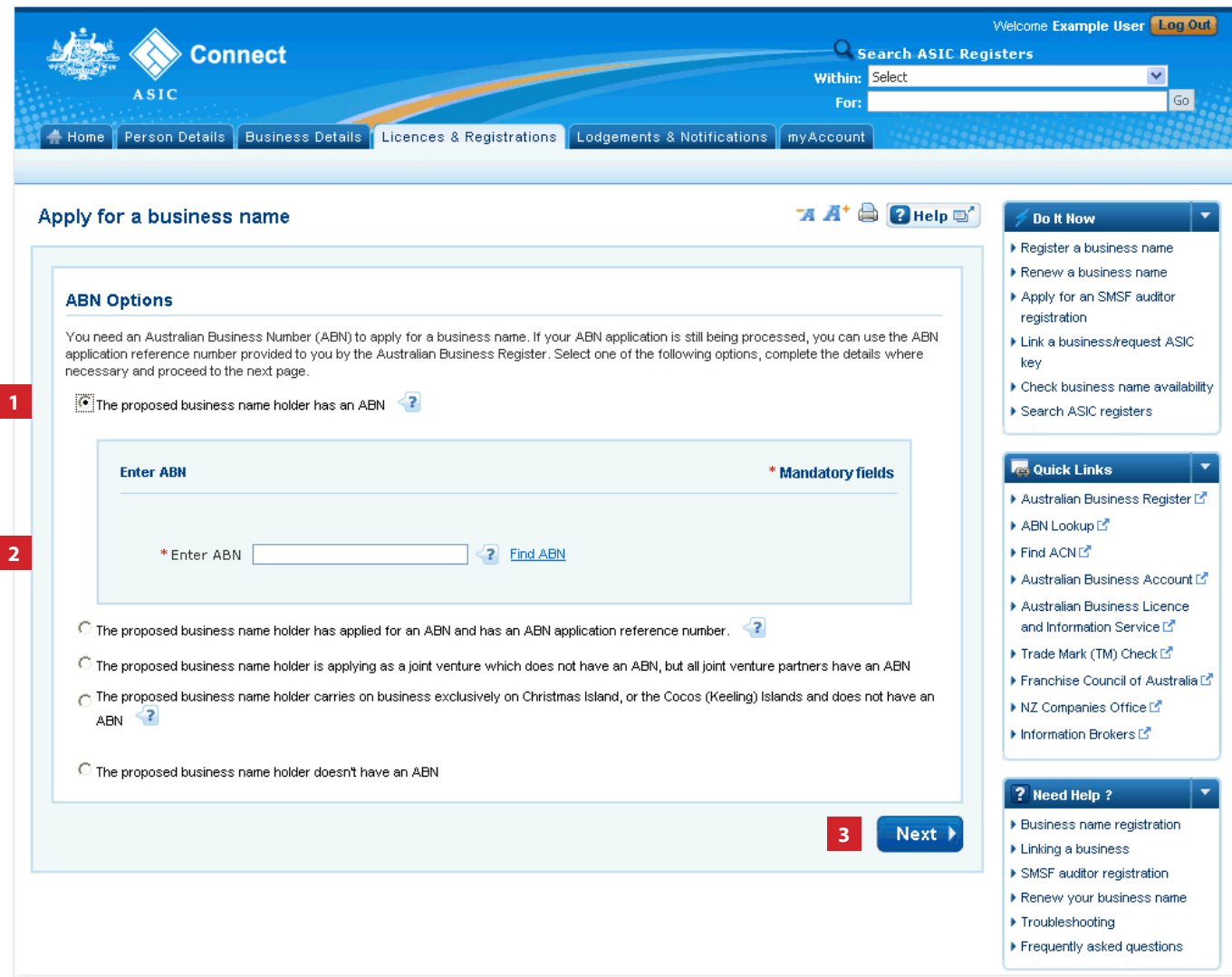
Connect

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: Go

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 How

- ▶ 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 trust](#)

Business name availability

1. Review the proposed business name holder details.
2. Enter your proposed business name in the field provided.
3. 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.
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. 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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Apply for a Business Name

Transaction reference number: 1-62Q09S7

1 **Details On The Australian Business Register (ABR)**

ABR Entity Name : A. Example Limited
 ABN : 12345678910
 Type : Unincorporated structure

2 **Proposed Business Name** * Mandatory fields

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

Example 123 **3** **Check Name Availability**

4 **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 1
EXAMPLE BUSINESS NAME 123
BUSINESS NAME EXAMPLE 12
BUSINESS NAME EXAMPLE 12
BUSINESS NAME EXAMPLE 13

1 to 5 results of 48 [Prev](#) [Next](#) [View All](#)

5 **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

6 **Next**



Business name holder details

Trusts must provide details of a representative who can be contacted by the public about the business. These details will be available on the public register.

Trusts must provide details of at least one trustee as their representative.

To add a representative:

1. Select whether the representative is an **individual** or a **company**.
2. Select **Add Representative**.

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

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

Apply for a Business Name

Transaction reference number: 1-62Q0A5J

Proposed business name holder details

Proposed business name : Example 123
 Details On The Australian Business Register (ABR) ?

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Unincorporated structure

Holder details * Mandatory fields

Organisation details

Organisation name: A. Example

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 ? **1**

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

[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

Need Help ?

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

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

Business name holder details

Add a Representative - Individual

1. Enter the **Individual Representative Details** in the fields provided.

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

2. Select **Save Representative**.
3. Select **Next** and go to page 14.

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

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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
- 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

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- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Need Help?

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

Follow ASIC

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Transaction reference number: 1-62Q0A53

Proposed business name holder details

Proposed business name : Example 123
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name : A. Example Pty Ltd
ABN : 12345678910
Type : Unincorporated structure

Holder details

* Mandatory fields

Organisation details

Organisation name: A. Example Pty Ltd

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](#)

Individual Representative Details

* Mandatory fields

Complete the details below for the individual representative.

Individual's details

* Given name: EXAMPLE
Other given names:
* Family name: USER

Birth details

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

* Date of birth (DD/MM/YYYY): 19/07/1980
* Country: Australia
* State: Victoria
* City/Suburb: Melbourne

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.

20 Example St Melbourne VIC 3000 Australia
OR enter new details below

* Country: Australia
Building/Property name:
Floor/Level:
Unit/Office:
* Street number: 20 * Street name: Example * Street type: St
* Suburb/City: Melbourne
* State/Territory: Victoria
* Postcode: 3000

Email address

We will use this email address to send notices.
See [how we use your information](#) for more details.

example@email.com
OR enter new email address below
* Email address: example@email.com

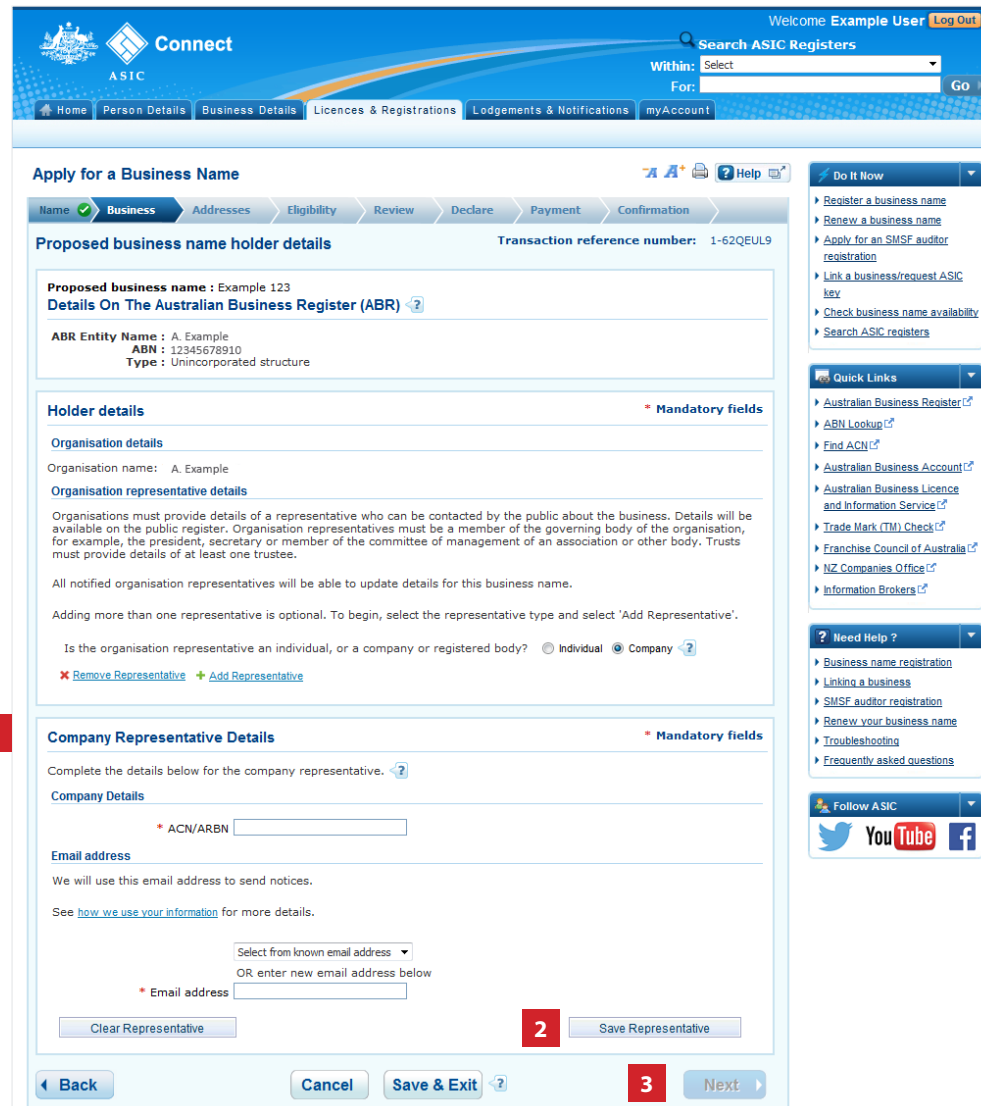
[Clear Representative](#) [Save Representative](#)

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

Business name holder details

Add a Representative - Company

1. Enter the **Company Representative Details** in the fields provided. Please enter the ACN with no spaces.
2. Select **Save Representative**.
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

Transaction reference number: 1-62QEUL9

Proposed business name holder details

Proposed business name : Example 123
Details On The Australian Business Register (ABR)

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Unincorporated structure

Holder details * Mandatory fields

Organisation details
 Organisation name: A. Example

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](#)

1 **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

2

3

Do It Now

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- Renew a business name
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- Search ASIC registers

Quick Links

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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 trust](#)



Business name holder details

Add, edit and confirm details

Once you have added a representative you are able to:

1. Add another representative,
2. Remove a representative, or
3. Edit the details that you have provided.
4. Once all representatives have been added, 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: 1-62SRG13

Proposed business name: Example 123
Details On The Australian Business Register (ABR) [?](#)

ABR Entity Name: A. Example
ABN: 12345678910
Type: Unincorporated structure

Holder details * Mandatory fields

Organisation details

Organisation name: A. Example

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'.

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

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

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

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

Do It Now

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- [Apply for an SMSF auditor registration](#)
- [Link a business/request ASIC key](#)
- [Check business name availability](#)
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- [NZ Companies Office](#)
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[How to register a business name if the holder is a trust](#)

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.

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Apply for a Business Name ? Help

Transaction reference number: 1-62SRG13

Proposed business name: Example 123
Details On The Australian Business Register (ABR) ?

ABR Entity Name: A. Example
ABN: 12345678910
Type: Unincorporated structure

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.

Country: Australia
 * Address Type: Street Address

3 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

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

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 Help

Transaction reference number: 1-62SRG13

Proposed business name : Example 123
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name : A. Example
ABN : 12345678910
Type : Unincorporated structure

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

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Review

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

Apply for a Business Name Transaction reference number: 1-62SRG13

Review

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

1 Proposed business name : Example 123
Details On The Australian Business Register (ABR)

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Unincorporated structure

Name Hide 2 Edit

Example 123 is currently available.
 Registration Fee:

Business Hide Edit

Type	Representative Name
Individual	EXAMPLE USER

Addresses Hide Edit

Address type	Address details	This address is
Address for service of documents	20 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 Edit

- 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

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



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.

Apply for a Business Name

Transaction reference number: 1-62SRG13

Proposed business name : Example 123
Details On The Australian Business Register (ABR) [?](#)

ABR Entity Name : A. Example
ABN : 12345678910
Type : Unincorporated structure

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:

- 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** ▶

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

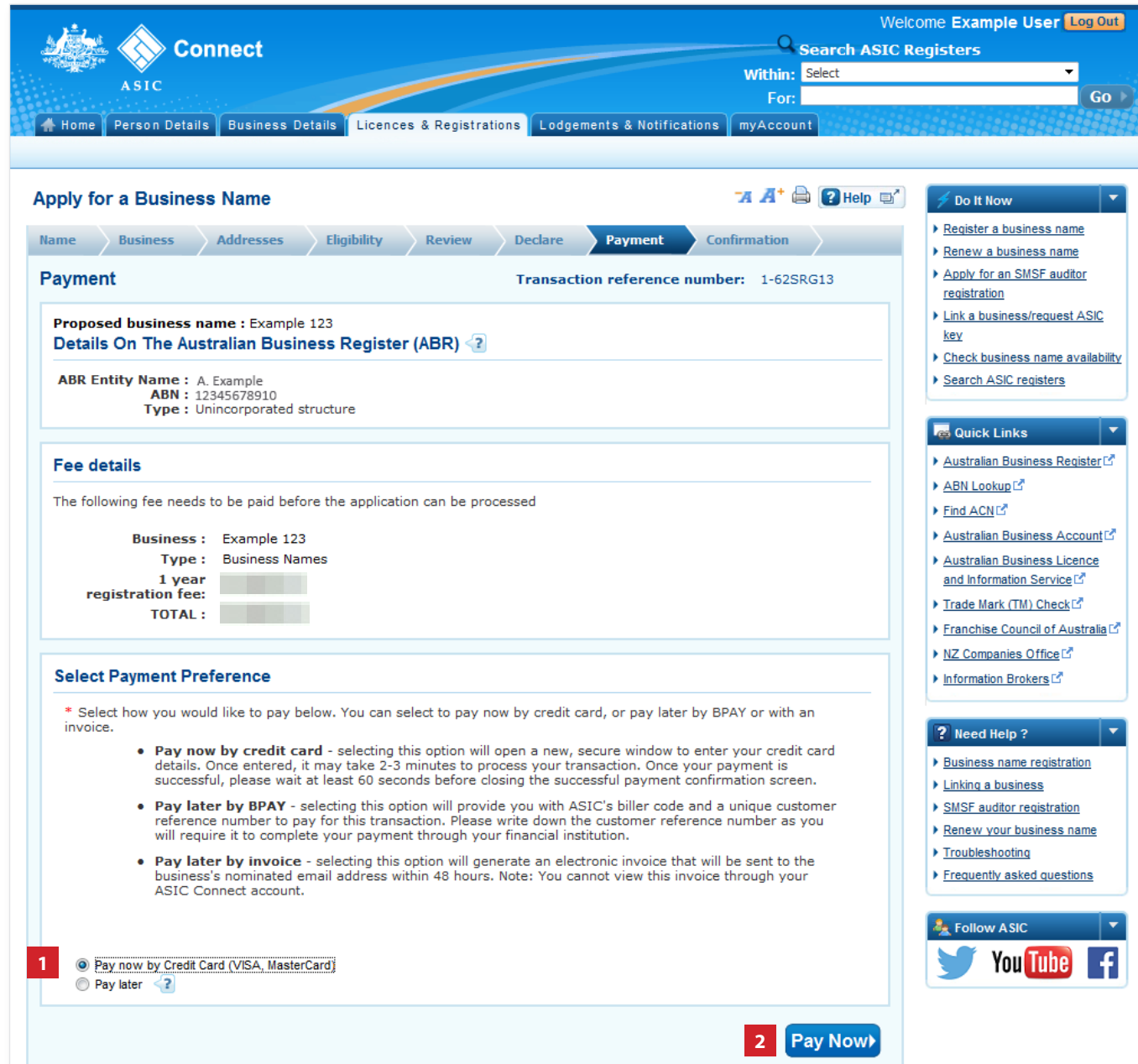
Payment

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 21.



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: 1-62SRG13

Payment

Proposed business name : Example 123
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name : A. Example
 ABN : 12345678910
 Type : Unincorporated structure

Fee details

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

Business :	Example 123
Type :	Business Names
1 year registration fee:	<input type="text"/>
TOTAL :	<input type="text"/>

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](#)

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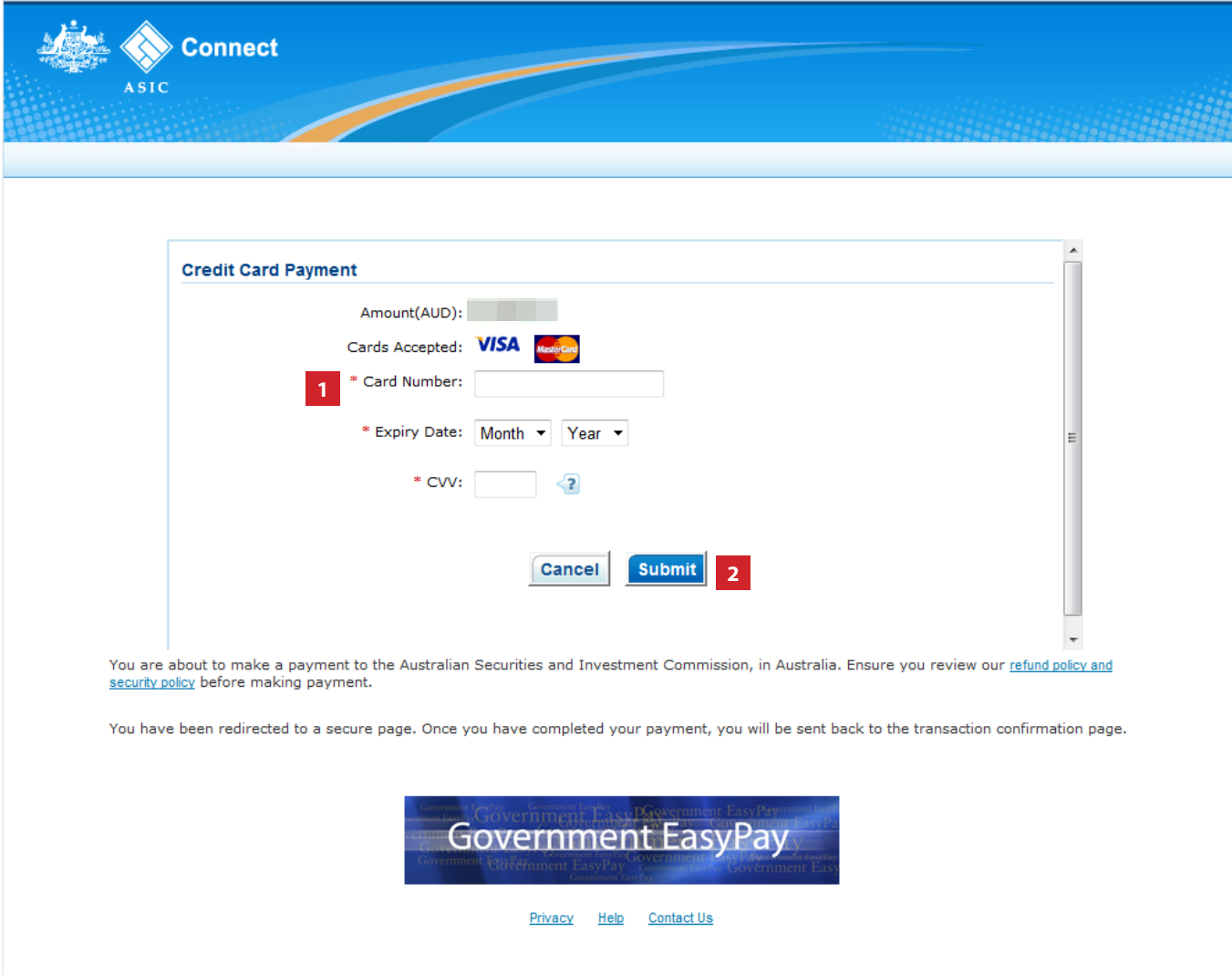
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How to register a business name if the holder is a trust

Payment

Pay Now - credit card payment

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



The screenshot shows the 'Credit Card Payment' form on the ASIC Connect website. The form is titled 'Credit Card Payment' and includes 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 '1' next to it.
- * Expiry Date:** Two dropdown menus labeled 'Month' and 'Year'.
- * CVV:** A text input field with a question mark icon next to it.
- Buttons:** 'Cancel' and 'Submit' buttons. The 'Submit' button has a red '2' next to it.

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 a note: "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 of the page, there is a 'Government EasyPay' logo and three links: 'Privacy', 'Help', and 'Contact Us'.

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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**.

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Within: For: [Go](#)

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Apply for a Business Name

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

Payment Transaction reference number: 1-62SRG13

Proposed business name: Example 123
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name: A. Example
ABN: 12345678910
Type: Unincorporated structure

Fee details

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

Business: Example 123
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](#)

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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.

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

Apply for 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

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 20 Mar 2015 at AEST 14.40 PM

Transaction reference number : 1-62SRG13

Name : Example 123

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 \(AUDA\)](#).

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3 Home