



ASIC

**Connect**

User guide

# ASIC Connect

## How to renew a business name

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

## Renewing a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You must have received your business name renewal notice to renew your business name.
- You can renew for a one or three year period, and pay online or request an invoice.
- A record of registration will be issued to the business email address once we have received payment.
- Further assistance using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

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# Before you start

## Renewal notice

You will receive your renewal notice:

- by email if you have provided us with a business email address, or
- in paper to your address for service of documents.

You will need this notice before you can start.

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### How to renew business name

5 December 2013

Ms Jane Citizen  
XYZ Business  
14 - 22 Grey St  
Traralgon VIC 3844

PO BOX 4000  
Drysdale Mail Centre  
Victoria 3841

Web: [www.asic.gov.au](http://www.asic.gov.au)  
Telephone: 1300 300 630

Dear Ms Citizen:

Business name renewal notice for **XYZ Business** — Business name

The account number for this business name is **85123456789** — Account number

The ASIC Key for this business name is **1-9999999999** — ASIC key

The Australian Securities and Investments Commission (ASIC) is now responsible for registering, renewing and administering business names under the *Business Names Registration Act 2011*. Your business name was automatically transferred to ASIC's Business Names Register on 28 May 2012.

Your business name registration is due for renewal  
Your business name registration is due for renewal by **6 March 2014** — Renew by date

If you wish to continue using this business name, you must renew your registration by this date.

**How do I renew and pay my registration?**  
You can renew your registration for a period of one or three years with a discount offered when you renew for three years:

one year:   
three years:  — Renewal fee

You can renew your registration and pay by credit card or request an invoice to be sent to you by email by using one of the following options:

**Renew online using [www.asic.gov.au](http://www.asic.gov.au)**  
1. Visit [www.asic.gov.au](http://www.asic.gov.au) and click the Pay Now link located on the right hand side of your screen.  
2. Enter your account number provided at the top of this notice.  
3. Select your renewal period and have your credit card ready to pay the registration fee or request an invoice to be sent to you. — Renew online using [www.asic.gov.au](http://www.asic.gov.au)

**Renew online using ASIC Connect**  
ASIC Connect allows you to register, renew, update, transfer or cancel your business name online. To renew your business name:  
1. Log in to ASIC Connect (or create an ASIC Connect account) through the ASIC website at [www.asic.gov.au/bn-renew](http://www.asic.gov.au/bn-renew).  
2. Use your ASIC key (provided at the top of this letter) to link your business name to your ASIC Connect account.  
3. From the 'Lodgements & Notifications' tab in ASIC Connect, select your business name and start a 'renewal' transaction. — Renew online using ASIC Connect

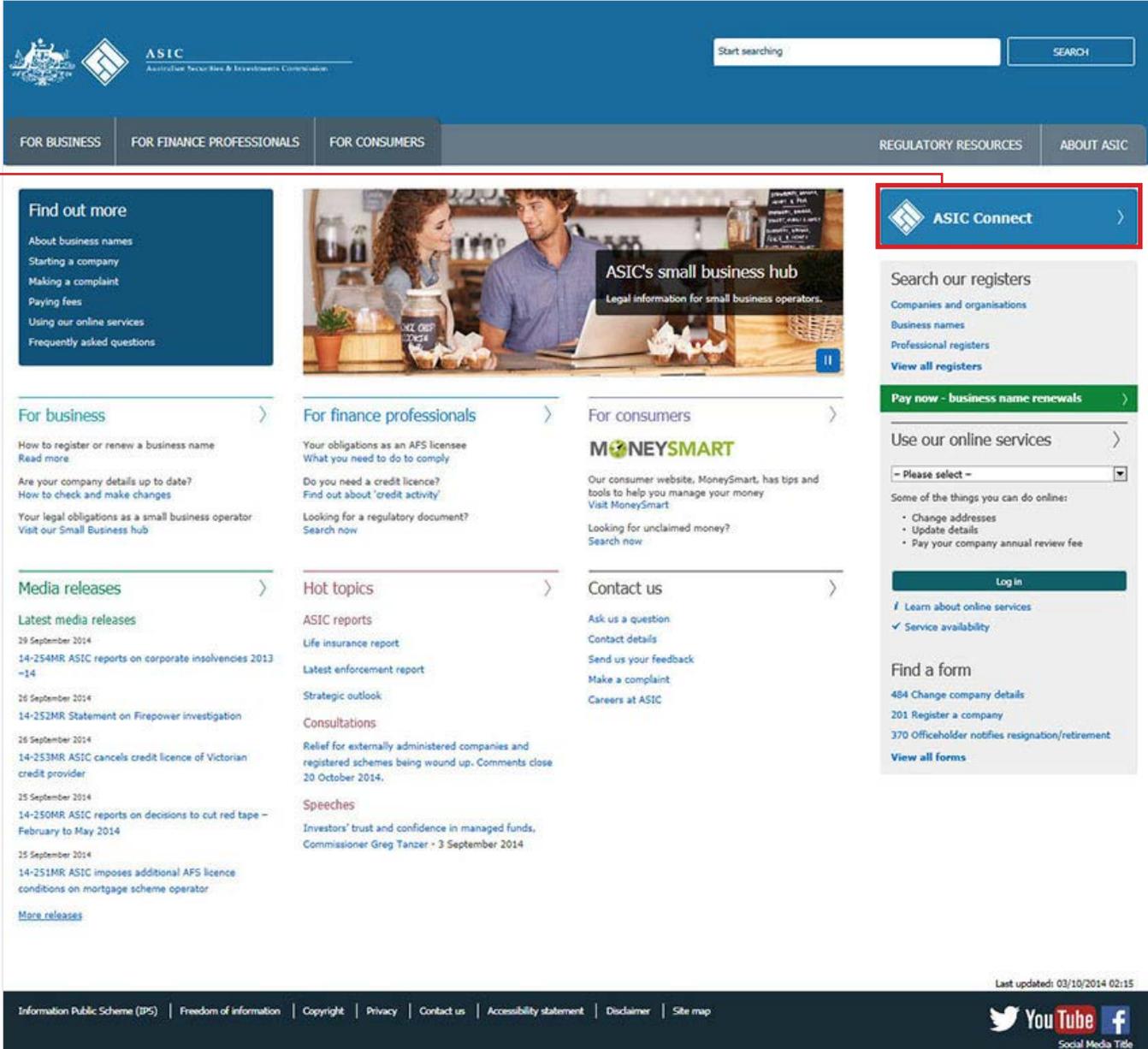
**What to cancel your business name?**  
If you want to cancel your registration, please email us at [bncancel@asic.gov.au](mailto:bncancel@asic.gov.au) with your business name (as displayed on this notice), your previous state or territory business number (if known) and state or territory of registration for your business name. — You can cancel a business name by emailing [bncancel@asic.gov.au](mailto:bncancel@asic.gov.au)

**Where can I find more information?**  
You can find more information (including step-by-step user guides) about renewing your business name registration at [www.asic.gov.au/bn-renew](http://www.asic.gov.au/bn-renew).

Yours sincerely  
  
Rosanne Bell  
Senior Executive Leader  
Registry Services & Licensing

# Get started

Visit our website at [www.asic.gov.au](http://www.asic.gov.au).  
Click on the blue **ASIC Connect** box.  
This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar with the text "Start searching" and a "SEARCH" button. Below the search bar is a navigation menu with tabs for "FOR BUSINESS", "FOR FINANCE PROFESSIONALS", "FOR CONSUMERS", "REGULATORY RESOURCES", and "ABOUT ASIC".

The main content area is divided into several sections:

- Find out more:** A dark blue box containing links for "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".
- ASIC's small business hub:** A banner image of a man and a woman at a cafe counter with the text "ASIC's small business hub" and "Legal information for small business operators."
- For business:** A section with a right-pointing arrow containing links for "How to register or renew a business name", "Are your company details up to date?", and "Your legal obligations as a small business operator".
- For finance professionals:** A section with a right-pointing arrow containing links for "Your obligations as an AFS licensee" and "Looking for a regulatory document?".
- For consumers:** A section with a right-pointing arrow featuring the "MONEYSMART" logo and links for "Our consumer website" and "Looking for unclaimed money?".
- Media releases:** A section with a right-pointing arrow listing "Latest media releases" with dates from 29 September 2014 to 25 September 2014.
- Hot topics:** A section with a right-pointing arrow listing "ASIC reports", "Latest enforcement report", "Strategic outlook", "Consultations", and "Speeches".
- Contact us:** A section with a right-pointing arrow containing links for "Ask us a question", "Contact details", "Send us your feedback", "Make a complaint", and "Careers at ASIC".
- ASIC Connect:** A blue box with a right-pointing arrow, highlighted by a red border in the original image.
- Search our registers:** A section containing links for "Companies and organisations", "Business names", "Professional registers", and "View all registers".
- Pay now - business name renewals:** A green box with a right-pointing arrow.
- Use our online services:** A section with a dropdown menu and a list of services: "Change addresses", "Update details", and "Pay your company annual review fee".
- Log in:** A dark blue button.
- Find a form:** A section containing links for "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement".

At the bottom of the page, there is a footer with the text "Last updated: 03/10/2014 02:15" and a navigation bar with links for "Information Public Scheme (IPS)", "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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## How to renew business name

## Get started

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

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

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



The screenshot shows the ASIC Connect website homepage. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for registers is located in the top right corner. Below the navigation bar is a 'Welcome' section with a central banner image of people working at computers. To the left of the banner is a vertical menu with options like 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. To the right of the banner is a 'Log in to ASIC Connect' box containing 'Log in', 'Sign up', and 'AUSkey' buttons. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. On the far right, there are 'Quick Links' and 'Follow ASIC' sections. At the bottom, there is a 'Do it now' section with 'Search' and 'See more on YouTube' options, and a 'What's new' section with a list of recent updates. A footer at the very bottom contains links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact us'.

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[How to renew business name](#)

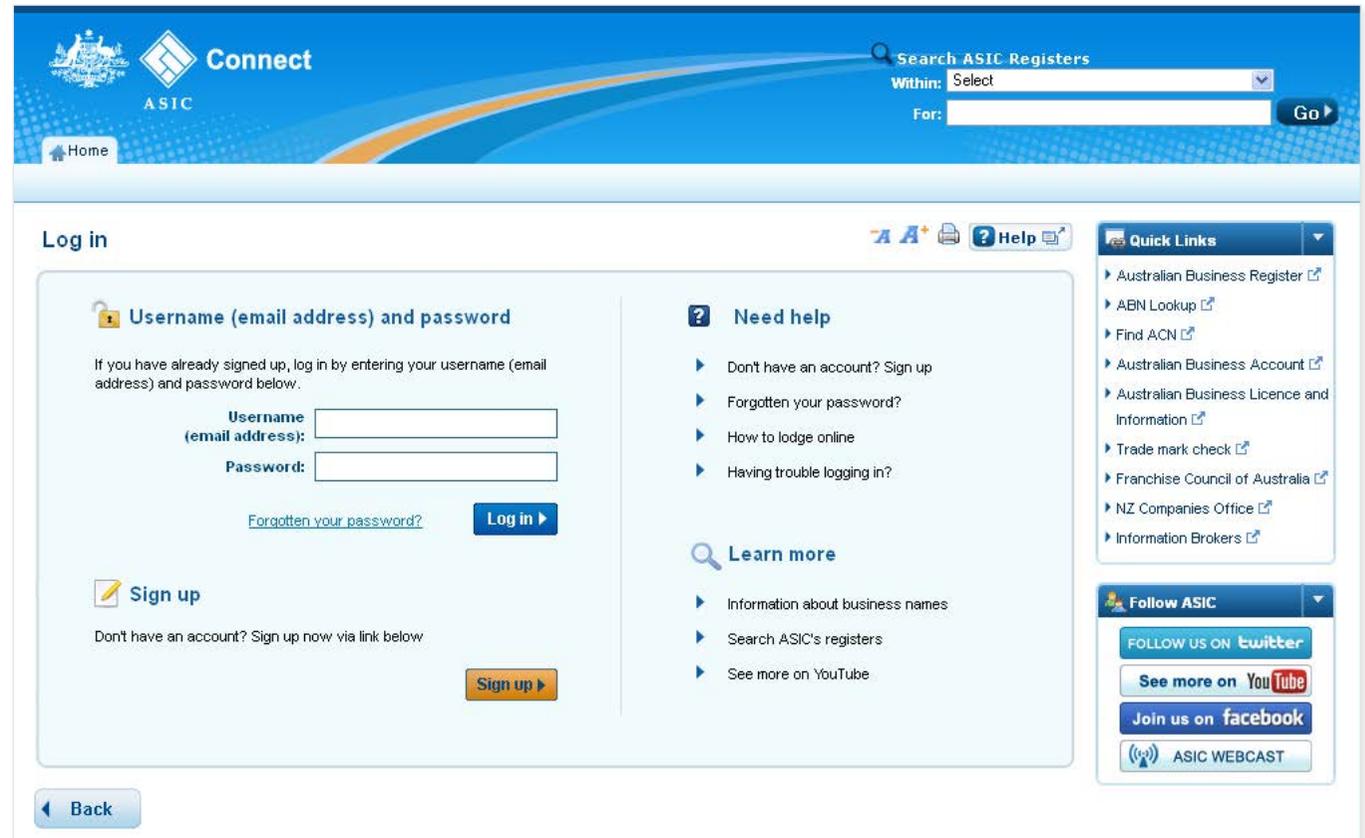
## Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

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

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



The screenshot shows the ASIC Connect login interface. At the top, there is a search bar for ASIC registers and a home button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. A 'Need help' section lists links for account issues, and a 'Learn more' section provides links to business name information and registers. On the right, there are 'Quick Links' and 'Follow ASIC' social media buttons.

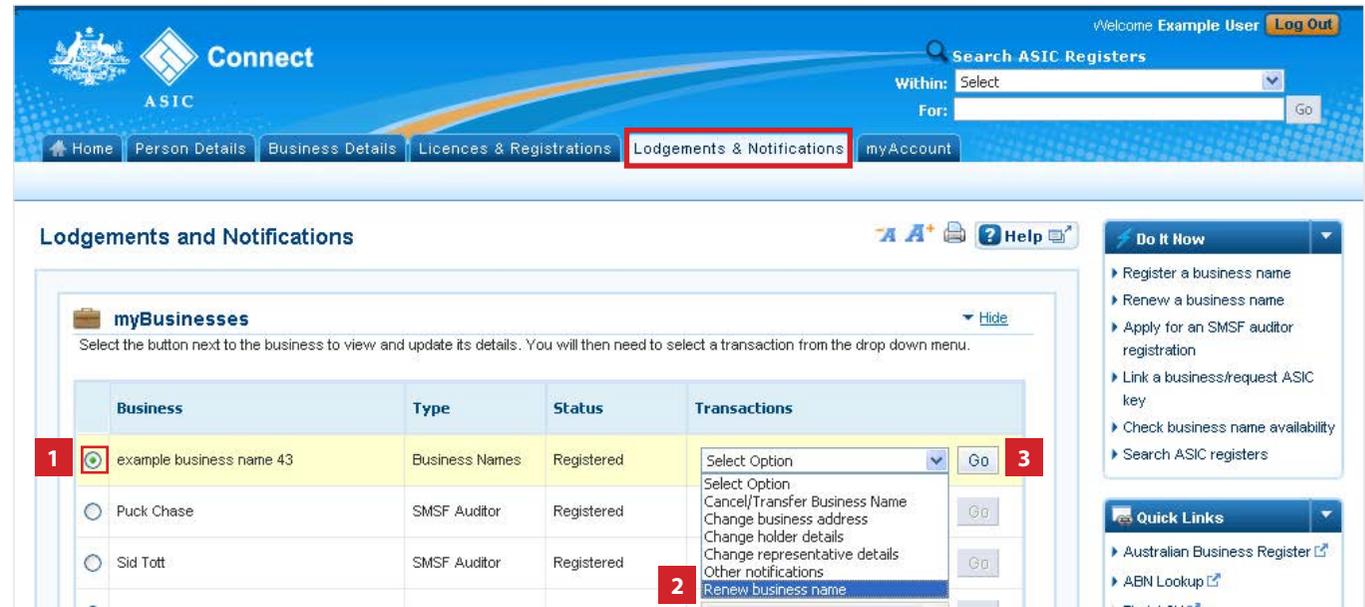
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[How to renew business name](#)

# Renew

Select the **Lodgements & Notifications** tab at the top of the screen.

1. Select the business name you want to renew.
2. In the transactions column, select **Renew business name**.
3. Select **Go** to continue.



**Lodgements and Notifications**

**myBusinesses**

Select the button next to the business to view and update its details. You will then need to select a transaction from the drop down menu.

Business	Type	Status	Transactions
<b>1</b>  example business name 43	Business Names	Registered	Select Option <b>3</b> Select Option Cancel/Transfer Business Name Change business address Change holder details Change representative details Other notifications <b>2</b> Renew business name
<input type="radio"/> Puck Chase	SMSF Auditor	Registered	Go
<input type="radio"/> Sid Tott	SMSF Auditor	Registered	Go

**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**

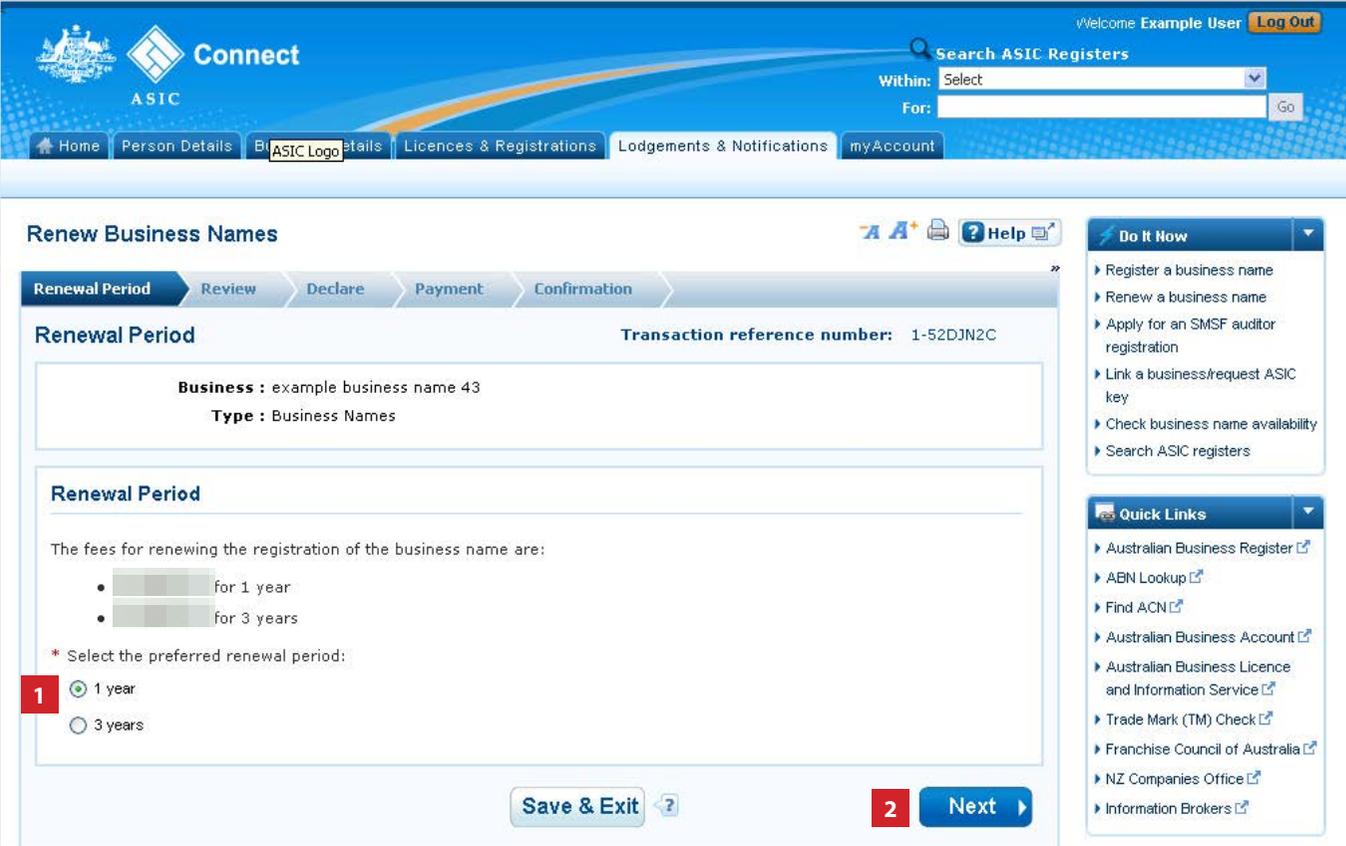
- Australian Business Register
- ABN Lookup

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[How to renew business name](#)

## Renew

1. Select the period you want to renew your business name for - one or three years.
2. 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

### Renew Business Names

Transaction reference number: 1-52DJN2C

**Business :** example business name 43  
**Type :** Business Names

**Renewal Period**

The fees for renewing the registration of the business name are:

- for 1 year
- for 3 years

\* Select the preferred renewal period:

**1**  1 year  
 3 years

[Save & Exit](#) **2** [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**

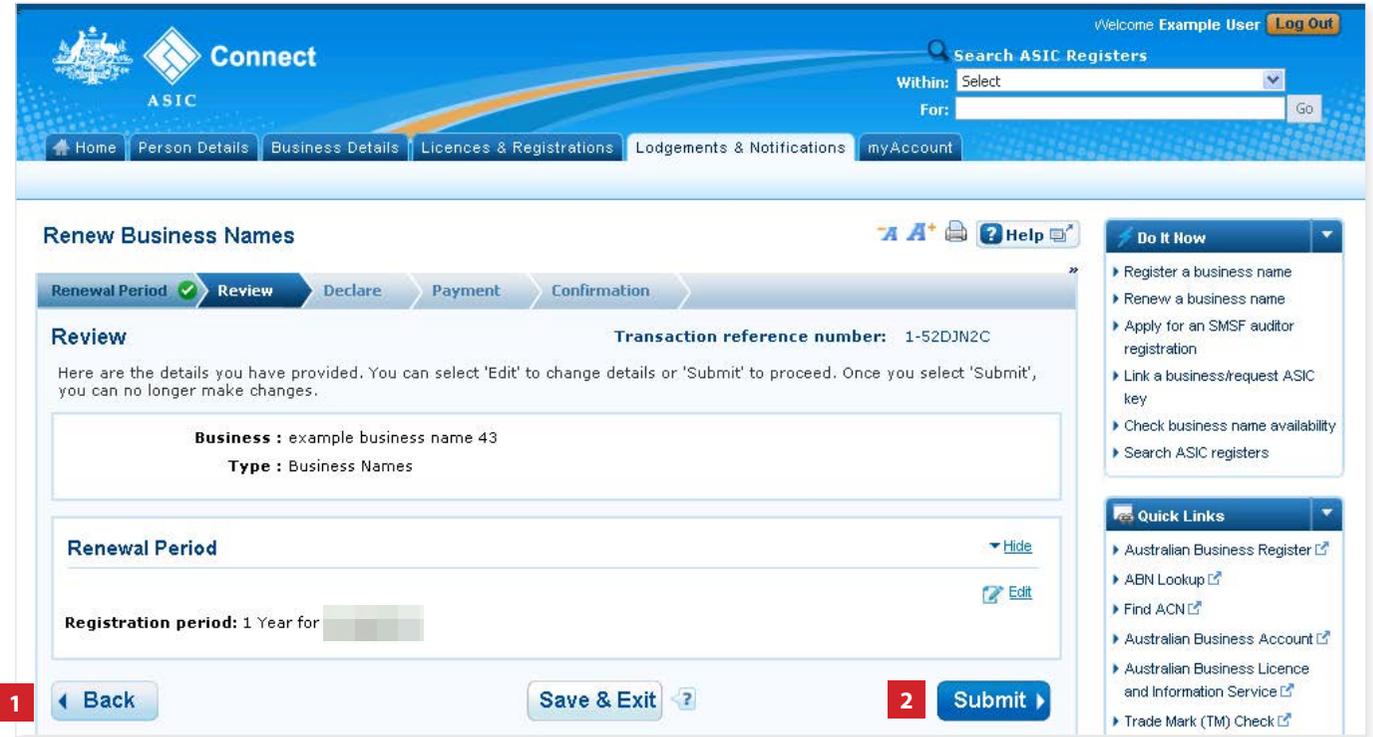
- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

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[How to renew business name](#)

## Review

1. Check that the information displayed is correct. If not, select **Back** to go back and change.
2. Select **Submit** to continue.



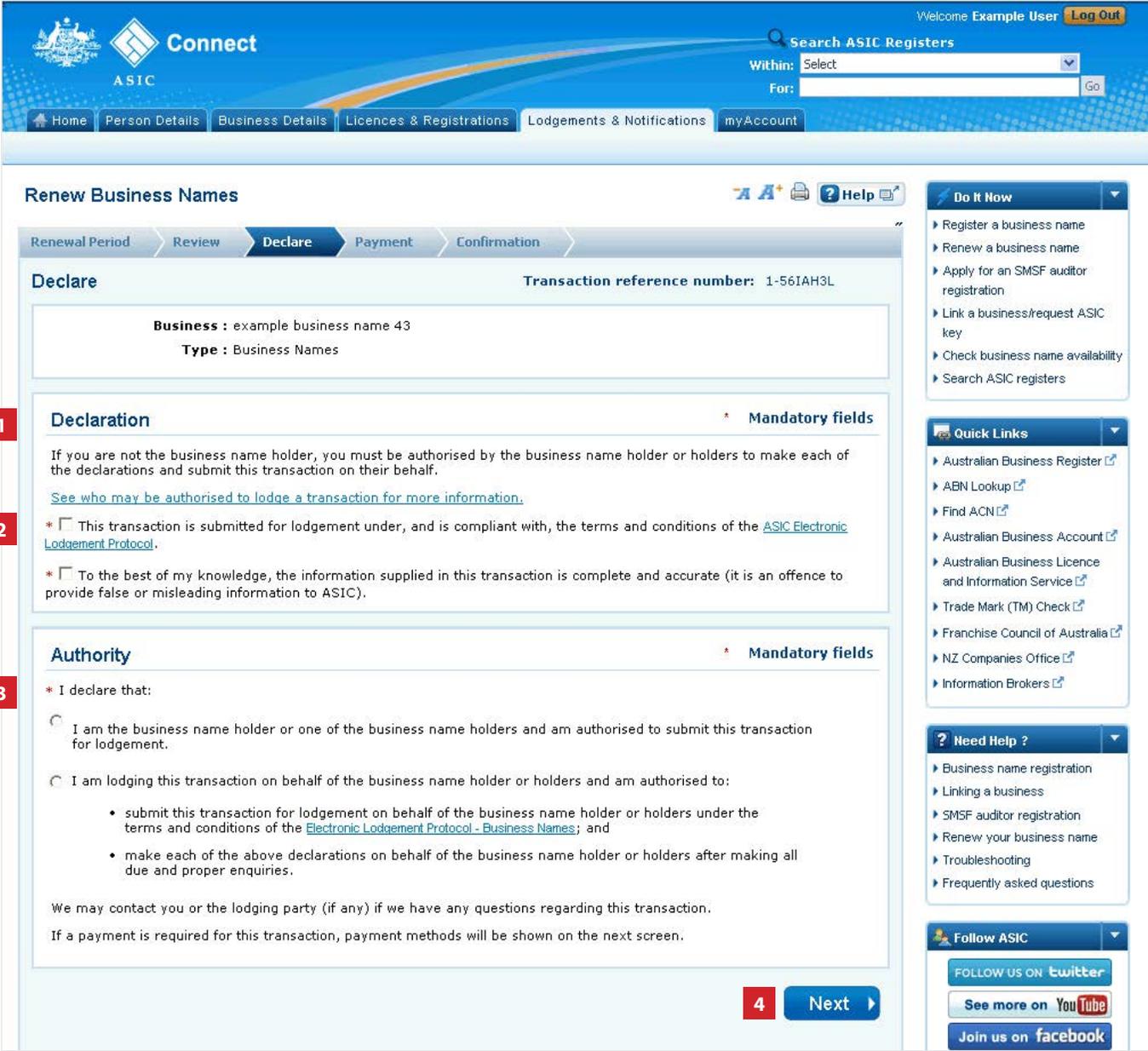
The screenshot shows the 'Renew Business Names' page in the 'Review' step of a multi-step process. The page header includes the ASIC logo, 'Connect' text, and a search bar for ASIC registers. A navigation menu at the top contains links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area features a progress bar with steps: Renewal Period (checked), Review (active), Declare, Payment, and Confirmation. Below the progress bar, the 'Review' section displays the transaction reference number '1-52DJN2C' and a message: 'Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.' The details shown are: Business: example business name 43, Type: Business Names. A 'Renewal Period' section is partially visible with a 'Hide' link. Below that, the 'Registration period' is set to '1 Year for' followed by a blurred field with an 'Edit' link. At the bottom, there are three buttons: 'Back' (with a red '1' next to it), 'Save & Exit' with a question mark icon, and 'Submit' (with a red '2' next to it). On the right side, there are two sidebars: 'Do it Now' with links like 'Register a business name' and 'Search ASIC registers', and 'Quick Links' with links like 'Australian Business Register' and 'Trade Mark (TM) Check'.

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[How to renew business name](#)

# Declare

1. Read the declaration to ensure you agree with the conditions of the transaction.
2. If you agree, tick the boxes next to the declaration to continue.
3. Select your authority for submitting the transaction.
4. Select **Next** to continue.



Renew Business Names

Transaction reference number: 1-56IAH3L

**Business** : example business name 43  
**Type** : Business Names

**1 Declaration** \* Mandatory fields

If you are not the business name holder, you must be authorised by the business name holder or holders to make each of the declarations and submit this transaction on their behalf.  
[See who may be authorised to lodge a transaction for more information.](#)

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

\*  To the best of my knowledge, the information supplied in this transaction is complete and accurate (it is an offence to provide false or misleading information to ASIC).

**3 Authority** \* Mandatory fields

\* I declare that:

I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

I am lodging this transaction on behalf of the business name holder or holders and am authorised to:

- submit this transaction for lodgement on behalf of the business name holder or holders under the terms and conditions of the [Electronic Lodgement Protocol - Business Names](#); and
- make each of the above declarations on behalf of the business name holder or holders after making all due and proper enquiries.

We may contact you or the lodging party (if any) if we have any questions regarding this transaction.  
If a payment is required for this transaction, payment methods will be shown on the next screen.

**4** Next ▶

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## How to renew business name

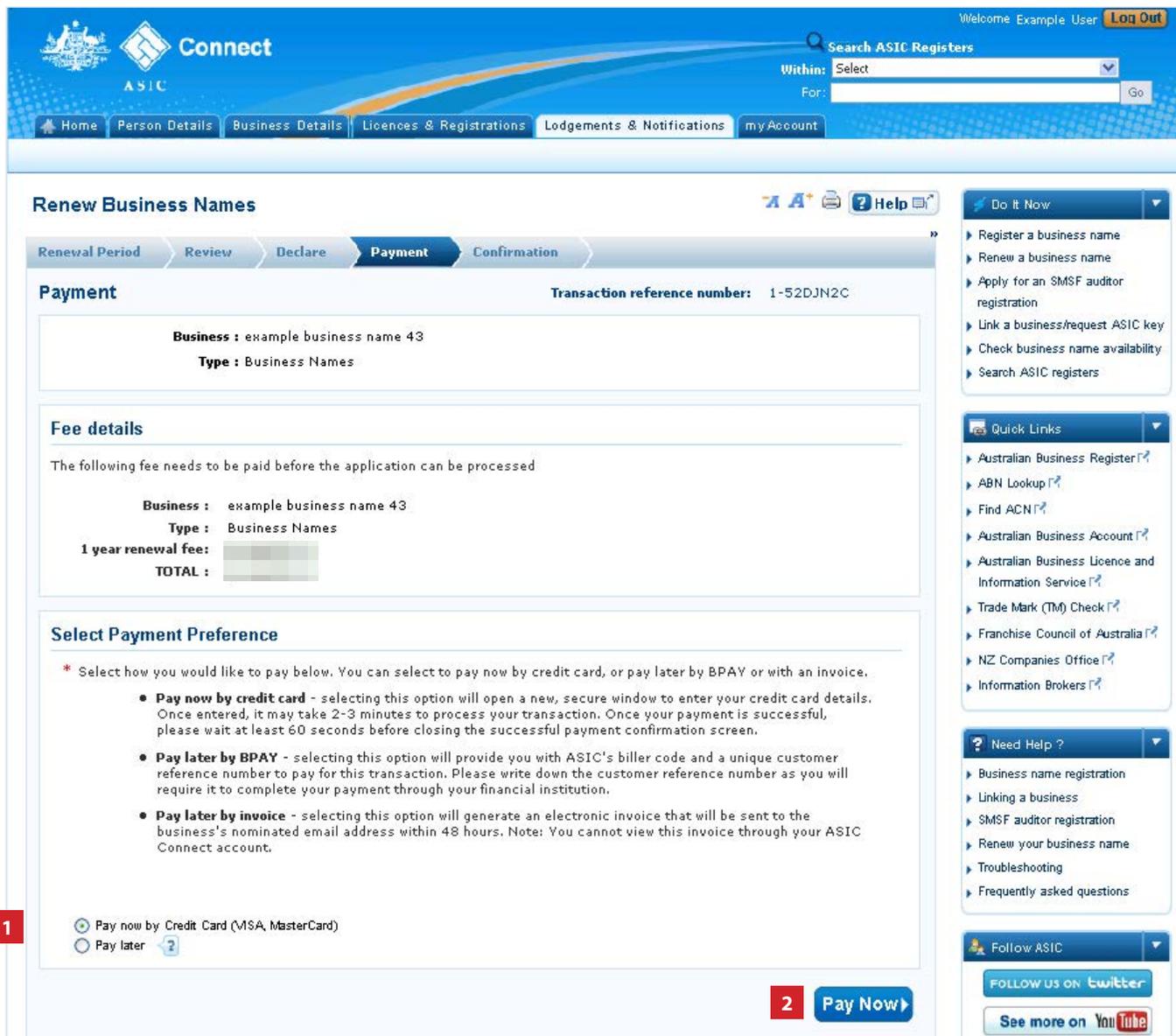
# Payment

## Pay now

You can choose to pay for your renewal using a credit card, or BPAY.

Alternatively, you can request an invoice to be sent to you.

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



Renew Business Names

Transaction reference number: 1-52DJN2C

**Business :** example business name 43  
**Type :** Business Names

**Fee details**

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

**Business :** example business name 43  
**Type :** Business Names  
**1 year renewal 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.

Pay now by Credit Card (VISA, MasterCard)

Pay later

**2** **Pay Now**

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## How to renew business name

## Credit card payment

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

Pay Now Close

 **Connect**  
ASIC

Transaction Reference Number: 1-52DJN2C

Amount(AUD):

Cards Accepted:  

**1** \* Card Number:

\* Expiry Date:  /

\* CVV:  

**2**

You are about to make a payment to the Australian Securities and Investment Commission, in Australia. Ensure you review our [refund policy](#) and [security policy](#) before making payment.

You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.



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

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

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[How to renew business name](#)



# 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 the email address recorded.
  - If you select **BPAY** you will need to print or make note of the BPAY details and process your payment.
3. Select **Pay Later**.

**Renew Business Names** Transaction reference number: 1-56IAH3L

Renewal Period > Review > Declare > **Payment** > Confirmation

**Payment** Business : example business name 43  
Type : Business Names

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

Business : example business name 43  
Type : Business Names  
**1 year renewal fee:** [blacked out]  
**TOTAL :** [blacked out]

**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

Invoice ?

**3 Pay Later**

**Do it Now**

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

**Quick Links**

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

**Need Help ?**

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

**Follow ASIC**

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- See more on **YouTube**
- Join us on **facebook**
- ASIC WEBCAST

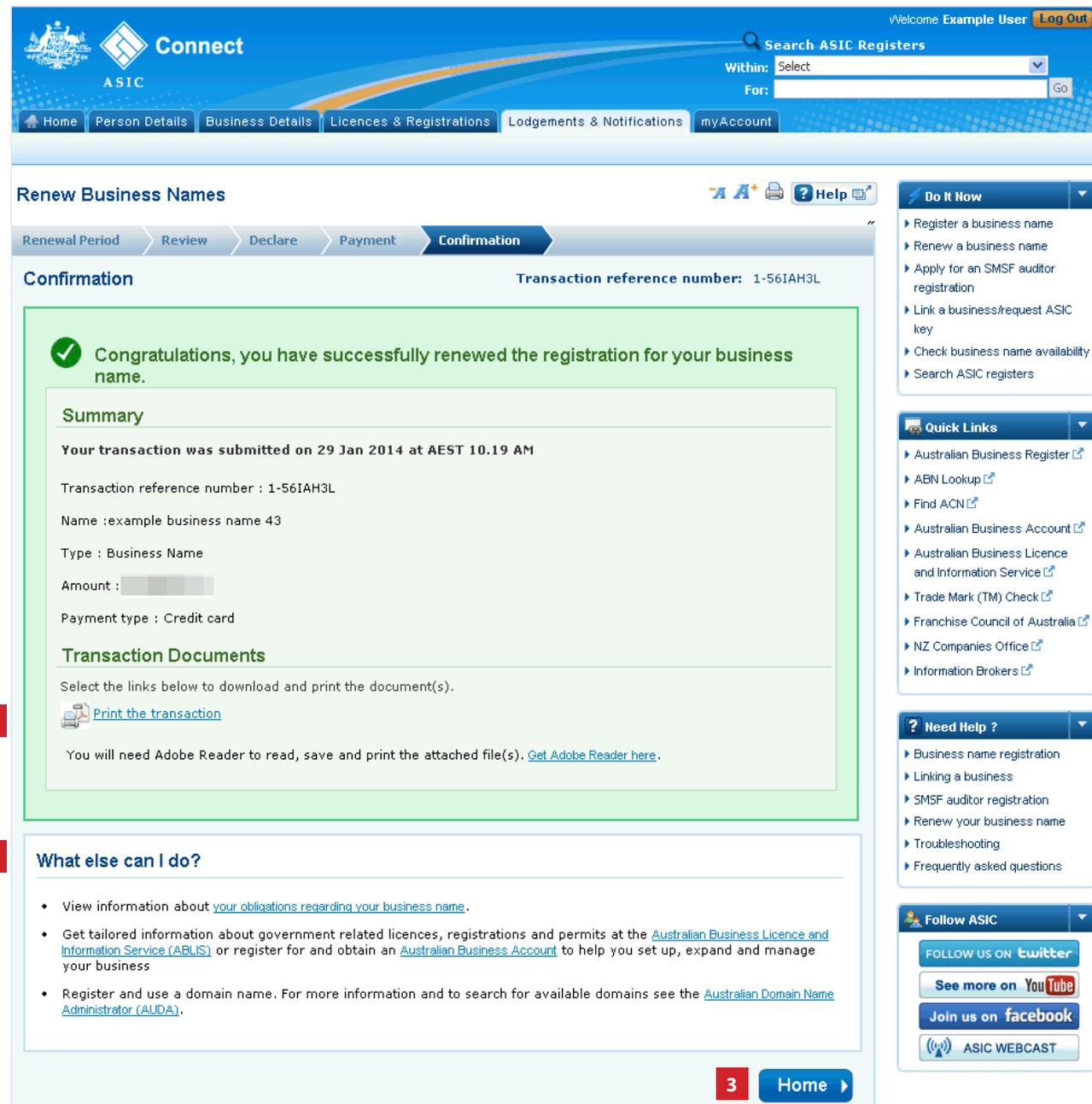
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# Confirmation

This screen confirms your transaction has been submitted.

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.



Renew Business Names

Renewal Period > Review > Declare > Payment > **Confirmation**

**Confirmation** Transaction reference number: 1-56IAH3L

 **Congratulations, you have successfully renewed the registration for your business name.**

**Summary**

Your transaction was submitted on 29 Jan 2014 at AEST 10.19 AM

Transaction reference number : 1-56IAH3L

Name : example business name 43

Type : Business Name

Amount : [redacted]

Payment type : Credit card

**Transaction Documents**

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

 [Print the transaction](#)

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

**What else can I do?**

- 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 \(AUDA\).](#)

**1** **2** **3** [Home](#)

**Do It Now**

- ▶ Register a business name
- ▶ Renew a business name
- ▶ Apply for an SMSF auditor registration
- ▶ Link a business/request ASIC key
- ▶ Check business name availability
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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
- ▶ Troubleshooting
- ▶ Frequently asked questions

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