

User guide

ASIC Connect

How to register a business name with a transfer number

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 with a transfer number

- ASIC Connect is the online system used to manage your business name.
- You can lodge an application for a business name online from your <u>ASIC Connect</u> account.
- Before you start, you must have the transfer number from the previous business name owner. If you have not received the transfer number you will need to contact the previous business name owner.
- You must have an Australian Business Number (ABN) or an ABN application reference number to apply for a business name (unless an exemption applies).
- You can pay for your business name registration fee online by credit card or later by BPAY or invoice.
- This example is for an individual business name owner (sole trader). Other business name owner types will result in different screens and questions being asked.
- For further help using <u>ASIC Connect</u>, use the <u>PHelp</u> button at the top right-hand side of the screen.

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Get started

Visit our website at <u>www.asic.gov.au</u>. Click on the blue **ASIC Connect** box. This will take you to ASIC Connect.

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Social Media Title



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**.



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Log in

Log in using your email address and password.

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

If you are logging in for the first time, make sure you select 'No' you don't have a business name.

You can refer to our user guide <u>How to</u> sign up for an ASIC Connect account.

ASIC Connect	Search ASIC Register Within: Select For:	s Ga
Log in	74 🔏 😢 Help 🖙	Quick Links
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Sign up)		See more on Yall The Join us on facebook ((()) ASIC WEBCAST

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How to register a business name with a transfer number



Franchise Council of Australia
 NZ Companies Office
 Information Brokers

Apply for a business name

Select the **Licenses & Registrations** tab at the top of the screen.

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



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Apply for a business name

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



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You	will have the opportunity to double-check all the information you have entered and edit it if r	required.					
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End	out more about using this application.						
Imp	ortant considerations						
Ther	e are a number of things you should be aware of before you register a business name. and tick all boxes						
F Reg	usering a business name does not give the holder evolusive name rights. The holder may b al action for using a business name that has the potential to mislead the public.	e subject to					
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The sea	holder may want to register a domain name in addition to the business name. For more infi rch for available domain names before applying for a business name see the <u>AutoMan Doma</u> establistic (ALDA).	ormation and to billions					

The procyntice explains how we collect and disseminate the information provided in this application

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Help | Copyright | Privacy | Accessibility | Contact us |

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Select the relevant ABN option

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

- an Australian Business Number (ABN), or
- an ABN application reference number.
- 1. Select the relevant option.
- 2. Enter the **ABN** or **ABN application** reference number in the field provided.

2

3. Select **Next** to continue.

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		Register a business name
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ABN Options		Apply for an SMSF auditor
You need an Australian Business Number (ABN) to apply for a business name. If your application reference number provided to you by the Australian Business Register. Se necessary and proceed to the next page.	ABN application is still being processed, you can use the ABN lect one of the following options, complete the details where	registration Link a business/request ASK key
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C The proposed business name holder is applying as a joint venture which does no	t have an ABN, but all joint venture partners have an ABN	Franchise Council of Austral
C The proposed business name holder carries on business exclusively on Christma	as Island, or the Cocos (Keeling) Islands and does not have an	NZ Companies Office
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$\ensuremath{\mathbb{C}}$ The proposed business name holder doesn't have an ABN		
		? Need Help ?
	3 Next 🕨	 Business name registration
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		 Frequently asked questions
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Business name transfer

- Enter the business name being transferred. Ensure the name is entered exactly as it appears on our register. Select Check Name Availability.
- 2. Enter the transfer number. The transfer number is provided by the previous business owner and is your authority to register the business name. Without this number you cannot complete your application.

Once obtained, enter the transfer number in the format provided - the number '1' followed by 11 digits (eg. 1-12345678912).

- 3. Select your preferred registration period (1 year or 3 years).
- 4. Select Next to continue.

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How to register a business name with a transfer number





Cancel

Save & Exit 🔮

Next I

2

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Business name

1. Enter the business name owner

details in the fields provided.

owner details

2. Select Next to continue.

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Back

Connect

ASIC

Go



Addresses

You must provide an address for service of documents, a principal place of business address and an email address. An SMS address is optional.

- 1. Under the *Actions* column click on **Add** to enter the relevant information.
- 2. Select whether the address is a street or postal address from the drop-down box.
- 3. Enter the addresses in the fields provided.
- 4. Select **Save address** to save the entered address.

This is how the information will appear after you've added your address details. If you need to make a change, click on **Edit** beside an address.

5. Select Next to continue.

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Eligibility

- 1. Read the eligibility requirements of a business name holder.
- 2. Tick the boxes next to the eligibility statements to proceed.
- 3. Select **Next** to continue.



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Welcome Example User Log Out

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Search ASIC Register Within: Select

For

Review

- 1. Check that the information displayed is correct. If not, select **Edit** to change any details that are incorrect.
- 2. Select Submit to continue.

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 Edit I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001 Within the last 5 years I have not been: · convicted of, or released from prison after being convicted of, and serving a term of imprisonment for, any of the <u>criminal offences</u> referred to in section 32(1)(c) or (d) of the Business Names Registration Act 2011. A Back Cancel Save & Exit 3 Submit) 2

Connect

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How to register a business name with a transfer number



Declare

- 1. Read the declaration to ensure you agree with the conditions of the transaction.
- 2. Tick the boxes next to the declaration to proceed.
- 3. Select your authority for submitting the transaction.
- 4. Select Next to continue.



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Payment

Pay Now

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.

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



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ASIC Business Name Addresses Eligibility Review Declare Payment Confirmation Proposed business Name Addresses Eligibility Review Declare Payment Confirmation Payment Transaction reference number: 1-SSOQNU9 Proposed business name : example business name 70 Fee details The following fee needs to be paid before the application can be processed Business : example business name 70 Fee details The following fee needs to be paid before the application can be processed Business : example business name 70 Select Payment Preference Select Payment Preference Select Payment Preference Pay table to pay below. You can select to pay now by credit card, or pay later by BPAY or with an invoice Pay naw by credit cardselecting this option will provide you with ASIC's biller code and a unique extormer registration Served. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY are selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul anstudion. Pay later by BPAY - selecting this option will operate modul and studion. Pay later by BPAY - selecting this option will operate modul and studion. Pay later by BPAY - selecting this option will operate modul and tormation serve. Pay later by BPAY - selecting this option will operate modul and throws. Note: You cannot view this invoice through your ASIC Souther served through your ASIC Southers and address within 48 hours. Note: You cannot view this invoice through your ASIC Southers and throws how or predit Card (VSA, MesterCard) Pay later by BPAY - selecting this option will previde your partment through your ASIC Southers and throws how or predit Card (VSA, MesterCard) Pay later by BPAY - selecting this option		🗄 🚫 Co	onnect						Search ASIC	Registers	
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Credit card payment

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



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 with a transfer number



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.



How to register a business name with a transfer number

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Apply for a Business Name	74 🕂 🖨 🕄 Help	Do It Now
Name Business Addresses Eligibility	Review Declare Payment Confirmation	 Register a business name Renew a business name
Payment	Transaction reference number: 1-550QNU9	 Apply for an SMSF auditor registration
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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 l do* for more information about other services.

Or

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

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How to register a business name with a transfer number

