



ASIC

Connect


User guide

ASIC Connect

How to transfer a business name

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

How to transfer a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You can transfer a business name to a new holder from your [ASIC Connect](#) account.
- Check your business email address is up to date before starting this transaction. If this is incorrect or an email address has not been provided, you can [update your business name address details](#).
- You must give the transfer number to the new business name owner. They will need this to register the business name in their name.
- Visit our [support page](#) for more user guides about other ASIC Connect transactions.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

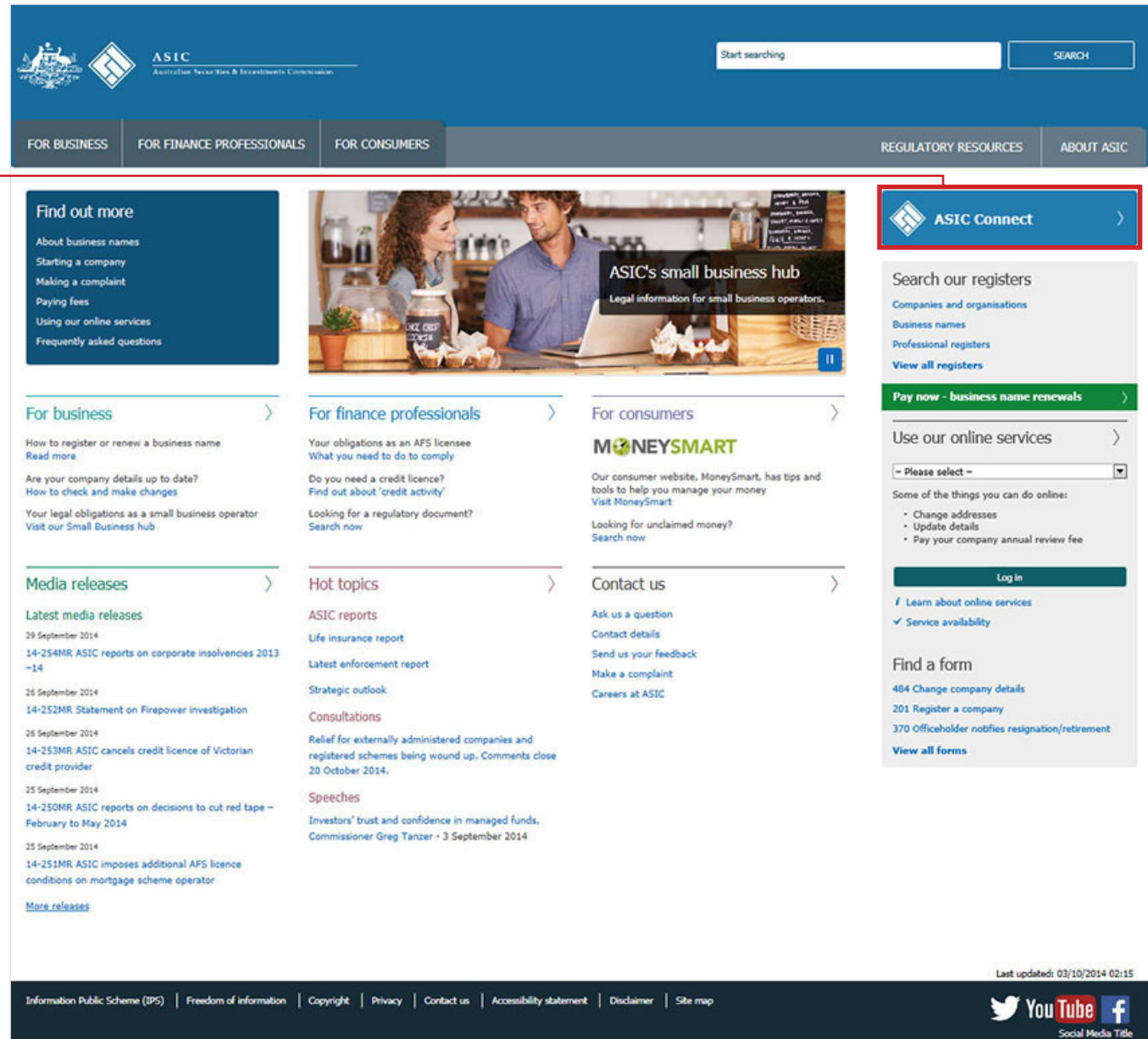
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

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 homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the right-hand navigation menu. Below the navigation, there are several content sections: 'Find out more' with links to business names, starting a company, complaints, fees, online services, and FAQs; 'For business', 'For finance professionals', and 'For consumers' sections with various links; 'Media releases' with a list of recent releases; 'Hot topics' with links to reports and consultations; 'Contact us' with links for questions, feedback, and complaints; and a 'Pay now - business name renewals' section. At the bottom, there is a footer with legal information and social media links.

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[How to transfer a business name](#)

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Log in

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

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

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



The screenshot shows the ASIC Connect homepage. At the top right, there is a search bar for registers. Below the header, the main content area is divided into several sections:

- Welcome**: Contains navigation links for first-time users, business names, SMSF auditors, registers, and other ASIC registers.
- Log in to ASIC Connect**: A prominent section with three buttons: "Log in", "Sign up", and "AUSkey". A red box highlights these buttons, and a red line from the left text points to the "Log in" button.
- Log in to other ASIC Registers**: A section with a dropdown menu and a "GO" button.
- Do it now**: Includes a "Search" section with a "Search now" link and a "See more on YouTube" section with a "View now" link.
- What's new**: A list of four recent updates from October 2013.
- Quick Links**: A vertical list of links to various services like the Australian Business Register, ABN Lookup, and Find ACN.
- Follow ASIC**: Social media links for Twitter, YouTube, Facebook, and an ASIC Webcast button.

At the bottom of the page, there is a footer with links for Help, Copyright, Privacy, Accessibility, and Contact us.

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[How to transfer a business name](#)

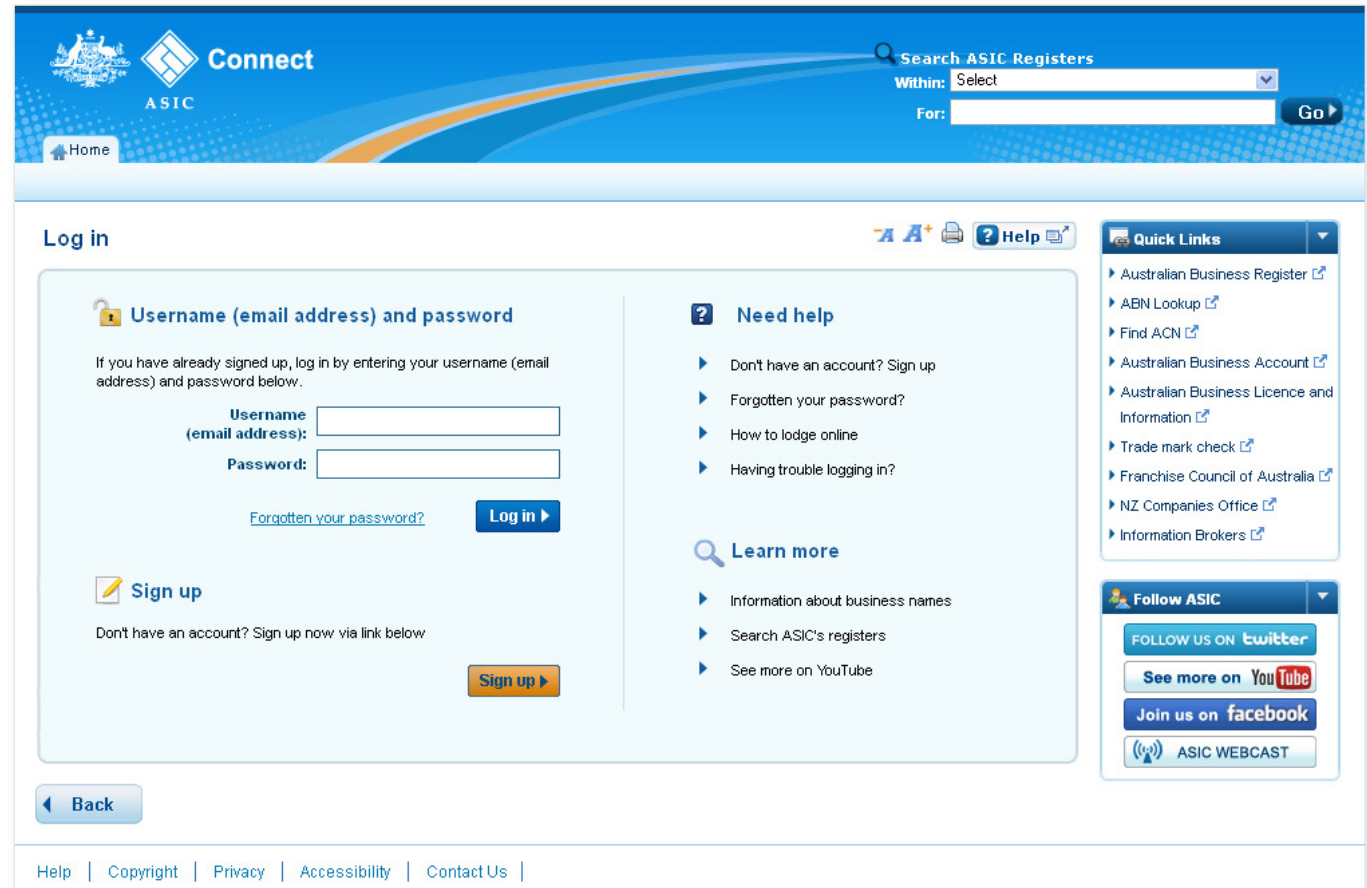
Log in

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 with a dropdown menu for 'Within' (set to 'Select') and a 'For:' field, followed by a 'Go' button. Below the search bar is a 'Home' button. The main content area is titled 'Log in' and contains a 'Username (email address) and password' section with two input fields and a 'Log in' button. A 'Forgotten your password?' link is also present. To the right of the login form 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 the login form is a 'Sign up' section with a 'Sign up' button. To the right of the main content area is a 'Quick Links' section with links to various ASIC services, and a 'Follow ASIC' section with social media links for Twitter, YouTube, Facebook, and an ASIC Webcast button. At the bottom of the page, there is a 'Back' button and a footer with links for Help, Copyright, Privacy, Accessibility, and Contact Us.

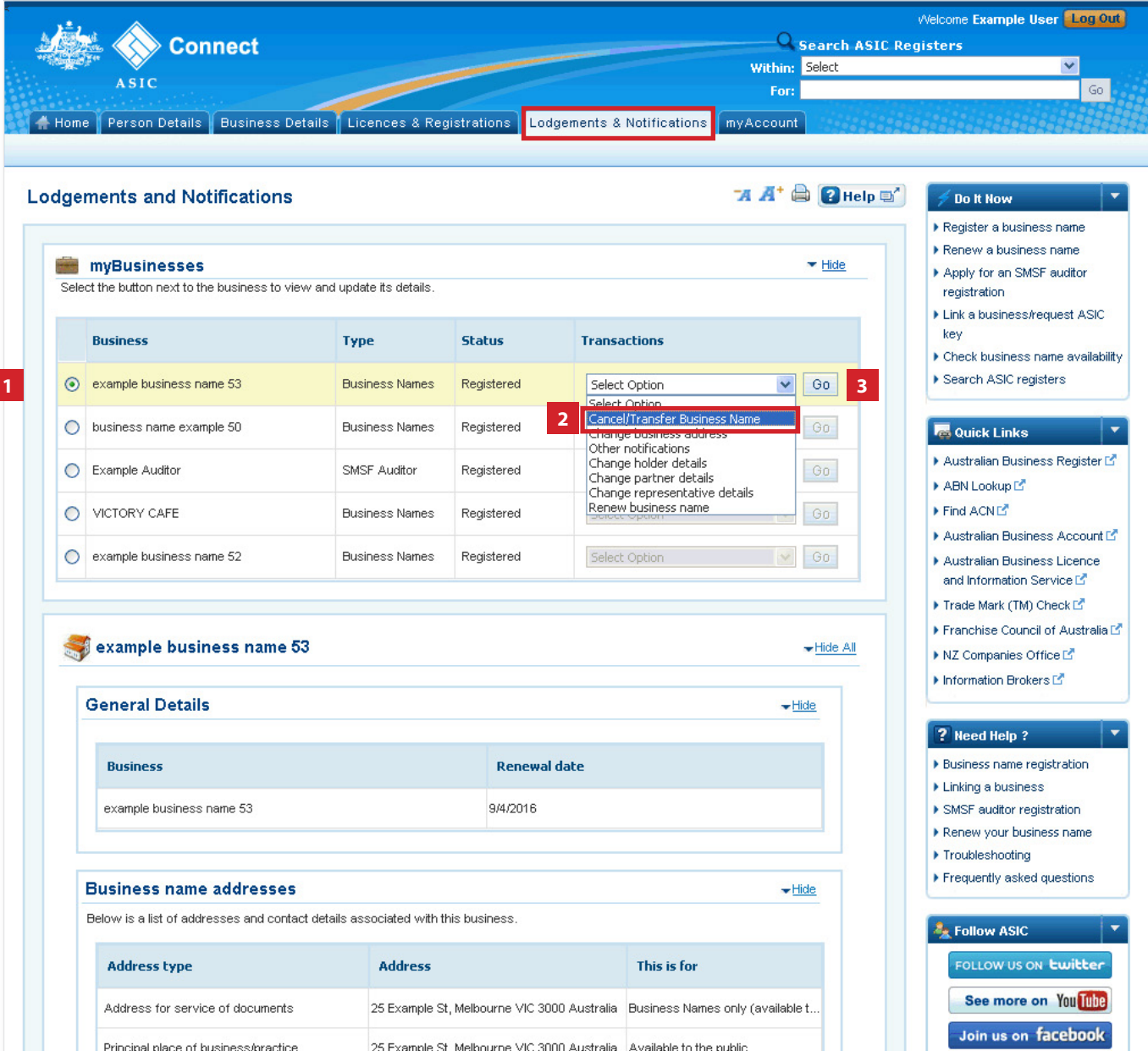
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[How to transfer a business name](#)

How to transfer a business name

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

1. Select the radio button next to the business name you wish to transfer.
2. In the transactions column, select **Cancel/Transfer Business Name**.
3. Select **Go** to continue.



Lodgements and Notifications

myBusinesses

Select the button next to the business to view and update its details.

Business	Type	Status	Transactions
<input checked="" type="radio"/> example business name 53	Business Names	Registered	Select Option Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change partner details Change representative details Renew business name Select Option
<input type="radio"/> business name example 50	Business Names	Registered	Go
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	Go
<input type="radio"/> VICTORY CAFE	Business Names	Registered	Go
<input type="radio"/> example business name 52	Business Names	Registered	Go

example business name 53

General Details

Business	Renewal date
example business name 53	9/4/2016

Business name addresses

Below is a list of addresses and contact details associated with this business.

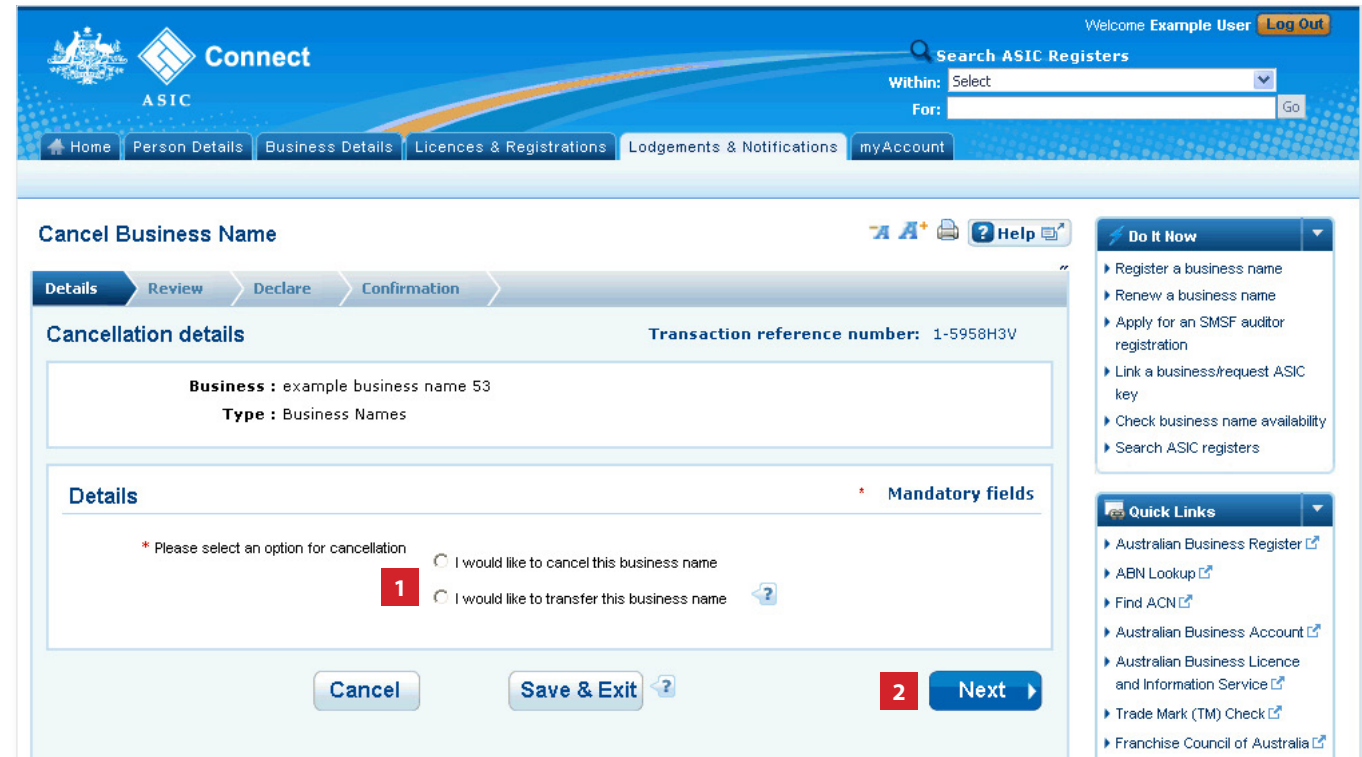
Address type	Address	This is for
Address for service of documents	25 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...
Principal place of business/practice	25 Example St, Melbourne VIC 3000 Australia	Available to the public

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How to transfer a business name

How to transfer a business name

1. Select the option to indicate you would like to transfer the business name to another holder.
2. Select **Next** to continue.



Cancel Business Name

Transaction reference number: 1-5958H3V

Business : example business name 53
Type : Business Names

Details * Mandatory fields

* Please select an option for cancellation

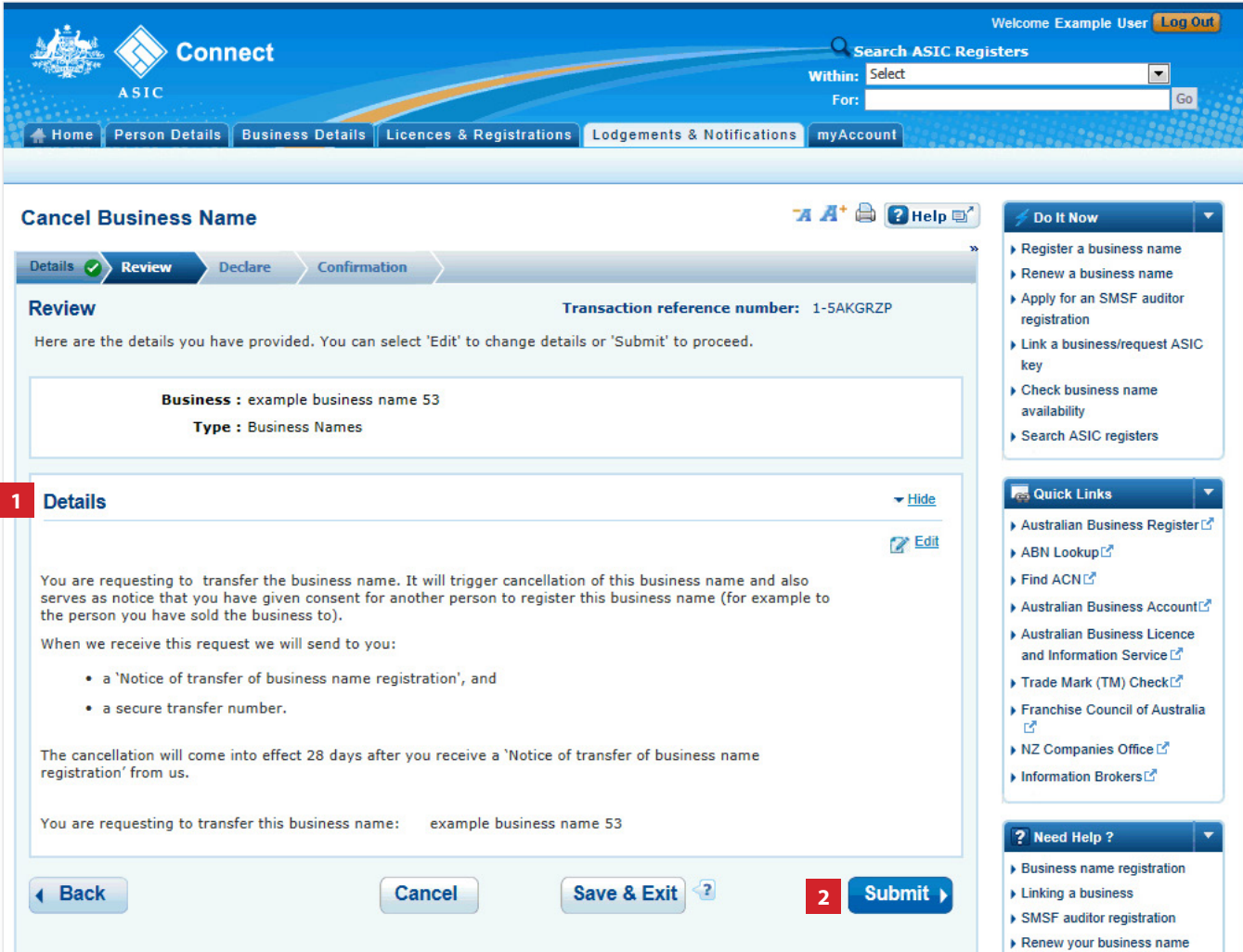
I would like to cancel this business name
1
 I would like to transfer this business name

2

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Review

1. Check that the information displayed is correct.
2. Select **Submit** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers
 Within:
 For:

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

Cancel Business Name

Details **Review** Declare Confirmation

Review Transaction reference number: 1-5AKGRZP

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

Business : example business name 53
Type : Business Names

1 **Details** [Hide](#) [Edit](#)

You are requesting to transfer the business name. It will trigger cancellation of this business name and also serves as notice that you have given consent for another person to register this business name (for example to the person you have sold the business to).

When we receive this request we will send to you:

- a 'Notice of transfer of business name registration', and
- a secure transfer number.

The cancellation will come into effect 28 days after you receive a 'Notice of transfer of business name registration' from us.

You are requesting to transfer this business name: example business name 53

[Back](#) [Cancel](#) [Save & Exit](#) **2** [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 ?

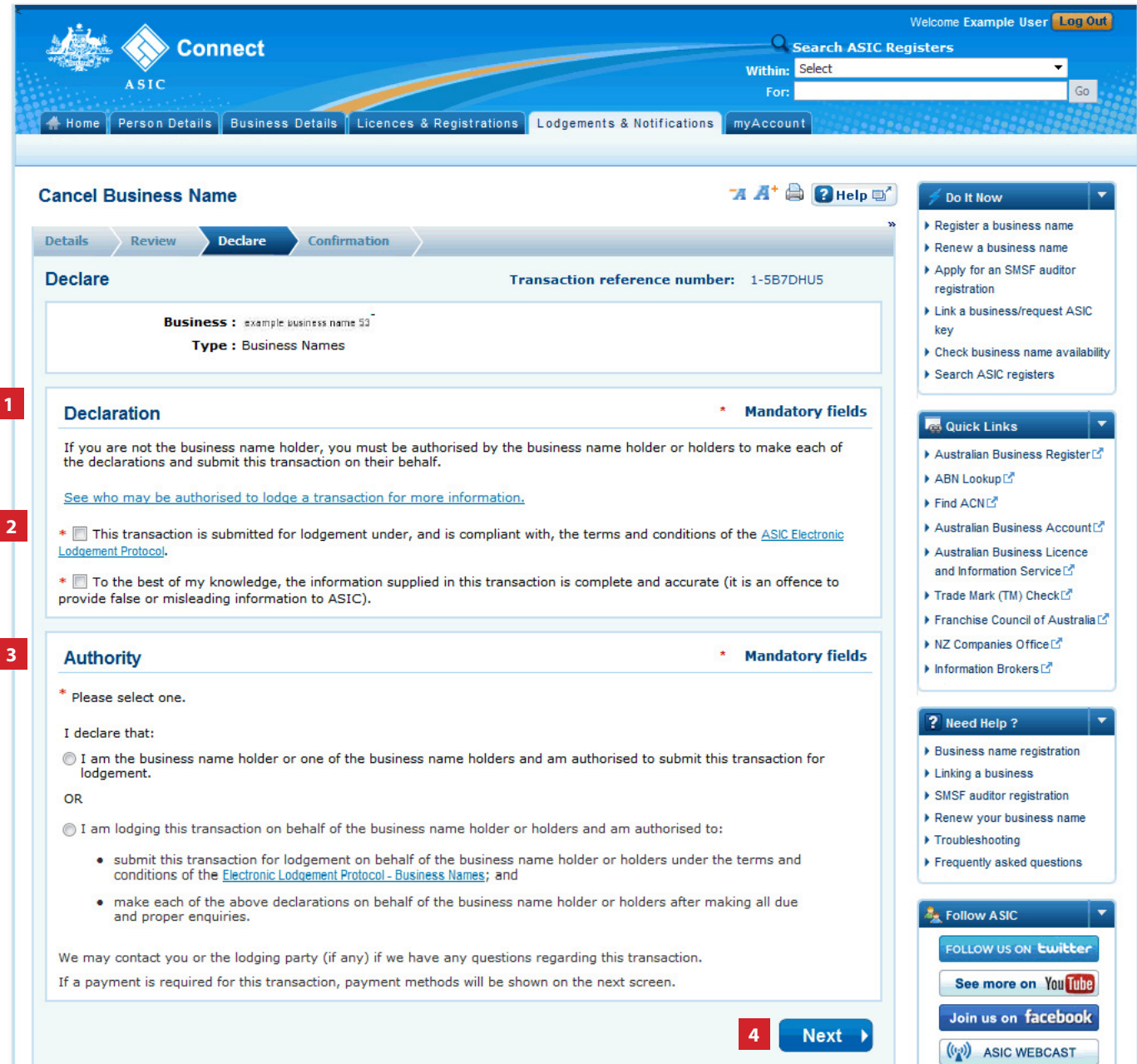
- ▶ Business name registration
- ▶ Linking a business
- ▶ SMSF auditor registration
- ▶ Renew your business name

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[How to transfer a 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 proceed.
3. Select your authority for submitting the transaction.
4. 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

Cancel Business Name

Details Review **Declare** Confirmation

Declare Transaction reference number: 1-5B7DHU5

Business : example business name 99
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**

* Please select one.

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.

OR

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**

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](#)

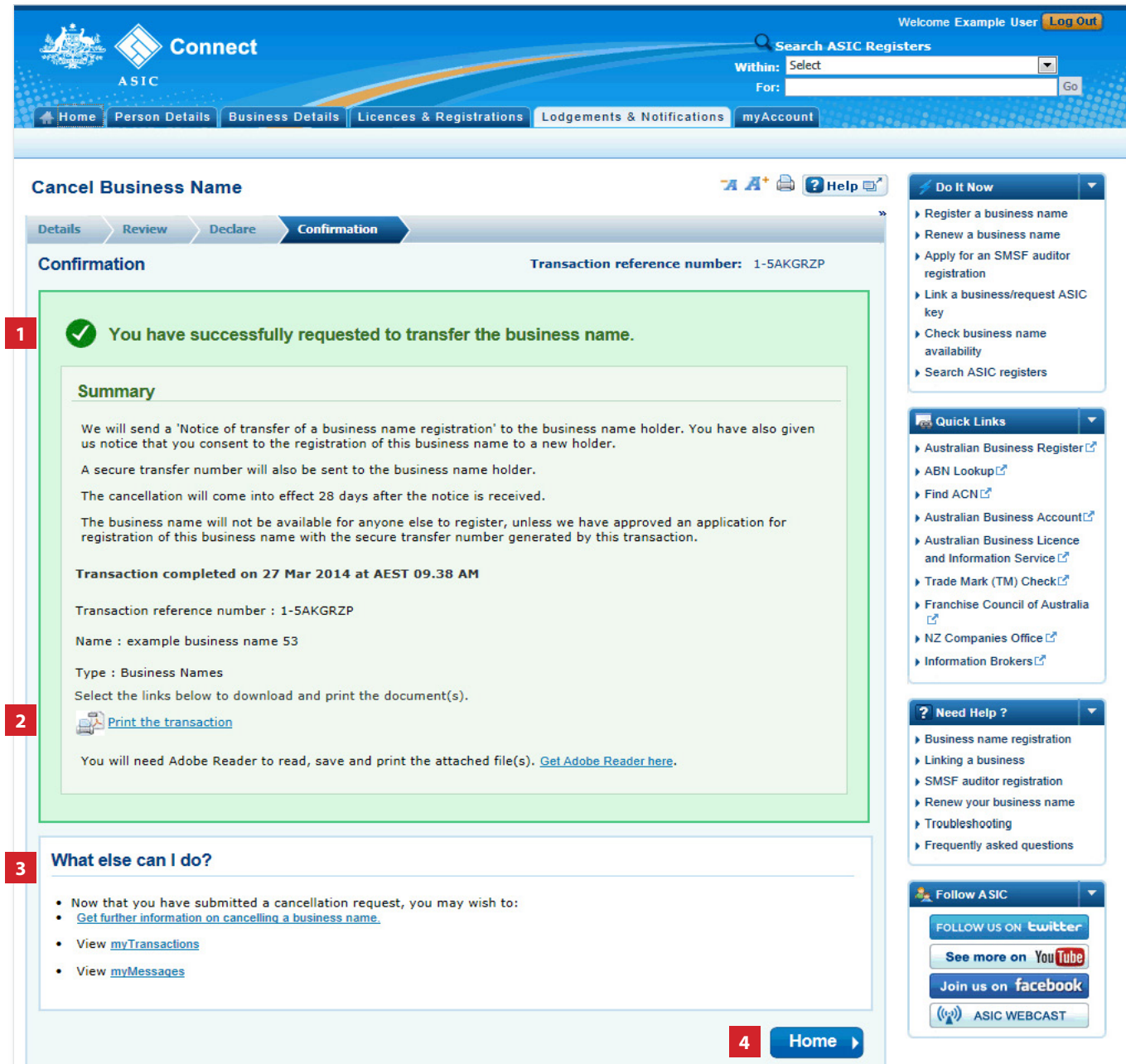
ASIC WEBCAST

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[How to transfer a business name](#)

Confirmation

1. This screen confirms your transaction has been submitted.
 2. Select **Print the transaction** to download a printable PDF version of the transaction.
 3. Select one of the links under *What else can I do* for more information about other services.
- OR
4. Select **Home** to return to the ASIC Connect homepage.



The screenshot displays the 'Cancel Business Name' confirmation page on the ASIC Connect website. The page header includes the ASIC logo, 'Connect' text, and a search bar for ASIC registers. The main content area is titled 'Cancel Business Name' and shows a confirmation message: 'You have successfully requested to transfer the business name.' Below this is a 'Summary' section detailing the transfer process, including the transaction reference number (1-5AKGRZP) and completion time (27 Mar 2014 at AEST 09.38 AM). A 'Print the transaction' link is highlighted with a red callout '2'. A 'What else can I do?' section is highlighted with a red callout '3' and lists links for 'myTransactions' and 'myMessages'. A 'Home' button is highlighted with a red callout '4' at the bottom right. The right sidebar contains 'Do It Now', 'Quick Links', 'Need Help?', and 'Follow ASIC' sections.

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[How to transfer a business name](#)



What to do next

After completing this transaction, a transfer number will be sent to the business email address.

If no email is recorded, we will send the transfer number to the address for service of documents.

1. This is the **transfer number**. You will need to provide this to the new business name owner so they can register the business name.

Additional business name owners (including partners and any other representatives recorded on the Business Name Register) will also receive notification of the business name transfer.

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The screenshot shows an email from ASIC dated 01 January 2017. The email is addressed to the Business Name Holder. It contains contact information for ASIC, including a PO BOX 4000 in Gippsland Mail Centre, Victoria 3841, and a website link to www.asic.gov.au. The main body of the email informs the recipient that their request to transfer the registration of a business name (referred to as 'BUSINESS NAME') has been received. It instructs the recipient to provide the new holder with the transfer number 1-12345678912 and to register the business name within 4 months. A red box with the number '1' highlights this 4-month deadline. The email also states that the registration in the recipient's name will be cancelled in 1 month. The email concludes with a signature from Rosanne Bell, Senior Executive Leader of the Registry.