



ASIC

Australian Securities & Investments Commission

14 October 2017

PO BOX 4000
Gippsland Mail Centre
Victoria 3841

John Smith

Web: www.asic.gov.au

Telephone: 1300 300 630

Business name renewal notice for 'Example Business Name'

Account Number: 85 123456789

ASIC Key: 1-1234567890

Due Date: 13 November 2017

Key Information

- Your business name registration is due for renewal
- Renew by credit card or request an invoice online using 'pay now'
- You should cancel the business name if it is no longer needed

Dear John

Your business name registration is due for renewal by 13 November 2017. You must renew the registration to continue using this business name and avoid cancellation.

How do I renew?

Pay now is the quickest and simplest way to renew. Simply click the link to renew online:

[Pay now- business name renewals](#)

Then:

1. enter your account number at the top of this notice
2. select a renewal period (1 or 3 years)
3. pay using your credit card or request an invoice.

Need more help?

You can find more information including step-by-step user guides at www.asic.gov.au/bn-renew

Business name no longer needed?

Cancel it through ASIC Connect. To cancel see www.asic.gov.au/bn-cancel

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rosanne Bell', written in a cursive style.

Rosanne Bell
Senior Executive Leader
Registry