



ASIC
Australian Securities &
Investments Commission

How to renew a business name

ASIC Connect user guide | Published June 2025



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

Overview

- [ASIC Connect](#) is the online system used to manage business names.
- 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.

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.



ASIC
Australian Securities & Investments Commission



Connect
ASIC

25 October 2021

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' Business name
Account Number: 85 123456789 Account Number
ASIC Key: 1-123456789 ASIC Key
Due Date: 25 November 2021

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 25 November 2021. You must renew the registration to continue using this business name and avoid cancellation. Renew by date

How do I renew?
Pay now is the quickest and simplest way to renew. Simply click the link to renew online: Renew online using www.asic.gov.au

[Pay now- business name renewals](#) You can cancel a business name by emailing bncancel@asic.gov.au

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



Margaret Boothman
Assistant Commissioner, Registry Operations
Australian Business Registry Services
On behalf of the Australian Securities and Investments Commission

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under the **Business name holder** option, choose (from the drop-down menu) **Learn more about ASIC's online services** for more information on how to access our portals.

Tips:

- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

Renew

STEP 1:

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

1. Select the radio button next to the business name you want to renew.
2. In the *transactions* column, select **Renew business name** from the drop-down menu.
3. Select **Go** to continue.

The screenshot shows the ASIC Connect interface. At the top, there's a navigation bar with tabs: Home, Person Details, Business Details, Licences & Registrations, **Lodgements & Notifications** (highlighted with a red box), and myAccount. Below the navigation bar, the main content area is titled 'Lodgements and Notifications'. It features a 'myBusinesses' section with a table of businesses. The table has columns: Business, Type, Status, and Transactions. The first row is highlighted in yellow and has a red box with the number '1' next to its radio button. The 'Transactions' column for this row has a dropdown menu open, showing options like 'Select Option', 'Cancel/Transfer Business Name', 'Change business address', 'Change holder details', 'Change representative details', 'Other notifications', and 'Renew business name'. The 'Renew business name' option is highlighted in blue and has a red box with the number '2' next to it. To the right of the dropdown menu is a 'Go' button with a red box and the number '3' next to it. On the right side of the page, there's a 'Do It Now' sidebar with links like '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'. There's also a 'Quick Links' sidebar with links like 'Australian Business Register' and 'ABN Lookup'.

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

STEP 2:

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

The screenshot shows the ASIC Connect portal interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is visible. Below the navigation bar, there are tabs for 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Renew Business Names' and features a progress bar with steps: 'Renewal Period', 'Review', 'Declare', 'Payment', and 'Confirmation'. The 'Renewal Period' step is currently active. Below the progress bar, the 'Business' information is displayed as 'example business name 43' with a 'Type' of 'Business Names'. A 'Transaction reference number' of '1-52DJN2C' is also shown. The 'Renewal Period' section contains a message: 'The fees for renewing the registration of the business name are:' followed by two bullet points: 'for 1 year' and 'for 3 years'. Below this, a note says '* Select the preferred renewal period:'. There are two radio button options: '1 year' (which is selected and marked with a red '1') and '3 years'. At the bottom of the form, there are two buttons: 'Save & Exit' and 'Next' (marked with a red '2'). On the right side of the page, there are two sidebars: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'.

STEP 3:

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 ASIC Connect portal interface at the 'Review' step of the 'Renew Business Names' process. The progress bar now shows 'Renewal Period' as completed with a green checkmark and 'Review' as the active step. The 'Business' information remains 'example business name 43' with 'Type: Business Names'. The 'Transaction reference number' is '1-52DJN2C'. A message states: '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.' Below this, the 'Renewal Period' section shows 'Registration period: 1 Year for' followed by a greyed-out field. There are 'Hide' and 'Edit' links next to the registration period. At the bottom of the form, there are three buttons: 'Back' (marked with a red '1'), 'Save & Exit', and 'Submit' (marked with a red '2'). The right-side navigation and 'Do It Now' sections are identical to the previous screenshot.

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: 1-561AH3L

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** ▶

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.

The screenshot shows the 'Renew Business Names' page on the ASIC Connect portal. The page is titled 'Renew Business Names' and has a transaction reference number of 1-52DJN2C. It is divided into several sections: 'Payment', 'Fee details', and 'Select Payment Preference'. The 'Payment' section shows the business name 'example business name 43' and its type 'Business Names'. The 'Fee details' section states that a fee needs to be paid before the application can be processed. The 'Select Payment Preference' section offers three options: 'Pay now by credit card', 'Pay later by BPAY', and 'Pay later by invoice'. The 'Pay now by credit card' option is selected, indicated by a red '1' next to the radio button. A 'Pay Now' button is visible at the bottom right of the page, with a red '2' next to it. The page also features a navigation menu at the top, a search bar, and a sidebar with 'Do It Now' and 'Quick Links' sections.

Credit card payment

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

The screenshot shows the 'Credit Card Payment' form. It includes a transaction reference number of 1-52DJN2C. The form fields are: 'Amount(AUD):' (input field), 'Cards Accepted:' (VISA and MasterCard logos), 'Card Number:' (input field with a red '1' next to it), 'Expiry Date:' (dropdown menus for month '12' and year '2013'), and 'CVV:' (input field with a red '2' next to it). There are 'Cancel' and 'Submit' buttons at the bottom, with a red '2' next to the 'Submit' button.

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**.

The screenshot shows the ASIC Connect interface for renewing business names. The page is titled "Renew Business Names" and is in the "Payment" step. It displays the following information:

- Business:** example business name 43
- Type:** Business Names
- Transaction reference number:** 1-561AH3L
- 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:** A section with three options:
 - Pay now by credit card (VISA, MasterCard)
 - Pay later
 - Pay later by invoice

Below the "Pay later" option, there are two sub-options: BPAY and Invoice. At the bottom right of the main content area, there is a "Pay Later" button. Three red numbered callouts (1, 2, 3) are overlaid on the page to indicate the steps: 1 points to the "Pay later" radio button, 2 points to the "BPAY" and "Invoice" radio buttons, and 3 points to the "Pay Later" button.

Confirm

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 :

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 \(AUDA\).](#)

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
- 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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