



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.

The image shows a sample ASIC business name renewal notice. At the top left is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. At the top right is the 'Connect ASIC' logo. The date '25 October 2021' is printed. The recipient's name 'John Smith' is on the left, and the mailing address 'PO BOX 4000 Gippsland Mail Centre Victoria 3841' is on the right. Contact details for ASIC are provided: 'Web: www.asic.gov.au' and 'Telephone: 1300 300 630'. The main body of the notice contains the following information: 'Business name renewal notice for 'Example Business Name'', 'Account Number: 85 123456789', 'ASIC Key: 1-123456789', and 'Due Date: 25 November 2021'. A 'Key Information' box lists: 'Your business name registration is due for renewal', 'Renew by credit card or request an invoice online using 'pay now'', and 'You should cancel the business name if it is no longer needed'. The notice is addressed to 'Dear John' and states: '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.' Under 'How do I renew?', it says 'Pay now is the quickest and simplest way to renew. Simply click the link to renew online:' followed by a link 'Pay now- business name renewals'. A list of steps follows: '1. enter your account number at the top of this notice', '2. select a renewal period (1 or 3 years)', and '3. pay using your credit card or request an invoice.' There are three sections for further help: 'Need more help?' with a link to 'www.asic.gov.au/bn-renew', 'Business name no longer needed?' with a link to 'www.asic.gov.au/bn-cancel', and 'You can cancel a business name by emailing bncancel@asic.gov.au'. The notice is signed by Margaret Boothman, Assistant Commissioner, Registry Operations, Australian Business Registry Services, on behalf of the Australian Securities and Investments Commission.

25 October 2021

John Smith

PO BOX 4000
Gippsland Mail Centre
Victoria 3841

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.

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

You can cancel a business name by emailing bncancel@asic.gov.au

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 business names. The table has columns: Business, Type, Status, and Transactions. The first row is highlighted in yellow and has a red box labeled '1' around the radio button in the Business column. 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'. A red box labeled '2' is around the 'Renew business name' option. To the right of the dropdown is a 'Go' button with a red box labeled '3' around 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'.

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 'Renew Business Names' page in the ASIC Connect system. The page is titled 'Renew Business Names' and has a transaction reference number of 1-52DJN2C. The 'Renewal Period' section displays the business name 'example business name 43' and type 'Business Names'. Below this, it lists the fees for renewing the registration: a fee for 1 year and a fee for 3 years. A red '1' is placed next to the '1 year' radio button, which is selected. At the bottom of the form, there are 'Save & Exit' and 'Next' buttons, with a red '2' next to the 'Next' button. The navigation bar at the top includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The 'Do It Now' sidebar on the right lists actions like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'. The 'Quick Links' sidebar on the right lists links to 'Australian Business Register', 'ABN Lookup', 'Find ACN', etc.

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 'Renew Business Names' page in the ASIC Connect system, now in the 'Review' stage. The page is titled 'Renew Business Names' and has a transaction reference number of 1-52DJN2C. The 'Review' section displays the business name 'example business name 43' and type 'Business Names'. Below this, it shows the 'Renewal Period' section with a 'Registration period' of '1 Year for' followed by a fee field. A red '1' is placed next to the 'Back' button at the bottom left. At the bottom of the form, there are 'Save & Exit' and 'Submit' buttons, with a red '2' next to the 'Submit' button. The navigation bar at the top includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The 'Do It Now' sidebar on the right lists actions like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'. The 'Quick Links' sidebar on the right lists links to 'Australian Business Register', 'ABN Lookup', 'Find ACN', etc.

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, and a red '1' is placed next to the radio button. At the bottom right, there is a blue 'Pay Now' button 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 has fields for 'Amount(AUD):', 'Cards Accepted:' (with VISA and MasterCard logos), 'Card Number:', 'Expiry Date:' (with dropdown menus for month and year), and 'CVV:'. A red '1' is placed next to the 'Card Number' field. At the bottom, there are 'Cancel' and 'Submit' buttons, 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 title is "Renew Business Names" and it includes a navigation menu with options like Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is divided into three sections: "Payment", "Fee details", and "Select Payment Preference".

Payment section: Shows "Business : example business name 43" and "Type : Business Names". A "Transaction reference number: 1-561AH3L" is displayed.

Fee details section: States "The following fee needs to be paid before the application can be processed". It lists "Business : example business name 43", "Type : Business Names", and "1 year renewal fee: [redacted]". The "TOTAL" is also [redacted].

Select Payment Preference section: Includes instructions: "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." It lists three options:

- 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.

At the bottom of the form, there are three radio button 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
- Invoice

A "Pay Later" button is located at the bottom right of the form area.

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 : [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 \(AUDA\)](#).

Home