



**ASIC**  
Australian Securities &  
Investments Commission

User guide

# Journalist Portal

## How to search for fee exempt products

This service only provides access to, and delivery of, one search product at a time.

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

## Journalist Search Access

- The [ASIC Journalist Portal](#) is a dedicated search service for approved journalists who are exempt from paying certain registry search fees.
- Approved journalists are provided with an 'application approved' email that includes a link to the ASIC Journalist Portal, username and password.
- Visit [www.asic.gov.au/journalistsearch](http://www.asic.gov.au/journalistsearch) for more information.

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# Get started

To get started, visit the ASIC website at [www.asic.gov.au/journalistsearch](http://www.asic.gov.au/journalistsearch).

Click on the blue **Search via the ASIC Journalist Portal** box.

This will take you to the ASIC Journalist Portal login screen.

The screenshot shows the ASIC website's 'Journalist search' page. The top navigation bar includes the ASIC logo and a search bar. Below the navigation bar, there are tabs for 'For business', 'For finance professionals', and 'For consumers'. The main content area is titled 'Search ASIC's Registers' and includes a sidebar with various search categories. The 'Journalist search' category is selected. The main content area contains the following text:

[Home](#) > [Online services](#) > [Search ASIC's Registers](#) > [Journalist search](#)

## Journalist search

From 1 July 2019, journalists will be exempt from paying certain registry search fees.

Journalists may qualify for an exemption where they seek access to information for their professional work.

[Search via the ASIC Journalist Portal now](#)

- [What products are available?](#)
- [How do I apply for exemption?](#)
- [Related Links](#)

Amendments to the fees chargeable for ASIC searches under regulations means that journalists can access some information for free. However, the fee exemptions do not apply to all search information.

### What products are available?

Approved journalists will have access to a range of search products across ASIC's registers.

The journalist search exemption is an extension of the current media exemption.

All media must pay for access to lodged documents and historical extracts, including but not limited to:

**What is an ASIC key?**  
Your ASIC key is a unique number used in ASIC Connect that helps us establish your identity and protects your business information by making sure only you and those you have authorised can access it.  
[Learn more about ASIC keys](#)

**What is an AUSkey?**  
AUSkey is a single key to access government online services. In the future, you may no longer need different user IDs and passwords as AUSkey becomes accepted by more government agencies for their online services.  
[Learn more about AUSkey](#)

**What is a corporate key?**  
A corporate key is an 8-digit number uniquely associated with a company's ACN. Your company needs only one corporate key.  
[Learn more about corporate keys](#)

**What is an invitation key?**  
An invitation key is a unique key to register for, or connect to an entity in, the ASIC Regulatory Portal.  
[Learn more about invitation keys](#)

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# Log in

Log in using your email address and password.

This will take you to the declaration page.

If you do not have access to the ASIC Journalist Portal, **you will need to apply.**

For more information on how to apply, [visit our website.](#)

**Note:** our website uses cookies, which are small pieces of information exchanged between your web browser and a website server.

You may experience errors logging in if you:

- don't regularly clear your cookies and cache
- store your log in credentials in your Internet browser
- copy and paste your log in credentials

Using the above tips will minimise log in errors that aren't related to incorrect log in credentials.

If problems persist, please email [journalist.apply@asic.gov.au](mailto:journalist.apply@asic.gov.au) to have your password reset.

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[How to search for fee exempt products - ASIC Journalist Portal](#)

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**ASIC Connect Journalist Portal Login**

**Username (email address) and password**

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

[Log in](#)

**Need Help**

[Visit this webpage for more information on journalist access to ASIC searches](#)

**Quick Links**

- ▶ [Report a data issue](#)
- ▶ [ABN Lookup](#)
- ▶ [ASIC website](#)
- ▶ [Setup an alert](#)
- ▶ [Franchise Council of Australia](#)
- ▶ [Trade mark check](#)
- ▶ [Information brokers](#)
- ▶ [NZ companies](#)
- ▶ [Ask a question](#)
- ▶ [Service Availability](#)

**Follow ASIC**

[Twitter](#) [YouTube](#) [Facebook](#)

# Complete the declaration

1. Under the **Search company and other registers** tab
2. Select the relevant **acknowledgement statements** to verify and declare your role and understanding
3. Select **Continue**

The screenshot displays the ASIC Journalist Portal interface. At the top, there is a navigation bar with the ASIC logo and the word 'Connect'. A search bar is located on the right side of the navigation bar, labeled 'Search ASIC Registers', with a dropdown menu for 'Within:' set to 'Select' and a text input for 'For:' containing 'Name or Number'. Below the navigation bar, there are three tabs: 'Search company and other registers' (highlighted with a red '1'), 'Search business names register', and 'Search SMSF auditor register'. The main content area is titled 'Search ASIC's registers' and includes a 'Welcome' message. On the right side of the main content area, there is a 'Shopping Cart (0)' button with a 'View Cart' link. Below the shopping cart, there is a 'Quick Links' section with a dropdown arrow, containing several links: 'Report a data issue', 'ABN lookup', 'ASIC website', 'Setup an alert', 'Franchise Council of Australia', 'Trademark check', 'Information brokers', 'NZ companies', 'Ask a question', and 'Service availability'. Below the quick links, there are sections for 'Recent Purchases', 'Recent Searches', and 'Follow ASIC' with social media icons for Twitter, YouTube, and Facebook. The main content area contains four declaration statements, each with an unchecked checkbox: 1. 'I work as a journalist for a media organisation or as a freelance journalist' (highlighted with a red '2'). 2. 'I understand that the journalist search portal is not to be used to access information for hobby purposes or other purposes outside my professional work as a journalist'. 3. 'I have read and understand the ASIC Privacy Policy (found at www.asic.gov.au/privacy)'. 4. 'I agree to the terms of access to the journalist search portal (found at www.asic.gov.au/journalist-search)'. At the bottom of the main content area, there is a 'Continue' button (highlighted with a red '3').

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# Begin search

1. Select the **Search company and other registers** tab
2. Select the required **search type** from the drop down box
3. Enter the **name or registration number** of the entity you are searching
4. Select **Go**

The screenshot shows the ASIC Connect search interface. At the top, there is a navigation bar with the ASIC logo and the text 'Connect'. Below this, there are three tabs: 'Search company and other registers' (highlighted with a red '1'), 'Search business names register', and 'Search SMSF auditor register'. To the right of the tabs is a search form with a 'Search ASIC Registers' title, a 'Within:' dropdown menu (with 'Select' chosen), a 'For:' text input field (with 'Name or Number' entered), and a 'Go' button. A red '2' is placed over the 'Within:' dropdown, and a red '3' is placed over the 'For:' input field. Below the search form is a 'Go' button with a red '4' next to it. The main content area is titled 'Search ASIC Registers' and includes a 'Welcome' message, a 'Help' icon, and a 'Shopping Cart (0)' icon. On the left, there is a sidebar with 'Organisations & Business Names' selected, and a link to 'Learn more about searching information on companies and other organisations.' The main content area also features a 'Search ASIC Registers' section with a search form identical to the one at the top. Below this, there are three sections: 'More about' (with sub-sections for 'Information Brokers', 'Payments by credit card', and 'Search other registers'), and 'Need help' (with sub-sections for 'How to use ASIC Connect search', 'Search tips', 'What are professional roles', 'Understanding free vs paid searches', 'Viewing your search results', 'Product examples', 'Fees', 'Troubleshooting', and 'Frequently asked questions'). On the right, there are 'Quick Links' (with links like 'Report a data issue', 'ABN lookup', etc.), 'Recent Purchases', 'Recent Searches', and 'Follow ASIC' (with social media icons for Twitter, YouTube, and Facebook).

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# Search results

This screen shows an example of entity names, types and statuses.

1. Select the required name
2. Select **View Details** to display

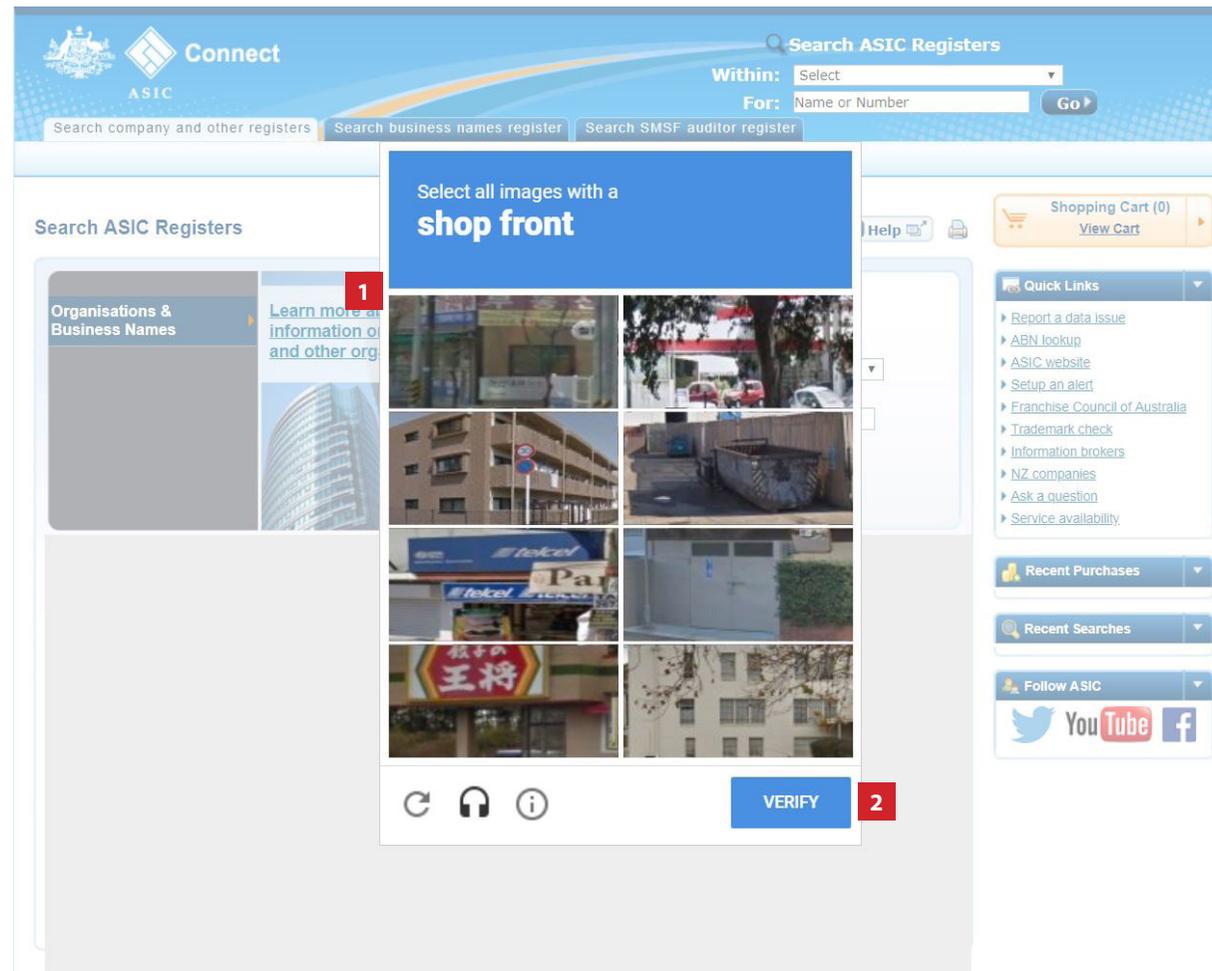
The screenshot shows the ASIC Connect search results page. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. Below this, there are search filters: 'Within: Select' and 'For: Name or Number'. There are also buttons for 'Search company and other registers', 'Search business names register', and 'Search SMSF auditor register'. The main content area is titled 'Search Results' and shows '33 results found'. A table lists the search results with columns for Name, Number, Type, Status, and Address. The first result is '(TEST) PTY LTD' with a red '1' next to it. Below the table, there are buttons for 'View Results List (PDF)', 'Back', 'New Search', and 'View Details' (with a red '2' next to it). On the right side, there are 'Quick Links', 'Recent Purchases', 'Recent Searches', and 'Follow ASIC' sections.

Name (*indicates former name)	Number	Type	Status	Address
(TEST) PTY LTD	RSVN	Reserved Name		
A TEST LTD	RSVN	Reserved Name		
TEST		Non Registered ...	Not Register...	
TEST PTY LTD	RSVN	Reserved Name		
TEST PTY LTD	RSVN	Reserved Name		
ASTERISK * TEST PTY LTD	ACN 550 014 474	Australian Propr...	Cancelled	
TEST COMPANY ANZAC PTY LTD	RSVN	Reserved Name		
TEST COMPANY C002 PTY LTD	RSVN	Reserved Name		
TEST COMPANY JIBBERJABBER PTY L...	RSVN	Reserved Name		
TEST COMPANY X1 PTY LTD	RSVN	Reserved Name		

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# Capture verification

1. Select all images with a (as specified in the verification screen)
2. Select **Verify**



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## Search results

This screen displays further information about the organisation(s) selected.

Under **Information for purchase**, there is a list of available products.

1. Select the product/s you would like to purchase (no fee will be charged)

2. Select **Add To Cart**

Select **OK** when the confirmation box appears

3. Select **Checkout**

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**Connect** ASIC Search ASIC Registers

Within: Select For: Name or Number Go

Search company and other registers Search business names register Search SMSF auditor register

View Details Welcome Help

Shopping Cart (0) View Cart

Hide all details

ASTERISK \* TEST PTY LTD ACN 550 014 474

Company Summary

Name: ASTERISK \* TEST PTY LTD  
ACN: 550 014 474  
Registration date: 6/04/1999  
Next review date: 6/04/2005  
Status: Cancelled  
Date deregistered: 15/04/2005  
Type: Australian Proprietary Company, Limited By Shares  
Locality of registered office:  
Regulator: Australian Securities & Investments Commission

View Summary (PDF)

Information for purchase

Purchased information is delivered online unless specified. Payment by credit card only.

**Warning: A current extract may not provide more information than what is displayed as the entity is deregistered/cancelled.**

For more information about ASIC search products, please [visit our website](#).

Company extract	Price	Select Item
Current company information		<input checked="" type="checkbox"/>

Satisfied charges	Price	Select Item
Satisfied charges		<input type="checkbox"/>

Roles & relationships	Price	Select Item
Roles and relationship extract		<input type="checkbox"/>

Back New Search Add To Cart Checkout

# Shopping cart

This screen will confirm all the products that were selected.

1. To remove products from the cart, tick the relevant box and select **Remove**
2. To purchase products in the cart, select **Pay Now** (No payment will be charged)

Following this will be the *Payment details - Delivery screen*. Select **Next** to progress.

The screenshot displays the ASIC Connect Shopping Cart interface. At the top, there is a search bar for ASIC registers and navigation tabs for different search categories. The main content area shows a table with one item: 'ASTERISK \* TEST PTY LTD ACN 550 014 474' with a price of \$0.00 and a 'Remove' button. Below the table, there is a 'TOTAL (AUD)' of \$0.00 and buttons for 'Back', 'New Search', and 'Pay Now'. A red '1' is placed over the 'Remove' button, and a red '2' is placed over the 'Pay Now' button. The sidebar on the right contains 'Quick Links', 'Recent Purchases', 'Recent Searches', and 'Follow A SIC' with social media icons.

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# Receipt

This screen confirms your search request was successful.

Your product and receipt will be sent to your email address for you to view, save and print.

Alternatively, you can collect the payment receipt and product online by selecting '**Online Retrieval Status**'.

The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for ASIC Registers with fields for 'Within:' (Set to 'Select') and 'For:' (Set to 'Name or Number'), and a 'Go' button. Below the search bar are three tabs: 'Search company and other registers', 'Search business names register', and 'Search SMSF auditor register'. The main content area is titled 'Receipt' and includes a 'Welcome' message, a 'Help' icon, and a 'Shopping Cart (0) View Cart' button. A green success message states: 'Your purchase was successful'. Below this, a text box explains that PDF versions of products are being generated and will be emailed to thazaleena.kobiraj@td1.asic.gov.au. It also includes a note about a potential delay in receiving the email. A table shows the purchase details: Receipt number, Payment method, Date, and Amount (AUD) \$0.00. The 'Purchased Product(s)' section lists 'ASTERISK \* TEST PTY LTD ACN 550 014 474' and an 'Information product' table with the entry 'Current company information'. A section titled 'Would you like to collect the payment receipt and products online?' provides instructions on how to access the receipt and products, and includes a blue 'Online Retrieval Status' button. At the bottom, there is a 'New Search' button. The right sidebar contains 'Quick Links' (Report a data issue, ABN lookup, ASIC website, Setup an alert, Franchise Council of Australia, Trademark check, Information brokers, NZ companies, Ask a question, Service availability), 'Recent Purchases', 'Recent Searches' (Organisations & Business Names search - 'test'), and 'Follow ASIC' with social media icons for Twitter, YouTube, and Facebook.

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[How to search for journalist fee exempt products](#)

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