



ASIC
Australian Securities &
Investments Commission

How to change your business name holder details (person)

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 your business name.
- You can update business name holder details, including email addresses, through ASIC Connect.
- You must keep your address up to date by law to receive correspondence from ASIC.

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):
 - **Update my details** and log in to ASIC Connect, or
 - **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](#).

Change business name holder details (person)

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

1. Select the radio button next to the business name you want to change the holder details.
2. In the transactions column, select **Change holder details**.
3. Select **Go** to continue.

The screenshot shows the ASIC Connect portal. The 'Lodgements & Notifications' tab is selected. The 'myBusinesses' section displays a table with the following data:

Business	Type	Status	Transactions
<input checked="" type="radio"/> business name example 50	Business Names	Registered	Select Option Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change representative details Renew business name Select Option
<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

Select address

1. The business name holder details will be displayed.
2. Select **Add ABN**, **Update name** or **Change address** next to the business name holder you would like to change the details for

Note: The Add ABN option will not appear if your ABN is already recorded with ASIC.

The screenshot shows the 'Change holder details' page. The business name is 'business name example 50'. Below this, a table lists the business name holders:

Name	Type	ABN	Addresses	Email	Actions
Example User	Individual		25 Example St Melbourne VIC, 3000 Australia	example@email.com	Update Name Change Address

Add an ABN

1. Enter your ABN in the field provided. Make sure that your ABN contains 11 digits (no spaces).
2. Select **Next** to continue.

Note: We will verify your details with the Australian Business Register (ABR). If the details for the holder type (e.g., individual or partnership) on the ABR are different to those held by ASIC, you will not be able to proceed. See Add an ABN to a business name holder for more information.

The screenshot shows the 'Add ABN' form in the 'Add ABN' step. The form has a progress bar at the top with 'Add ABN' selected. Below the progress bar, the form displays the following information: Business: business name example 50, Type: Business Names, Name of holder: example 5, Holder type: Individual. A transaction reference number of 1-4PFDM03 is shown in the top right. The main section is titled 'Enter ABN' and contains a text input field with a red asterisk and the label '* Enter ABN'. A 'Find ABN' link is next to the input field. A red '1' is placed to the left of the input field. At the bottom of the form, there are 'Cancel' and 'Next' buttons, with a red '2' next to the 'Next' button. On the right side, there are two panels: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'.

Review

1. Check that the correct information is displayed.
2. If not, select **Back** to go back and change.
3. If correct, select **Submit** to continue.

The screenshot shows the 'Add ABN' form in the 'Review' step. The progress bar at the top now has 'Review' selected. The form displays the same information as the 'Add ABN' step: Business: business name example 50, Type: Business Names, Name of holder: example 5, Holder type: Individual. A transaction reference number of 1-4PFDM03 is shown in the top right. The main section is titled 'Enter ABN' and contains a text input field with a red asterisk and the label '* Enter ABN'. Below the input field, it says 'Information returned from the ABR about this ABN.' and displays 'Name of holder: example 5' and 'Holder type: Individual'. A red '1' is placed to the left of the input field. At the bottom of the form, there are 'Back', 'Cancel', 'Save & Exit', and 'Submit' buttons, with a red '2' next to the 'Back' button and a red '3' next to the 'Submit' button. On the right side, there are two panels: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'.

Change an address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the known addresses drop-down box. If so, you can select it.

Change Address Help

Update address Review Declare Confirmation

Update address Transaction reference number: 1-2TM5AC2

Business : business name example 50
Type : Business Names

Individual's Details Mandatory fields

Individual's details

Given name: Example
Other Given names:
Family name: User

Birth details

Date of birth: 01/08/1960
Country: Australia
State/Territory: NSW
Suburb/City: Sydney

Residential address

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable.
The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

1 * Effective date ?

Select from known address

OR enter new details below

2 * Country

Email address ?

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.
We will use this email address to send notices.
See [how we use your information](#) for more details.

Effective date ?

Select from known email address

OR enter new email address below

Email address

?

STEP 1: Enter new address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the known addresses drop-down box. If so, you can select it.
3. If the new address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder.
5. Enter an effective date for the change (DD/MM/YYYY).
6. You can choose to select an email address that is already linked to the account or enter a new one.

The screenshot shows the 'Change Address' form with the following sections and fields:

- Update address** (Transaction reference number: 1-2TM5AC2)
- Business**: business name example 50, Type: Business Names
- Individual's Details** (Mandatory fields):
 - Given name: Example
 - Other Given names:
 - Family name: User
 - Birth details: Date of birth: 01/08/1960, Country: Australia, State/Territory: NSW, Suburb/City: Sydney
 - Residential address: Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable. The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.
- Effective date** (Mandatory field): 05/04/2013
- Address selection**: Select from known address (dropdown) OR enter new details below
- Country** (Mandatory field): Australia
- Building/Property name**: [text field]
- Floor/Level**: [text field]
- Unit/Office**: [text field]
- Street number** (Mandatory field): 20
- Street name** (Mandatory field): Example
- Street type** (Mandatory field): St
- Suburb/City** (Mandatory field): Melbourne
- Postcode** (Mandatory field): 3000
- State/Territory** (Mandatory field): Victoria
- Email address** (Mandatory field): [text field]
- Effective date** (Mandatory field): [text field]
- Email selection**: Select from known email address (dropdown) OR enter new email address below
- Email address** (Mandatory field): [text field]

Numbered callouts on the left side of the form:

- 1: Effective date field
- 2: Select from known address dropdown
- 3: Street number field
- 4: Email address field
- 5: Effective date field
- 6: Select from known email address dropdown

Buttons at the bottom: Cancel, Save & Exit, Next

STEP 2

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the address has previously been notified to ASIC, it may appear in the known addresses drop-down box. If so, you can select it.
3. If the new address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder:
5. Enter an effective date for the change (DD/MM/YYYY)
6. You can choose to select an email address that is already linked to the account, or enter a new one.
7. Select:
 - **Cancel** to start again, or
 - **Save & Exit** to save the details entered and complete and submit the transaction later.
8. Select **Next** to continue with your address change.

The screenshot shows the 'Change Address' form with the following sections and callouts:

- 1**: Points to the 'Effective date' field for the residential address, which contains '05/04/2013'.
- 2**: Points to the 'Select from known address' dropdown menu for the residential address.
- 3**: Points to the 'Country' dropdown menu for the residential address, which is set to 'Australia'.
- 4**: Points to the 'Email address' field.
- 5**: Points to the 'Effective date' field for the email address, which is empty.
- 6**: Points to the 'Select from known email address' dropdown menu for the email address.
- 7**: Points to the 'Cancel' button.
- 8**: Points to the 'Next' button.

The form includes a progress bar at the top with steps: Update address (selected), Review, Declare, and Confirmation. The transaction reference number is 1-2TM5AC2. The business details are: Business name example 50, Type: Business Names. The individual's details include: Given name: Example, Other Given names: Family name: User, Date of birth: 01/08/1960, Country: Australia, State/Territory: NSW, Suburb/City: Sydney. The residential address section includes fields for Building/Property name, Floor/Level, Unit/Office, Street number (20), Street name (Example), Street type (St), Suburb/City (Melbourne), Postcode (3000), and State/Territory (Victoria). The email address section includes an effective date field and an email address field.

STEP 3: Confirm your address

1. Select the radio button next to the correct address. You can choose from a list of suggested addresses or proceed with the address you provided. Select **Confirm** to proceed with the address change.
 2. Select **Cancel**
- OR
3. **Close** to go back to re-enter the address.

The screenshot shows a web form titled "Change Address" with a progress bar at the top indicating the current step is "Update address". Below the progress bar, there are fields for "Business : business name example 50" and "Type : Business Names". A "Transaction reference number: 1-2TM5AC2" is displayed on the right. The main section is titled "Individual's Details" and contains a "Confirm your address" heading. Below this heading, there is a list of address options with radio buttons: "6 Melbourne Place, MELBOURNE VIC 3000", "14-30 Melbourne Place, MELBOURNE VIC 3000", "Ground Floor 1 Melbourne Place, MELBOURNE VIC 3000", "Level 1 1 Melbourne Place, MELBOURNE VIC 3000", and "20 Example St, Melbourne VIC 3000 -- entered address". A red box with the number "1" is placed next to the first option. Below the list are "Cancel" and "Confirm" buttons, with a red box and the number "2" next to the "Cancel" button. At the top right of the "Confirm your address" section, there is a red box with the number "3" and a "Close" button. Below the address list, there are input fields for "Floor/Level", "Unit/Office", "Street number" (with "20" entered), "Street name" (with "Example" entered), "Street type" (with "St" selected), "Suburb/City" (with "Melbourne" entered), "Postcode" (with "3000" entered), and "State/Territory" (with "Victoria" selected). Below these fields is an "Email address" section with a help icon. It contains text explaining the effective date and a link to "how we use your information". There are input fields for "Effective date", a dropdown menu for "Select from known email address", and a text field for "Email address". At the bottom of the form, there are "Cancel", "Save & Exit", and "Next" buttons.

Review

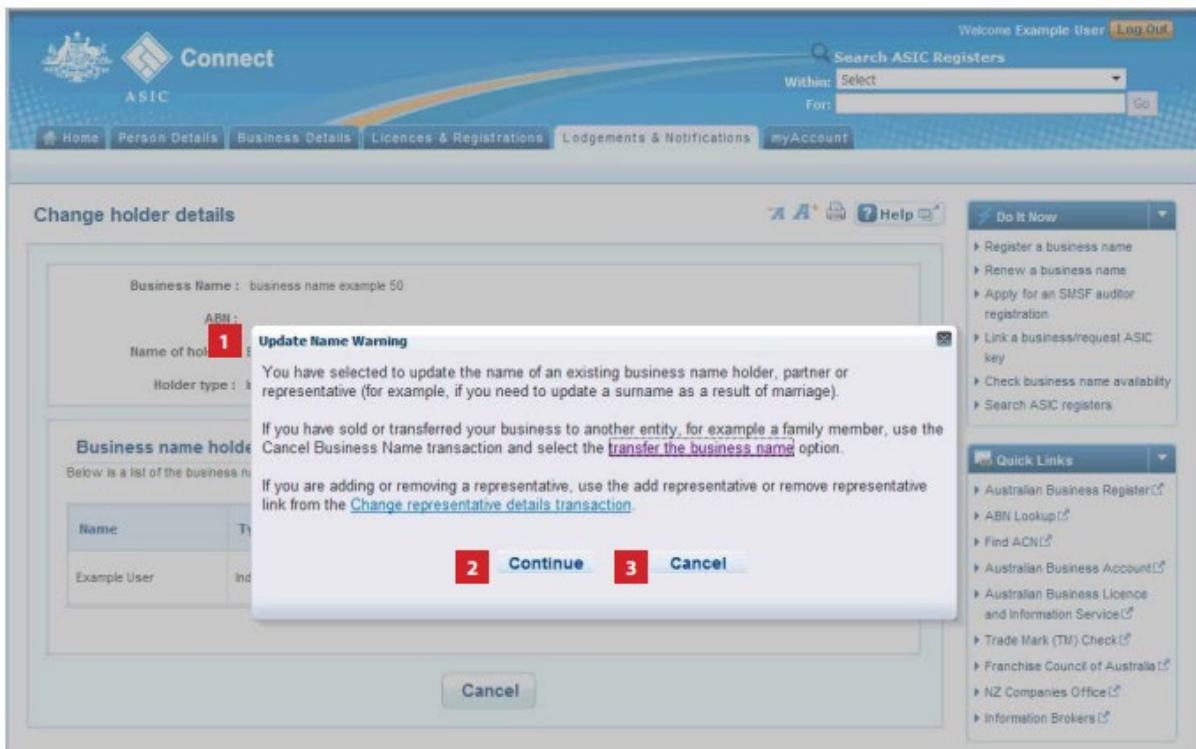
1. Check that the change is displayed correctly. If not, select **Edit** to go back to re-enter the details.
2. Select **Submit** to continue.

The screenshot shows the ASIC Connect 'Change Address' page. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Change Address' and shows a progress bar with 'Update address', 'Review', 'Declare', and 'Confirmation'. The 'Review' step is active, displaying a 'Transaction reference number: 1-2TMSAC2'. Below this, there are sections for 'Business' (business name example 50, Type: Business Names), 'Update address' (with 'Hide' and 'Edit' options), and 'Individual's Details'. The 'Individual's Details' section includes 'Birth details' (Date of birth: 01/08/1960, Country: Australia, State/Territory: NSW, Suburb/City: Sydney) and 'Residential address' (Effective date: 05/04/2013, Country: Australia, Street number: 20, Street name: Example, Street type: St, Suburb/City: Melbourne, State/Territory: VIC, Postcode: 3000). It also shows 'Email address' (Effective date: 05/04/2013, Email address: example@email.com). At the bottom, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. A red '1' is placed to the left of the 'Individual's Details' section, and a red '2' is placed to the left of the 'Submit' button. On the right side, there are sidebars for 'Do it Now', 'Quick Links', 'Need Help?', and 'Follow ASIC'.

Update holder name

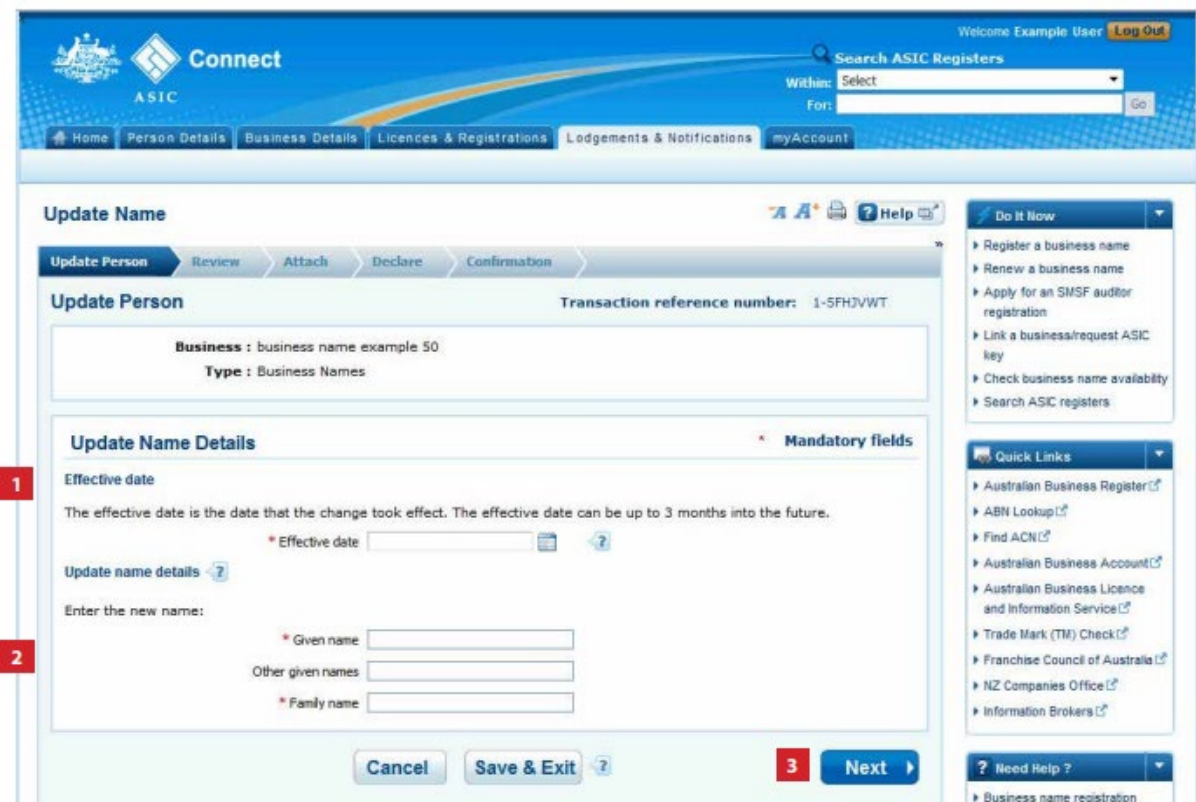
STEP 1: Update name warning

1. Read the Update Name Warning.
2. Select **Continue** to update the name.
3. Select **Cancel** if you need to complete a different transaction or select one of the links.



STEP 2: Update details

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the new holder name.
3. Select **Next** to continue.



Review

1. Check the change is displayed correctly. If not, select **Edit** to go back to re-enter the name.
2. Select **Submit** to continue.

The screenshot shows the 'Update Name' page in the 'Review' stage. The breadcrumb trail is 'Update Person' > 'Review' > 'Attach' > 'Declare' > 'Confirmation'. The 'Review' section displays the following information:

- Business :** business name example 50
- Type :** Business Names

Below this is the 'Update Person' section with the following details:

- Effective date :** 30/05/2014
- Given name :** Example
- Family name :** Holder

At the bottom of the main form area, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. A red box with the number '1' is placed over the 'Update Person' section, and another red box with the number '2' is placed over the 'Submit' button.

On the right side, there are two panels: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'.

Attach

1. You may be required to attach supporting documentation. We will contact you if this is the case.
2. Select **Next** to continue.

The screenshot shows the 'Update Name' page in the 'Attach' stage. The breadcrumb trail is 'Update Person' > 'Review' > 'Attach' > 'Declare' > 'Confirmation'. The 'Attach' section displays the following information:

- Business :** business name example 50
- Type :** Business Names

Below this is the 'Supporting documentation' section, which is marked as a 'Mandatory field'. It contains the text: 'We will contact you if any supporting documentation is required.' At the bottom right of the main form area, there is a 'Next' button. A red box with the number '1' is placed over the 'Supporting documentation' section, and another red box with the number '2' is placed over the 'Next' button.

The right-hand panels ('Do It Now' and 'Quick Links') are identical to the previous screenshot.

Declare and confirm

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 lodging the application.
4. Select **Next** to continue.

The screenshot shows the ASIC Connect portal interface. At the top, there is a navigation menu with links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. A search bar for ASIC Registers is also present. The main content area is titled 'Declare' and shows a transaction reference number of 1-2TMSAC2. The form is divided into three sections, each with a red numbered box on the left:

- 1** Business details: Shows 'Business : business name example 50' and 'Type : Business Names'.
- 2** Declaration: Contains two mandatory fields with checkboxes:
 - 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: Contains a declaration statement and two radio button options:
 - I am the registration holder; or
 - I am submitting this transaction for lodgement on behalf of the registration holder and am authorised to:
 - Submit this transaction for lodgement on behalf of the registration holder under the terms and conditions of the [Electronic Lodgement Protocol](#)
 - Make each of the above declarations on behalf of the registration holder after making all due and proper inquiries.

At the bottom of the form, it states: 'We may contact the registration holder or lodging party if we have any questions regarding this transaction.'

On the right side, there are two sidebars: 'Do It Now' 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'; and 'Quick Links' with links like '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', and 'Information Brokers'. Below these is a 'Need Help?' section with links for 'Business name registration', 'Linking a business', 'SMSF auditor registration', 'Renew your business name', 'Troubleshooting', and 'Frequently asked questions'.

Confirmation

1. This screen confirms that your transaction has been successfully 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 ASIC Connect 'Confirmation' page. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is present, along with a 'Log Out' button. Below the navigation bar, a breadcrumb trail shows 'Update address' > 'Review' > 'Declare' > 'Confirmation'. The main content area is titled 'Confirmation' and features a green box with a checkmark icon and the text: 'You have successfully submitted your request.' Below this, a 'Summary' section provides details: 'Your transaction was submitted on 09 Apr 2013 at AEST 14:22 PM', 'Transaction reference number: 1-2TMSAC2', 'Name: User, Example', and 'Type: Business Names'. A 'Transaction Documents' section includes a link to 'Print the transaction' and a note: 'You will need Adobe Reader to read, save and print the attached file(s). Get Adobe Reader here.' A 'What else can I do?' section lists three links: 'View your business details', 'View myTransactions', and 'View myMessages'. A 'Home' button is located at the bottom right of the main content area. The right sidebar contains several sections: 'Do It Now' with links like 'Register a business name', 'Quick Links' with links like 'Australian Business Register', 'Need Help?' with links like 'Business name registration', and 'Follow ASIC' with social media links for Twitter, YouTube, and Facebook. Red numbered callouts (1, 2, 3, 4) are overlaid on the image to highlight key elements: 1 points to the confirmation message, 2 points to the 'Print the transaction' link, 3 points to the 'What else can I do?' section, and 4 points to the 'Home' button.