

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

- <u>ASIC Connect</u> 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 <u>asic.gov.au</u>.
- 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 <u>ASIC Connect</u> to log in/sign up.
- Additional support can be found on the following pages:
 - <u>Business name holders</u> support page (contains user guides and FAQs).
 - <u>Top call centre questions</u>.

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.

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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.

	Connect			_	G Search AS Within: Select For:	Welcome Example User Log (IC Registers
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Below is a list of the t	business name holders	for this busines	5.			Australian Business Register
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			Cancel			

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.

Add ABN		77 A* 🚔 🔞 Help 🖙	🗲 Do It Now 🔫
Add ABN Review	Declare Confirmation	ransaction reference number: 1-4PF0M03	 Register a business name Renew a business name Apply for an SMSF auditor registration
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Enter ABN *Enter ABN	Enter the ABN for this business name holder.	* Mandatory fields	Australian Business Register C ABN Lookup C Find ACN C Australian Business Account C Australian Business Account C Australian Business Licence and Information Service C
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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.

Add ABN 🕢 Review D	eclare Confirmation	Register a business name Renew a business name
Review	Transaction reference number: 1-4PF0M03	 Apply for an SMSF auditor registration
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*Enter ABN Information Name of he Holder You can select 'Back' to ente	returned from the ABR about this ABN. older : example 5 type : Individual r another ABN to change the details or "Submit" to proceed.	 Find ACN 2 Australian Business Account 2^a Australian Business Licence and Information Service 2^a Trade Mark (TM) Check 2^a Franchise Council of Australia 2^a NZ Companies Office 2^a Information Brokers 2^a
4 Back	Cancel Save & Exit 3 Submit >	Need Help ? Business name registration Linking a business SMSF auditor registration

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.

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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.

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Individual's Details				• Mandatory field
Individual's details				
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STEP 2

- 1. Enter an effective date for the change (DD/MM/YYY).
- 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.

Jpdate address	Transaction reference number: 1-2TM5AC2
Business : business name of	example 50
Type : Business Names	
Individual's Details	* Mandatory fie
Individual's details	
Given nam	e: Example
Other Given name	5:
Family nam	e: User
Birth details	
Date of birt	h: 01/08/1960
Countr	y: Australia
State/Territor	y: NSW
Suburb/Cit	v: Svdnev
Residential address	New York State
* Effective date	05/04/2013 2 Select from known address
	OR enter new details below
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* Suburb/Oty	Melbourne Postcode 3000
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The effective date is the date that the change	e took effect. The effective date can be up to 3 months into the future.
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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.

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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.

Change Address Control Control Con<	Home Person Details Business Details Licences & Begistrations Lodo	ements & Notifications myAccount
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Type : Business Names Update address "title Individual's Details Given name Example Family name User Birth details Outry Australia State of birth 01/00/1960 Country Australia State/Territory NSW State/Territory State Benil address Effective date 05/04/2013 Country Australia State/Territory State State/Territory State State/Territory State State/Territory State Benail address Effective date 05/04/2013 Email address example@email.com </td <td>Business : business name example 50</td> <td>Check business name av Search ASIC excidence</td>	Business : business name example 50	Check business name av Search ASIC excidence
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Cancel Save & Exit 2 Submit See more on You		📥 Follow ASIC
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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.

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	onne	Ct Search ASIC Ret Withins Select	nsters •	
🖌 Home 🛛 Person Det	talls Bu	siness Defails Licences & Registrations Lodgements & Notifications myAccount		0
hange holder de	etails	74 A* 😂 名 Help 🖼	🗲 Do It Now	1
Business Name of h Holder	ABN : ABN : hol	usiness name example 50 Update Name Warning You have selected to update the name of an existing business name holder, partner or representative (for example, if you need to update a surname as a result of marriage).	Register a business name Renew a business name Apply for an SMSF audior registration Link a business/reguest AS key Check business name avail Search ASIC registers	AC.
Business nam	ne holde	If you have sold or transferred your business to another entity, for example a family member, use the Cancel Business Name transaction and select the transfer the business name option.	R Quick Links	1
Name	T	If you are adding or removing a representative, use the add representative or remove representative link from the <u>Change representative details transaction</u> .	Australian Business Regists ABN Lookup15 Find ACN15	BrC
Example User	ind	2 Continue 3 Cancel	Australian Business Accou Australian Business Licence and Information Service C ^d	nd D
		Cancel	Trade Mark (TM) Check C Franchise Council of Austra NZ Companies Office C Information Brokers C	sila

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.

A Connect	9	Welcome Example User Log O
Connect	Search ASIC Re	gisters
ASIC	For	Go
A Home Person Details Business Details Licences & Registrations	Lodgements & Notifications myAccount	
Update Name	77 A* 🖨 🛛 Help 🖙	🗲 Do It Now
Indate Person Review Attach Declave Confirmation		Register a business name
Update Person	Transaction reference number: 1-5FHJVWT	 Renew a business name Apply for an SMSF auditor registration
Business : business name example 50 Type : Business Names		Link a business/request ASIC key Check business name availab Search ASIC registers
Update Name Details	* Mandatory fields	Coules Links
Effective date		Australian Business Renister
The effective date is the date that the change took effect. The effective d	ate can be up to 3 months into the future.	► ABN Lookup 12
* Effective date	1 4	Find ACNE
Update name details 7		+ Australian Business Account
Enter the new name:		Australian Business Licence and Information Service C
* Given name		▶ Trade Mark (TM) Check
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* Early same	_	► NZ Companies Office L ²
m ramy name		Information Brokers ⊡ [*]
Cancel Save & E	xit ? 3 Next)	? Need Help ?
		A Business name registration

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.

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and the second s		Within: Select	•
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🛧 Home 🛛 Person Details 🛛 B	usiness Details Licences & Registrations Lodgemen	ts & Notifications myAccount	
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Indate Derson	Attach Declare Confirmation	,	Register a business name
Review	Actaca Declare Commission		 Renew a business name Annte for an CMCE auditor
Review	Transaction	reference number: 1-5FHJVWT	registration
Here are the details you have	provided. You can select 'Edit' to change details or 'Subr	nit' to proceed.	+ Link a business/request ASK
Business :	business name example 50		key
Type :	Business Names		Search ASIC registers
Lindate Person		▼ Hide	Guick Links
opuliererson			+ Australian Business Register
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Effective d Given na	ate : 30/05/2014 me : Example		Find ACN⊡ [®]
Family na	ime : Holder		 Australian Business Account
			Australian Business Licence and Information Service D ²
• Back	Cancel Save & Exit 2	2 Submit)	Trade Mark (TM) Check
			Franchise Council of Australi
			INZ Companies Office ⊡ ⁿ

Attach

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

Ality Connect	Q court serve	Welcome Example User
Connect	Search ASIC Within: Select	Registers .
ASIC	For:	Go
A Home Person Details Business Details	Licences & Registrations Lodgements & Notifications myAccount	
Update Name	77 A* 🖨 🕃 Help 🕾	f 🖉 Do It Now
Undate Person Review Attach	Declare Confirmation	* Register a business name
Attach	Transaction reference number: 1-5FHJVWT	 Renew a business name Apply for an SMSF auditor registration
Business : business name e	cample 50	 Link a business/request ASK key
Type : Business Names		Check business name availat Search ASIC registers
Supporting documentation	* Mandatory fields	Cuick Links
We will contact you if any supporting documentation is required.		Australian Business Register
		► ABN Lookup D
	2 Next I	Australian Business Account
		Australian Business Licence and Information Service C ^a

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.

	G Search ASIC Reg	isters	
erstanger V	Within: Select	M	
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Jpdate address Review Declare	Confirmation	 Register a business name Renew a business name 	
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Declaration	* Mandatory fields	Ouick Links	
• This transaction is submitted for lodge Lodgement Protocol.	ement under, and is compliant with, the terms and conditions of the ASIC Bectronic	Australian Business Registe ABN Lookup C	
🔹 🔄 To the best of my knowledge, the info	ormation supplied in this transaction is complete and accurate (it is an offence to	A Final Actual	
provide false or misleading information to	ASIC).	Australian Business Accourt	
provide false or misleading information to Authority	* Mandatory fields	Australian Business Accourt Australian Business Licence and Information Service C ²	
provide false or misleading information to Authority * I declare that:	* Mandatory fields	Hind AUNUS Australian Business Accour Australian Business Licence and Information Service C Trade Mark (TM) Check C	
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Confiration

- 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.

Connect	Viecone Example User	
	Within: Select	×
Home Person Details Business Details Licence	For: es & Registrations Lodgements & Notifications myAccount	Go
<u></u>	- 7 / - (2 Halo (2 -	
	Regi	ster a business name
Update address Review Declare Conti	Rene	rw a business name
Confirmation	Transaction reference number: 1-2TM5AC2 regis	tration
	+ Link key	a business/request ASK
You have successfully subm	itted your request.	k business name availai
	▶ Sear	ch ASIC registers
Summary		lick Links
Your transaction was submitted on 09 Apr 2	2013 at AEST 14.22 PM	ralian Business Register
Transaction reference number : 1-2TM5AC2	+ ABN	Lookup C
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Transaction Documents	and	Information Service 🕈
Select the links below to download and print the c	iocuments.	e Mark (TM) Check 🗹 chise Council of Australi
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You will need Adobe Reader to read, save and p	rint the attached file(s). Get Adobe Reader here.	nation Brokers 🗹
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