



ASIC
Australian Securities &
Investments Commission

User guide


ASIC Connect

How to request an ASIC key

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



How to request an ASIC key

- [ASIC Connect](#) is the online system used to manage business names, SMSF auditor registrations, authorised representatives and financial advisers.
- Your ASIC key safeguards your personal information when you first set up an [ASIC Connect](#) account, by ensuring that only you, or those authorised to act on your behalf, can access your account.
- ASIC Connect can be accessed by as many staff as you require. This is particularly useful for those large companies and institutions that hold many business names and/or financial service licences.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

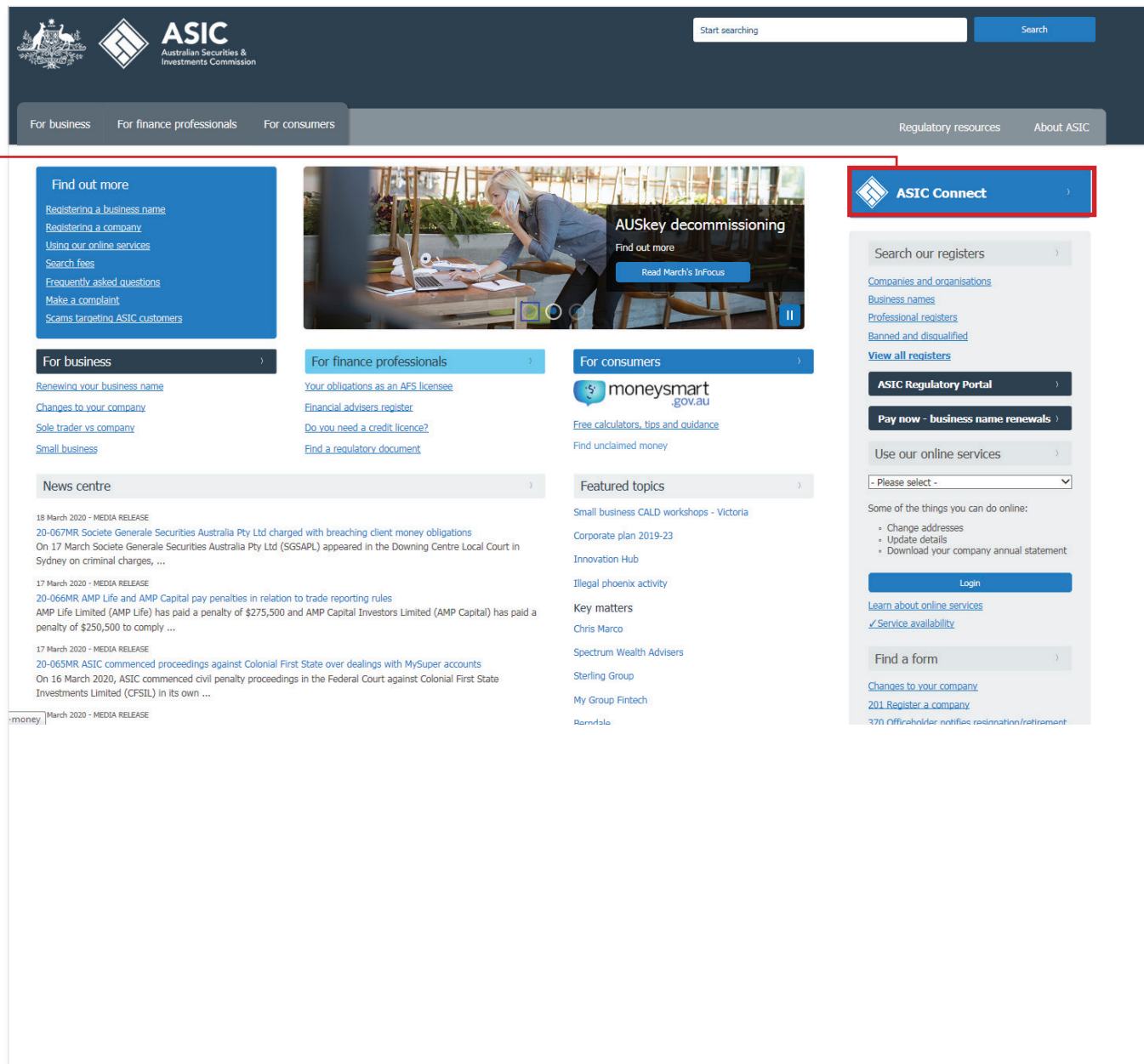
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Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top right, there is a search bar with the text "Start searching" and a "Search" button. Below the search bar is a navigation bar with tabs for "For business", "For finance professionals", and "For consumers". On the right side of this bar are links for "Regulatory resources" and "About ASIC".

The main content area is divided into several sections:

- Find out more:** A blue box containing links for "Registering a business name", "Registering a company", "Using our online services", "Search fees", "Frequently asked questions", "Make a complaint", and "Scams targeting ASIC customers".
- For business:** A dark blue box with links for "Renewing your business name", "Changes to your company", "Sole trader vs company", and "Small business".
- For finance professionals:** A blue box with links for "Your obligations as an AFS licensee", "Financial advisers register", "Do you need a credit licence?", and "Find a regulatory document".
- For consumers:** A blue box featuring the "moneysmart.gov.au" logo, links for "Free calculators, tips and guidance", and "Find unclaimed money".
- News centre:** A grey box containing several news items with dates and titles, such as "20-067MR Societe Generale Securities Australia Pty Ltd charged with breaching client money obligations".
- Featured topics:** A grey box listing various topics like "Small business CALD workshops - Victoria", "Corporate plan 2019-23", "Innovation Hub", "Illegal phoenix activity", "Key matters", "Chris Marco", "Spectrum Wealth Advisers", "Sterling Group", "My Group Fintech", and "Barrista".
- ASIC Connect:** A blue box with the ASIC logo and the text "ASIC Connect", which is highlighted with a red border in the image.
- Search our registers:** A grey box with a search bar and links for "Companies and organisations", "Business names", "Professional registers", "Banned and disqualified", and "View all registers".
- ASIC Regulatory Portal:** A dark grey box with a "Login" button.
- Pay now - business name renewals:** A dark grey box with a "Pay now" button.
- Use our online services:** A grey box with a dropdown menu and a list of services: "Change addresses", "Update details", and "Download your company annual statement".
- Find a form:** A grey box with a search bar and links for "Changes to your company" and "201 Register a company".


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How to request an ASIC key

Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.



The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for ASIC registers and a navigation menu. The main content area is divided into several sections:

- Welcome:** A central banner with a photo of three people at a computer. Below it, there are links for "Learn more about our new online services and why you should sign up" and "Sign up for ASIC Connect".
- Log in to ASIC Connect:** A blue box containing "Log in" and "Sign up" buttons. A red box highlights these buttons, and a red arrow points from the text on the left to the "Log in" button.
- Log in to other ASIC Registers:** A section with a dropdown menu and a "Go" button.
- Do it now:** A section with two items: "Search" (with a "Search now" link) and "See more on YouTube" (with a "View now" link).
- What's new:** A section with three numbered items: "Learn more about registering a business name", "Get examples of free and paid search information", and "Online services for self-managed superannuation fund (SMSF) auditors now available via ASIC Regulatory Portal".
- Quick Links:** A vertical list of links on the right side, including "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", and "Australian Charities and Not-for-profits Commission".
- Follow ASIC:** A section at the bottom right with social media icons for Twitter, YouTube, and Facebook.

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[How to request an ASIC key](#)

Log in

Log in using your email address and password.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



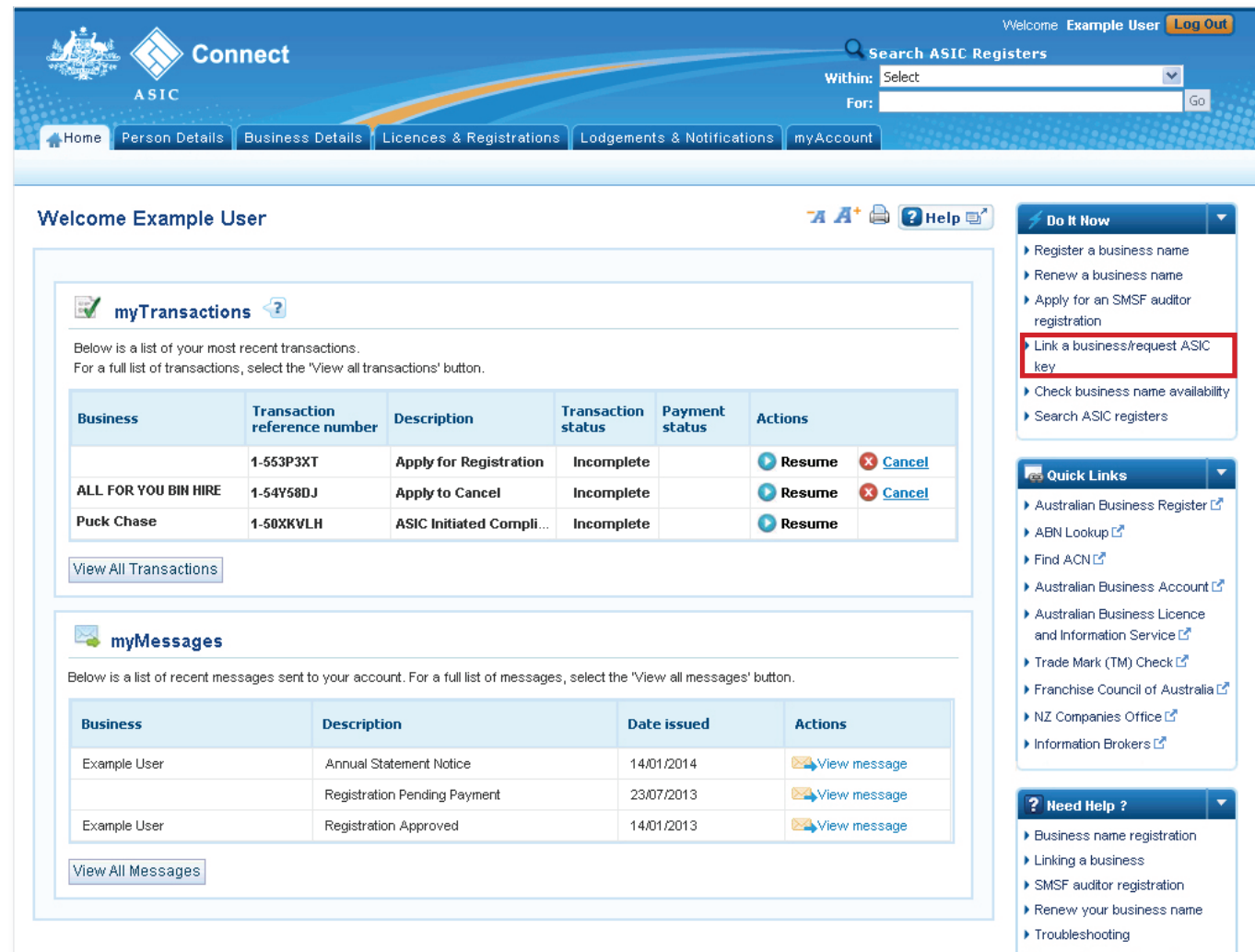
The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and the word 'Connect'. A search bar for 'Search ASIC Registers' is located on the right, with dropdown menus for 'Within:' and 'For:', and a 'Go' button. Below the navigation bar is a 'Welcome' section. On the left, there are three menu items: 'First time user?', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The main content area features a large banner with a photo of three people at a computer, and two primary call-to-action buttons: 'Log in' and 'Sign up'. Below this, there is a section for 'Log in to other ASIC Registers' with a dropdown menu and a 'Go' button. To the right, a 'Quick Links' sidebar lists various services like 'Australian Business Register', 'ABN Lookup', and 'Find ACN'. Below the main content, there are sections for 'Do it now' (with a 'Search' link) and 'What's new' (with a list of three items). At the bottom, there is a 'Follow ASIC' section with social media icons for Twitter, YouTube, and Facebook. A footer contains links for Sitemap, Help, Copyright, Privacy, Accessibility, Accessibility Settings, Service Availability, and Contact us.

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[How to request an ASIC key](#)

Requesting an ASIC key

Under the *Do It Now* box on the right-hand side, select **Link a business/request ASIC key**.



The screenshot shows the ASIC Connect user interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is present with 'Within:' and 'For:' dropdown menus. Below the navigation bar are tabs for 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Welcome Example User' and contains three sections: 'myTransactions', 'myMessages', and a 'Do It Now' sidebar. The 'Do It Now' sidebar is expanded, showing a list of actions. The action 'Link a business/request ASIC key' is highlighted with a red box. Other actions include 'Register a business name', 'Renew a business name', 'Apply for an SMSF auditor registration', 'Check business name availability', and 'Search ASIC registers'. Below the 'Do It Now' sidebar are 'Quick Links' and 'Need Help?' sections.

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the 'View all transactions' button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
	1-553P3XT	Apply for Registration	Incomplete		Resume Cancel
ALL FOR YOU BIN HIRE	1-54Y58DJ	Apply to Cancel	Incomplete		Resume Cancel
Puck Chase	1-50XKVLH	ASIC Initiated Compli...	Incomplete		Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.

Business	Description	Date issued	Actions
Example User	Annual Statement Notice	14/01/2014	View message
	Registration Pending Payment	23/07/2013	View message
Example User	Registration Approved	14/01/2013	View message

[View All Messages](#)

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

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[How to request an ASIC key](#)

Requesting an ASIC key

For Business name holders

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **Business Name** from the drop-down box.
3. Enter your business name and select **Search name**.
4. Select the correct name from the list of matching or similar results.
5. Select **Request an ASIC key**.

Connect
ASIC

Welcome Example User [Log Out](#)

Search ASIC Registers
Within: Select
For: Go

Home Person Details Business Details Licences & Registrations Lodgements & Notifications myAccount

Adding to your business details

To link an existing business name or SMSF auditor registration to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name or SMSF auditor registration.

If you have a business name:

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you have an SMSF auditor registration:

- your ASIC key is sent on registration.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

Select from the following options * Mandatory fields

The following questions relate to your ASIC registered business name or SMSF auditor registration. If you do not yet have a business name or SMSF auditor registration but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

* Do you have an ASIC key for your business?
 Yes No

Request an ASIC Key * Mandatory fields

* Select Business Type: Business Name

To request an ASIC key, enter the business name below and select the correct name from the list of matching or similar results.

Before requesting the ASIC key you should check that the address details are correct by selecting the business name hyperlink in the results list. If they are incorrect, you will need to [contact us](#).

Business name: *

	Business Name	State Name and Number	ABN	Address
<input type="radio"/>	example business name partnership		91073441594	Melbourne VIC 3000
<input type="radio"/>	example business name 30			Melbourne VIC 3000
<input type="radio"/>	example business name 43			Melbourne VIC 3000
<input type="radio"/>	example business name 52			Melbourne VIC 3000
<input type="radio"/>	example business name 53			Melbourne VIC 3000
<input type="radio"/>	example business name 70			Melbourne VIC 3000

Help | Copyright | Privacy | Accessibility | Contact us

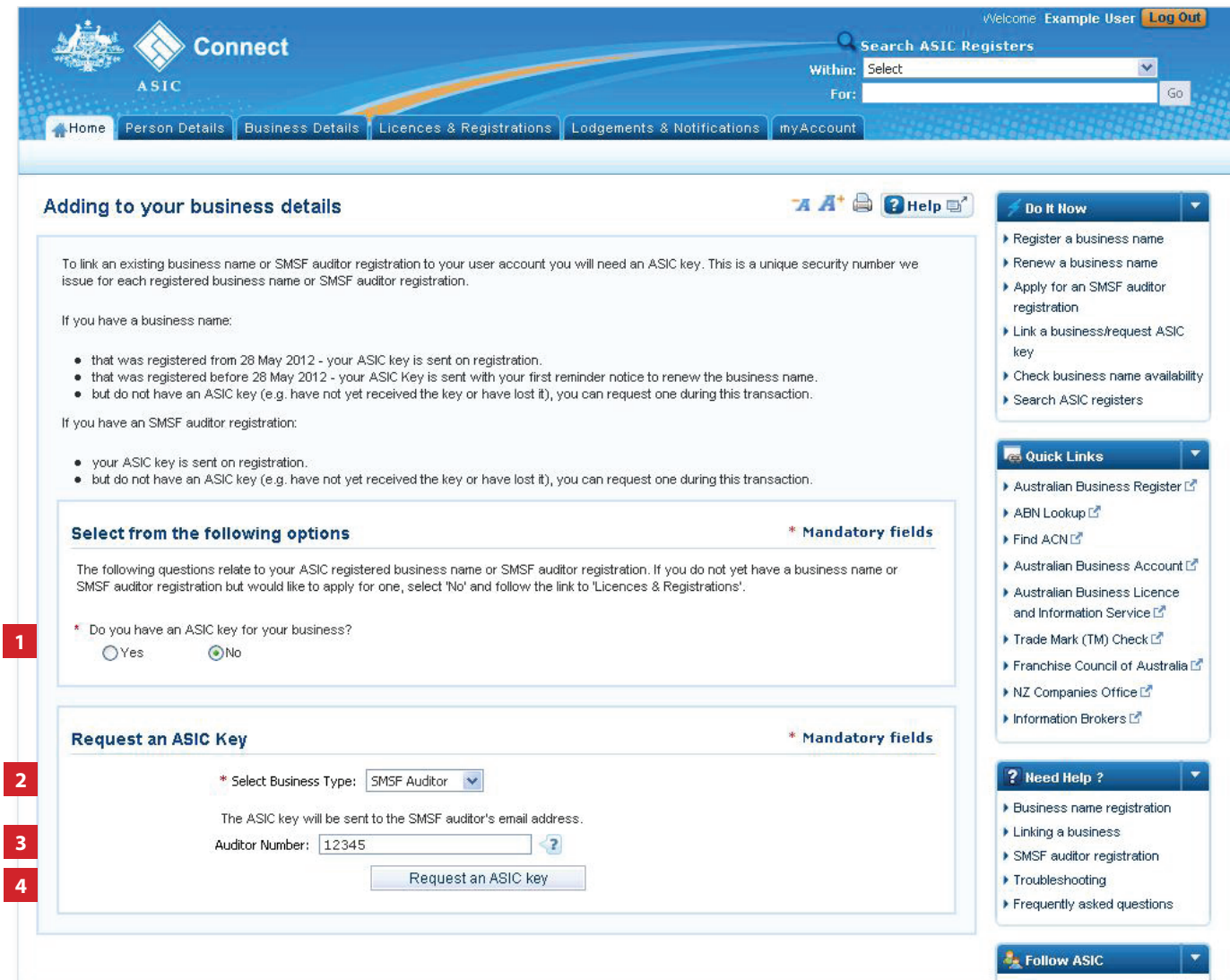
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Requesting an ASIC key

For SMSF auditors

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **SMSF Auditor** from the drop-down box.
3. Enter your auditor number.
4. Select **Request an ASIC key**.



Adding to your business details

To link an existing business name or SMSF auditor registration to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name or SMSF auditor registration.

If you have a business name:

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you have an SMSF auditor registration:

- your ASIC key is sent on registration.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

Select from the following options * Mandatory fields

The following questions relate to your ASIC registered business name or SMSF auditor registration. If you do not yet have a business name or SMSF auditor registration but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

* Do you have an ASIC key for your business?

Yes No

Request an ASIC Key * Mandatory fields

* Select Business Type:

The ASIC key will be sent to the SMSF auditor's email address.

Auditor Number:

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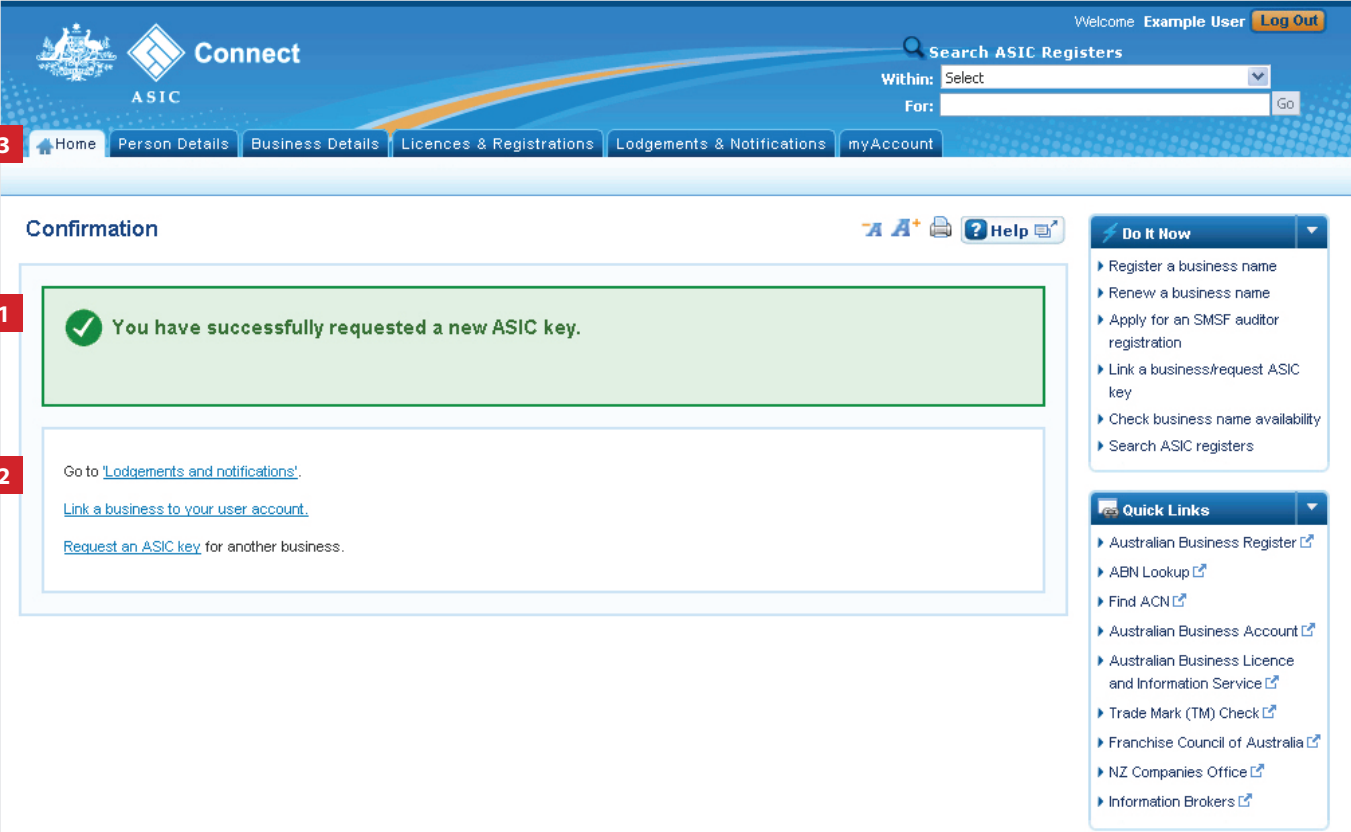
Confirmation

1. This screen confirms your transaction has been submitted.
2. Select one of the links for more information about other services.

OR

3. Select **Home** to return to the ASIC Connect homepage.

Note: The ASIC key will be sent to the email address currently recorded for the business. If an email address has not been provided, the ASIC key will be sent to the address for service of documents listed on the register.



The screenshot shows the ASIC Connect website 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 header. Below the header is a menu with options: Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is titled 'Confirmation' and features a green box with a checkmark icon and the text: 'You have successfully requested a new ASIC key.' Below this message are three links: 'Go to [Lodgements and notifications](#).', '[Link a business to your user account](#).', and '[Request an ASIC key](#) for another business.' On the right side of the page, there are two sidebar sections: 'Do It Now' and 'Quick Links'. The 'Do It Now' section contains links for: 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. The 'Quick Links' section contains links for: 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.

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