



# How to add an ABN to a business name holder

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

- You can add your ABN to your business name if you are an individual or partnership by following the steps in this user guide.
- If you are adding the ABN for a business name held by a company, trust, joint venture partnership or association, you need to complete an [Add an ABN to a business name holder](#) paper transaction.

## Get started

1. Visit our website at [asic.gov.au](https://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.

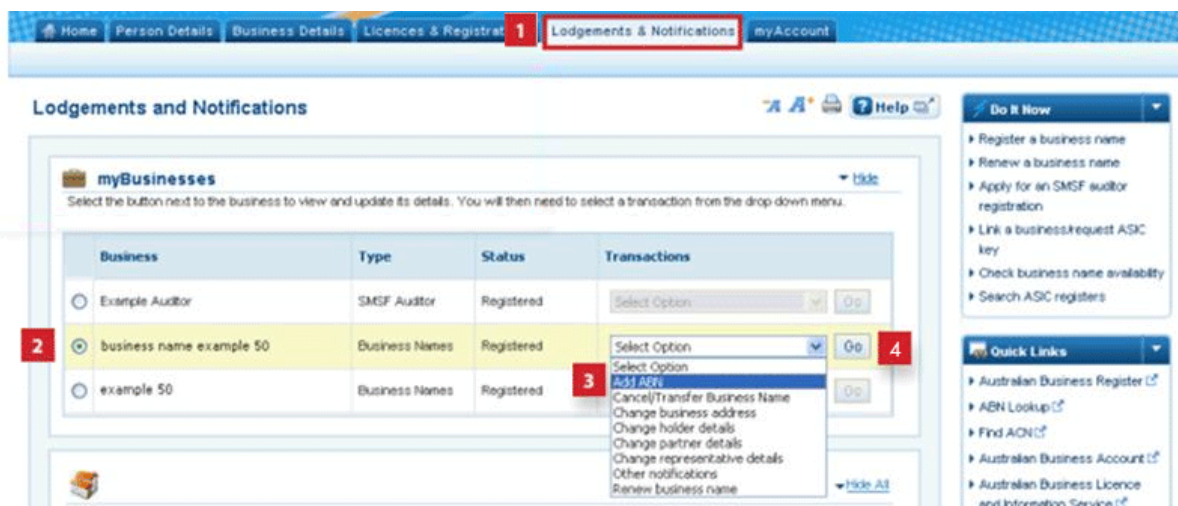
### Tips:

- 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](#).

## Add your ABN to a business details

### STEP 1

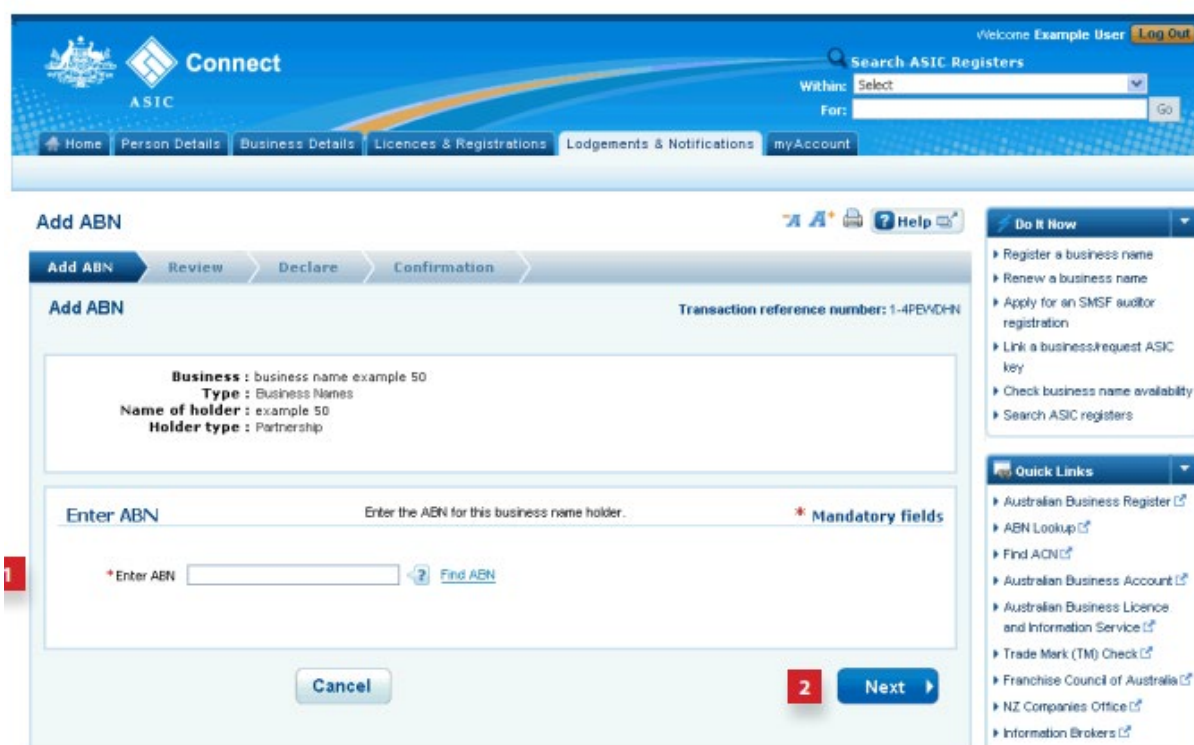
1. Select the **Lodgements & Notifications** tab at the top of the screen.
2. Select the radio button next to the business name to which you are adding the ABN.
3. In the transactions column, select **Add ABN** from the drop-down box.
4. Select **Go** to proceed.



### STEP 2

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.



### STEP 3

1. After you have entered your ABN, check that the information returned from the ABR (name of holder and holder type) matches the information held by ASIC.
2. If the information from the ABR is incorrect, check that you have entered the correct ABN.
3. Select **Next** to continue.

**Note:** If the business name holder details returned from the ABR differs from those held by ASIC, you will see an alert box.

You should double check the ABN you have entered is correct. If it is, and you're confident the name of the holder is true, select **Next**. If the information held by ASIC is incorrect - but the information from the ABR is correct - selecting **Next** and completing the transaction will automatically update your details on ASIC's registers.

Please note you cannot use this transaction to change the business name holder. For information about this, see our [Transfer a business name](#) page.

The screenshot shows the 'Add ABN' process in the 'Review' stage. The business details are: Business: business name example 50, Type: Business Names, Name of holder: example 50, Holder type: Partnership. The 'Enter ABN' section shows a text input field and the information returned from the ABR: Name of holder: example 50, Holder type: Partnership. A yellow alert box contains a warning message: 'The holder name for this ABN registered on the Australian Business Register (ABR) does not match the name of the holder recorded for this business name. Please check the ABN and try again. If the ABN is correct and you continue with this transaction, you will be changing the name of the holder of the business name to the name of the holder of this ABN. This transaction must not be used to transfer a business name to a new or different business name holder. It is an offence to provide false or misleading information to ASIC and ASIC will run compliance checks on these transactions. Select Next to continue.' At the bottom, there are 'Cancel', 'Save & Exit', and 'Next' buttons. On the right side, there are 'Do It Now' and 'Quick Links' sections with various links.

### 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

Add ABN **Review** Declare Confirmation

Transaction reference number: 1-4PEVDH-N

**Business** : business name example 50  
**Type** : Business Names  
**Name of holder** : example 50  
**Holder type** : Partnership

## Enter ABN \* Mandatory fields

\*Enter ABN

Information returned from the ABR about this ABN.

**Name of holder** : example 50  
**Holder type** : Partnership

You can select 'Back' to enter another ABN to change the details or 'Submit' to proceed.

1

2

### 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 ACNC](#)
- [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

# 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 proceed.
3. Select your authority for lodging the application.
4. Select **Next** to continue.

**Connect**  
ASIC

Welcome Example User [Log Out](#)

Search ASIC Registers  
Within: Select  
For:  Go

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

Help

**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 ACNC
- 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
- Frequently asked questions

**Follow ASIC**

FOLLOW US ON [twitter](#)

See more on [YouTube](#)

Join us on [facebook](#)

[ASIC WEBCAST](#)

**Declare** Transaction reference number: 1-4PEVDHN

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

**2** Declaration \* Mandatory fields

- This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).
- The ABN added is the ABN of the current business names holder. I have not attempted to transfer the business name to another legal entity. Any changes made to the holder name as part of this transaction accurately reflect the current holder details and are not a transfer of this business name to another legal entity.
- 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 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 the registration holder or lodging party if we have any questions regarding this transaction.

**4** Next

## 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 change.
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. Below this is a search bar for ASIC registers and a user profile section. The main content area features a progress bar with steps: Add ABN, Review, Declare, and Confirmation. A green box contains a success message: 'You have successfully submitted your request.' Below this is a 'Summary' section with transaction details: 'Your transaction was submitted on 05 Aug 2013 at AEST 16:11 PM', 'Transaction reference number: 1-4PEVDHN', 'Name: business name example 50', and 'Type: Business Names'. A 'Transaction Documents' section includes a 'Print the transaction' button. A 'What else can I do?' section lists links for 'View your business details', 'View myTransactions', and 'View myMessages'. A 'Home' button is located at the bottom right. The page is annotated with red boxes and numbers 1, 2, 3, and 4.