

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 <u>Add an ABN to a business name holder</u>
 paper transaction.

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.

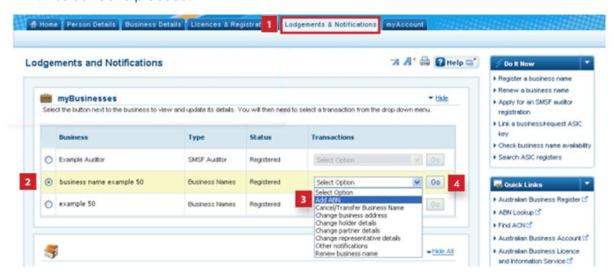
Tips:

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

Add your ABN to a business details

STEP 1

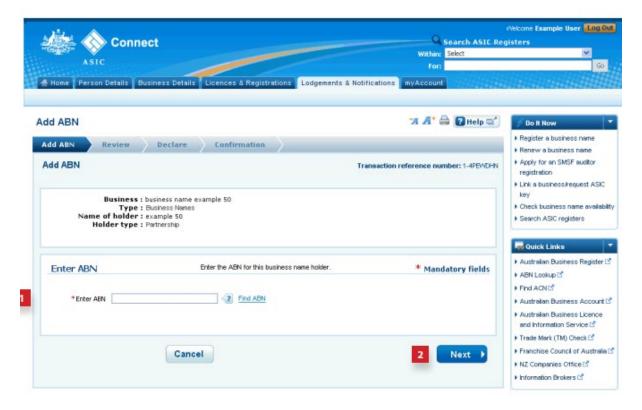
- 1. Select the **Lodgements & Notifications** tab at the top of the screen.
- 2. Select the radio button next to the business name to which you are adding the ABN.
- 3. In the transactions column, select Add ABN from the drop-down box.
- 4. Select Go to proceed.



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 <u>Add an ABN to a business name holder</u> for more information.



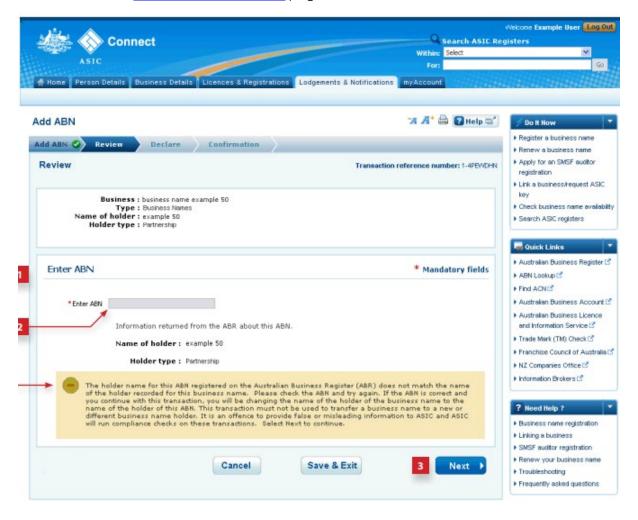
STEP 3

- 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 <u>Transfer a business name</u> page.



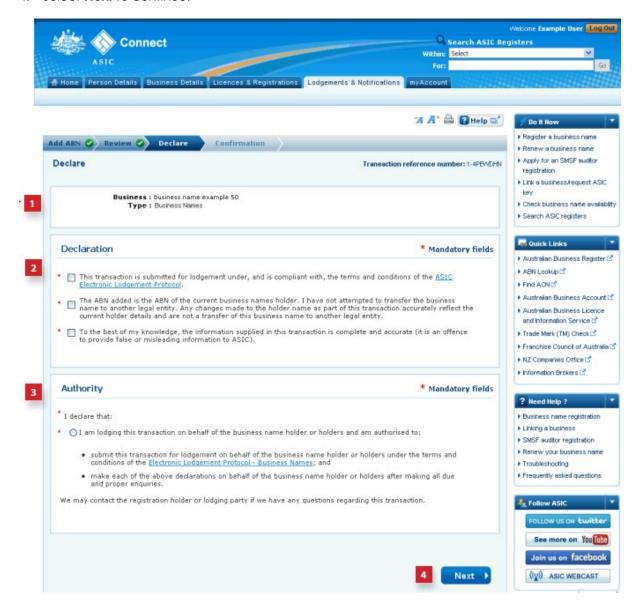
Review

- 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.



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.



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.
- Select one of the links under What else can I do for more information about other services.

 OR
- 4. 4. Select **Home** to return to the ASIC Connect homepage.

