



**ASIC**  
Australian Securities &  
Investments Commission

# How to cancel a business name

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 cancel a business name from your ASIC Connect account.

## Get started

1. Visit our website at [asic.gov.au](http://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):
  - **Cancel or transfer my business name** 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](#).

## How to cancel a business name

### STEP 1:

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

1. Select the radio button next to the business name you wish to transfer.
2. In the transactions column, select **Cancel/Transfer Business Name**.
3. Select **Go** to continue.

The screenshot shows the ASIC Connect interface. At the top, there's a navigation bar with tabs: Home, Person Details, Business Details, Licences & Registrations, **Lodgements & Notifications**, and myAccount. Below this is the 'Lodgements and Notifications' section. Under 'myBusinesses', there's a table with the following data:

Business	Type	Status	Transactions
business name example 50	Business Names	Registered	Select Option Select Option <b>Cancel/Transfer Business Name</b> Change business address Other notifications Change holder details Change representative details Renew business name Select Option
Example Auditor	SMSF Auditor	Registered	Go
VICTORY CAFE	Business Names	Registered	Go
example business name 52	Business Names	Registered	Go

### STEP 2:

1. Select the option to indicate you would like to transfer the business name to another holder.
2. Select **Next** to continue.

The screenshot shows the 'Cancel Business Name' page. It has a progress bar with steps: Details, Review, Declare, and Confirmation. The 'Cancellation details' section shows:

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

**Transaction reference number:** 1-5958GYV

**Details** (Mandatory fields)

Please select an option for cancellation:

- I would like to cancel this business name
- I would like to transfer this business name

At the bottom, there are buttons: Cancel, Save & Exit, and **Next**.

## Review

1. Check that the information displayed is correct.
2. Select **Submit** to continue.

**Cancel Business Name**

Transaction reference number: 1-2TM6D8C

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed.

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

**Details**

You are requesting to cancel this business name. The cancellation will come into effect 28 days after you receive a 'Notice of intention to cancel a business name' from us.

This business name will not be available to anyone else to register until 4 months after cancellation comes into effect.

You are requesting to cancel this business name: business name example 50

[Back](#) [Cancel](#) [Save & Exit](#) [Submit](#)

**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

# 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 continue.
3. Select your authority for submitting the transaction.
4. Select **Next** to continue.

**Cancel Business Name**

Transaction reference number: 1-567DHUS

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

**1 Declaration** \* **Mandatory fields**

If you are not the business name holder, you must be authorised by the business name holder or holders to make each of the declarations and submit this transaction on their behalf.

[See who may be authorised to lodge a transaction for more information.](#)

**2** \*  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** \* **Mandatory fields**

\* Please select one.

I declare that:

I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

OR

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 you or the lodging party (if any) if we have any questions regarding this transaction.  
If a payment is required for this transaction, payment methods will be shown on the next screen.

**4** **Next**

**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
- Frequently asked questions

**Follow ASIC**

- FOLLOW US ON [twitter](#)
- See more on [YouTube](#)
- Join us on [facebook](#)
- ASIC WEBCAST

## Confirm

1. This screen confirms that your transaction has been submitted.
  2. Select **Print the transaction** to download a printable PDF version of the address.
  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.

**Note:** The cancellation will not come into effect until 28 days after you receive the *Notice of intention to cancel a business name* email from us. If no email address is recorded, your notice will be sent to the address for service recorded on our register.

The screenshot displays the ASIC Connect interface for the 'Cancel Business Name' process. The page is titled 'Cancel Business Name' and is in the 'Confirmation' stage. A green box with a checkmark indicates: 'You have successfully requested to cancel the business name.' Below this is a 'Summary' section explaining the 28-day notice period and the 4-month unavailability of the name. Transaction details include the reference number 1-2TM6D8C, the name 'business name example 50', and the completion time on 09 Apr 2013. A 'Print the transaction' link is provided. The 'What else can I do?' section offers links for further information, transactions, and messages. A 'Home' button is located at the bottom right. The page also features a 'Do It Now' sidebar with various actions like 'Register a business name' and 'Search ASIC registers', and a 'Quick Links' sidebar with options like 'Australian Business Register' and 'ABN Lookup'.