

# Renewal: Example Business Name

ASIC Messaging Service <ASIC.Transaction.No-reply@asic.gov.au>

Mon 11/10/2021 9:00 AM

To: businessname@example.com.au

## Key Information

- Your business name registration is due for renewal
- Renew by credit card or request an invoice online using 'pay now'
- You should cancel the business name if it is no longer needed



Dear Sir/Madam

Your business name registration is due for renewal by 30/09/2022. You must renew the registration to continue using this business name and avoid cancellation.

## How to renew

Pay now is the quickest and simplest way to renew. Simply click the link to renew online:

[Pay now - business name renewals](#)

Then:

1. enter your account number
2. select a renewal period (1 or 3 years)
3. pay using your credit card or request an invoice.

You can find your account number and business name details, on this PDF copy of your [renewal notice](#).

## Need more help?

You can find more information including step-by-step user guides at [www.asic.gov.au/bn-renew]www.asic.gov.au/bn-renew

## Business name no longer needed?

Cancel it through ASIC Connect. To cancel see [www.asic.gov.au/bn-cancel]www.asic.gov.au/bn-cancel

Regards,

Margaret Boothman  
Assistant Commissioner, Registry Operations  
Australian Business Registry Services  
On behalf of the Australian Securities and Investments Commission