



# How to register a business name if the holder is a trust

## ASIC Connect user guide | Published October 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 lodge an application for a business name online from your ASIC Connect account.
- This guide explains how to apply for a business name if the holder is a <u>trust</u>. Other business
  name holder types will result in different screens and questions being asked.
- You must have an <u>Australian Business Number (ABN)</u> registered to a trust or an ABN application reference number to apply for a business name (unless an exemption applies).
   Please note: if you are in the process of reinstating a cancelled ABN you will need to wait for this to be finalised with the Australian Business Register before you apply for a business name with ASIC.
- We have different <u>payment methods</u> you can use to pay your registration fee. These include paying online by credit card or later by BPAY or invoice.

#### **Get started**

- 1. Visit our website at <u>asic.gov.au</u>.
- 2. Select the ASIC portals button in the top-right to view further options.
- Under the Business name holder option, choose (from the drop-down menu) Learn more about ASIC's online services for more information on how to access our portals.

#### Tips:

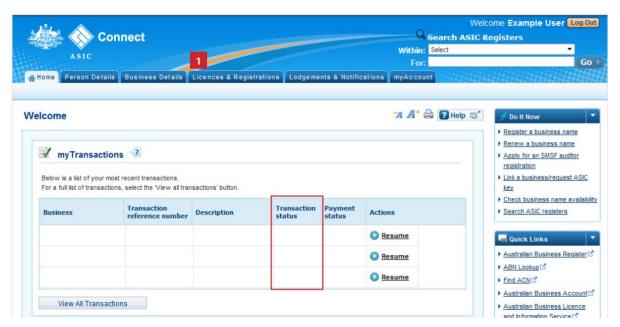
- Alternatively, go straight to <u>ASIC Connect</u> to log in/sign up.
- Additional support can be found on the following pages:
  - o <u>Business name holders</u> support page (contains user guides and FAQs).
  - Top call centre questions.

## myTransaction

Once you have logged in, the home screen will be visible.

**my Transactions** displays your most recent transactions. The following information may be visible under Transaction status, depending on what transactions you have started recently:

- Incomplete The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.
- Validated The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.
- In Progress The transaction has been submitted and is currently being processed, it cannot be resumed.
- Completed The transaction has been fully submitted and processed, it cannot be resumed.
- 1. Select the Licences & Registrations tab to begin registering a business name.



- 1. Select **Business name registration** from the drop-down box.
- 2. Select **Go** to continue.



## Before you start

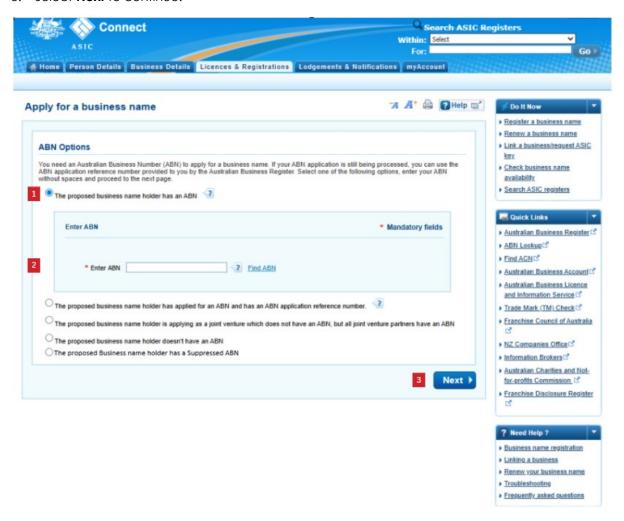
- 1. Read the information about applying for a business name.
- 2. Tick the boxes under **Things to be aware of** after you have read and understood the information.
- 3. Select **Get Started** to start your application.



## **ABN** options

To apply for a business name, you must have either:

- an ABN, or
- an ABN application reference number.
- 1. Select the relevant ABN option.
- 2. Enter the ABN or ABN application reference number with no spaces in the field provided.
- 3. Select Next to continue.



# **Business name availability**

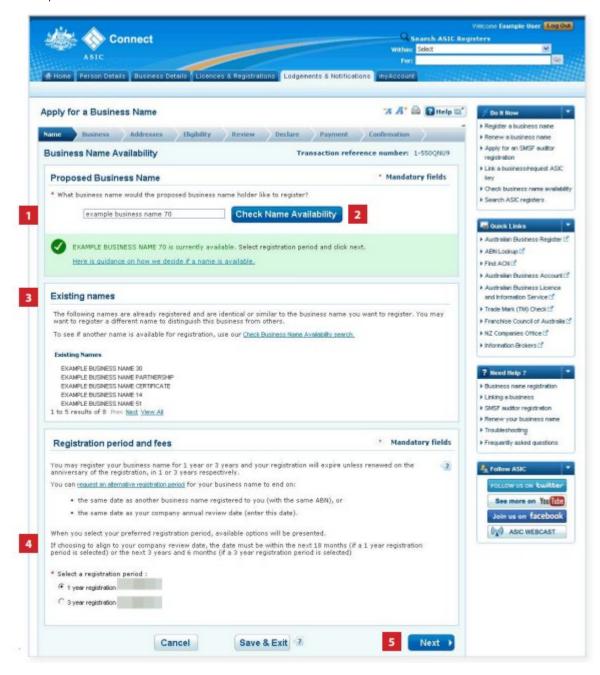
- 1. Review the proposed business name holder details.
- 2. Enter your proposed business name in the field provided.
- 3. Select Check Name Availability.

The name you have entered will display either one of the following colours:

- green the name is available for registration
- amber requires manual decision by ASIC, or
- red the name is unavailable. You will need to enter another business name.

- 4. Review the existing business names similar to the one you have proposed.
- 5. Select your preferred registration period (1 year or 3 years).
- 6. Select **Next** to continue.

**Note**: If you select **Save & Exit** this will save the application for resuming at a later date. This does not complete the transaction.



#### **Business name holder details**

Trusts must provide details of a representative who can be contacted by the public about the business. These details will be available on the public register.

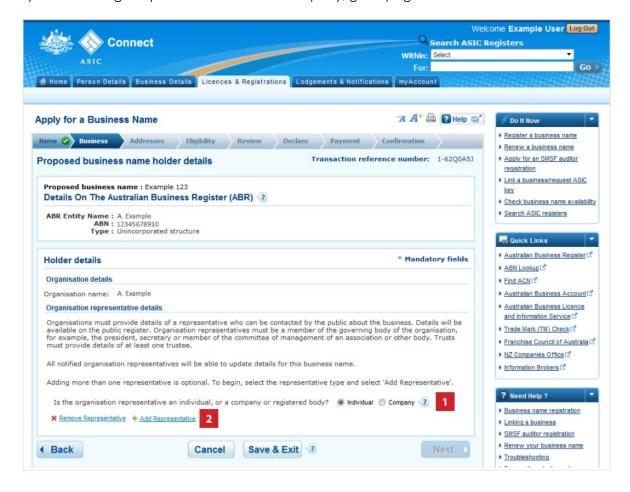
Trusts must provide details of at least one trustee as their representative.

To add a representative:

- 1. Select whether the representative is an **individual** or a **company**.
- 2. Select Add Representative.

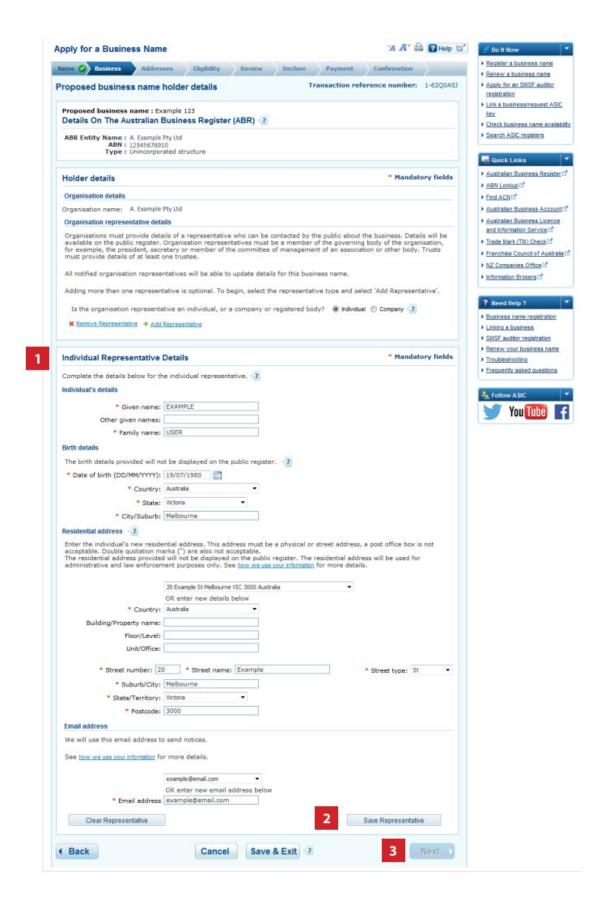
If you are adding a representative that is an individual, go to page 7.

If you are adding a representative that is a company, go to page 8.



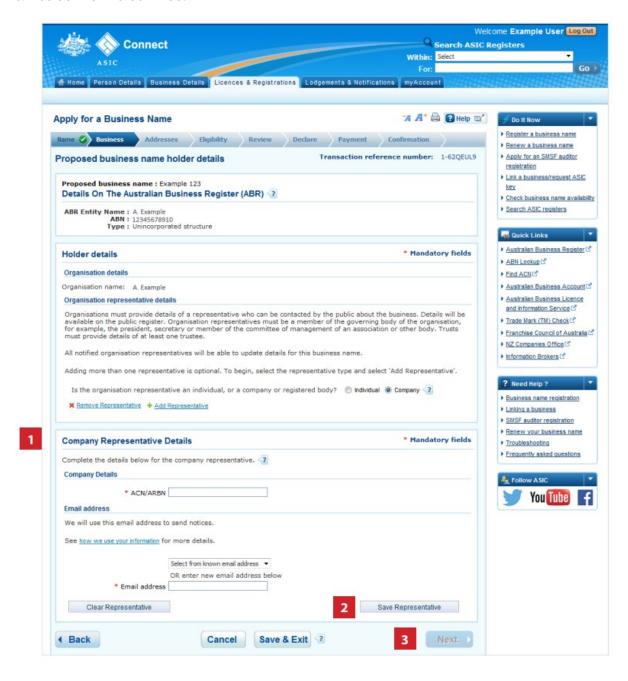
#### Add a Representative - Individual

- 1. Enter **the Individual Representative Details** in the fields provided. Note: Some of this information will be publicly available. Select **How we use your information** for more details.
- 2. Select Save Representative.
- 3. Select Next to continue.



#### Add a Representative - Company

- 1. Enter the **Company Representative Details** in the fields provided. Please enter the ACN with no spaces.
- 2. Select Save Representative.
- 3. Select **Next** to continue.



#### Add, edit and confirm details

Once you have added a representative you are able to:

- 1. Add another representative,
- 2. Remove a representative, or
- 3. Edit the details that you have provided.
- 4. Once all representatives have been added, select **Next** to continue.



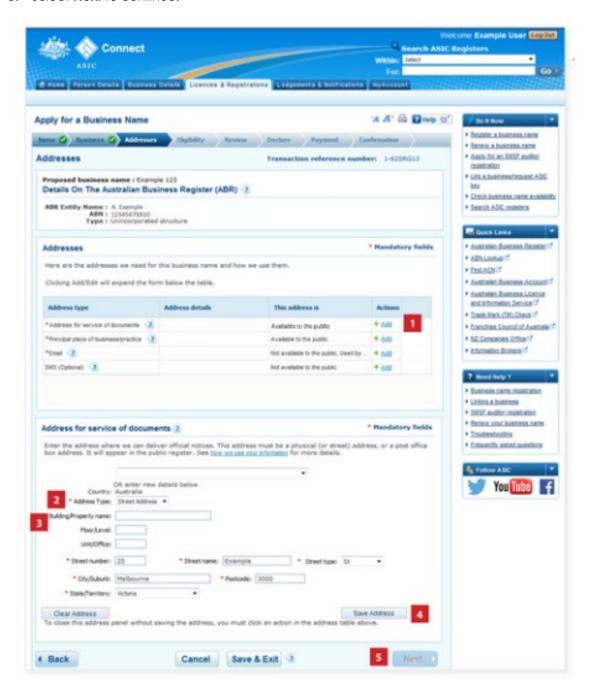
## **Addresses**

You must provide an address for service of documents, a principal place of business address and an email address. These addresses are mandatory. An SMS (mobile number) is optional.

- 1. Under the Actions column, select **Add** to add the relevant information.
- 2. Select whether the address is a street or postal address from the dropdown box, and
- 3. Enter the address details in the fields provided.
- 4. Select Save Address.

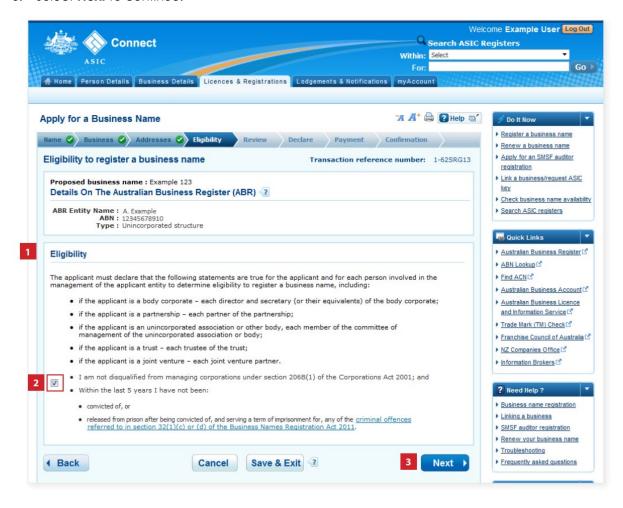
Repeat the above steps to add the required addresses.

5. Select **Next** to continue.



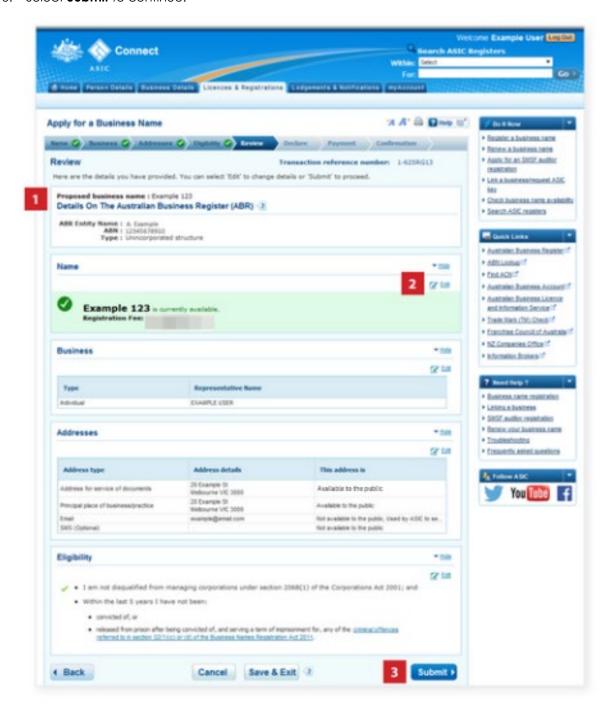
## **Eligibility**

- 1. Read the <u>eligibility requirements</u> for each person involved in the management of the applicant entity.
- 2. **Tick** the box to confirm you have read and understood the information.
- 3. Select Next to continue.



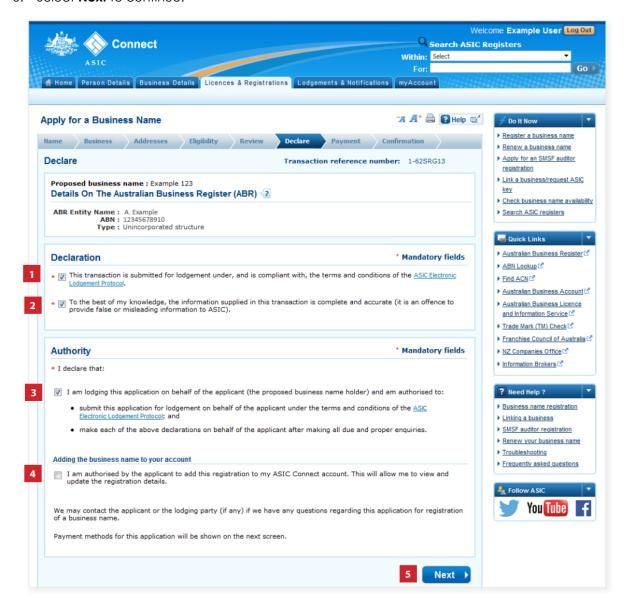
## **Review**

- 1. Review the business name details. Ensure you check that the business name is spelt correctly. You cannot go back to change this information once the application is complete. 2
- 2. Select **Edit** to change any details that are incorrect.
- 3. Select Submit to continue.



#### **Declare**

- 1. Read the <u>declaration</u> to ensure you agree with the conditions of the transaction.
- 2. Tick both boxes to confirm you agree.
- 3. Tick your **Authority** for submitting the transaction.
- 4. If you are lodging on behalf of the applicant, you can select to add the business name to your ASIC Connect account.
- 5. Select **Next** to continue.

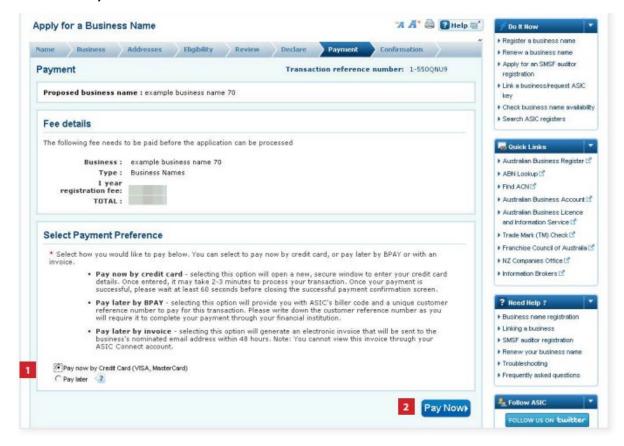


## **Payment**

You can choose to pay for your registration using a credit card, or BPAY. Alternatively, you can request an invoice to be sent to you and pay later.

#### **Pay Now**

- 1. Select the **Pay Now** option.
- 2. Select Pay Now to continue.



### Pay Now - credit card payment

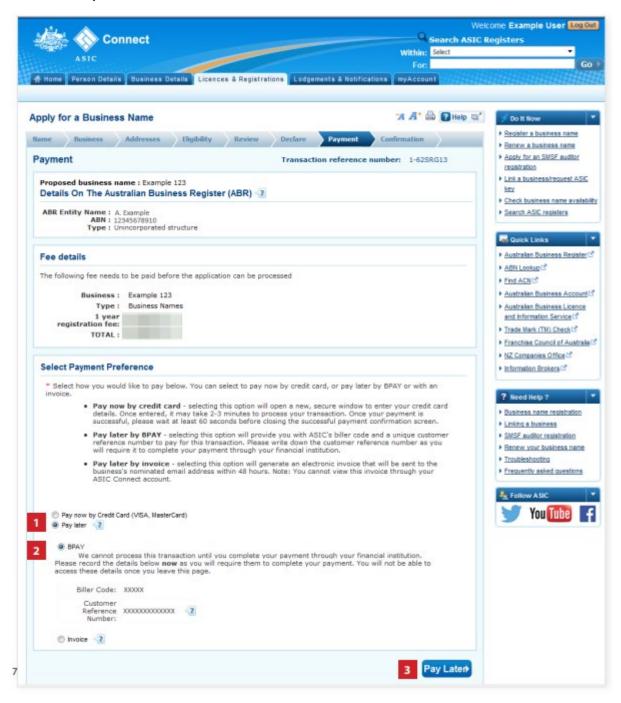
- 1. Enter your credit card details.
- 2. Select **Submit** to process the payment.



#### **Pay Later**

If you want to pay at a later date, you can do so by using BPAY or requesting an invoice to be sent to you.

- 1. Select the **Pay Later** option.
- 2. Select the Invoice or BPAY option.
- 3. If you select **Invoice** it will be sent to your email address that was added in this transaction.
- 4. If you select **BPAY** you will need to print or make note of the BPAY details and process your payment with your financial institution.
- 5. Select Pay Later.



## Confirmation

If you selected Pay Now, a confirmation of your transaction will be displayed.

- 1. Select **Print the transaction** to download a printable PDF version of the transaction.
- Select one of the links under What else can I do for more information about other services.

  OR
- 3. Select **Home** to return to the ASIC Connect home page.

If you selected **Pay Later**, a yellow screen will appear to state 'Pay Later - You have successfully applied to register a business name'.

This invoice will be emailed to your email address that was added in this transaction, not the email address associated with your ASIC Connect account, and payment must be made within **10 business days**.

