



**ASIC**  
Australian Securities &  
Investments Commission

# How to appoint authorised representatives

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 will need to use [ASIC Connect](#) to appoint authorised representatives.
- You can notify up to 25 appointments per transaction.

## Get started

1. Visit our website at [asic.gov.au](https://asic.gov.au).
2. Select the '**ASIC portals**' button to view further options.
3. Under **AFS licensees and AFS representatives** choose (from the drop-down menu):
  - **Appoint and update representative's details** and log in to ASIC Connect, or
  - **Learn more about ASIC's online services** for more information about 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:
  - [Financial advisers and authorised representatives](#) support page (contains user guides).
  - [Top call centre questions](#).

# myTransactions

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

## STEP 1

1. Select the radio button next to the AFS licensee or AFS representative you want to appoint authorised representatives to.
2. In the *transactions* column, select **Appoint Representatives** from the drop-down menu. (This is the name of the transaction you use to appoint an authorised representative.)
3. Select **Go** to proceed.

myBusinesses

Select the button next to the business or licence to view and update its details. You will then need to select a transaction from the drop down menu.

Select	Business	Type	Status	Transactions	Go
1	Example AFS Licensee	AFS Licensees	Registered	2 Appoint Representatives	3
	example business name 70	Business Names	Registered	Select Option	Go
	Example AFS Representative	AFS Representatives	Registered	Select Option	Go
	example business name partnership	Business Names	Registered	Select Option	Go
	example business name 71	Business Names	Registered	Select Option	Go
	business name example 50	Business Names	Registered	Select Option	Go
	example business name 53	Business Names	Registered	Select Option	Go
	example business name 52	Business Names	Registered	Select Option	Go

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 ACH
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Need Help?

## STEP 2

1. You need to inform us if you, the licensee, are notifying of the appointment of a financial adviser or authorised representative who has been appointed by an authorised representative on your behalf.
  - Select **Yes** if the AFS licensee is telling us of a financial adviser or authorised representative that was appointed by one of their authorised representatives.
  - Select **No** if the AFS licensee is telling us of an appointment they made themselves.
2. If you selected **Yes**, you need to provide the representative number of the authorised representative. Please enter their number in the box.
3. If you are not sure of their number, select the link '**Search Authorised Representative Register**' to search the authorised representatives register for it.
4. Select **Next** to continue.

**Connect**  
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Welcome **Example User** [Log Out](#)

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Within:  Select  
For:   
[Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

### Appoint Representatives

Business: Example AFS Licensee  
Type: AFS Licensee  
Licence number: 000226559

**Representative details** \* Mandatory fields

Where a licensee consents, an authorised representative may appoint an individual as a representative on behalf of the licensee.  
Where this occurs, and the licensee is notifying ASIC of the appointment of a representative, the name and representative number of the authorised representative must be provided.

1 **Is the licensee notifying of the appointment of a representative who has been appointed by an authorised representative on behalf of the licensee?**

☒ Yes ☐ No

\* Representative number:  [Search Authorised Representative Register](#) 2

3 [Next](#)

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- [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](#)

### STEP 3

1. Enter the date of appointment. The appointment date must be a date on or after the AFS licence was granted by ASIC, or if appointed by an authorised representative, on or after the date the authorised representative was appointed by the licensee.
2. Select that the representative that is being appointed.
  - A **financial adviser** is a natural person that has been appointed by an AFS licensee or authorised representative to provide personal financial advice on their behalf.
  - An **authorised representative** is a person or company or partnership that has been appointed by the AFS licensee to provide financial services on their behalf.
  - A **person** can be both a financial adviser and an authorised representative.
3. Select whether ASIC has issued this representative with a representative number.
4. Select whether the representative has an ABN.
5. Select whether the representative is a natural person.
6. Select **Next** to continue.

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Within: Select For: Go

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

### Appoint Representatives

Transaction reference number: 1-60XDQZF

Business: Example AFS Representative  
Type: AFS Representative  
Representative number: 001000126  
Licensee name: Example AFS Licensees  
Licence number: 000226523

#### Representative details

\* Mandatory fields

1 \* Date of appointment (DD/MM/YYYY) [ ] ?

2 \* This representative is authorised as a: ?  
☒ Authorised Representative  
☒ Financial Adviser

3 \* Has ASIC ever issued this representative with a unique number? ?  
☐ Yes ☐ No

5 Cancel

6 Next

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- Renew a business name
- Apply for an SMSF auditor registration
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- Check business name availability
- Search ASIC registers

**Quick Links**

- Australian Business Register
- ARN 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

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- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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## STEP 4

1. Enter the name of the representative. If you have provided a representative number this information will be prepopulated.
2. Enter the birth details of the representative.
3. Select **Search Name**.
4. If the representative appears in the search results you can select them. Otherwise select none of the above.
5. Select **Next** to continue.

**Appoint Representatives**

Transaction reference number: 1-61HKL

**Representative details** \* Mandatory fields

**Individual's details**

\* Given name

Other given names

\* Family name

**Birth details**

The birth details provided will not be displayed on the public register.

\* Date of birth

\* Country

\* State/Territory

\* Suburb/City

**3**

**Matched details in the representative register** \* Mandatory fields

The representative's details match one or more existing representative(s) on the register. If the representative you are notifying about appears below, select their name. If you are notifying about a new representative, select 'None of the above'.

Select	Name (* indicates former name)	Number	ABN/ACN/ARBN
<b>4</b> <input type="radio"/>	Example Representative	001000498	
<input type="radio"/>	None of the above		

**5**



## STEP 5

1. Select **+Add** to provide principal place of business/practice details.
2. Select **+Add** to provide an email address.
3. Select **+Add** to provide the registered business name that the authorised representative trades under (optional).
4. Select **Next** to continue.

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For:  [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

### Appoint Representatives

Transaction reference number: 1-81HKLF

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000226559

Representative details  
Name: Example Representative

Addresses \* Mandatory fields

Enter the principal place of business and email address of the authorised representative. The email address will be used to send ASIC notices and correspondence only, and will not be available to the public.  
Clicking Add/Edit will expand the form below the table.

Address type	Address details	This address is	Actions
* Principal place of business/practice ?		Available to the public	1 <a href="#">Add</a>
* Email ?		Not available to the public	2 <a href="#">Add</a>

Business name details as an authorised representative ?

Provide the registered business name that this authorised representative trades under.  
Clicking Add/Edit will expand the form below the table.

Business name	State Name and Number	ABN	Actions
business name		3	<a href="#">Add</a>

4 [Next](#)

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

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- [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](#)
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- [Information Brokers](#)

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- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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## Authorisations

1. Select whether the representative can appoint further authorised representatives or financial advisers on behalf of the AFS licensee.
2. Select whether the authorised representative has the same authorisations as the AFS licensee.

If the authorised representative does not have the same authorisations as the AFS licensee, select the financial services they are authorised to provide.

If applicable, provide details of further restrictions to the services and products that this authorised representative is authorised to provide.

3. Select **Next** to continue.

The screenshot displays the 'Appoint Representatives' form on the ASIC Connect portal. The 'Authorisations' step is active, showing business details (Example AFS Licensee, Licence number: 000226559) and representative details (Name: Example Representative). The form includes three numbered steps: 1. 'Provide financial product advice' with a checkbox; 2. 'Are there further restrictions to the services and products that this authorised representative is authorised to provide? If so, please provide details below:' with a text area; and 3. The 'Next' button. The right sidebar contains '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), and 'Follow ASIC' (Twitter, YouTube, Facebook).

## Cross-endorsements

1. Select whether the authorised representative is also an authorised representative of one or more other AFS licensees.
2. If the authorised representative is authorised by one or more other AFS licensees, select **+Add** to enter the cross-endorsement details.
3. Enter the licence number of the other AFS licensee.
4. Select whether the other AFS licensee has consented to this representative being appointed as a representative of the AFS licensee.
5. Select **Save** to save the cross-endorsement details.
6. Select **Next** to continue.

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Within:  For:  [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

### Appoint Representatives

Transaction reference number: 1-610XWFD

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000226559

Representative details  
Name: Example Representative

**Cross endorsements** \* **Mandatory fields**

\* Is this authorised representative also an authorised representative of one or more other AFS licensees?  
☒ Yes ☐ No

Clicking Add/Edit will expand the form below the table.

Licensee name and No.	Actions
<span style="color: red;">*</span> Cross endorsement details	<span style="color: red;">2</span> <a href="#">+ Add</a>

[Back](#) [Cancel](#) [Save & Exit](#) 6 [Next](#)

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- [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](#)



## Review

Check that the information you have entered is correct.

1. Select **+Add a representative** to add more authorised representatives. You can notify up to 25 appointments per transaction.
2. Select **Edit/Review** if the information has been entered incorrectly for an authorised representative.
3. Select **Remove** to remove an authorised representative.
4. When all authorised representatives have been added correctly, select **Next** to continue.

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Search ASIC Registers

Within:  For:  [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

### Appoint Representatives

Representative ☒ Business details ☒ Authorisations ☒ Employment ☒ **Review** ☐ Declare ☐ Payment ☐ Confirm

Transaction reference number: 1-60XDQZF

Business: Example AFS Representative  
Type: AFS Representative  
Representative number: 001000126  
Licensee name: Example AFS Licensees  
Licence number: 000226523

#### Representatives

Below are the representatives authorised on behalf of the AFS licensee.

1 [+ Add a Representative](#)

Representative Number	Representative Name	ABN/ACN/ARBN	Status	Role	Actions
	Example Rep		Complete	Financial Adviser, Authorised Representative	2 <a href="#">Edit/Review</a> 3 <a href="#">Remove</a>

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

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- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

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## Declarations

Read the declaration to ensure you agree with the conditions of the transaction.

1. If you agree, tick the boxes next to the declaration to proceed.
2. Select your authority for submitting the transaction.
3. Select **Next** to continue.

The screenshot shows the ASIC Connect 'Appoint Representatives' form. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar for ASIC registers. The main content area has a progress bar with steps: Representative, Business details, Authorisations, Employment, Review, **Declare**, Payment, and Confirm. The 'Business' section shows 'Example AFS Licensee' with type 'AFS licensee' and licence number '000226559'. The 'Declaration' section has two mandatory fields: 1. A checkbox for 'To the best of my knowledge, the information supplied in this notification is complete and accurate - it is an offence to provide false or misleading information to ASIC, and'. 2. A checkbox for 'This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the ASIC Electronic Lodgement Protocol'. The 'Authority' section has a mandatory field: 2. A radio button for 'I am lodging this notice as the AFS licensee, or on behalf of the AFS licensee and am authorised to submit this notice for lodgement.' At the bottom, there are 'Back' and 'Next' buttons, with a red '3' callout next to the 'Next' button. The right sidebar contains 'Do It Now' and 'Quick Links' sections with various links.

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For:

Go

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

### Appoint Representatives

Representative Business details Authorisations Employment Review **Declare** Payment Confirm

Transaction reference number: 1-61HKLF

Business: Example AFS Licensee  
Type: AFS licensee  
Licence number: 000226559

#### Declaration

**Mandatory fields**

1 ☐ To the best of my knowledge, the information supplied in this notification is complete and accurate - it is an offence to provide false or misleading information to ASIC, and

☐ This notice is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#)

#### Authority

**Mandatory fields**

2 ☐ I am lodging this notice as the AFS licensee, or on behalf of the AFS licensee and am authorised to submit this notice for lodgement.

[Back](#) **3** [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](#)

## 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.

**Appoint Representatives**

Transaction reference number: 1-60XDQZF

**Fee details**

The following fee is due for this transaction:

Business: Example AFS Representative

Type: AFS Representatives

Application Fee: \$86.00 AUD

Total: \$86.00 AUD

**Select Payment Preference** \*Mandatory fields

\*Select how you would like to pay below. You can select to pay now by credit card, or pay later by invoice or BPAY.

**1** **Pay now by credit card** - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.

**Pay later by BPAY** - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.

**Pay later by invoice** - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 14 business days. Note: You cannot view this invoice through your ASIC Connect account.

☒ Pay now by Credit Card (VISA, MasterCard)

☐ Pay later ?

**2** **Pay Now**

**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

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### Pay Now - credit card payment

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

**Credit Card Payment**

Amount(AUD):

Cards Accepted: VISA MasterCard

**1** \* Card Number:

\* Expiry Date: Month Year

\* CVV: ?

Cancel Submit **2**

## 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:
  - AFS licensee: the email address if one has been provided. Otherwise it will be sent to the service address.
  - AFS representative: the email address if one has been provided. Otherwise it will be sent to the principal place of business.
4. If you select **BPAY** you will need to print or make note of the BPAY details and process your payment.
5. Select **Pay Later**.

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Search ASIC Registers

Within:  Select

For:  Go

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

### Appoint Representatives

Representative ☒ Business details ☒ Authorisations ☒ Employment ☒ Review ☒ Declare ☒ **Payment** ☐ Confirm

Transaction reference number: 1-60XDQZP

#### Fee details

The following fee is due for this transaction:

Business: Example AFS Representative

Type: AFS Representatives

Application Fee: \$86.00 AUD

Total: \$86.00 AUD

#### Select Payment Preference

\*Mandatory fields

\*Select how you would like to pay below. You can select to pay now by credit card, or pay later by invoice or BPAY.

**Pay now by credit card** - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.

**Pay later by BPAY** - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.

**Pay later by invoice** - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 14 business days. Note: You cannot view this invoice through your ASIC Connect account.

☐ Pay now by Credit Card (VISA, MasterCard)

☒ **Pay later**

☐ BPAY

☐ Invoice

**3** [Pay Later](#)

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- 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
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- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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## Confirmation

This screen confirms your transaction has been submitted.

1. Select **Print the transaction** to download a printable PDF version of the transaction.
2. 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.

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Search ASIC Registers  
Within: Select  
For:  [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

### Appoint Representatives

Representative ☒ Business details ☒ Authorisations ☒ Employment ☒ Review ☒ Declare ☒ Payment ☒ Confirm

Transaction reference number: 1-60XDQZF

☒ Thank you. We have received your notification of appointment of representatives.

#### Summary

Your transaction was submitted on 26 Feb 2015 at EST 12:45 PM

Business : Example AFS Representative

Type : AFS Representatives

Amount : \$86.00 AUD

Transaction reference number : 1-60XDQZF

Payment type : Credit card

Please note that your appointment may not appear on the register immediately as it is still subject to ASIC review. We will contact you if we have any questions about your appointment.

If ASIC has been previously notified about the controlling entity of the body corporate licensee in a separate appointment transaction, the transaction document below will display the name of the controlling entity.

#### Transaction Documents

Select the links below to download and print the document(s).

**1** [Print the transaction](#)

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

**2** **What else can I do?**

- View information about the obligations to maintain Financial Services Representative details.
- View other information on the [ASIC website](#).

**3** [Home](#)

**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](#)

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