



ASIC

**Connect**


User guide

# ASIC Connect

## How to renew a business name

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Renewing a business name

- [ASIC Connect](#) is the online system used to manage your business name.
- You must have received your business name renewal notice to renew your business name.
- You can renew for a one or three year period, and pay online or request an invoice.
- A record of registration will be issued to the business email address once we have received payment.
- Further assistance using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

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# Before you start

## Renewal notice

You will receive your renewal notice:

- by email if you have provided us with a business email address, or
- in paper to your address for service of documents.

You will need this notice before you can start.

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## How to renew a business name



ASIC

Australian Securities & Investments Commission

25 October 2021

PO BOX 4000  
Gippsland Mail Centre  
Victoria 3841

John Smith

Web: [www.asic.gov.au](http://www.asic.gov.au)  
Telephone: 1300 300 630



Connect

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**Business name renewal notice for 'Example Business Name'**

**Account Number:** 85 123456789

**ASIC Key:** 1-123456789

**Due Date:** 25 November 2021

Business name

Account Number

ASIC Key

### 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 John

Your business name registration is due for renewal by 25 November 2021. You must renew the registration to continue using this business name and avoid cancellation.

Renew by date

### How do I renew?

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

**[Pay now- business name renewals](#)**

Renew online using  
[www.asic.gov.au](http://www.asic.gov.au)

Then:

1. enter your account number at the top of this notice
2. select a renewal period (1 or 3 years)
3. pay using your credit card or request an invoice.

### Need more help?

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

You can cancel a business  
name by emailing  
[bncancel@asic.gov.au](mailto:bncancel@asic.gov.au)

### Business name no longer needed?

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

Yours sincerely

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



Connect

ASIC

## Get started

Visit our website at [www.asic.gov.au](http://www.asic.gov.au).

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.

The screenshot shows the ASIC website homepage. At the top, there is a navigation bar with the ASIC logo and the text 'Australian Securities & Investments Commission'. Below this is a search bar with the text 'Start searching' and a 'SEARCH' button. The main navigation bar includes links for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. The 'FOR BUSINESS' link is highlighted with a red box. Below the navigation bar, there is a section titled 'Find out more' with links to 'About business names', 'Starting a company', 'Making a complaint', 'Paying fees', 'Using our online services', and 'Frequently asked questions'. To the right of this section is a banner for 'ASIC's small business hub' with the text 'Legal information for small business operators.' Below the banner, there are three columns of content: 'For business', 'For finance professionals', and 'For consumers'. The 'For business' column includes links to 'How to register or renew a business name', 'Are your company details up to date?', and 'Your legal obligations as a small business operator'. The 'For finance professionals' column includes links to 'Your obligations as an AFS licensee', 'Do you need a credit licence?', and 'Looking for a regulatory document?'. The 'For consumers' column includes links to 'Our consumer website, MoneySmart', 'Looking for unclaimed money?', and 'Search now'. Below these columns are sections for 'Media releases', 'Hot topics', and 'Contact us'. The 'Media releases' section lists several recent releases, including '14-254MR ASIC reports on corporate insolvencies 2013-14', '14-252MR Statement on Firepower investigation', '14-253MR ASIC cancels credit licence of Victorian credit provider', '14-250MR ASIC reports on decisions to cut red tape - February to May 2014', and '14-251MR ASIC imposes additional AFS licence conditions on mortgage scheme operator'. The 'Hot topics' section includes links to 'ASIC reports', 'Life insurance report', 'Latest enforcement report', 'Strategic outlook', 'Consultations', and 'Speeches'. The 'Contact us' section includes links to 'Ask us a question', 'Contact details', 'Send us your feedback', 'Make a complaint', and 'Careers at ASIC'. On the right side of the page, there is a sidebar with the 'ASIC Connect' button highlighted with a red box. Below this button are links to 'Search our registers', 'Pay now - business name renewals', 'Use our online services', and 'Find a form'. The footer of the page includes links to 'Information Public Scheme (IPS)', 'Freedom of information', 'Copyright', 'Privacy', 'Contact us', 'Accessibility statement', 'Disclaimer', and 'Site map'. It also features social media icons for Twitter, YouTube, and Facebook, with the text 'Social Media Title'.

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[How to renew a business name](#)

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## Get started

Go to ASIC Connect and select **Log in**.

If you don't have an account, select **Sign up**.

You can also choose to log in with an **AUSkey**.



The screenshot shows the ASIC Connect homepage. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar labeled 'Search Registers'. Below the navigation bar is a 'Welcome' section. On the left, there is a sidebar with links: 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. In the center, there is a large banner with a photo of three people working at a laptop. To the right of the banner, there is a 'Log in to ASIC Connect' section with buttons for 'Log in', 'Sign up', and 'AUSkey'. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'Go' button. On the far right, there is a 'Quick Links' section with various links like 'Australian Business Register', 'ABN Lookup', etc. At the bottom, there is a 'Do it now' section with links for 'Search' and 'See more on YouTube', and a 'What's new' section with a list of recent updates.

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[How to renew a business name](#)

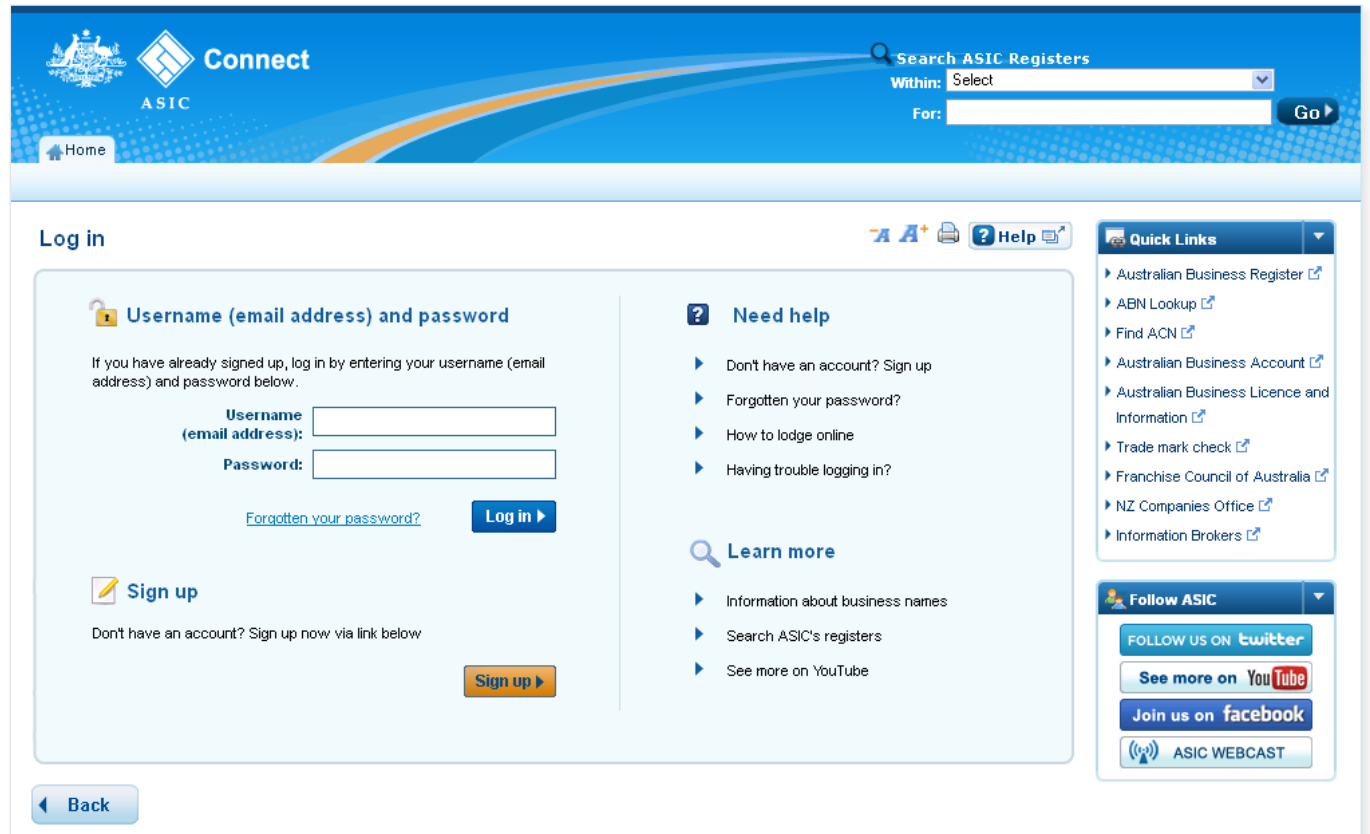
## Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



The screenshot shows the ASIC Connect login interface. At the top, there is a header with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the header, there is a 'Home' button and a 'Log in' section. The 'Log in' section contains a form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a link for 'Forgotten your password?'. There is also a 'Sign up' button and a link for 'Don't have an account? Sign up now via link below'. To the right of the login form, there is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below this is a 'Learn more' section with links for 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there is a 'Quick Links' section with links for 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information', 'Trade mark check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'. Below the quick links is a 'Follow ASIC' section with buttons for 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'.

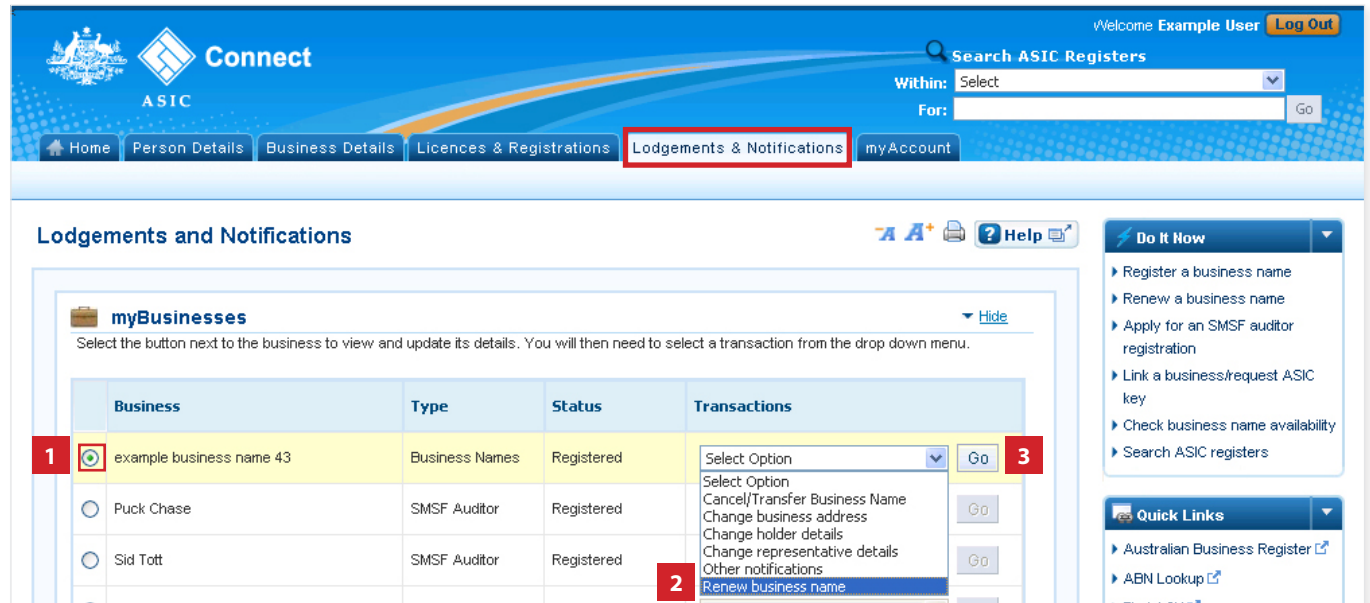
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[How to renew a business name](#)

# Renew

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

1. Select the business name you want to renew.
2. In the transactions column, select **Renew business name**.
3. Select **Go** to continue.



myBusinesses

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

Business	Type	Status	Transactions
example business name 43	Business Names	Registered	<div> <div>Select Option</div> <div>           Select Option            Cancel/Transfer Business Name            Change business address            Change holder details            Change representative details            Other notifications  <b>Renew business name</b> </div> </div>
Puck Chase	SMSF Auditor	Registered	Go
Sid Tott	SMSF Auditor	Registered	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

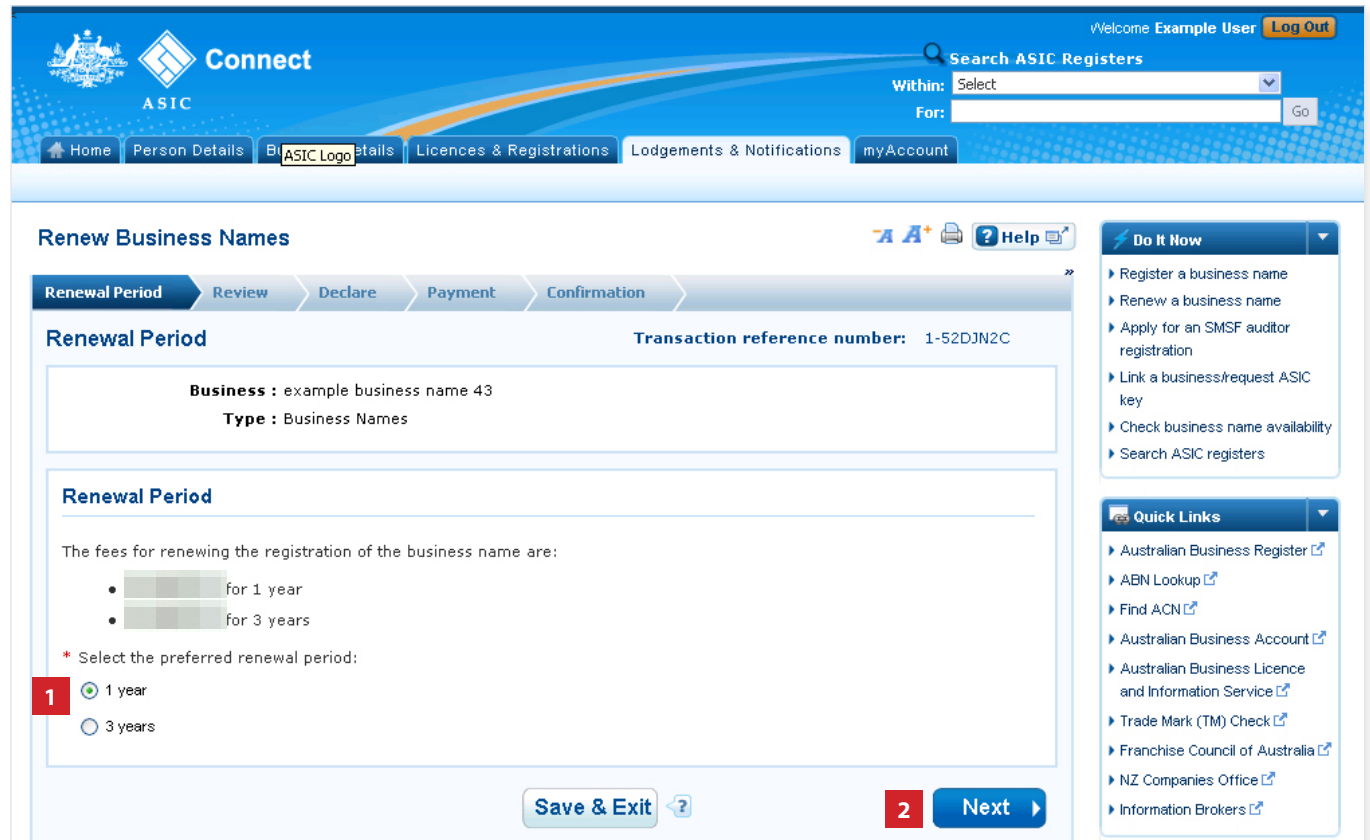
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[How to renew a business name](#)



## Renew

1. Select the period you want to renew your business name for - one or three years.
2. Select **Next** to continue.



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

Search ASIC Registers

Within:  Select

For:  Go

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

### Renew Business Names

Transaction reference number: 1-52DJN2C

**Business :** example business name 43  
**Type :** Business Names

#### Renewal Period

The fees for renewing the registration of the business name are:

- ☒ for 1 year
- ☐ for 3 years

\* Select the preferred renewal period:

**1** ☒ 1 year  
☐ 3 years

[Save & Exit](#) [Next](#) **2**

**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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[How to renew a business name](#)



## Review

1. Check that the information displayed is correct. If not, select **Back** to go back and change.
2. Select **Submit** to continue.



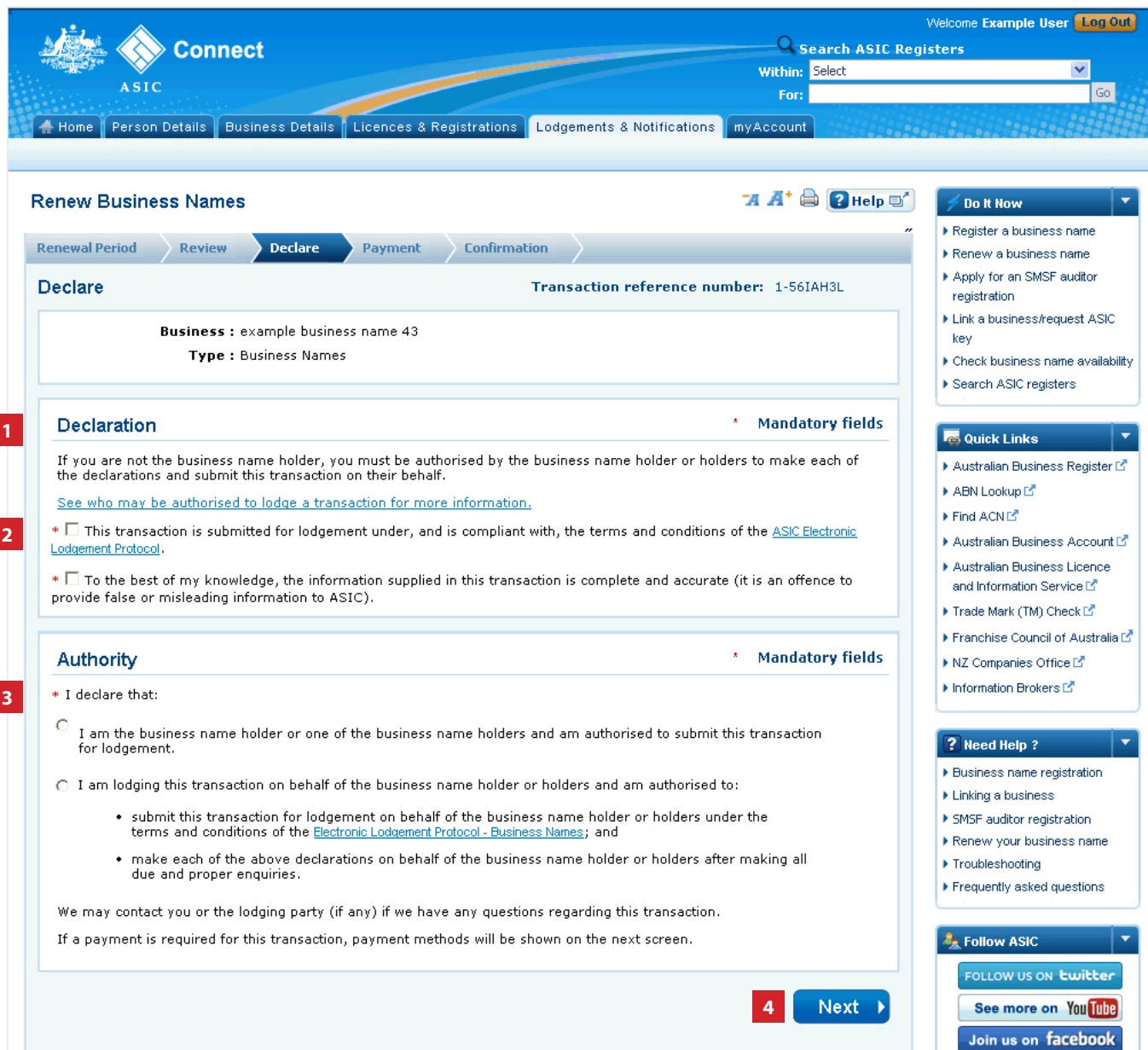
The screenshot shows the 'Renew Business Names' page on the ASIC Connect portal. The page is in the 'Review' stage of a multi-step process. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar. The main content area has a progress bar with steps: Renewal Period, Review (active), Declare, Payment, and Confirmation. Below the progress bar, the 'Review' section displays the transaction reference number '1-52DJN2C' and the business details: 'Business : example business name 43' and 'Type : Business Names'. A 'Renewal Period' section shows 'Registration period: 1 Year for' followed by a calendar icon. At the bottom, there are three buttons: 'Back' (labeled with a red '1'), 'Save & Exit' (with a question mark icon), and 'Submit' (labeled with a red '2'). On the right side, there are two sidebars: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'.

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[How to renew a business name](#)

# 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.



Renew Business Names

Transaction reference number: 1-56IAH3L

**Business** : example business name 43  
**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

\* 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.

☐ 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**

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- [ABN Lookup](#)
- [Find ACN](#)
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- [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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# Payment

## Pay now

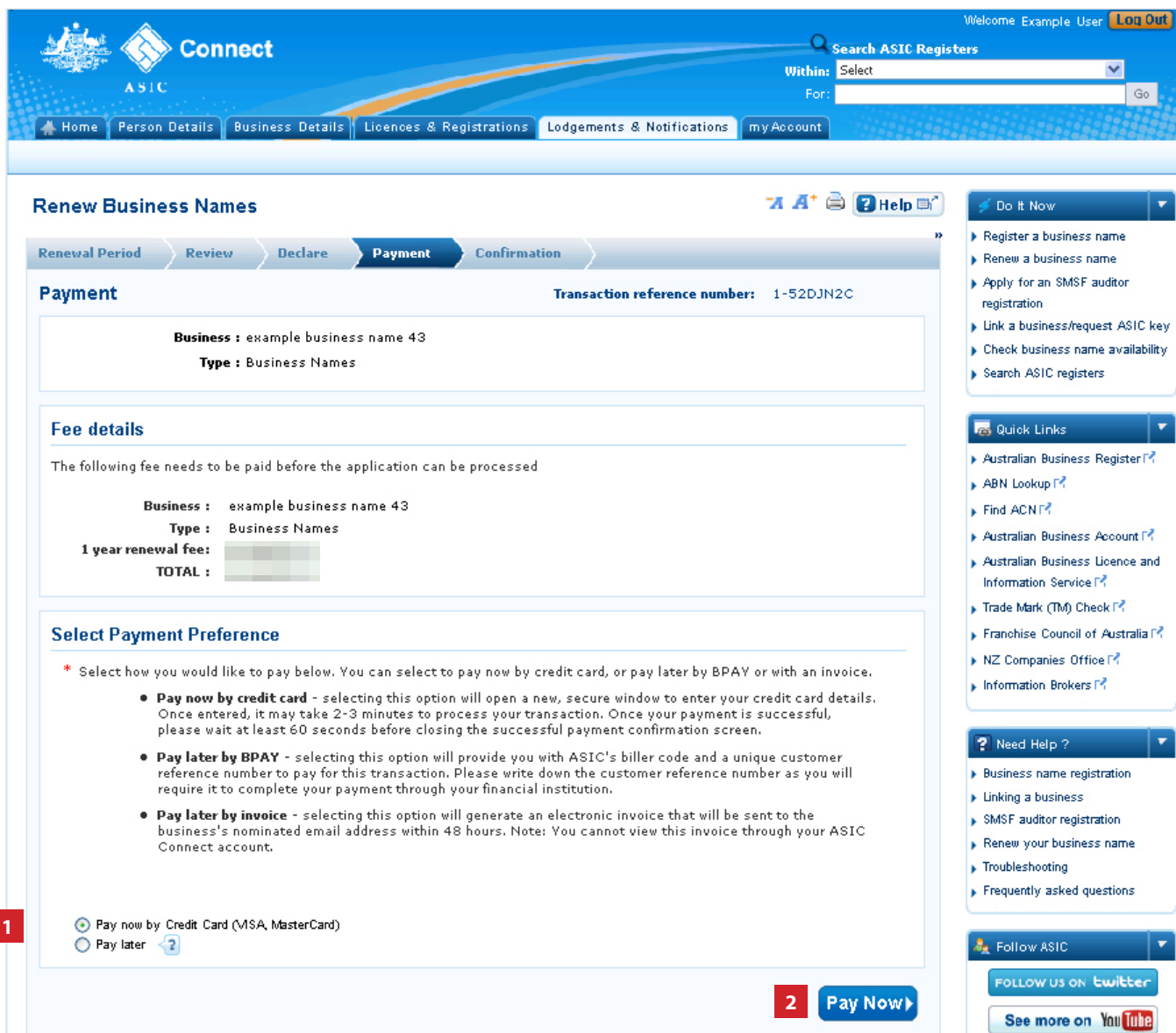
You can choose to pay for your renewal using a credit card, or BPAY.

Alternatively, you can request an invoice to be sent to you.

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

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## How to renew a business name



Welcome Example User [Log Out](#)

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

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

### Renew Business Names

[Help](#)

**Renewal Period** **Review** **Declare** **Payment** **Confirmation**

#### Payment

Transaction reference number: 1-52DJN2C

**Business :** example business name 43  
**Type :** Business Names

#### Fee details

The following fee needs to be paid before the application can be processed

**Business :** example business name 43  
**Type :** Business Names  
**1 year renewal fee:**   
**TOTAL :**

#### Select Payment Preference

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

- **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 48 hours. 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
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- ▶ Trade Mark (TM) Check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

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[See more on YouTube](#)

## Credit card payment

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

Pay Now
Close




### Credit Card Payment

Transaction Reference Number: 1-52DJN2C

Amount(AUD):

Cards Accepted:  

1 \* Card Number:

\* Expiry Date:  /

\* CVV:

Cancel Submit 2

You are about to make a payment to the Australian Securities and Investment Commission, in Australia. Ensure you review our [refund policy and security policy](#) before making payment.

You have been redirected to a secure page. Once you have completed your payment, you will be sent back to the transaction confirmation page.



[Privacy](#) [Help](#) [Contact Us](#)

**Please do not click on the back button on your browser while we complete this request.**

**Note: We do not accept American Express and Diners cards.**

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[How to renew a business name](#)



# 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.
  - If you select **Invoice** it will be sent to the email address recorded.
  - If you select **BPAY** you will need to print or make note of the BPAY details and process your payment.
3. Select **Pay Later**.

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## How to renew a business name

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

### Renew Business Names

Renewal Period Review Declare **Payment** Confirmation

**Payment** Transaction reference number: 1-56IAH3L

Business : example business name 43  
Type : Business Names

#### Fee details

The following fee needs to be paid before the application can be processed

Business : example business name 43  
Type : Business Names  
1 year renewal fee:   
TOTAL :

#### Select Payment Preference

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

- **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 48 hours. 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

#### Do it Now

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#### Quick Links

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ASIC WEBCAST

# Confirmation

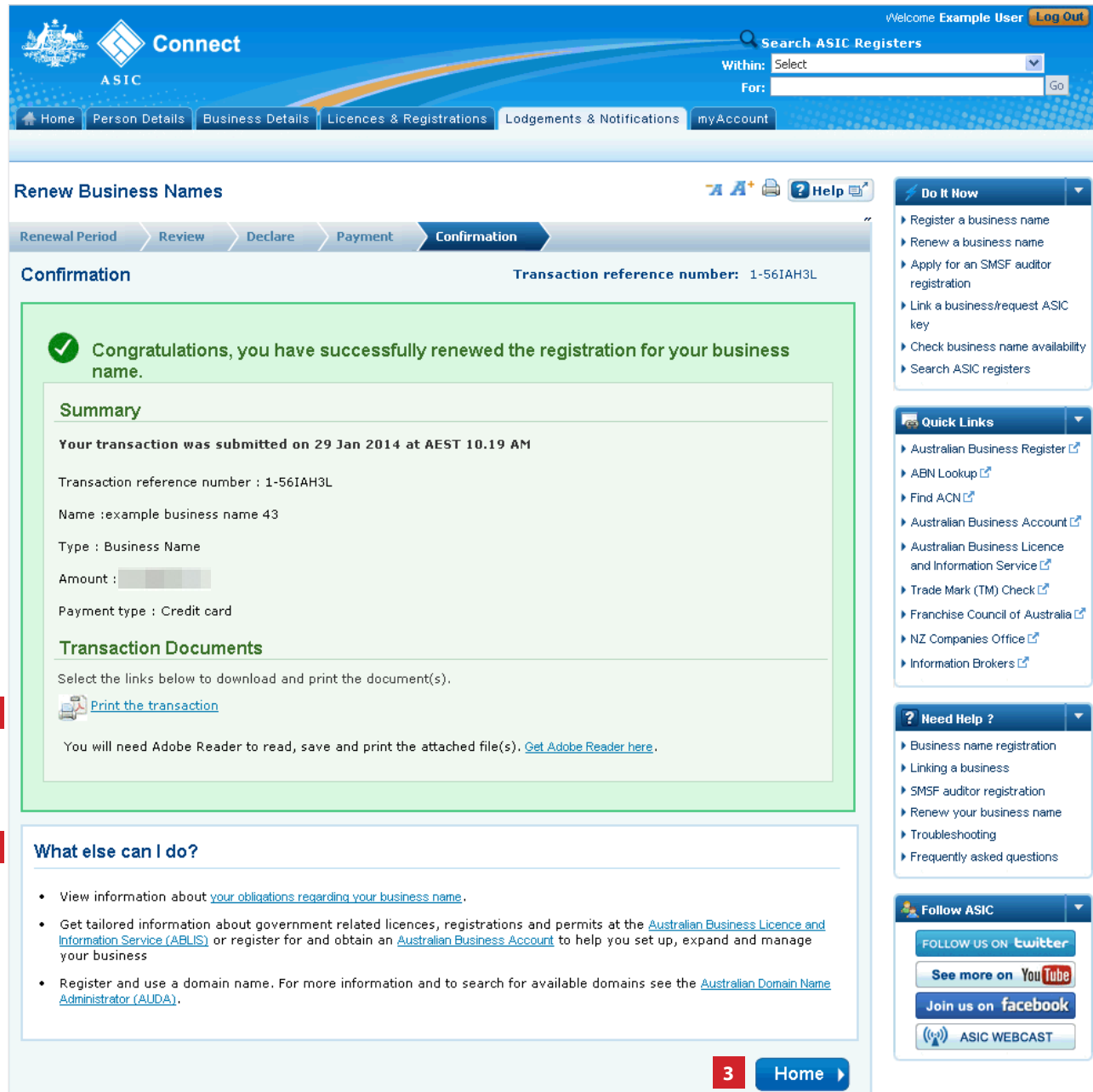
This screen confirms your transaction has been submitted.

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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## How to renew a business name

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Welcome Example User [Log Out](#)

Search ASIC Registers  
 Within:  Select  
 For:  Go

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

### Renew Business Names

Renewal Period Review Declare Payment **Confirmation**

**Confirmation** Transaction reference number: 1-56IAH3L

✓ Congratulations, you have successfully renewed the registration for your business name.

**Summary**

Your transaction was submitted on 29 Jan 2014 at AEST 10.19 AM

Transaction reference number : 1-56IAH3L

Name : example business name 43


Type : Business Name

Amount :

Payment type : Credit card

**Transaction Documents**

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

 [Print the transaction](#)

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

**What else can I do?**

- View information about [your obligations regarding your business name](#).
- Get tailored information about government related licences, registrations and permits at the [Australian Business Licence and Information Service \(ABLIS\)](#) or register for and obtain an [Australian Business Account](#) to help you set up, expand and manage your business
- Register and use a domain name. For more information and to search for available domains see the [Australian Domain Name Administrator \(AUDA\)](#).

**Do It Now**

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3 Home