



ASIC
Australian Securities &
Investments Commission

How to change business name holder details (partnership)

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 holder details, including email addresses.
- You must keep your address up to date by law to receive correspondence from ASIC.

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under **Business name holder choose** (from the drop-down menu):
 - choose **Update my details** and log in, or
 - **Learn more about ASIC's online services** for more information about how to access our portals.

Tips:

- Alternatively, you can log in/sign up via [ASIC Connect](#) homepage.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

Change your business name holder details (partnership)

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

1. Select the radio button next to the business name you want to change the holder details.
2. In the *transactions* column, select **Change holder details** from the drop-down menu.
3. Select **Go** to continue.

The screenshot shows the ASIC Connect portal interface. At the top, there's a navigation bar with tabs: Home, Person Details, Business Details, Licences & Registrations, **Lodgements & Notifications** (highlighted), and myAccount. Below the navigation bar, the main content area is titled 'Lodgements and Notifications'. It features a 'myBusinesses' section with a table of business names. The table has columns for Business, Type, Status, and Transactions. The row for 'example business name partnership' is highlighted, and its 'Transactions' dropdown menu is open, showing options like 'Cancel/Transfer Business Name', 'Change business address', 'Change holder details', 'Change partner details', 'Change representative details', 'Other notifications', and 'Renew business name'. A red '2' is placed over the 'Change holder details' option. To the right of the table, there's a 'Go' button with a red '3' next to it. Below the table, there's a 'General Details' section for the selected business, showing the business name and renewal date (20/8/2014). On the right side of the page, there are 'Do It Now' and 'Quick Links' sections with various service links.

Select change

1. The business name holder details will be displayed.
2. Select **Update name** or **Change address** next to the business name holder you would like to change the details for.

Note: if your business name was registered before 28 May 2012, the Add ABN option will appear only if your ABN is not recorded with ASIC.

If you decide to record your partnership ABN against your business name, we will check that the partner details on record match the partner details on the Australian Business Register.

Change holder details

Business Name : example business name partnership
 ABN : 91073441594
 Name of holder : example business name partnership
 Holder type : Partnership

Business name holders

Below is a list of the business name holders for this business.

Name	Type	ABN	Addresses	Email	Actions
example name partnership example	Partnership	91073441594	example@email.com	example@email.com	Update Name Change Address

Cancel

Change an address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the email address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.

Change Address

Update address | Review | Declare | Confirmation

Update address | Transaction reference number: 1-4R3QN4L

Business : example business name partnership
 Type : Business Names

Change Email Address * Mandatory fields

Effective date

We will use this email address to send notices to the business name holder. See [how we use your information](#) for more details.

* Effective date

Email address

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

Select from known email address

OR enter new details below

* Email

Cancel | Save & Exit | Next

Enter new address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the email address has previously been notified to ASIC, it may appear in the known addresses drop-down box. If so, you can select it.
3. If the new email address is not already linked to the account, enter the new address into the corresponding fields.
4. Select **Next** to continue.

Change Address

Update address | Review | Declare | Confirmation

Transaction reference number: 1-4R3QN4L

Business : example business name partnership
Type : Business Names

Change Email Address * Mandatory fields

Effective date
We will use this email address to send notices to the business name holder.
See [how we use your information](#) for more details.
* Effective date: 20/08/2013

Email address
The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.
Select from known email address
OR enter new details below
* Email: example@email.com

Cancel | Save & Exit | **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

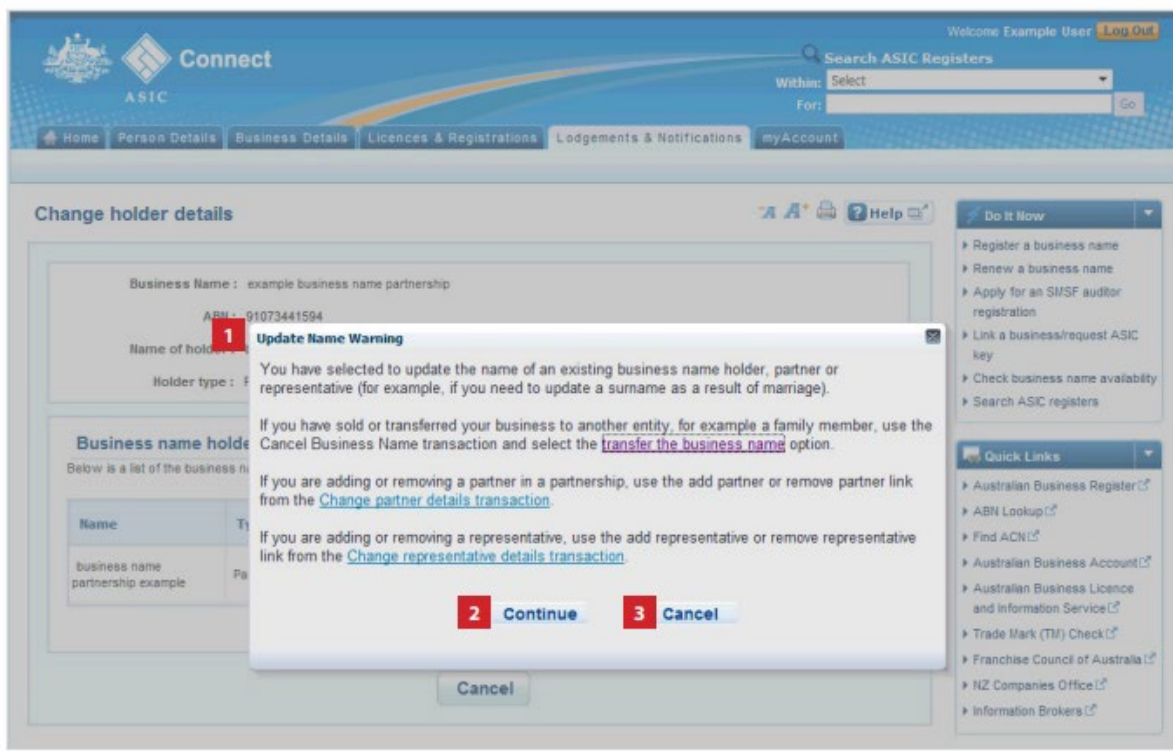
Review

1. Check that the change is displayed correctly. If not, select **Edit** to go back to re-enter the details.
2. Select **Submit** to continue.

The screenshot displays the 'Change Address' process in the ASIC Connect system. The page is titled 'Change Address' and shows a progress bar with four steps: 'Update address', 'Review', 'Declare', and 'Confirmation'. The 'Review' step is currently active. Below the progress bar, the 'Review' section displays the transaction reference number '1-4R3QN4L' and a message: 'Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.' The details shown are: Business: example business name partnership, Type: Business Names. Below this, there are two sections: 'Update address' and 'Email address'. The 'Email address' section shows an effective date of 20/08/2013 and an email address of example@email.com. A red box with the number '1' is positioned to the left of the 'Email address' section. At the bottom of the page, there are four buttons: 'Back', 'Cancel', 'Save & Exit', and 'Submit'. A red box with the number '2' is positioned to the left of the 'Submit' button. The right sidebar contains 'Do it Now' and 'Quick Links' sections with various links to business registration and information services.

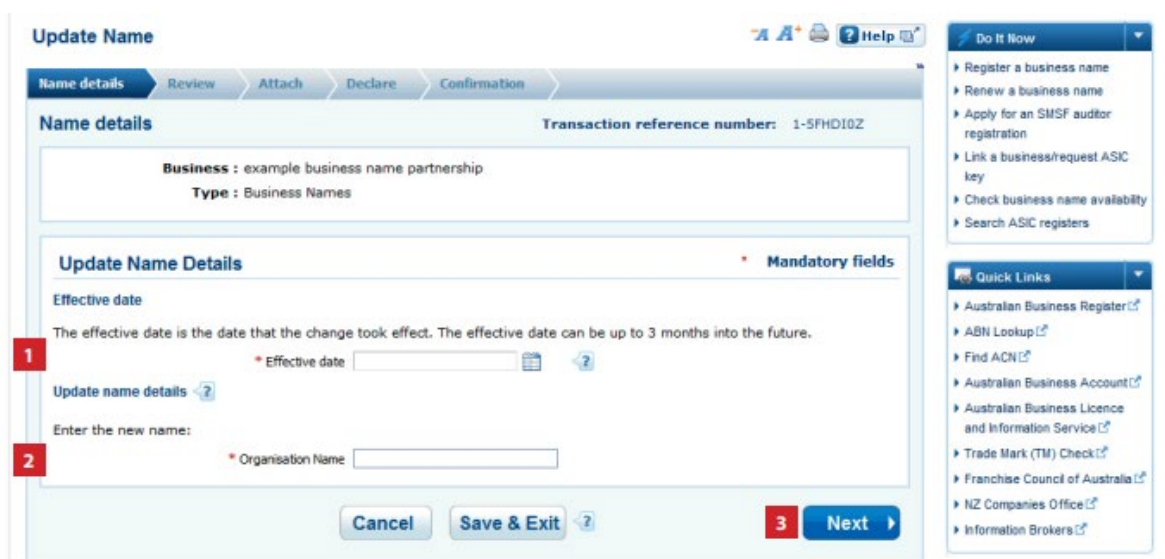
Update name

1. Read the Update Name Warning.
2. Select **Continue** to update the name.
3. Select **Cancel** if you need to complete a different transaction or select one of the links.



Enter update to holder name

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the new holder name.
3. Select **Next** to continue.



Review

1. Check the change is displayed correctly. If not, select Edit to go back to re-enter the name.
2. Select **Submit** to continue.

The screenshot shows the 'Update Name' page in the 'Review' stage. The breadcrumb trail is 'Name details' > 'Review' > 'Attach' > 'Declare' > 'Confirmation'. The 'Review' section displays the business details: 'Business : example business name partnership' and 'Type : Business Names'. Below this, the 'Name details' section shows 'Effective date : 30/05/2014' and 'Name : example partnership'. A red box with the number '1' highlights the 'Name details' section. At the bottom, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. A red box with the number '2' highlights the 'Submit' button. The right sidebar contains 'Do It Now' and 'Quick Links' sections.

Attach

1. You may be required to attach supporting documentation. We will contact you if this is the case.
2. Select **Next** to continue.

The screenshot shows the 'Update Name' page in the 'Attach' stage. The breadcrumb trail is 'Name details' > 'Review' > 'Attach' > 'Declare' > 'Confirmation'. The 'Attach' section displays the business details: 'Business : example business name partnership' and 'Type : Business Names'. Below this, the 'Supporting documentation' section is highlighted with a red box and the number '1'. It contains the text: 'We will contact you if any supporting documentation is required.' and a 'Mandatory fields' label. At the bottom, there is a 'Next' button highlighted with a red box and the number '2'. The right sidebar contains 'Do It Now' and 'Quick Links' sections.

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

Connect ASIC

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: [Go](#)

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

Help

Do It Now

- Register a business name
- Renew a business name
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- Search ASIC registers

Quick Links

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- 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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Name details Review Attach **Declare** Confirmation

Declare Transaction reference number: 1-4R3QMUV

1 Business : example business name partnership
Type : Business Names

2 Declaration **Mandatory fields**

- 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 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 the applicant or lodging party if we have any questions regarding this application for registration.

Once you submit your application you can no longer make changes. Payment methods for this application will be shown on the next screen.

4 Next

Confirm

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

The screenshot displays the ASIC Connect 'Confirmation' page. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for ASIC registers is visible, along with a 'Log Out' button for 'Example User'. Below the navigation bar, a breadcrumb trail shows 'Name details', 'Review', 'Attach', 'Declare', and 'Confirmation'. The main content area is titled 'Confirmation' and features a green box with a checkmark icon and the text: 'You have successfully submitted your request.' Below this, a 'Summary' section states: 'We will review your request and get in touch with you if we need to. Your transaction was submitted on 20 Aug 2013 at AEST 16.10 PM'. It also lists the transaction reference number (1-4R3QMUV), name (Example Partnership), and type (Partnership). A 'Transaction Documents' section provides a link to 'Print the transaction' and notes that Adobe Reader is required. A 'What else can I do?' section offers links for maintaining a business name, viewing transactions and messages, and information about government-related services. A 'Home' button is located at the bottom right. On the right side, there are sidebars for 'Do It Now' (with links like 'Register a business name'), 'Quick Links' (with links like 'Australian Business Register'), 'Need Help?' (with links like 'Business name registration'), and 'Follow ASIC' (with social media links).