



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**, and myAccount. Below the navigation bar, the 'Lodgements and Notifications' section is active. It features a 'myBusinesses' table with columns: Business, Type, Status, and Transactions. The table lists several business names, with 'example business name partnership' highlighted. A red '1' is next to its radio button. The 'Transactions' column for this row has a dropdown menu 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 next to 'Change holder details'. A 'Go' button is next to the dropdown, with a red '3' next to it. Below the table, there's a 'General Details' section for the selected business, showing a table with 'Business' and 'Renewal date' (20/8/2014). On the right side, there are 'Do it Now' and 'Quick Links' sections.

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

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

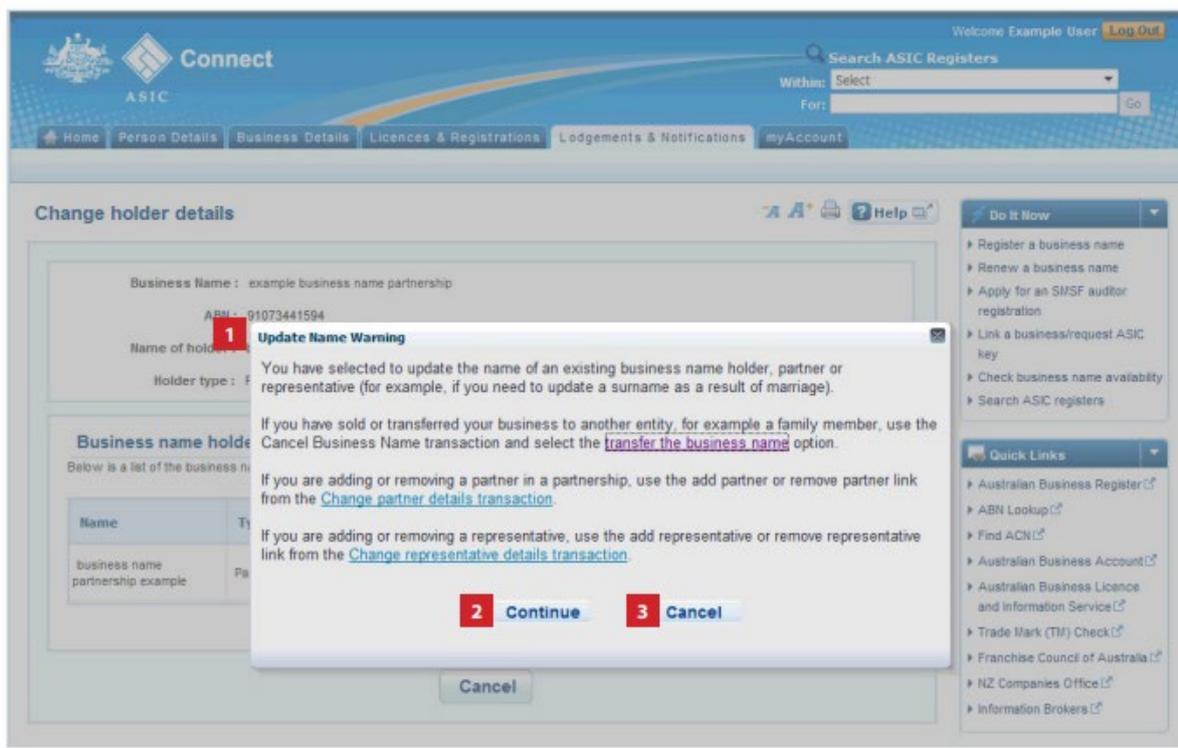
Review

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' page 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 is an 'Update address' section with a 'title' dropdown and an 'Edit' link. The 'Email address' section shows an 'Effective date' of 20/08/2013 and an 'Email' of example@email.com. A red box with the number '1' is positioned to the left of the 'Email address' field. At the bottom of the page, there are buttons for '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.

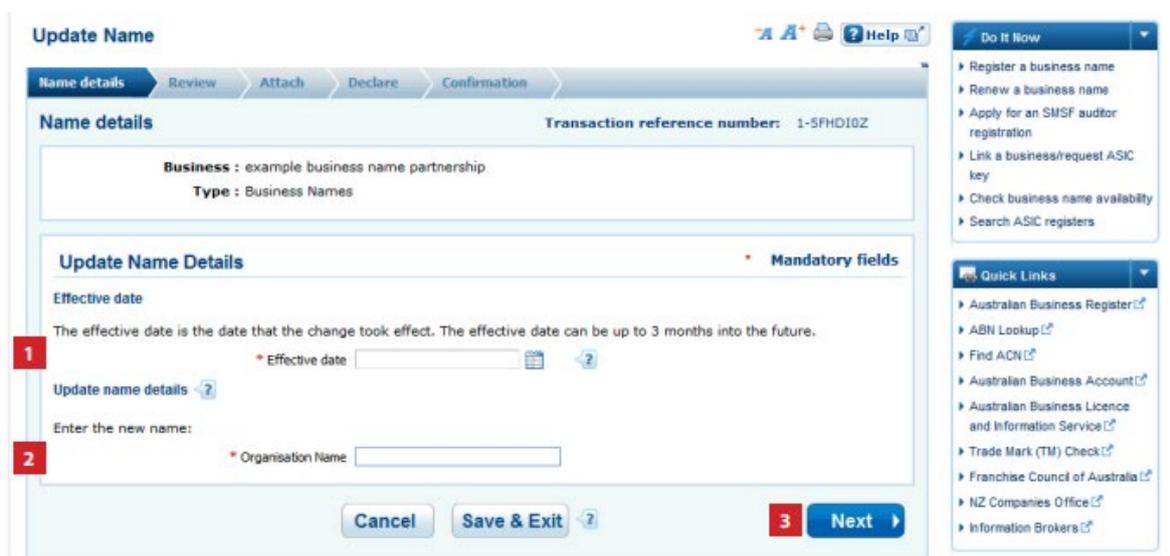
Update name

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 has a red asterisk and the text 'Mandatory fields' and 'We will contact you if any supporting documentation is required.' A red box with the number '1' highlights the 'Supporting documentation' section. At the bottom, there is a 'Next' button. A red box with the number '2' highlights the 'Next' button. 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.

The screenshot shows the ASIC Connect interface for the 'Declare' step of a business name registration process. The page includes a navigation menu at the top with options like Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. A search bar for ASIC registers is also present. The main content area is divided into sections: 'Business' (example business name partnership, Type: Business Names), 'Declaration' (with two mandatory fields for agreement), and 'Authority' (with a mandatory field for declaration). A 'Next' button is located at the bottom right. On the right side, there are 'Do It Now' and 'Quick Links' panels with various service links. A 'Need Help?' panel is also visible at the bottom right.

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 success message: 'You have successfully submitted your request.' A summary box provides details: 'Your transaction was submitted on 20 Aug 2013 at AEST 16.10 PM', 'Transaction reference number: 1-4R3QMUV', 'Name: Example Partnership', and 'Type: Partnership'. Below this, a 'Transaction Documents' section contains a link to 'Print the transaction' and a note about Adobe Reader. A 'What else can I do?' section lists various services like 'maintaining a business name', 'myTransactions', 'myMessages', 'Australian Business Licence and Information Service (ABLIS)', and 'Australian Domain Name Administrator (ADNA)'. 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).