



**ASIC**  
Australian Securities &  
Investments Commission

# How to remove an authorised lodger from a business

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

- If you are no longer the authorised lodger for a business, or you want to remove a person who has been appointed as an authorised lodger for your business, you can do so by following the steps in this user guide.

## 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:
  - [Business name holders](#) support page (contains user guides and FAQs).
  - [Top call centre questions](#).

# myBusinesses

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

1. Select the radio button next to the business name you would like to update.
2. In the *transactions* column, select **Change representative details** from the drop-down menu.
3. Select **Go** to proceed.

The screenshot shows the ASIC Connect myBusinesses interface. At the top, there is a navigation bar with tabs: Home, Person Details, Business Details, Licences & Registrations, **Lodgements & Notifications** (highlighted with a red box), and myAccount. A search bar for ASIC Registers is also visible. Below the navigation bar, the main content area is titled "Lodgements and Notifications". It features a "myBusinesses" section with a table of business transactions. The table has columns for Business, Type, Status, and Transactions. The first row, "business name example 50", is selected with a radio button (marked with a red '1'). The Transactions column for this row has a dropdown menu open (marked with a red '2'), showing options like "Select Option", "Cancel/Transfer Business Name", "Change business address", "Other notifications", "Change holder details", "Change representative details", and "Renew business name". A "Go" button (marked with a red '3') is next to the selected row. Below the table, there are sections for "General Details" and "Business name addresses". On the right side, there are "Do It Now" and "Quick Links" panels.

Business	Type	Status	Transactions
<input checked="" type="radio"/> business name example 50	Business Names	Registered	Select Option Select Option Cancel/Transfer Business Name Change business address Other notifications Change holder details Change representative details Renew business name
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	

## Remove representative

1. The business name representative details will be displayed.
2. Select **Remove representative** next to the name of the person being removed. The type of representative will be authorised lodger. If you are removing:
  - a business from your account, select *your* name
  - another authorised lodger linked to a business, select *their* name.

Business : business name example 50  
Type : Business Names  
ABN :  
Name of holder : Example User

**Representatives** ?  
Below is a list of nominated representatives for this business.

Name & type	ABN	Addresses	Date and place of birth	Type of representative	Actions
Example User Individual		25 Example St Melbourne VIC, 3000 Australia	01/05/1960 Australia	Authorised Lodger	<a href="#">Change Name</a> <a href="#">Change Address</a> <a href="#">Remove Representative</a>

[+ Add a Representative](#)

[Cancel](#)

**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

## Effective date

1. The change will be made within minutes.
2. Select **Next** to continue.

**Remove Representative**

Effective Date   Review   Declare   Confirm

Transaction reference number: 1-5VQAIIF

Business : business name example 50  
Type : Business Names

**Effective Date**

The change will take effect within minutes of this transaction being submitted.

**Details**

Business name: business name example 50  
Representative name: Example User

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

**Do It Now**

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**Need Help ?**

- Business name registration

## Review

Check that the information you have entered is correct.

1. Select **Edit** to go back and change.

OR

2. Select **Submit** to continue.

The screenshot shows the 'Remove Representative' process in the ASIC Connect system. The page is titled 'Remove Representative' and has a transaction reference number of 1-3E09419. The progress bar indicates the 'Review' step is active. The 'Business' section shows 'Business: business name example 50' and 'Type: Business Names'. The 'Effective Date' section shows 'Business name: business name example 50', 'Representative name: Example User', and 'Effective date: N/A'. There is an 'Edit' link next to the 'Effective Date' section. At the bottom, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. Red callout boxes with numbers 1, 2, and 3 point to the 'Edit' link, the 'Submit' button, and the 'Submit' button respectively.

# 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 lodging the application.
4. Select **Next** to continue.

**Declare** Transaction reference number: 1-3E09419

Business: business name example 50  
Type: Business Names

**1** **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 the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.

**OR**

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 registration holder or lodging party if we have any questions regarding this transaction.

**4** **Next** ▶

**Quick Links**

- ▶ Apply for an SMSF auditor registration
- ▶ Link a business/request ASIC key
- ▶ Check business name availability
- ▶ Search ASIC registers
- ▶ 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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- ASIC WEBCAST

## Confirmation

1. This screen confirms that your transaction has been successfully submitted.
2. Select **Print the transaction** to download a printable PDF version of the address.
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 interface for the 'Remove Representative' process. At the top, the ASIC logo and 'Connect' branding are visible, along with a search bar and navigation tabs. The main content area is titled 'Remove Representative' and includes a progress bar with steps: Effective Date, Review, Declare, and Confirm. A confirmation message states: 'You have successfully submitted your request.' Below this, a 'Summary' section provides details: 'Your transaction was submitted on 11 Jun 2013 at AEST 14:55 PM', 'Transaction reference number: 1-3E09419', 'Name: business name example 50', and 'Type: Business Names'. A 'Transaction Documents' section offers a 'Print the transaction' link, with a note that Adobe Reader is required. A 'What else can I do?' section lists links for 'View your business details', 'View myTransactions', and 'View myMessages'. A 'Home' button is located at the bottom right. The right sidebar contains 'Do It Now', 'Quick Links', 'Need Help?', and 'Follow ASIC' sections.