



ASIC
Australian Securities &
Investments Commission

How to remove an authorised lodger or organisational representative from a business

ASIC Connect user guide | Published October 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.
2. Select the '**ASIC portals**' button to view further options.
3. Under **Business name holder** choose (from the drop-down menu):
 - **Update my 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 displays the myBusinesses interface. At the top, the navigation bar includes tabs for Home, Person Details, Business Details, Licences & Registrations, and **Lodgements & Notifications**. The main content area is titled 'Lodgements and Notifications' and features a table of businesses. The first business, 'business name example 50', is selected with a radio button (indicated by a red '1'). The 'Transactions' column for this business has a dropdown menu open, showing options like 'Select Option', 'Cancel/Transfer Business Name', 'Change business address', 'Other notifications', 'Change holder details', **Change representative details** (indicated by a red '2'), and 'Renew business name'. A 'Go' button (indicated by a red '3') is next to the selected option. Below the table, the 'General Details' section shows the business name and renewal date. The 'Business name addresses' section lists addresses and contact details. A sidebar on the right contains 'Do It Now' and 'Quick Links' sections.

Business	Type	Status	Transactions
<input checked="" type="radio"/> business name example 50	Business Names	Registered	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	

business name example 50

General Details

Business	Renewal date
business name example 50	12/3/2014

Business name addresses

Address type	Address	This is for
Address for service of documents	20 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...

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 or organisational representative. If you are removing:
 - a business from your account, select *your* name
 - another representative 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	Change Name Change Address Remove Representative

[+ Add a Representative](#)

[Cancel](#)

Effective date

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

Remove Representative

Effective Date Review Declare Confirm

Effective Date Transaction reference number: 1-5NQAIF

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](#)

Review

Check that the information you have entered is correct.

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

OR

2. Select **Submit** to continue.

Remove Representative

Effective Date: ☒ **Review** Declare Confirm

Transaction reference number: 1-3E09419

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed.

Business: business name example 50
Type: Business Names

Effective Date

Business name: business name example 50
Representative name: Example User
Effective date: N/A

[Edit](#)

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

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

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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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 'Remove Representative' confirmation page on the ASIC Connect portal. The page 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 link to 'Print the transaction', noting 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' and 'Quick Links' sections with various service links, and a 'Need Help?' section with support options. Social media links for Twitter, YouTube, and Facebook are also present.

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

2 **You have successfully submitted your request.**

Summary

Your transaction was submitted on 11 Jun 2013 at AEST 14:55 PM

Transaction reference number : 1-3E09419

Name : business name example 50

Type : Business Names

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.](#)

3 **What else can I do?**

- View your [business details](#)
- View [myTransactions](#)
- View [myMessages](#)

4 **Home**