



# 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 <u>asic.gov.au</u>.
- 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.

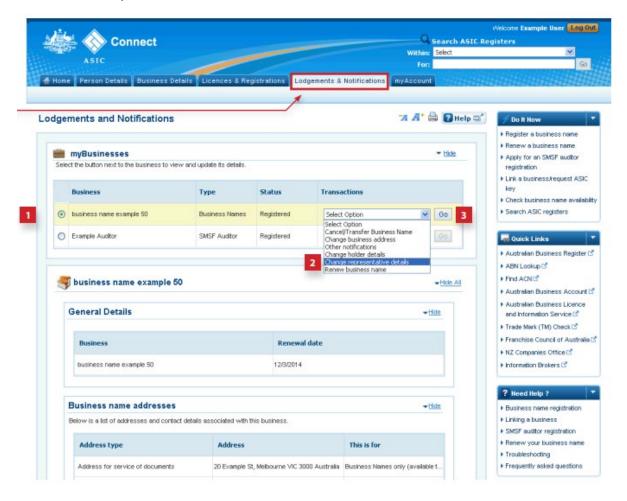
#### Tips:

- Alternatively, go straight to <u>ASIC Connect</u> to log in/sign up.
- Additional support can be found on the following pages:
  - o <u>Business name holders</u> support page (contains user guides and FAQs).
  - o Top call centre questions.

# myBusinesses

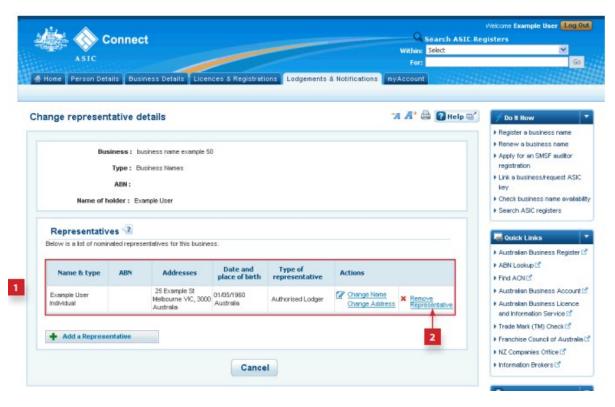
Select the **Lodgements & Notifications** tab at the top of the screen.

- 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.



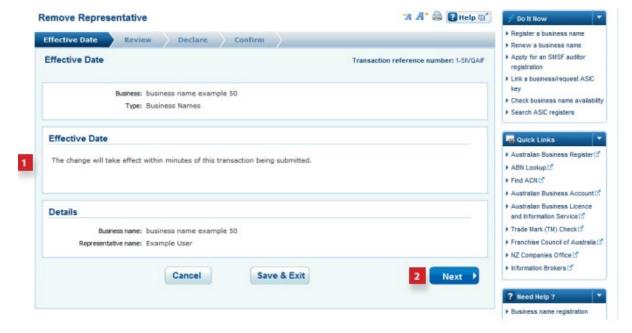
# Remove representative

- 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.



### **Effective date**

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



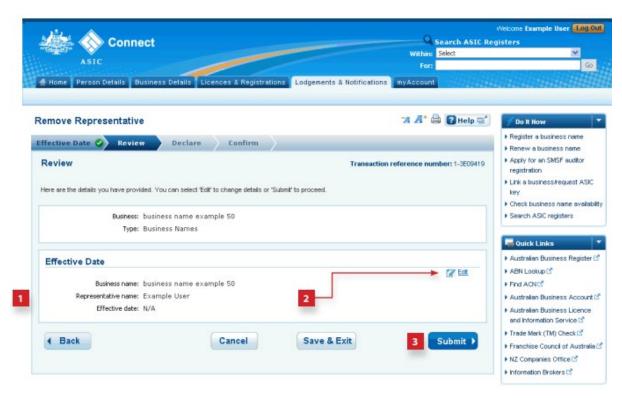
## **Review**

Check that the information you have entered is correct.

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

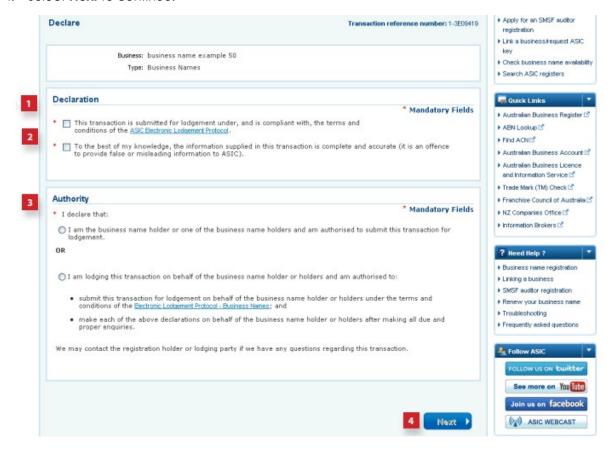
OR

2. Select **Submit** to continue.



## **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.



## 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.

