



ASIC
Australian Securities &
Investments Commission

How to register a business name with a transfer number

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

- [ASIC Connect](#) is the online system used to manage your business names.
- You can lodge an application for a business name online from your ASIC Connect account.
- Before you start, you must have the transfer number from the previous business name owner. If you have not received the transfer number, you will need to contact the previous business name owner.
- You must have an Australian Business Number (ABN) or an ABN application reference number to apply for a business name (unless an exemption applies).
- You can pay for your business name registration fee online by credit card or later by BPAY or invoice.
- This example is for an individual business name owner (sole trader). Other business name owner types will result in different screens and questions being asked.

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 the **Business name holder** option, choose (from the drop-down menu) **Learn more about ASIC's online services** for more information on how to sign up.

Tips:

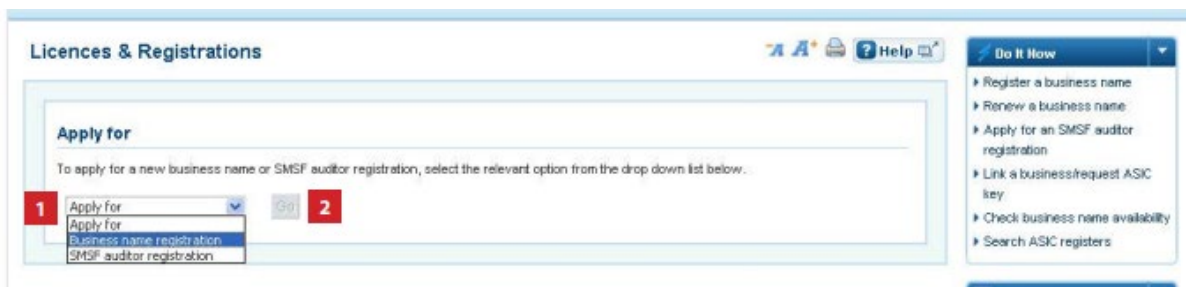
- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

Apply for a business name

STEP 1

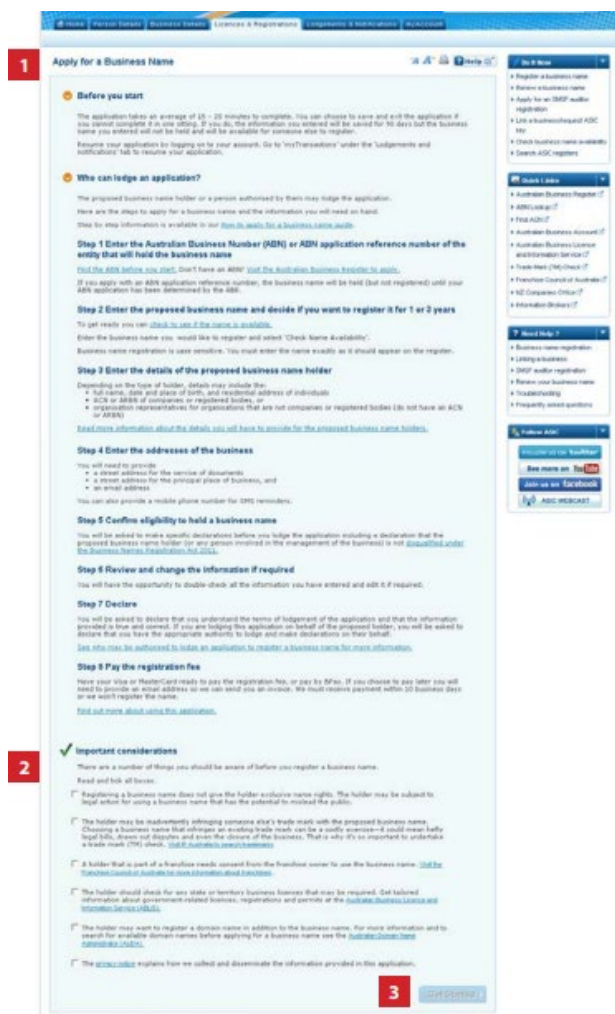
Select the **Licences & Registrations** tab at the top of the screen.

1. Select **Business name registration** from the drop-down box.
2. Select **Go** to continue.



STEP 2

1. Read the information about applying for a business name.
2. Tick the boxes under **Things to be aware of**.
3. Select **Get Started** to start your application.



Select the relevant ABN option

To apply for a business name, you must have either:

- an Australian Business Number (ABN), or
- an ABN application reference number.

1. Select the relevant option.
2. Enter the **ABN** or **ABN application reference number** in the field provided.
3. Select **Next** to continue.

Business name transfer

1. Enter the business name being transferred. Ensure the name is entered exactly as it appears on our register. Select **Check Name Availability**.
2. **Enter the transfer number.** The transfer number is provided by the previous business owner and is your authority to register the business name. Without this number you cannot complete your application.

Once obtained, enter the transfer number in the format provided - the number '1' followed by 11 digits (e.g. 1-12345678912).

3. Select your preferred registration period (1 year or 3 years).
4. Select **Next** to continue.

Connect
ASIC
Welcome Example User [Log Out](#)

[Home](#)
[Person Details](#)
[Business Details](#)
[Licences & Registrations](#)
[Lodgements & Notifications](#)
[myAccount](#)

[Apply for a Business Name](#)
[Help](#)

[Name](#)
[Business](#)
[Addresses](#)
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Business Name Availability
Transaction reference number: 1-5725097

Proposed Business Name
* Mandatory fields

* What business name would the proposed business name holder like to register?

Name cancelled but transfer number issued. EXAMPLE BUSINESS NAME 70 is held pending transfer of holder. If this business name is being transferred to a new holder, the previous business name holder must cancel the business name and request a transfer number for the business name to use in this application. Provide this number below and select the period of registration.

* Transfer number

Existing names

The following names are already registered and are identical or similar to the business name you want to register. You may want to register a different name to distinguish this business from others.

To see if another name is available for registration, use our [Check Business Name Availability search](#).

Existing Names

EXAMPLE BUSINESS NAME 70
EXAMPLE BUSINESS NAME 30
EXAMPLE BUSINESS NAME PARTNERSHIP
EXAMPLE BUSINESS NAME CERTIFICATE
EXAMPLE BUSINESS NAME 14

1 to 5 results of 9 [Prev](#) [Next](#) [View All](#)

Registration period and fees
* Mandatory fields

You may register your business name for 1 year or 3 years and your registration will expire unless renewed on the anniversary of the registration, in 1 or 3 years respectively.

You can [request an alternative registration period](#) for your business name to end on:

- the same date as another business name registered to you (with the same ABN), or
- the same date as your company annual review date (enter this date).

When you select your preferred registration period, available options will be presented.

If choosing to align to your company review date, the date must be within the next 10 months (if a 1 year registration period is selected) or the next 3 years and 6 months (if a 3 year registration period is selected)

* Select a registration period :

☒ 1 year registration

☒ 3 year registration

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMEF auditor registration
- Link a business request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find AQN](#)
- [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
- SMEF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

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Business name owner details

1. Enter the business name owner details in the fields provided.
2. Select **Next** to continue.

The screenshot shows the ASIC Connect web interface for applying for a business name. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar for ASIC registers. Below this is a breadcrumb trail: Home > Person Details > Business Details > Licences & Registrations > Lodgements & Notifications > myAccount.

The main heading is 'Apply for a Business Name'. Below it is a progress bar with steps: Name, Business (highlighted), Addresses, Eligibility, Review, Declare, Payment, and Confirmation. The 'Business' step is further divided into 'Proposed business name holder details' and 'Transaction reference number: 1-550QNU9'.

The 'Proposed business name holder details' section contains a text field for 'Proposed business name : example business name 70'.

A red box with the number '1' highlights the 'Business details' section, which is marked as 'Mandatory fields'. This section includes instructions to 'Complete the details for the individual.' and contains several sub-sections:

- Individual's details**: Includes fields for 'Given name', 'Other given names', and 'Family name', each with an asterisk indicating it is mandatory.
- Birth details**: Includes a note that birth details will not be displayed on the public register, and fields for 'Date of birth' and 'Country' (a dropdown menu).
- Residential address**: Includes instructions on acceptable address formats, a dropdown to 'Select from known address', and a section for 'OR enter new details below' with a 'Country' dropdown.
- Email address**: Includes instructions on email usage, a dropdown to 'Select from known email address', and a section for 'OR enter new details below' with an 'Email address' field.

At the bottom of the form are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Next'. A red box with the number '2' highlights the 'Next' button.

On the right side of the form, there are two panels: 'Do It How' with links for registering, renewing, applying for SMSF auditor registration, linking a business request ASIC key, checking business name availability, and searching ASIC registers; and 'Quick Links' with links for Australian Business Register, ABN Lookup, Find AON, Australian Business Account, Australian Business Licence and Information Service, Trade Mark (TM) Check, Franchise Council of Australia, NZ Companies Office, and Information Brokers. Below these is a 'Need Help?' section with links for business name registration, linking a business, SMSF auditor registration, renewing a business name, troubleshooting, and frequently asked questions. At the bottom right is a 'Follow ASIC' section with links to follow on Twitter, YouTube, Facebook, and an ASIC Webcast.

Addresses

You must provide an address for service of documents, a principal place of business address and an email address. An SMS address is optional.

1. Under the Actions column click on **Add** to enter the relevant information.
2. Select whether the address is a street or postal address from the drop-down box.
3. Enter the addresses in the fields provided.
4. Select **Save address** to save the entered address.

This is how the information will appear after you've added your address details. If you need to make a change, click on **Edit** beside an address.

5. Select **Next** to continue.

Apply for a Business Name

Transaction reference number: 1-550QNU9

Proposed business name : example business name 70

Addresses Mandatory fields

Here are the addresses we need for this business name and how we use them.

Address type	Address details	This address is	Actions
* Address for service of documents		Available to the public	... Add 1
* Principal place of business/practice		Available to the public	+ Add
* Email		Not available to the public, Used by...	+ Add
SMS		Not available to the public	+ Add

Address for service of documents Mandatory fields

Enter the address where we can deliver official notices. This address must be a physical (or street) address, or a post office box address. It will appear in the public register. See [how we use your information](#) for more details.

Select from known address

OR enter new details below

Country: Australia

2 * Address Type:

3 Building/Property name:

Floor/Level:

Unit/Office:

* Street number: * Street name: * Street type:

* City/Suburb: * Postcode:

* State/Territory:

4

To close this address panel without saving the address, you must click an action in the address table above.

5

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 AON
- 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
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- Frequently asked questions

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Eligibility

1. Read the eligibility requirements of a business name holder.
2. Tick the boxes next to the eligibility statements to proceed.
3. Select **Next** to continue.

Apply for a Business Name

Transaction reference number: 1-550QNU9

Proposed business name : example business name 70

1 Eligibility

The applicant must declare that the following statements are true to confirm eligibility to register a business name. If either of these statements are untrue your application will be forwarded to an ASIC staff member to determine whether you are eligible under the Business Names Registration Act 2011.

If you are not the applicant, you must be authorised by the applicant to make each of these declarations on behalf of the applicant.

Declaration by applicant of eligibility to hold a business name:

☐ I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001

☐ Within the last 5 years I have not been:

- convicted of, or
- released from prison after being convicted of, and serving a term of imprisonment for, any of the [criminal offences referred to in section 32\(1\)\(c\) or \(d\) of the Business Names Registration Act 2011](#).

2

3

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
- AEN 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

Review

1. Check that the information displayed is correct. If not, select **Edit** to change any details that are incorrect.
2. Select **Submit** to continue.



ASIC Connect

Home | Person Details | Business Details | Licences & Registrations | Lodgements & Notifications | My Account

Search & ASIC Registers

What? Select

For? Select

1

Apply for a Business Name

Transaction reference number: 1-5721097

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

Do & More

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business to an ASIC key
- Check business name availability
- Search ASIC registers

Proposed business names example business name 70

Name

example business name 70 is held pending transfer of holder.
Transfer key: 1-11334134279
Registration Fee: \$33.00 AUD 1 Year

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
- AZ Companies Office
- Information Brokers

Business

Individual's details

Given name: Example
Family name: User

Birth details

Date of birth: 01/01/1940
Country: Australia
State/Territory: VIC
Suburb/City: Melbourne

Residential address

Country: Australia
Street number: 25
Street name: Example
Street type: St
Suburb/City: Melbourne
State/Territory: VIC
Postcode: 3000

Email address

Email address: example@email.com

Headings

- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

Addresses

Address type	Address details	This address is
Address for service of documents	30 Example St Melbourne VIC 3000	Available to the public
Principal place of business/practice	30 Example St Melbourne VIC 3000	Available to the public
Email (Optional)	example@email.com	Not available to the public. Used by ASIC to re...

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Eligibility

I am not disqualified from managing corporations under section 206B(3) of the Corporations Act 2003

Within the last 5 years I have not been:

- convicted of, or
- released from prison after being convicted of, and serving a term of imprisonment for, any of the criminal offences referred to in section 201(3)(i) or (j) of the Business Names Legislation Act 2011

2

Back

Cancel

Save & Exit

Submit

Declare

1. Read the declaration to ensure you agree with the conditions of the transaction.
2. Tick the boxes next to the declaration to proceed.
3. Select your authority for submitting the transaction.
4. Select **Next** to continue.

ASIC Connect Welcome Example User [Log Out](#)

Search ASIC Registers
Within: Select
For:
[Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Licences & Registrations](#) [Lodgements & Notifications](#) [myAccount](#)

Apply for a Business Name

[Name](#) [Business](#) [Addresses](#) [Eligibility](#) [Review](#) **Declare** [Payment](#) [Confirmation](#)

Declare Transaction reference number: 1-550QNU9

Proposed business name: example business name 70

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).

2

3 Authority **Mandatory fields**

☒ I declare that:

☐ I am the applicant (proposed business name holder) or

☐ I am lodging this application on behalf of the applicant (the proposed business name holder) and am authorised to:

- submit this application for lodgement on behalf of the applicant under the terms and conditions of the [ASIC Electronic Lodgement Protocol](#); and
- make each of the above declarations on behalf of the applicant after making all due and proper enquiries.

We may contact the applicant or the lodging party (if any) if we have any questions regarding this application for registration of a business name.

Payment methods for this application will be shown on the next screen.

4 [Next](#)

Do It Now

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- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)

Need Help ?

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Payment

You can choose to pay for your registration using a credit card, or BPAY. Alternatively, you can request an invoice to be sent to you and pay later.

Pay Now

1. Select the **Pay Now** option.
2. Select **Pay Now** to continue.

The screenshot displays the ASIC Connect web interface for applying for a business name. The top navigation bar includes links for 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 titled 'Apply for a Business Name' and shows a progress bar with steps: Name, Business, Addresses, Eligibility, Review, Declare, **Payment**, and Confirmation. The 'Payment' step is active, showing a transaction reference number of 1-550QNU9 and a proposed business name of 'example business name 70'. Below this, the 'Fee details' section states that a fee must be paid before processing. The fee details table shows a business name of 'example business name 70', type 'Business Names', a 1-year registration fee, and a total fee. The 'Select Payment Preference' section offers three options: 'Pay now by credit card' (selected), 'Pay later by BPAY', and 'Pay later by invoice'. A red '1' highlights the 'Pay now by Credit Card (VISA, MasterCard)' option. At the bottom right, a red '2' highlights the 'Pay Now' button. The right sidebar contains 'Do It Now' and 'Quick Links' sections with various links for business registration and lookup services.

Apply for a Business Name

Transaction reference number: 1-550QNU9

Payment

Proposed business name : example business name 70

Fee details

The following fee needs to be paid before the application can be processed

Business :	example business name 70
Type :	Business Names
1 year registration fee:	
TOTAL :	

Select Payment Preference

* Select how you would like to pay below. You can select to pay now by credit card, or pay later by BPAY or with an invoice.

- **Pay now by credit card** - selecting this option will open a new, secure window to enter your credit card details. Once entered, it may take 2-3 minutes to process your transaction. Once your payment is successful, please wait at least 60 seconds before closing the successful payment confirmation screen.
- **Pay later by BPAY** - selecting this option will provide you with ASIC's biller code and a unique customer reference number to pay for this transaction. Please write down the customer reference number as you will require it to complete your payment through your financial institution.
- **Pay later by invoice** - selecting this option will generate an electronic invoice that will be sent to the business's nominated email address within 48 hours. Note: You cannot view this invoice through your ASIC Connect account.

1 ☒ Pay now by Credit Card (VISA, MasterCard)

☐ Pay later

2 **Pay Now**

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Pay Now - credit card payment

1. Enter your credit card details.
-
3. Select **Submit** to process the payment.

Card Details

Amount in AUD

\$45.00

Card number*

1



Cardholder's name*

Expiry date*

01

▼

2025

▼

Card verification code*



Cancel

Submit

2

Pay Later

If you want to pay at a later date, you can do so by using BPAY or requesting an invoice to be sent to you.

1. Select the **Pay Later** option.
2. Select the **Invoice** or **BPAY** option.
3. If you select **Invoice** it will be sent to your email address that was added in this transaction.
4. If you select **BPAY** you will need to print or make note of the BPAY details and process your payment with your financial institution.
5. Select **Pay Later**.

The screenshot shows the ASIC Connect 'Apply for a Business Name' page. The 'Payment' step is active, showing a transaction reference number of 1-634CEZT. The proposed business name is 'Example Partnership' with details on the Australian Business Register (ABR). The ABR Entity Name is 'A. Example', ABN is '12345678910', and Type is 'Partnership'. The fee details section indicates a 1-year registration fee. The 'Select Payment Preference' section offers three options: 'Pay now by credit card', 'Pay later by BPAY', and 'Pay later by invoice'. Red numbered boxes highlight the 'Pay later' radio button (1), the BPAY/Invoice section (2), and the 'Pay Later' button (3).

1 ☐ Pay now by Credit Card (VISA, MasterCard)

2 ☒ Pay later

3 **Pay Later**

Confirmation

This screen confirms your transaction has been submitted.

1. Select **Print the transaction** to download a printable PDF version of the transaction.
2. Select one of the links under *What else can I do* for more information about other services.

OR

3. Select **Home** to return to the ASIC Connect homepage.

Apply for a Business Name

Transaction reference number: 1-550QNU9

Confirmation

✓ Congratulations, you have successfully registered a business name

Summary

Your transaction was submitted on 09 Jan 2014 at AEST 11:02 AM

Transaction reference number : 1-550QNU9

Name : example business name 70

Type : Business Name

Amount : [REDACTED]

Payment type : Credit card

Transaction Documents

Select the links below to download and print the document(s).

1 [Print the transaction](#)

We will send you a Record of Registration which provides all of the business name details provided in this application as well as a version of this document with summary information from the public register. We will also send you an ASIC key so that you can connect to your business names details online.

You will need Adobe Reader to read, save and print the attached file(s). [Get Adobe Reader here.](#)

What else can I do?

- To update the details of the business name, log in to your ASIC Connect account. If you haven't already done so, provide an email address and we will also provide:
 - a record of renewal, each time you renew
 - storage of copies of correspondence in myMessages
 - additional reminders for important events such as business name renewals. Email addresses will not be included on the public register.
- View information about [your obligations regarding your business name](#).
- Get tailored information about government related licences, registrations and permits at the [Australian Business Licence and Information Service \(ABLIS\)](#) or register for and obtain an [Australian Business Account](#) to help you set up, expand and manage your business
- Register and use a domain name. For more information and to search for available domains see the [Australian Domain Name Administrator \(AUDA\)](#).

3 [Home](#)

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