



ASIC
Australian Securities &
Investments Commission

How to register a business name if the holder is a company

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 name.
- You can lodge an application for a business name online from your ASIC Connect account.
- This guide explains how to apply for a business name if the holder is a [company](#). Other business name holder types will result in different screens and questions being asked.
- You must have an [Australian Business Number \(ABN\)](#) registered to a company or an ABN application reference number to apply for a business name (unless an exemption applies). Please note: if you are in the process of reinstating a cancelled ABN you will need to wait for this to be finalised with the Australian Business Register before you apply for a business name with ASIC.
- We have different [payment methods](#) you can use to pay your registration fee. These include paying online by credit card or later by BPAY or invoice.

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 **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](#).

myTransactions

Once you have logged in, the home screen will be visible.

my Transactions displays your most recent transactions. The following information may be visible under Transaction status, depending on what transactions you have started recently:

- Incomplete - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.
- Validated - The transaction has not been completed and must be resumed and submitted in order for ASIC to process it.
- In Progress - The transaction has been submitted and is currently being processed, it cannot be resumed.
- Completed - The transaction has been fully submitted and processed, it cannot be resumed.

1. Select the **Licences & Registrations** tab to begin registering a business name.

Welcome **Example User** [Log Out](#)

Search ASIC Registers

Within: Select

For: [Go](#)

Home Person Details Business Details **Licences & Registrations** Lodge ments & Notifications myAccount

Welcome

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the 'View all transactions' button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
					Resume
					Resume
					Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.

Business	Description	Date issued	Actions
			View message
			View message
			View message

[View All Messages](#)

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
- ARN 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

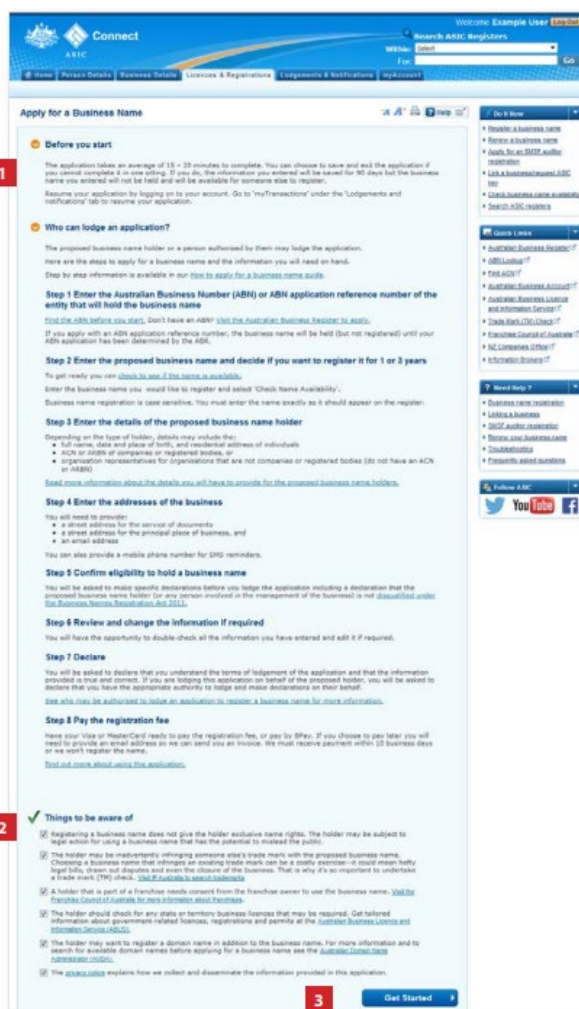
Register a business name

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



Register a business name

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



ABN options

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

- an ABN, or
- an ABN application reference number.

1. Select the **relevant ABN option**.
2. Enter the **ABN** or **ABN application reference number** with no spaces in the field provided.
3. Select **Next** to continue.

The screenshot shows the ASIC Connect website interface for applying for a business name. The main heading is "Apply for a business name". Under "ABN Options", there is a text box explaining that an Australian Business Number (ABN) is required. Below this, there are five radio button options. The first option, "The proposed business name holder has an ABN", is selected and marked with a red '1'. A text input field labeled "Enter ABN" with a red asterisk and "Mandatory fields" is present. Below the input field, there is a "Find ABN" button. The second option, "The proposed business name holder has applied for an ABN and has an ABN application reference number", is marked with a red '2'. At the bottom right of the options section, there is a "Next" button marked with a red '3'. The sidebar on the right contains "Do It Now" and "Quick Links" sections with various links.

Business name availability

1. Check the ABR entity name, ABN and type are correct.
2. Enter your proposed business name in the field provided.
3. Select **Check Name Availability**.

The name you have entered will display either one of the following colours:

1. green - the name is available for registration
2. amber - requires manual decision by ASIC, or
3. red - the name is unavailable. You will need to enter another business name.


4. Review the existing business names similar to the one you have proposed.
5. Select your preferred registration period (1 year or 3 years).
6. As a company you have the option to end your renewal period on the same date as your annual review. To do this, select the radio button and enter the date in the field provided.

If you are unsure of your annual review date, you can conduct a search on your company.

Alternatively, the date can be found on your annual review statement.

7. Select **Next** to continue.

Note: If you select **Save & Exit** this will save the application for resuming at a later date. This does not complete the transaction.


Welcome Example User [Log Out](#)

Search ASIC Registers
 Within:
 For:

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

Apply for a Business Name

Transaction reference number: 1-62PL6MB

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

Business Name Availability

Details On The Australian Business Register (ABR)

ABR Entity Name : A. Example
ABN : 12345678910
Type : Incorporated Body

Proposed Business Name * Mandatory fields

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

EXAMPLE ABC is currently available. Select registration period and click next.
[Here is guidance on how we decide if a name is available.](#)

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
TEST FOREIGN COMPANY CERTIFICATE EXAMPLE LLC
BUSINESS NAME EXAMPLE 2
BUSINESS NAME EXAMPLE 3
BUSINESS NAME EXAMPLE
BUSINESS NAME EXAMPLE 4

1 to 5 results of 47 [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 18 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

To end on the company annual review date (DD/MM/YYYY)

Do It Now

- Register a business name
- Renew a business name
- Apply for an SISP auditor registration
- Link a business/trust/ASIC tax
- 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
- SISP auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

Follow ASIC

Review

1. Review the proposed business name holder details.
2. When you are satisfied the information is correct, select **Next** to continue.

The screenshot shows the ASIC Connect interface for applying for a business name. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Apply for a Business Name' and features a progress bar with steps: Name, Business (active), Addresses, Eligibility, Review, Declare, Payment, and Confirmation. The 'Business' step displays the following information:

Proposed business name holder details Transaction reference number: 1-62PL6MB

Proposed business name : Example ABC
Details On The Australian Business Register (ABR) ⓘ

ABR Entity Name : A. Example Pty Ltd
ABN : 12345678910
Type : Incorporated Body

Business details * Mandatory fields

Company or registered body details
ACN/ARBN:345678910
Name: A. Example Pty Ltd

At the bottom of the form are buttons for 'Back', 'Cancel', 'Save & Exit' ⓘ, and 'Next' 2. A red '1' is placed to the left of the proposed business name, and a red '2' is placed to the left of the 'Next' button.

On the right side, there are two panels: 'Do It Now' with links for 'Register a business name', 'Renew a business name', 'Apply for an SMSF auditor registration', 'Link a business/request ASIC key', 'Check business name availability', and 'Search ASIC registers'; and 'Quick Links' with links for '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', and 'Information Brokers'.

Addresses

You must provide an address for service of documents, a principal place of business address and an email address. These addresses are mandatory. An SMS (mobile number) is optional.

1. Under the Actions column, select **Add** to add the relevant information.
2. Select whether the address is a street or postal address from the dropdown box, and
3. Enter the address details in the fields provided.

Note: Some of this information will be publicly available. Select **How we use your information** for more details.

4. Select **Save Address**. Repeat the above steps to add the required addresses.
5. Select **Next** to continue.

The screenshot displays the 'Apply for a Business Name' form on the ASIC Connect website. The 'Addresses' section is active, showing a table of addresses and a detailed form for the 'Address for service of documents'. The table has four columns: 'Address type', 'Address details', 'This address is', and 'Actions'. The first row is highlighted, and a red '1' is next to the 'Add' button in the 'Actions' column. Below the table, the 'Address for service of documents' form is shown with various fields. A red '2' is next to the 'Address Type' dropdown, a red '3' is next to the 'Building/Property name' field, and a red '4' is next to the 'Save Address' button. At the bottom, there are 'Back', 'Cancel', 'Save & Exit', and 'Next' buttons, with a red '5' next to the 'Next' button.

Eligibility

1. Read the [eligibility requirements](#) for each person involved in the management of the applicant entity.
2. **Tick** the box to confirm you have read and understood the information.
3. Select **Next** to continue.

Connect
ASIC

Welcome: Example User [Log Out](#)

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

Home Person Details Business Details Licences & Registrations Ledgements & Notifications myAccount

Apply for a Business Name

Transaction reference number: 1-62PPA87

Proposed business name: Example ABC
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name : A. Example Pty Ltd
ABN : 12345678910
Type : Incorporated Body

Eligibility

The applicant must declare that the following statements are true for the applicant and for each person involved in the management of the applicant entity to determine eligibility to register a business name, including:

- if the applicant is a body corporate – each director and secretary (or their equivalents) of the body corporate;
- if the applicant is a partnership – each partner of the partnership;
- if the applicant is an unincorporated association or other body, each member of the committee of management of the unincorporated association or body;
- if the applicant is a trust – each trustee of the trust;
- if the applicant is a joint venture – each joint venture partner.

- I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001; and
- 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](#).

[Back](#) [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

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- ▶ [Find ACN](#)
- ▶ [Australian Business Account](#)
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- ▶ [NZ Companies Office](#)
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Need Help?

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- ▶ [Linking a business](#)
- ▶ [SMSF auditor registration](#)
- ▶ [Renew your business name](#)
- ▶ [Troubleshooting](#)
- ▶ [Frequently asked questions](#)

Review

1. Review the business name details. Ensure you check that the business name is spelled correctly. You cannot go back to change this information once the application is complete.
2. Select **Edit** to change any details that are incorrect.
3. Select **Submit** to continue.

Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Apply for a Business Name

Transaction reference number: 1-62PPA87

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

1 Proposed business name: Example ABC
[Details On The Australian Business Register \(ABR\)](#)

ABR Entity Name: A. Example
 ABRN: 12345678910
 Type: Incorporated Body

Name [View](#) **2** [Edit](#)

Example ABC is currently available.
 Registration Fee:

Business [View](#) [Edit](#)

ACN/ABRN 345678910
 Name A. Example Pty Ltd

Addresses [View](#) [Edit](#)

Address type	Address details	This address is
Address for service of documents	25 Example St Melbourne VIC 3000	Available to the public
Principal place of business/practice	20 Example St Melbourne VIC 3000	Available to the public
Email	example@email.com	Not available to the public, used by ASIC to se...
SMS (Optional)	0011222344	Not available to the public

Eligibility [View](#) [Edit](#)

- ✓ I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001; and
- 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 207(1)(a) or (b) of the Business Names Registration Act 2011.

[Back](#) [Cancel](#) [Save & Exit](#) **3** [Submit](#)

Do It Now

- Register a business name
- Review a business name
- Apply for an SROF auditor registration
- Link a business request ASIC ID
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABR Lookup
- Find ACR
- Australian Business Accounts
- 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
- SROF auditor registration
- Review your business name
- Troubleshooting
- Frequently asked questions

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Declare

1. Read the [declaration](#) to ensure you agree with the conditions of the transaction.
2. Tick both boxes to confirm you agree.
3. Tick your **Authority** for submitting the transaction.
4. If you are lodging on behalf of the applicant, you can select to add the business name to your ASIC Connect account.
5. Select **Next** to continue.

Welcome Example User [Log Out](#)

Search ASIC Registers
Within:
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: 1-62PPA87

Proposed business name : Example ABC
Details On The Australian Business Register (ABR) [?](#)

ABR Entity Name : A. Example Pty Ltd
ABN : 12345678910
Type : Incorporated Body

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).

Authority * Mandatory fields

I declare that:

- 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.

4 Adding the business name to your account

I am authorised by the applicant to add this registration to my ASIC Connect account. This will allow me to view and update the registration details.

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.

5 [Next](#)

Do it now

- [Register a business name](#)
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- [Apply for an SMSF auditor registration](#)
- [Link a business/request ASIC levy](#)
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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 shows the ASIC Connect website interface for applying for a business name. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. 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, displaying a transaction reference number of 1-62PPA87. The proposed business name is 'Example ABC' with details on the Australian Business Register (ABR). The ABR Entity Name is 'A. Example Pty Ltd' with ABN 12345678910 and Type 'Incorporated Body'. The fee details section states that a fee must be paid before processing, with a 1-year registration 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' is next to the selected option. At the bottom right, a red '2' is next to the 'Pay Now' button.

Pay Now - credit card payment

1. Enter your credit card details.
2. 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* 

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**.



Welcome Example User [Log Out](#)
 Search ASIC Registers
 Within: Select
 For:

Home
Person Details
Business Details
Licences & Registrations
Lodgements & Notifications
myAccount

Apply for a Business Name

Help

Name
Business
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Payment Transaction reference number: 1-62PPA87

Proposed business name : Example ABC
Details On The Australian Business Register (ABR) [?](#)

ABR Entity Name : A. Example Pty Ltd
ABN : 12345678910
Type : Incorporated Body

Fee details

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

Business : Example ABC	
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.

Pay now by Credit Card (VISA, MasterCard)

1 **Pay later** [?](#)

2 **BPAY**

We cannot process this transaction until you complete your payment through your financial institution. Please record the details below **now** as you will require them to complete your payment. You will not be able to access these details once you leave this page.

Biller Code: XXXXX

Customer Reference Number: XXXXXXXXXXXX [?](#)

Invoice [?](#)

3

Do It Now

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Confirmation

If you selected **Pay Now**, a confirmation of your transaction will be displayed.

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 home page.

If you selected Pay Later, a yellow screen will appear to state 'Pay Later - You have successfully applied to register a business name'.

This invoice will be emailed to your email address that was added in this transaction, not the email address associated with your ASIC Connect account, and payment must be made within **10 business days**.

Welcome: Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Apply for a Business Name

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

✓ Congratulations, you have successfully registered a business name

Summary

Your transaction was submitted on 19 Mar 2015 at AEST 15:01 PM

Transaction reference number : 1-62PPA87

Name : Example ABC

Type : Business Name

Amount

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 name details online.

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

2 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](#)

Do it now

- [Register a business name](#)
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