



ASIC
Australian Securities &
Investments Commission

User guide


ASIC Connect

How to change business name holder details (partnership)

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



How to change business name holder details (partnership)

- You can update business name holder details—including email addresses through ASIC Connect.
- You must keep your addresses up-to-date by law and to receive correspondence from ASIC.
- For help with changing your business addresses, visit our [support page](#).
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

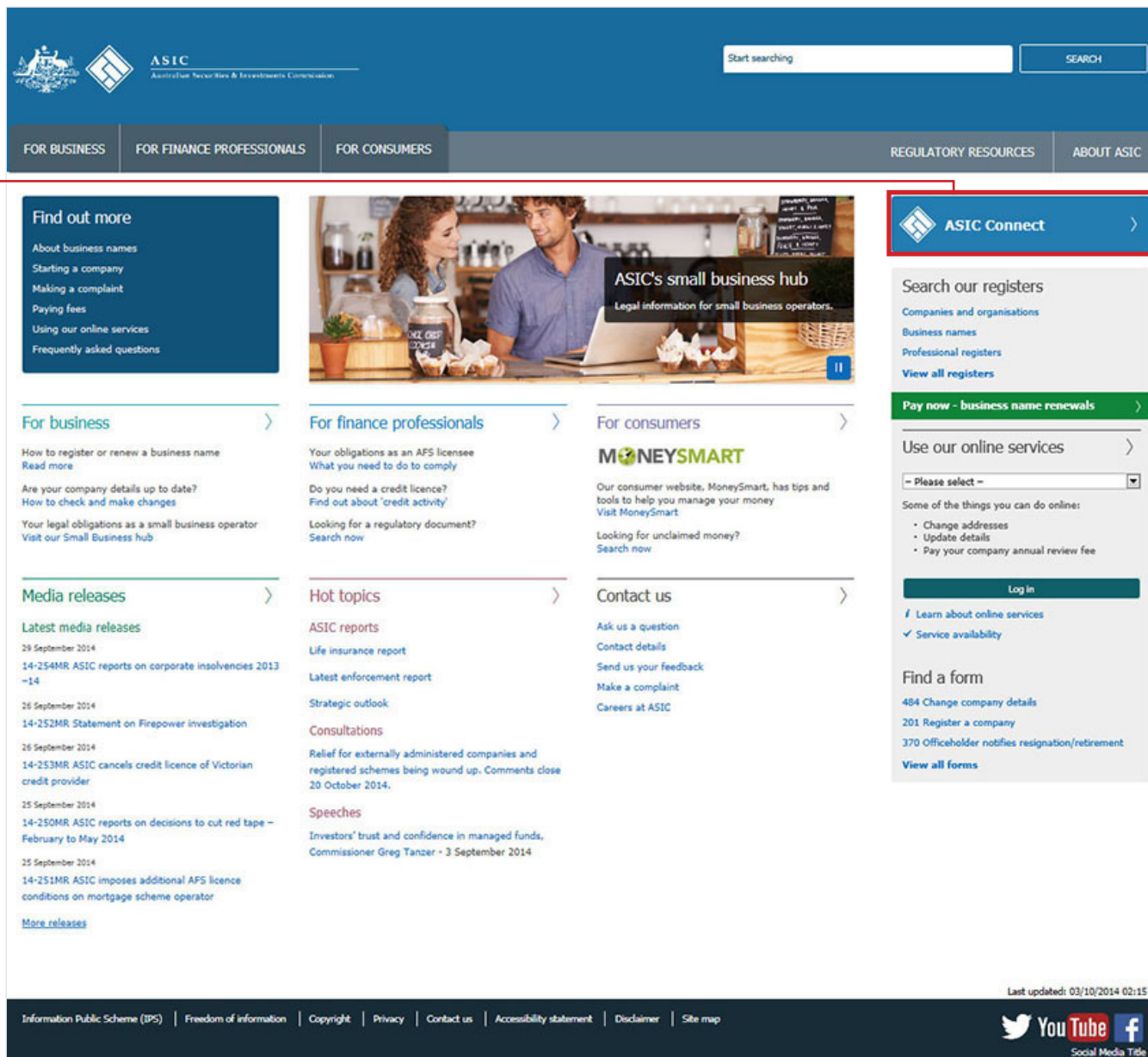
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the top right corner. Below the navigation tabs, there are several sections: 'Find out more' with links to business names, starting a company, making a complaint, paying fees, using online services, and frequently asked questions; 'For business' with links to register/renew a business name, check company details, and legal obligations; 'For finance professionals' with links to AFS licensee obligations, credit licence requirements, and regulatory documents; 'For consumers' with links to MoneySmart, unclaimed money, and contact us; 'Media releases' with a list of recent releases; 'Hot topics' with links to ASIC reports, enforcement reports, strategic outlook, consultations, and speeches; and 'Contact us' with links to ask a question, contact details, feedback, complaints, and careers. On the right side, there is a 'Search our registers' section, a 'Pay now - business name renewals' button, and a 'Use our online services' section with a dropdown menu and links to change addresses, update details, and pay annual review fees. At the bottom, there is a footer with links to the Information Public Scheme (IPS), Freedom of Information, Copyright, Privacy, Contact us, Accessibility statement, Disclaimer, and Site map, along with social media links for YouTube and Facebook.

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[How to change business name holder details \(partnership\)](#)

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Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.



The screenshot shows the ASIC Connect website. At the top, there is a blue header with the ASIC logo and the word "Connect". A search bar labeled "Search Registers" is on the right. Below the header, a "Welcome" message is displayed. On the left, a sidebar contains links: "First time user?", "Information about business names", "Information about SMSF Auditors", "Search ASIC's registers", and "Log in to other ASIC registers". The main content area features a large image of three people working at a laptop, with a "Log in to ASIC Connect" box overlaid. This box contains the text "Apply for or update details of a business name or SMSF auditor registration." and three buttons: "Log in", "Sign up", and "AUSkey". Below this is a "Log in to other ASIC Registers" section with a dropdown menu and a "Go" button. To the right, a "Quick Links" sidebar lists various services like "Australian Business Register", "ABN Lookup", and "Find ACN". At the bottom, there are sections for "Do it now" (Search, See more on YouTube) and "What's new" (Recommended browsers, Postal address, Business names booklet, and NZCO app).

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[How to change business name holder details \(partnership\)](#)

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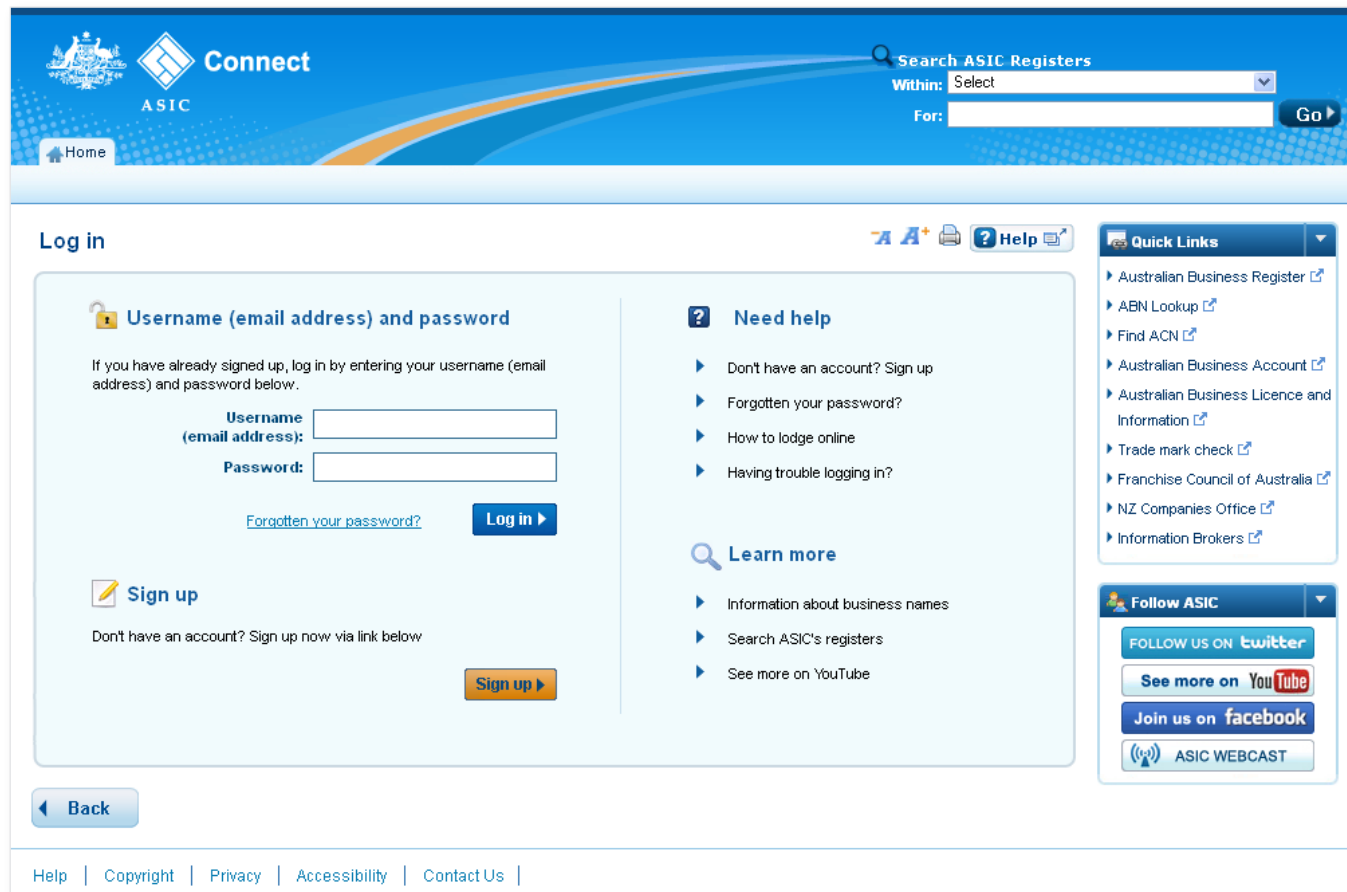
Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



The screenshot shows the ASIC Connect login page. At the top, there is a blue header with the ASIC logo and the word 'Connect'. To the right of the header is a search bar labeled 'Search ASIC Registers' with a dropdown menu for 'Within:' and a text input for 'For:'. Below the header is a 'Home' button. The main content area is titled 'Log in' and contains a login form. The form has two sections: 'Username (email address) and password' and 'Sign up'. The 'Sign up' section has a 'Sign up' button. To the right of the login form is a 'Need help' section with links to 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below the 'Need help' section is a 'Learn more' section with links to 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the right side of the page is a 'Quick Links' section with links to 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information', 'Trade mark check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'. Below the 'Quick Links' section is a 'Follow ASIC' section with links to 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'. At the bottom of the page is a footer with links to 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

Log in

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

[Forgotten your password?](#) **Log in**

Sign up

Don't have an account? Sign up now via link below

Sign up

Need help

- ▶ Don't have an account? Sign up
- ▶ Forgotten your password?
- ▶ How to lodge online
- ▶ Having trouble logging in?

Learn more

- ▶ Information about business names
- ▶ Search ASIC's registers
- ▶ See more on YouTube

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

[Back](#)

[Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact Us](#)

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

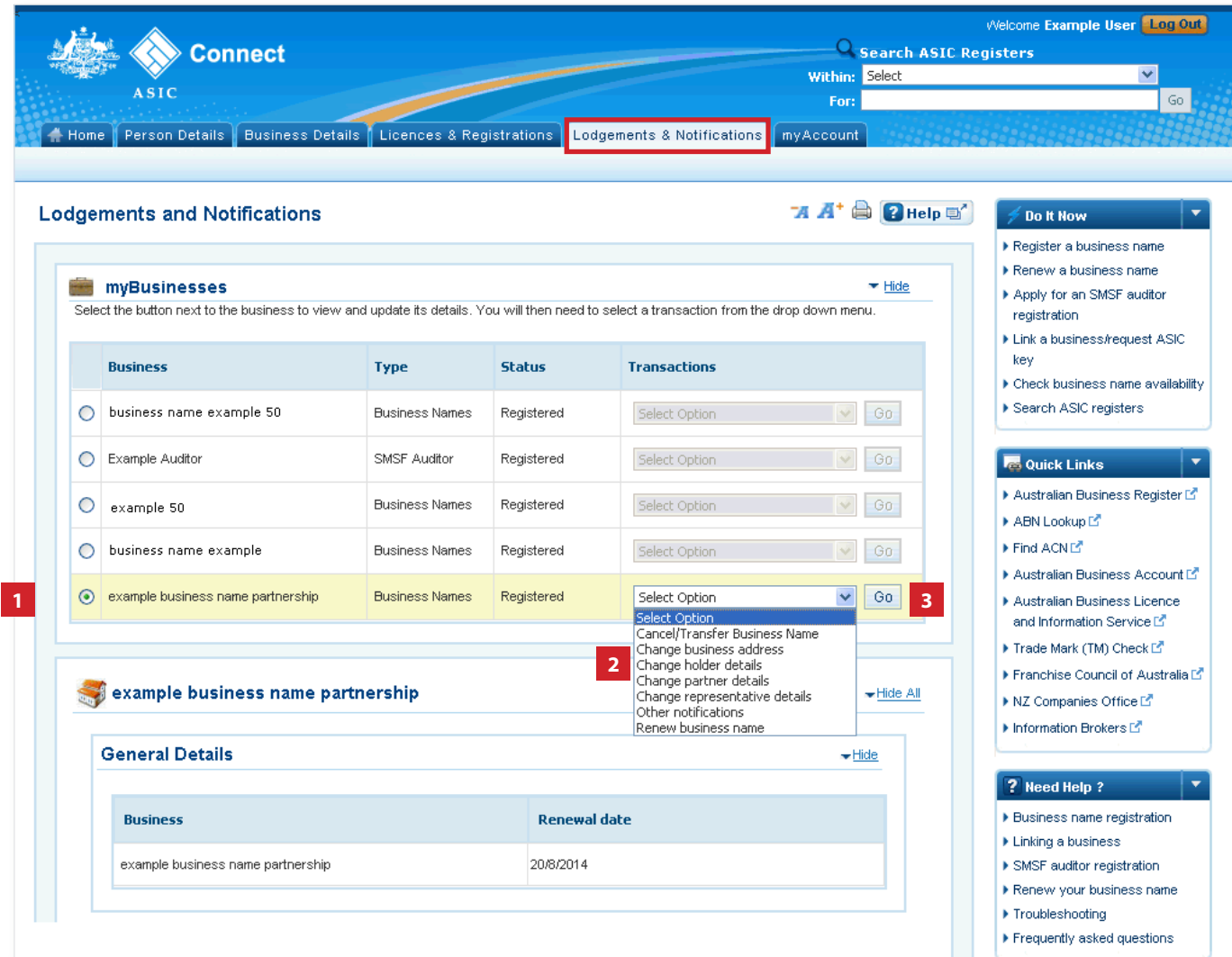
[How to change business name holder details \(partnership\)](#)

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How to change business name holder details (partnership)

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

1. Select the business name for which you want to change the holder details.
2. In the transactions column, select **Change holder details**.
3. Select **Go** to continue.



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

Search ASIC Registers

Within: For: [Go](#)

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

Lodgements and Notifications

myBusinesses [Hide](#)

Select the button next to the business to view and update its details. You will then need to select a transaction from the drop down menu.

Business	Type	Status	Transactions
<input type="radio"/> business name example 50	Business Names	Registered	<input type="text" value="Select Option"/> Go
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	<input type="text" value="Select Option"/> Go
<input type="radio"/> example 50	Business Names	Registered	<input type="text" value="Select Option"/> Go
<input type="radio"/> business name example	Business Names	Registered	<input type="text" value="Select Option"/> Go
<input checked="" type="radio"/> example business name partnership	Business Names	Registered	<input type="text" value="Select Option"/> Go <ul style="list-style-type: none"> Select Option Cancel/Transfer Business Name Change business address Change holder details Change partner details Change representative details Other notifications Renew business name

example business name partnership [Hide All](#)

General Details

Business	Renewal date
example business name partnership	20/8/2014

Do It How

- 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](#)

Need Help ?

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

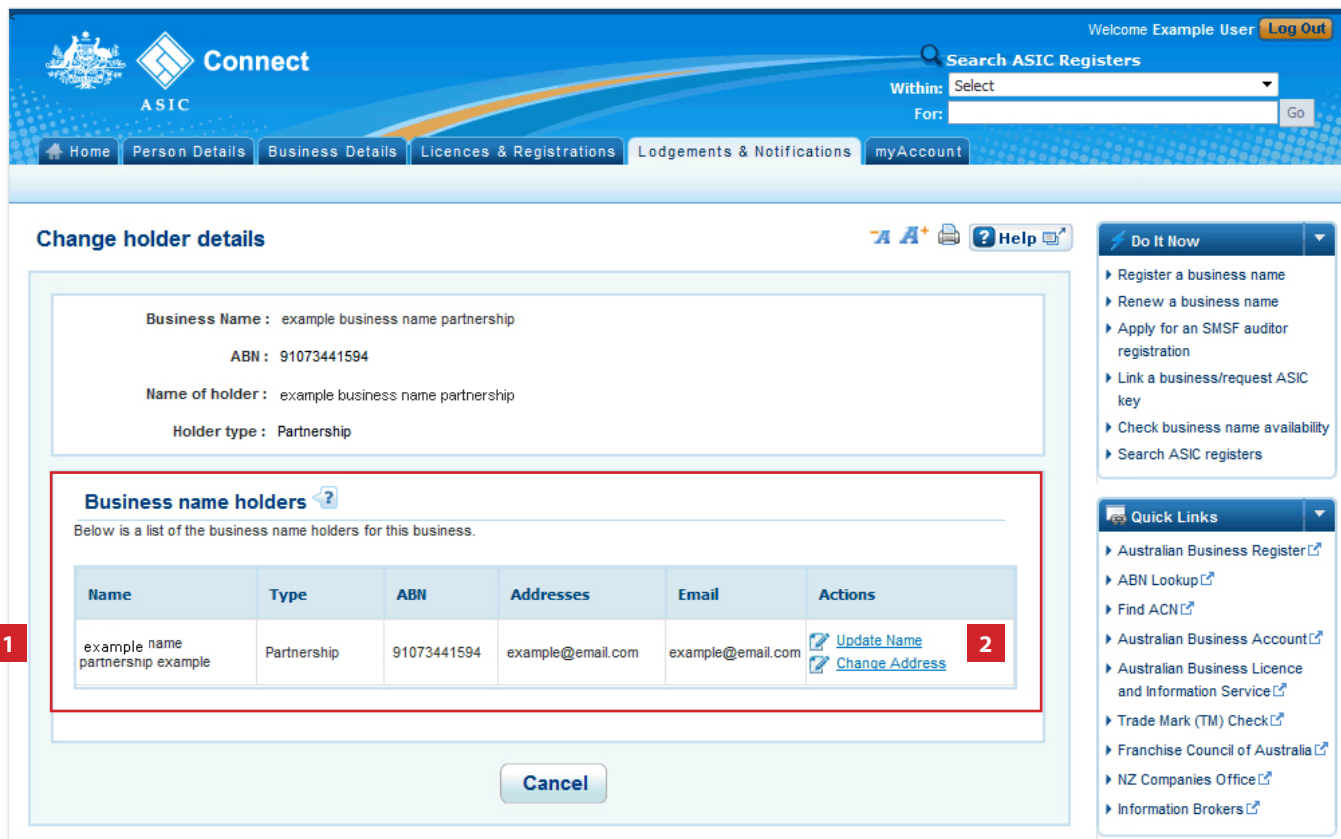
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Select change

1. The business name holder details will be displayed.
2. Select **Update name** or **Change address** next to the business name holder you would like to change the details for.

Note: if your business name was registered before 28 May 2012, the *Add ABN* option will appear only if your ABN is not recorded with ASIC.

If you decide to record your partnership ABN against your business name, we will check that the partner details on record match the partner details on the Australian Business Register.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Change holder details

Business Name : example business name partnership

ABN : 91073441594

Name of holder : example business name partnership

Holder type : Partnership

Business name holders ?

Below is a list of the business name holders for this business.

Name	Type	ABN	Addresses	Email	Actions
example name partnership example	Partnership	91073441594	example@email.com	example@email.com	Update Name Change Address

[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

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Change an address

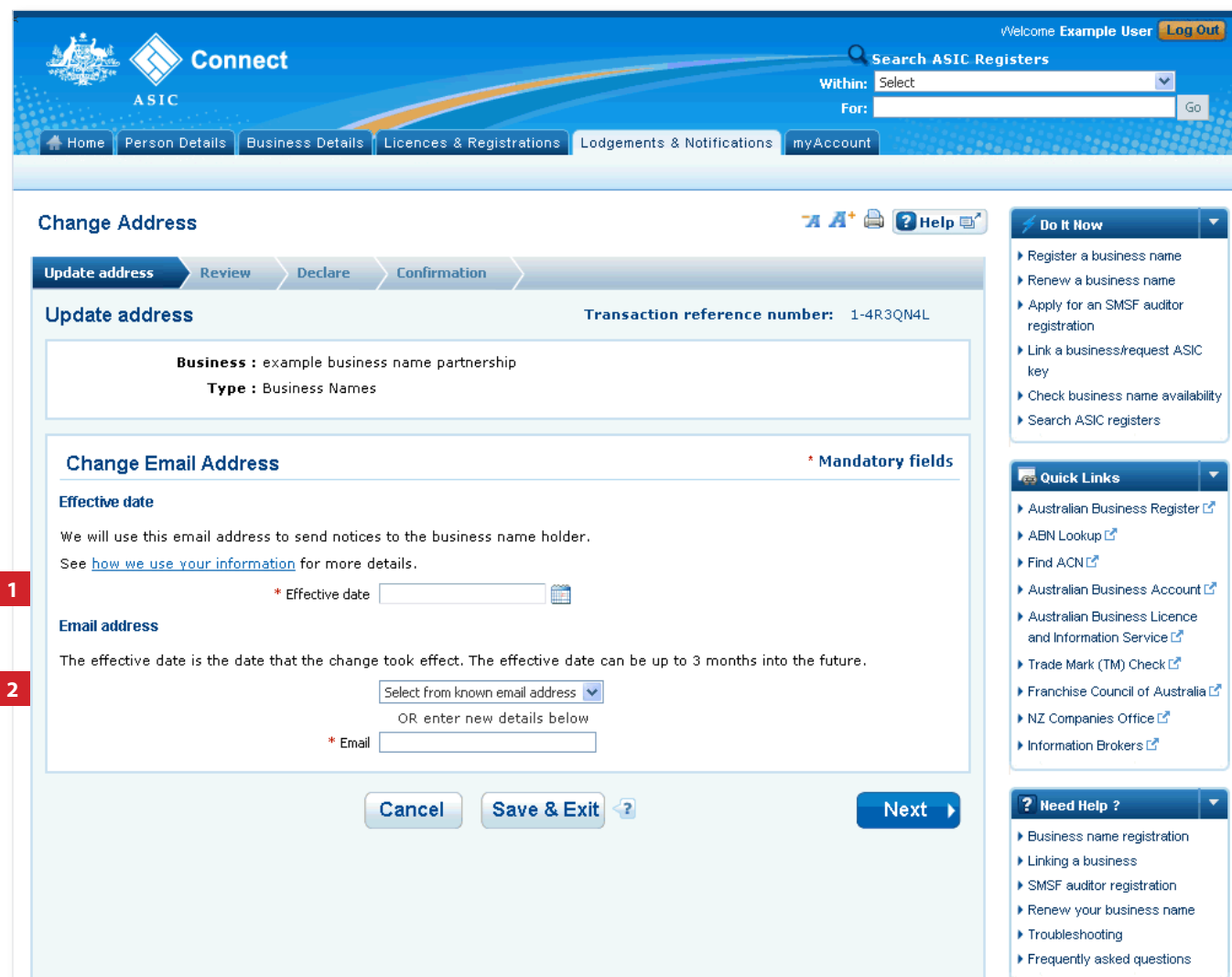
This section shows how to change an address

If change of address is selected

Enter the new address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the email address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

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

Change Address

[Update address](#) [Review](#) [Declare](#) [Confirmation](#)

Update address Transaction reference number: 1-4R3QN4L

Business : example business name partnership
Type : Business Names

Change Email Address

* Mandatory fields

Effective date

We will use this email address to send notices to the business name holder.
 See [how we use your information](#) for more details.

* Effective date

Email address

The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.

Select from known email address

OR enter new details below

* Email

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

Do It How

- 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

Need Help ?

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

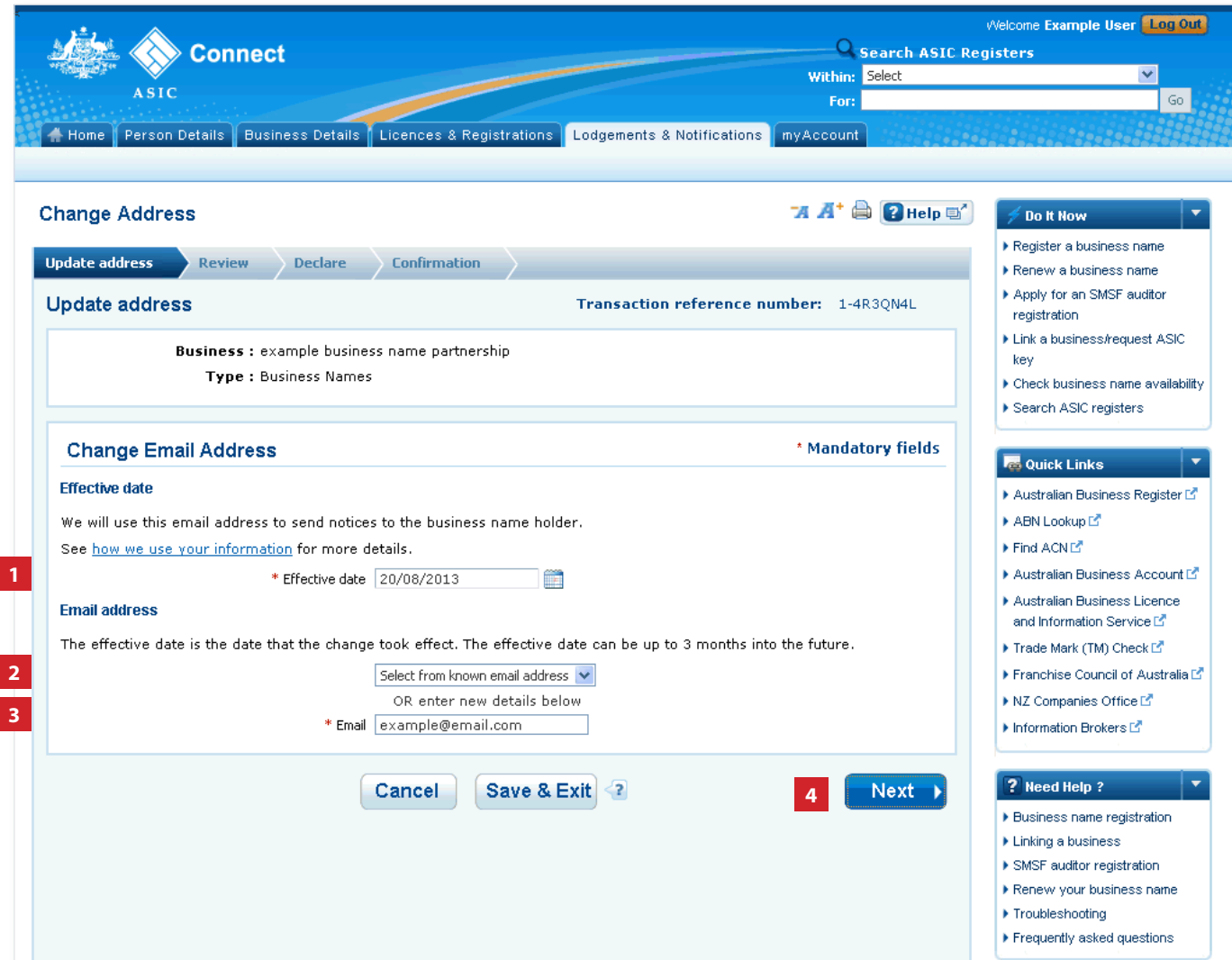
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

If change of address is selected

Enter the new address

Note: ASIC only records the email address for the partnership – therefore this is the only address you can change.

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the email address has previously been notified to ASIC, it may appear in the *known addresses* drop-down box. If so, you can select it.
3. If the new email address is not already linked to the account, enter the new address into the corresponding fields.
4. 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](#)

Change Address


[Update address](#) [Review](#) [Declare](#) [Confirmation](#)


Update address Transaction reference number: 1-4R3QN4L


Business : example business name partnership
Type : Business Names

Change Email Address

*** Mandatory fields**

Effective date
 We will use this email address to send notices to the business name holder.
 See [how we use your information](#) for more details.
 * Effective date 

Email address
 The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.
 
 OR enter new details below
 * Email

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

Do It How

- 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](#)

Need Help ?

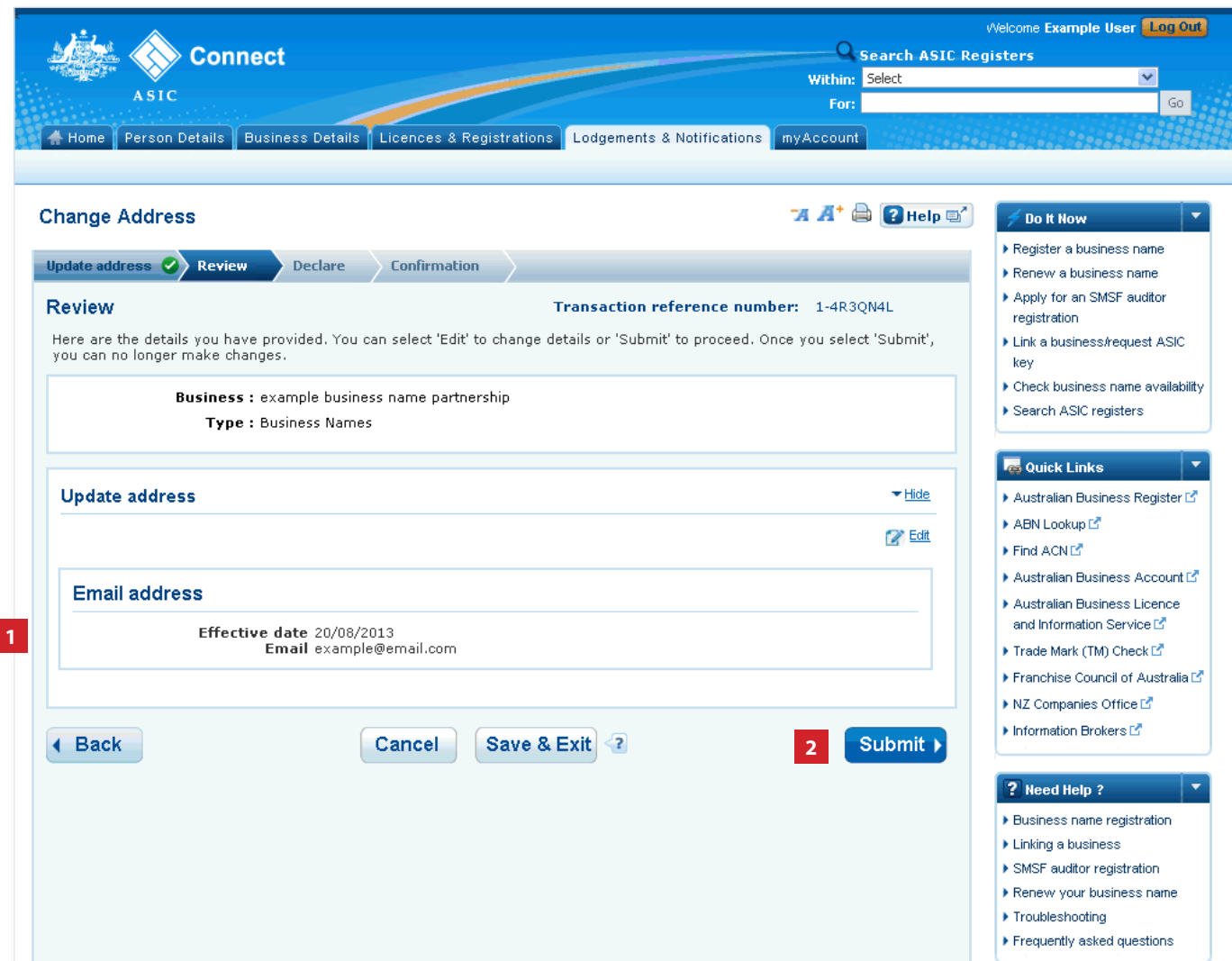
- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting
- Frequently asked questions

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

If change of address is selected

Review

1. Check that the change is displayed correctly. If not, select **Edit** to go back to re-enter the details.
2. Select **Submit** to continue.



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

Search ASIC Registers

Within: Select

For: Go

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

Change Address

Update address ☒ Review ☐ Declare ☐ Confirmation ☐

Review Transaction reference number: 1-4R3QN4L

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.

Business : example business name partnership
Type : Business Names

Update address [Hide](#)

Email address [Edit](#)

Effective date 20/08/2013
Email example@email.com

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

Do It How

- 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

Need Help ?

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

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[How to change business name holder details \(partnership\)](#)

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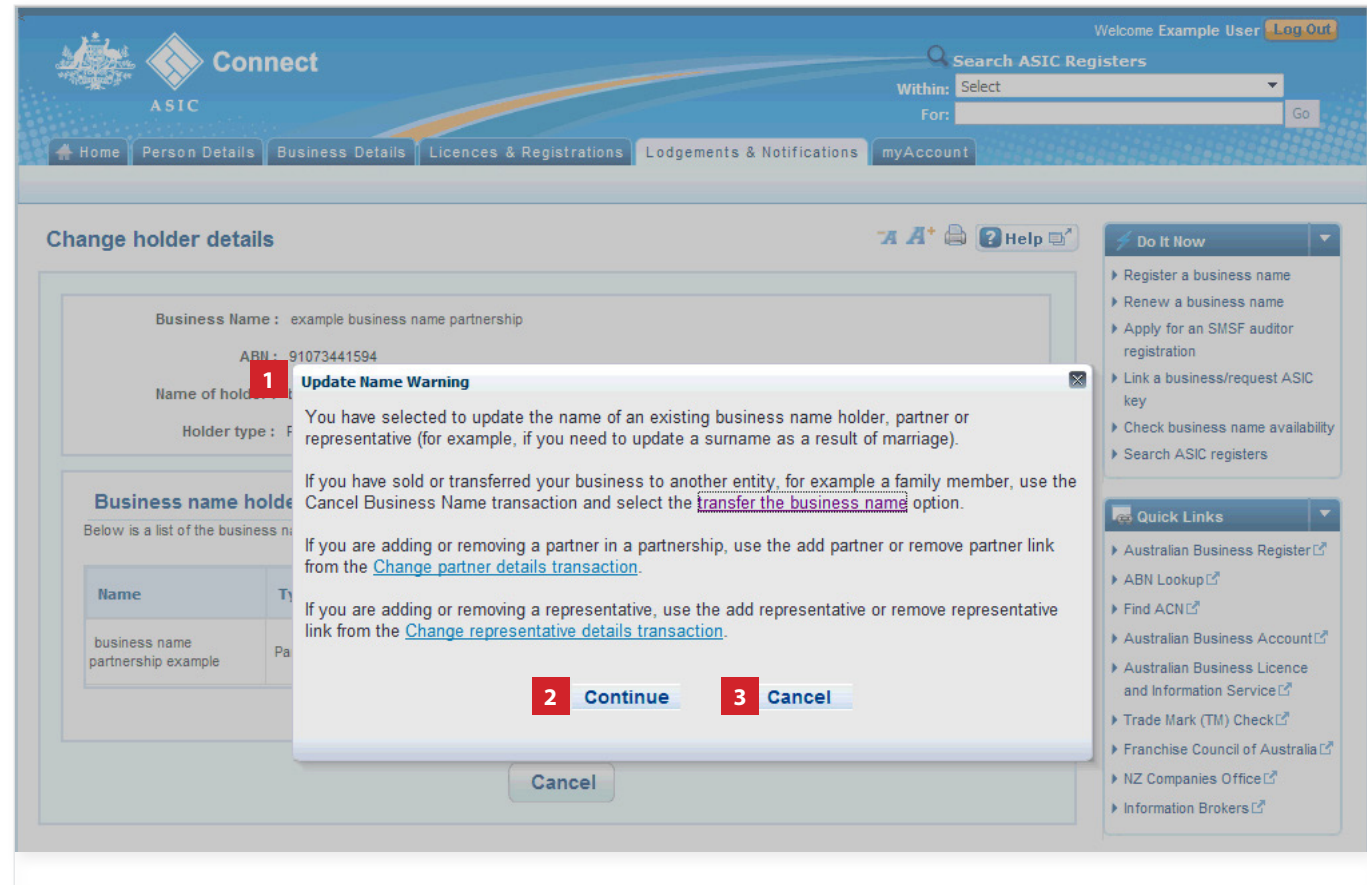
Update name

This section shows how to update a holder name

Update name

1. Read the Update Name Warning.
2. Select **Continue** to update the name.
3. Select **Cancel** if you need to complete a different transaction or select one of the links.

If update name is selected



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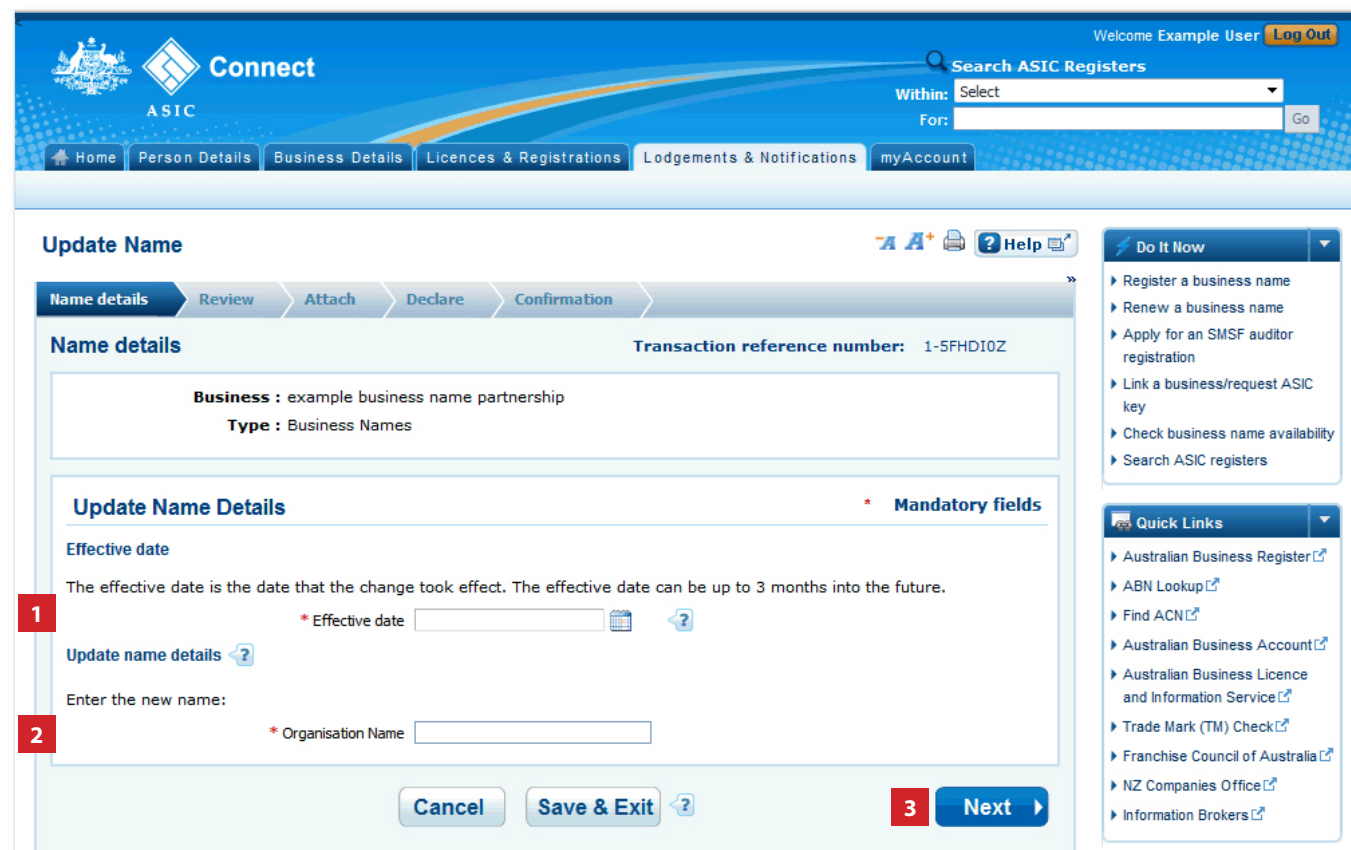
[How to change business name holder details \(partnership\)](#)

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If update name is selected

Enter update to holder name

1. Enter an effective date for the change (DD/MM/YYYY).
2. Enter the new holder name.
3. Select **Next** to continue.



Welcome Example User [Log Out](#)

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

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

Update Name



[Name details](#) [Review](#) [Attach](#) [Declare](#) [Confirmation](#)


Name details Transaction reference number: 1-SFHD10Z

Business : example business name partnership
Type : Business Names


Update Name Details

*** Mandatory fields**

Effective date
 The effective date is the date that the change took effect. The effective date can be up to 3 months into the future.
 1 * Effective date  

Update name details 

Enter the new name:
 2 * Organisation Name

[Cancel](#) [Save & Exit](#)  3 [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

- [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](#)

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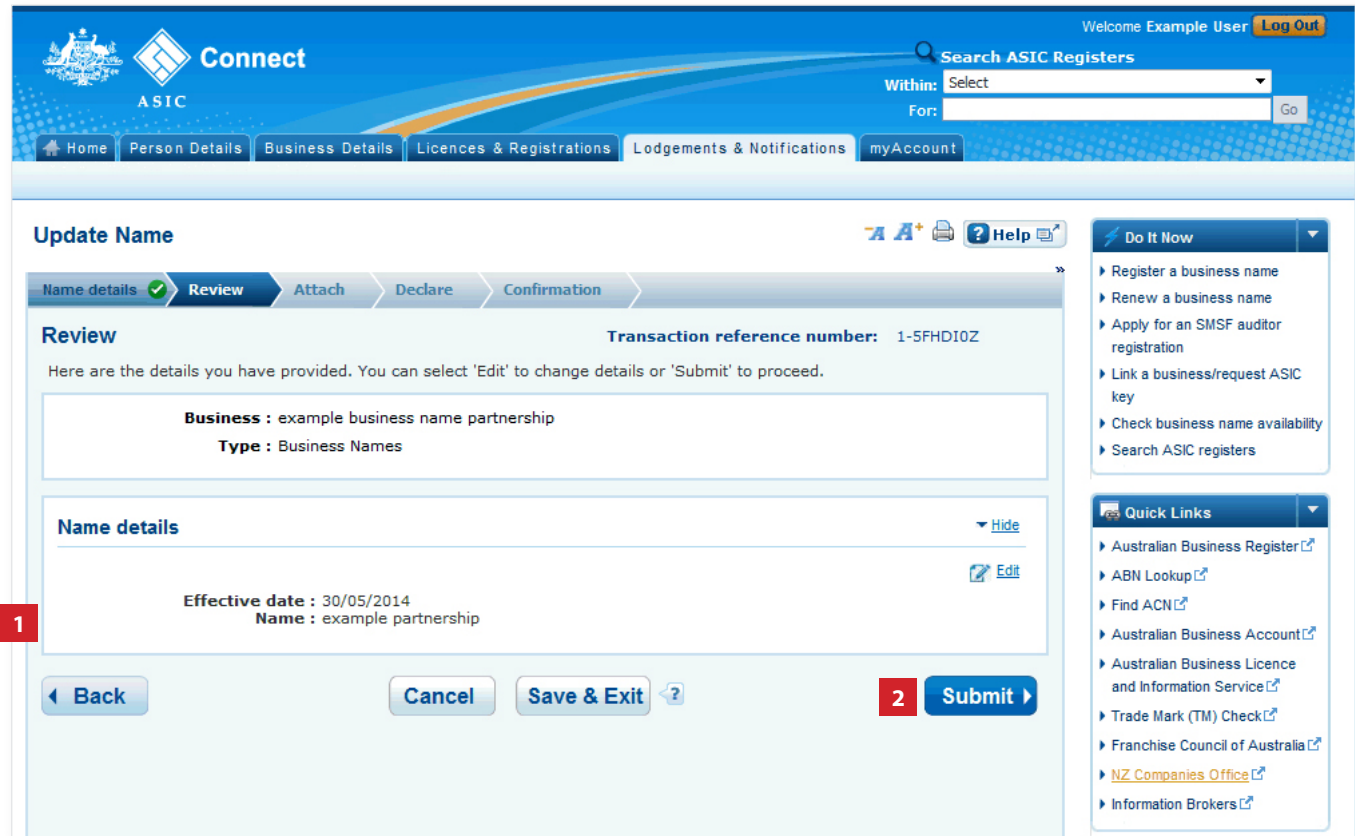
[How to change business name holder details \(partnership\)](#)

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If update name is selected

Review

1. Check the change is displayed correctly. If not, select **Edit** to go back to re-enter the name.
2. Select **Submit** to continue.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select

For: Go

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

Update Name

[Name details](#) **Review** [Attach](#) [Declare](#) [Confirmation](#)

Transaction reference number: 1-5FHD10Z

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

Business : example business name partnership
Type : Business Names

Name details [Hide](#) [Edit](#)

Effective date : 30/05/2014
Name : example partnership

[Back](#) [Cancel](#) [Save & Exit](#) **2** [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
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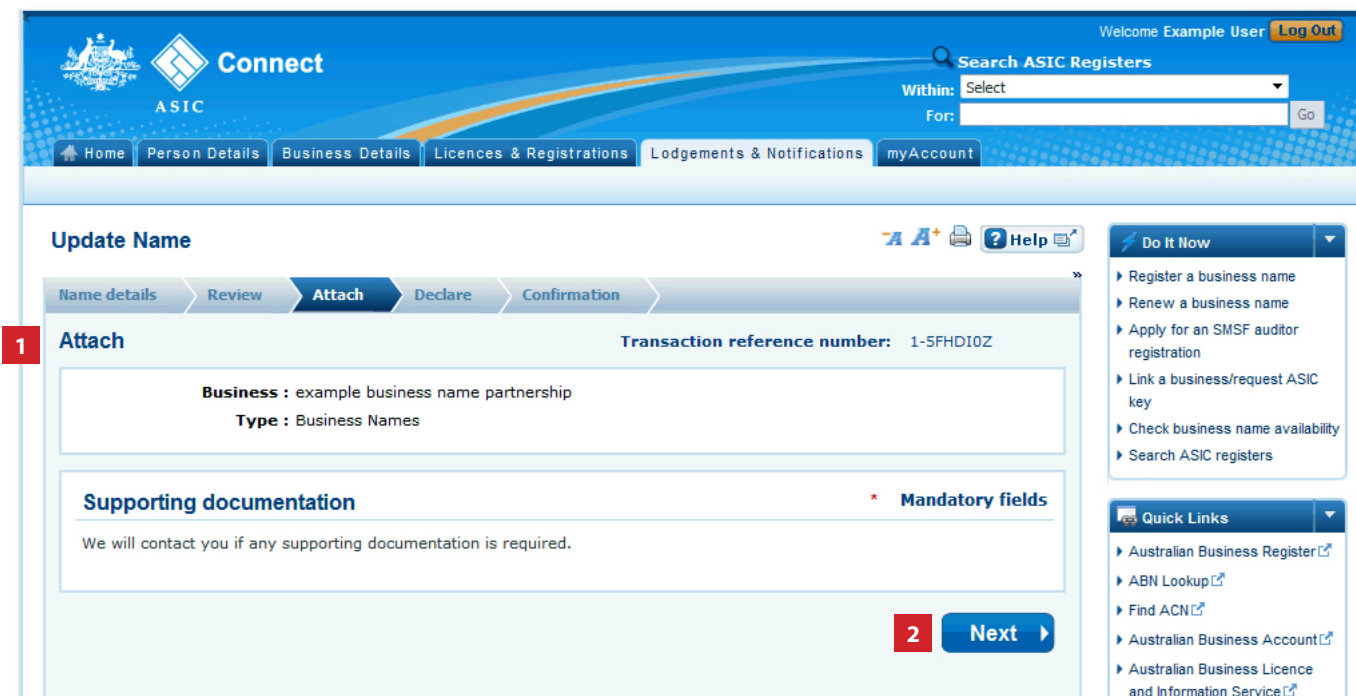
[How to change business name holder details \(partnership\)](#)

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If update name is selected

Attach

1. You may be required to attach supporting documentation. We will contact you if this is the case.
2. 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

Update Name

Name details Review **Attach** Declare Confirmation

1 **Attach** Transaction reference number: 1-SFHD10Z

Business : example business name partnership
Type : Business Names

Supporting documentation * **Mandatory fields**

We will contact you if any supporting documentation is required.

2 [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

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)

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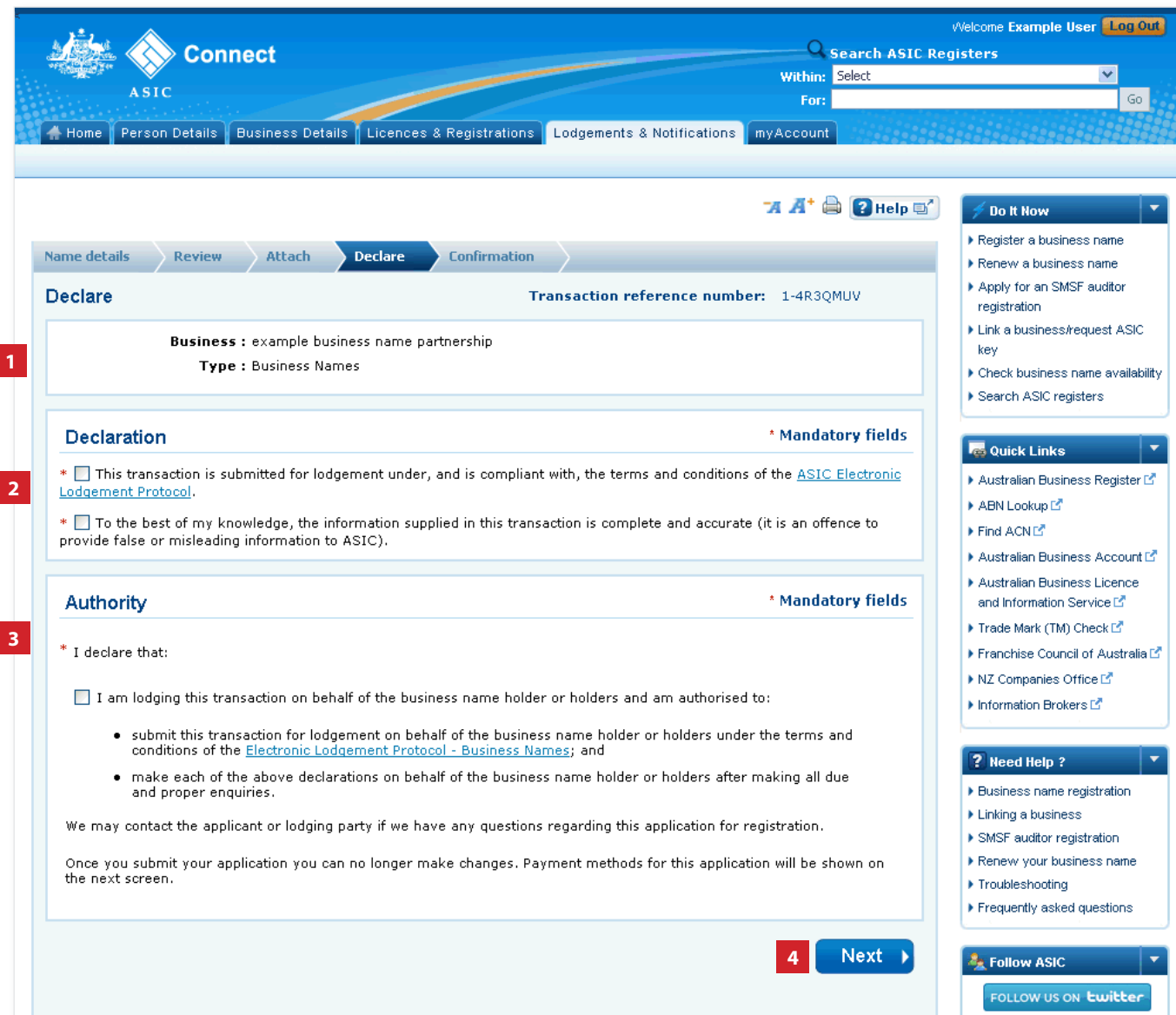
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Declare and confirm

This section shows the declaration and confirmation steps.

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 submitting the transaction.
4. Select **Next** to continue.



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

Search ASIC Registers
 Within: Select
 For: Go

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

Do It Now

- Register a business name
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Need Help ?

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

Follow ASIC

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Declare Transaction reference number: 1-4R3QMUV

Business : example business name partnership
Type : Business Names

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 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 applicant or lodging party if we have any questions regarding this application for registration.

Once you submit your application you can no longer make changes. Payment methods for this application will be shown on the next screen.

4 **Next**

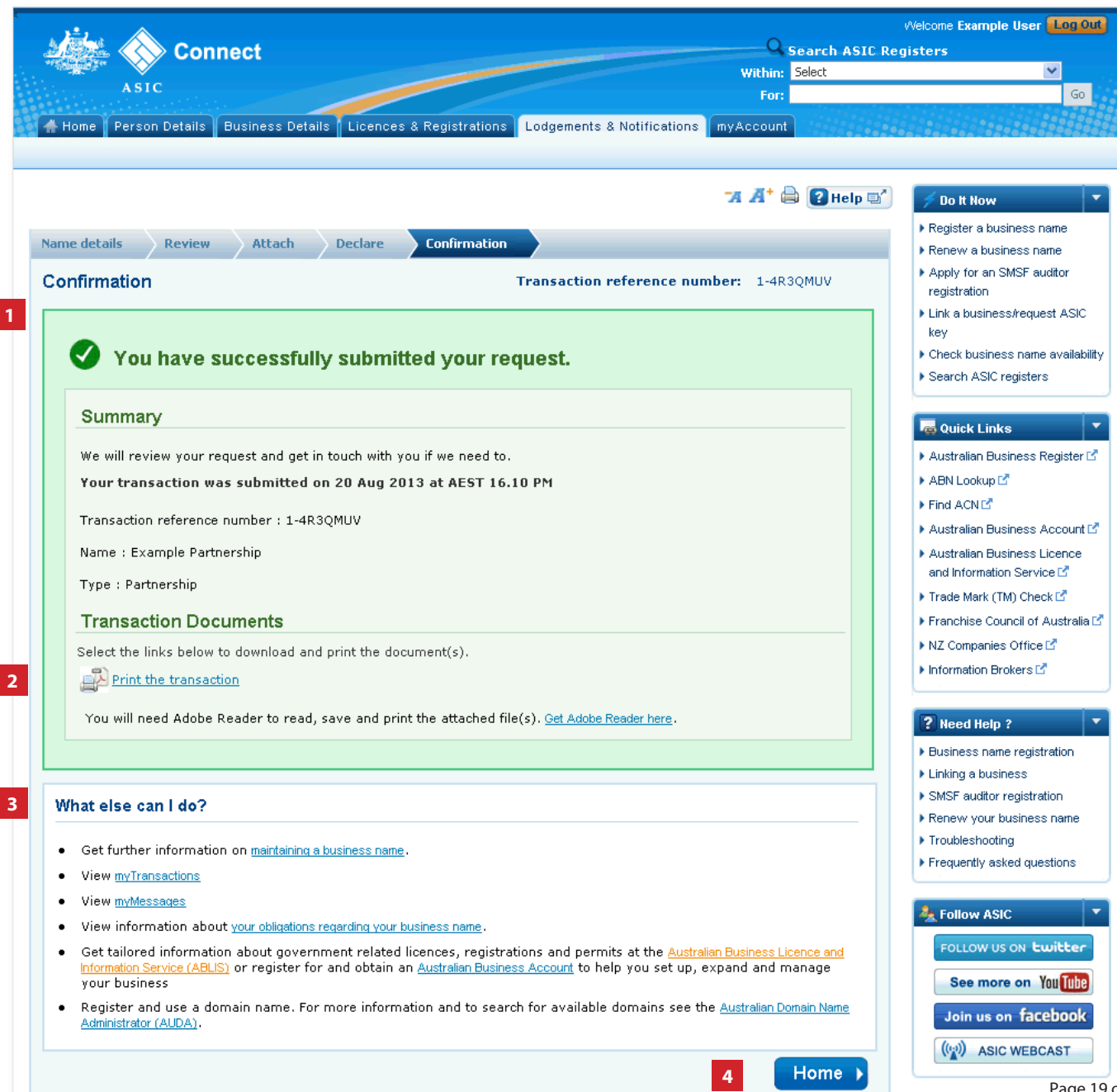
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[How to change business name holder details \(partnership\)](#)

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Confirmation

1. This screen confirms that your transaction has been submitted.
 2. Select **Print the transaction** to download a printable PDF version of the transaction.
 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 shows the ASIC Connect Confirmation page. The page has a blue header with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is in the top right. Below the header is a navigation bar with links: Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area has a breadcrumb trail: Name details > Review > Attach > Declare > Confirmation. The Confirmation section is highlighted with a green background and a green checkmark icon, stating 'You have successfully submitted your request.' Below this is a 'Summary' section with the following text: 'We will review your request and get in touch with you if we need to. Your transaction was submitted on 20 Aug 2013 at AEST 16.10 PM. Transaction reference number : 1-4R3QMUV. Name : Example Partnership. Type : Partnership.' There is a 'Transaction Documents' section with a link to 'Print the transaction' and a note about needing Adobe Reader. To the right of the main content are two sidebars: 'Do It Now' with links like 'Register a business name' and 'Quick Links' with links like 'Australian Business Register'. At the bottom right, there is a 'Need Help?' section and a 'Follow ASIC' section with links to Twitter, YouTube, Facebook, and an ASIC Webcast. A 'Home' button is at the bottom right of the page.

Confirmation Transaction reference number: 1-4R3QMUV

1 You have successfully submitted your request.

Summary

We will review your request and get in touch with you if we need to.

Your transaction was submitted on 20 Aug 2013 at AEST 16.10 PM

Transaction reference number : 1-4R3QMUV

Name : Example Partnership

Type : Partnership

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?

- Get further information on [maintaining a business name](#).
- View [myTransactions](#)
- View [myMessages](#)
- 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 \(AUDA\)](#).

4 Home

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change business name holder details \(partnership\)](#)

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