



**ASIC**  
Australian Securities &  
Investments Commission

# How to transfer a business name

ASIC Connect user guide | Published June 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 transfer a business name to a new holder from your ASIC Connect account.
- Check your business email address is up to date before starting this transaction. If this is incorrect or an email address has not been provided, you can update your business name address details.
- You must give the transfer number to the new business name owner. They will need this to register the business name in their name.
- You must keep your address up to date by law to receive correspondence from ASIC.

## Get started

1. Visit our website at [asic.gov.au](https://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):
  - **Cancel or transfer my business name** and log in to ASIC Connect, or
  - **Learn more about ASIC's online services** for more information on 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](#).

## How to transfer a business name

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

1. Select the radio button next to the business name you want to transfer.
2. In the *transactions* column, select **Cancel/Transfer Business Name** from the drop-down menu.
3. Select **Go** to continue.

The screenshot shows the ASIC Connect interface. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications' (highlighted), and 'myAccount'. The main content area is titled 'Lodgements and Notifications' and contains a 'myBusinesses' section. A table lists businesses with columns for 'Business', 'Type', 'Status', and 'Transactions'. The first row, 'example business name 53', is selected. A dropdown menu is open for its 'Transactions' column, showing options like 'Select Option', 'Cancel/Transfer Business Name', 'Change business address', etc. The 'Cancel/Transfer Business Name' option is highlighted. A 'Go' button is visible next to the dropdown. A 'Do It Now' sidebar on the right lists tasks like 'Register a business name' and 'Renew a business name'.

## How to transfer a business name

1. Select the option to indicate you would like to transfer the business name to another holder.
2. Select **Next** to continue.

The screenshot shows the 'Cancel Business Name' page. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications' (highlighted), and 'myAccount'. The main content area is titled 'Cancel Business Name' and contains a 'Cancellation details' section. The 'Business' is 'example business name 53' and the 'Type' is 'Business Names'. Under 'Details', there are two radio button options: 'I would like to cancel this business name' and 'I would like to transfer this business name'. The second option is selected. At the bottom, there are 'Cancel', 'Save & Exit', and 'Next' buttons. A 'Do It Now' sidebar on the right lists tasks like 'Register a business name' and 'Renew a business name'.

## Review

1. Check that the information displayed is correct.
2. Select **Submit** to continue.

### Cancel Business Name

Details **Review** Declare Confirmation

**Review** Transaction reference number: 1-5AKGRZP

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

**Business** : example business name 53  
**Type** : Business Names

**1** Details Hide Edit

You are requesting to transfer the business name. It will trigger cancellation of this business name and also serves as notice that you have given consent for another person to register this business name (for example to the person you have sold the business to).

When we receive this request we will send to you:

- a 'Notice of transfer of business name registration', and
- a secure transfer number.

The cancellation will come into effect 28 days after you receive a 'Notice of transfer of business name registration' from us.

You are requesting to transfer this business name: example business name 53

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
- 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

## Declare

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

The screenshot shows the 'Cancel Business Name' form with the following elements:

- Header:** 'Cancel Business Name' with navigation tabs: Details, Review, **Declare**, Confirmation. Transaction reference number: 1-5B7DHU5.
- Business Information:** Business: example business name 02, Type: Business Names.
- Step 1: Declaration (Mandatory fields)**
  - Text: "If you are not the business name holder, you must be authorised by the business name holder or holders to make each of the declarations and submit this transaction on their behalf." Link: [See who may be authorised to lodge a transaction for more information.](#)
  - Form 1:  This transaction is submitted for lodgement under, and is compliant with, the terms and conditions of the [ASIC Electronic Lodgement Protocol](#).
  - Form 2:  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).
- Step 2: Authority (Mandatory fields)**
  - Text: "Please select one."
  - Text: "I declare that:"
  - Form 3:  I am the business name holder or one of the business name holders and am authorised to submit this transaction for lodgement.
  - Text: "OR"
  - Form 4:  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.
  - Text: "We may contact you or the lodging party (if any) if we have any questions regarding this transaction. If a payment is required for this transaction, payment methods will be shown on the next screen."
- Step 3:** A blue 'Next' button with a right arrow.
- Right Sidebar:**
  - 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.
  - Need Help?:** Business name registration, Linking a business, SMSF auditor registration, Renew your business name, Troubleshooting, Frequently asked questions.
  - Follow ASIC:** FOLLOW US ON twitter, See more on YouTube, Join us on facebook, ASIC WEBCAST.

## Confirmation

1. This screen confirms that your transaction has been 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.

**Cancel Business Name**

Details Review Declare **Confirmation**

Transaction reference number: 1-5AKGRZP

**1** You have successfully requested to transfer the business name.

**2** **Summary**

We will send a 'Notice of transfer of a business name registration' to the business name holder. You have also given us notice that you consent to the registration of this business name to a new holder.

A secure transfer number will also be sent to the business name holder.

The cancellation will come into effect 28 days after the notice is received.

The business name will not be available for anyone else to register, unless we have approved an application for registration of this business name with the secure transfer number generated by this transaction.

**Transaction completed on 27 Mar 2014 at AEST 09:38 AM**

Transaction reference number : 1-5AKGRZP

Name : example business name 53

Type : Business Names

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?**

- Now that you have submitted a cancellation request, you may wish to:
  - [Get further information on cancelling a business name.](#)
- View [myTransactions](#)
- View [myMessages](#)

**4** [Home](#)

**Do It Now**

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- ▶ Renew a business name
- ▶ Apply for an SMSF auditor registration
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**Quick Links**

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**Need Help?**

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- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

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## What to do next

After completing this transaction, a transfer number will be sent to the business email address.

If no email is recorded, we will send the transfer number to the address for service of documents.

1. This is the **transfer number**. You will need to provide this to the new business name owner so they can register the business name.

Additional business name owners (including partners and any other representatives recorded on the Business Name Register) will also receive notification of the business name transfer.

