



ASIC
Australian Securities &
Investments Commission

How to change business name representative details

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

1. [ASIC Connect](#) is the online system used to manage your business name and update business name holder details including email addresses.
2. You must keep your addresses up-to-date by law and to receive correspondence from ASIC.

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):
 - **Update my details** and log in to ASIC Connect, or
 - **Learn more about ASIC's online services** for more information on how to sign up.

Tips:

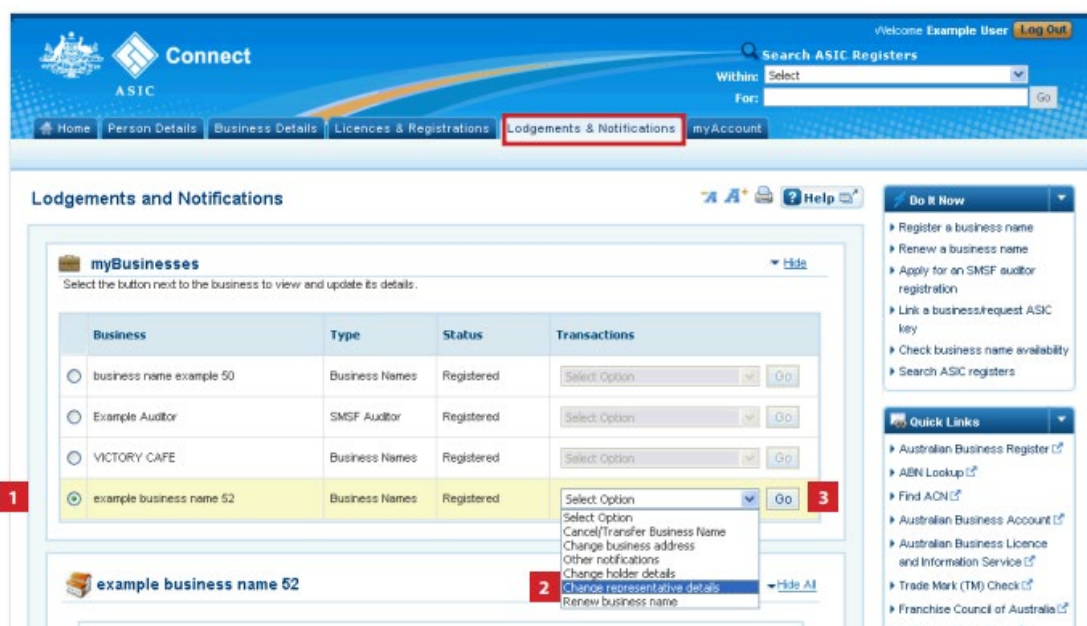
- Alternatively, go straight to [ASIC Connect](#) to log in/sign up.
- Additional support can be found on the following pages:
 - [Business name holders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

myBusinesses

STEP 1: Select business name

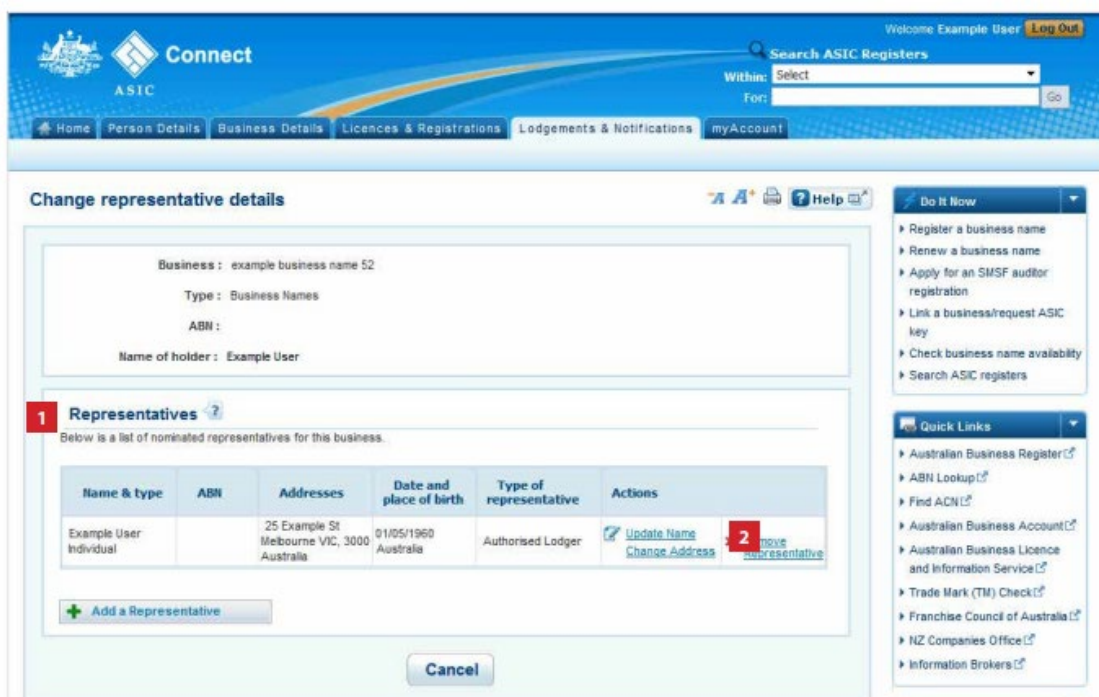
Select the **Lodgements & Notifications** tab at the top of the screen.

1. Select the radio button next to the business name you want to change the holder details.
2. In the *transactions* column, select **Change representative details** from the drop-down menu.
3. Select **Go** to continue.



STEP 2: Select change

1. The business name representative details will be displayed.
2. Select **Update Name** or **Change Address** next to the business name representative you would like to change.



Change address

STEP 1: If change of address is selected

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

Change Address Help

Update address Review Declare Confirmation

Update address Transaction reference number: 1-2TM3G00

Business : example business name 52
Type : Business Names

Individual's Details * Mandatory fields

Individual's details

Given name: Example
Other Given names:
Family name: User

Birth details

Date of birth: 01/05/1960
Country: Australia
State/Territory: NSW
Suburb/City: Sydney

Residential address

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable.
The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

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

* Effective date ?

Select from known address

OR enter new details below

* Country ?

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.

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

Effective date ?

Select from known email address

OR enter new email address below

Email address

Cancel **Save & Exit** ? **Next**

STEP 2: Enter new address

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the 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 address is not already linked to the account, enter the new address into the corresponding fields.

Change Address Help

Update address **Review** Declare Confirmation

Update address Transaction reference number: 1-2TM3G00

Business : example business name 52
Type : Business Names

Individual's Details * Mandatory fields

Individual's details

Given name: Example
Other Given names:
Family name: User

Birth details

Date of birth: 01/05/1960
Country: Australia
State/Territory: NSW
Suburb/City: Sydney

Residential address

Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable. The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details.

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

* Effective date: 05/04/2013

Select from known address
OR enter new details below

* Country: Australia

Building/Property name:
Floor/Level:
Unit/Office:

* Street number: * Street name: * Street type: -- select --

* Suburb/City: * Postcode:

* State/Territory: -- select --

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.

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

Effective date:

Select from known email address
OR enter new email address below

Email address:

Cancel Save & Exit Next

STEP 3: Enter new address (continued)

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the 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 address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder.
5. Enter an effective date for the change (DD/MM/YYYY).
6. You can choose to select an email address that is already linked to the account or enter a new one.

The screenshot shows a web form titled "Change Address" with a progress bar at the top indicating the current step is "Update address". The form is divided into several sections:

- Business Information:** "Business : example business name 52" and "Type : Business Names".
- Individual's Details:** Includes fields for "Given name: Example", "Other Given names:", "Family name: User", "Date of birth: 01/05/1960", "Country: Australia", "State/Territory: NSW", and "Suburb/City: Sydney".
- Residential address:** A section with instructions: "Enter the individual's new residential address. This address must be a physical or street address, a post office box is not acceptable. The residential address provided will not be displayed on the public register. The residential address will be used for administrative and law enforcement purposes only. See [how we use your information](#) for more details." It includes a date field for the effective date (05/04/2013) and a dropdown for "Select from known address". Below this are fields for "Country" (Australia), "Building/Property name", "Floor/Level", "Unit/Office", "Street number", "Street name", "Street type" (dropdown), "Suburb/City", "Postcode", and "State/Territory" (dropdown).
- Email address:** A section with instructions: "The effective date is the date that the change took effect. The effective date can be up to 3 months into the future. We will use this email address to send notices. See [how we use your information](#) for more details." It includes a date field for the effective date and a dropdown for "Select from known email address", followed by an "Email address" input field.

Numbered callouts on the left side of the form indicate the following steps:

- 1: Effective date field in the Residential address section.
- 2: "Select from known address" dropdown in the Residential address section.
- 3: "Country" dropdown in the Residential address section.
- 4: "Email address" section header.
- 5: Effective date field in the Email address section.
- 6: "Select from known email address" dropdown in the Email address section.

At the bottom of the form are buttons for "Cancel", "Save & Exit", and "Next".

STEP 4: Enter new address (continued)

1. Enter an effective date for the change (DD/MM/YYYY).
2. If the 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 address is not already linked to the account, enter the new address into the corresponding fields.
4. You must also enter an email address for the holder.
5. Enter an effective date for the change (DD/MM/YYYY).
6. You can choose to select an email address that is already linked to the account or enter a new one.
7. Select:
 - **Cancel** to start again, or
 - **Save & exit** to save the details entered and complete and submit the transaction later.
8. Select **Next** to continue with your address change.

The screenshot shows the 'Change Address' web form. At the top, there are navigation tabs: 'Update address' (selected), 'Review', 'Declare', and 'Confirmation'. Below the tabs, the form title is 'Update address' and the transaction reference number is '1-2TM3G00'. The business details are 'Business: example business name 52' and 'Type: Business Names'. The 'Individual's Details' section includes 'Individual's details' (Given name: Example, Other Given names, Family name: User) and 'Birth details' (Date of birth: 01/05/1960, Country: Australia, State/Territory: NSW, Suburb/City: Sydney). The 'Residential address' section has a text box for the address and a date field for the effective date (05/04/2013). Below this is a dropdown for 'Select from known address' and a section for 'OR enter new details below' with fields for Country (Australia), Building/Property name, Floor/Level, Unit/Office, Street number, Street name, Street type, Suburb/City, Postcode, and State/Territory. The 'Email address' section has a text box for the email address and a date field for the effective date. At the bottom, there are buttons for 'Cancel', 'Save & Exit', and 'Next'. Red numbered callouts 1-8 are placed over the form to indicate the steps: 1 (Effective date), 2 (Select from known address), 3 (OR enter new details below), 4 (Email address), 5 (Effective date), 6 (Select from known email address), 7 (Cancel/Save & Exit), and 8 (Next).

STEP 5: Confirm your address

1. Select the radio button next to the correct address. You can choose from a list of suggested addresses or proceed with the address you provided. Select **Confirm** to proceed with the address change.
3. Select:
 - **Cancel** to start again, or
 - **Close** to go back to re-enter the address.

The screenshot shows a web form titled "Individual's Details" with a "Mandatory fields" indicator. The main heading is "Confirm your address" with a "Close X" button and a red box containing the number "3". Below the heading, there is a message: "We want to make sure that we have your correct address. Please choose from the list below, or click cancel to go back and provide us with more detail on the previous screen, like unit or building level. Then submit again." A list of five radio button options is shown, with a red box containing the number "1" next to the first option: "5 Melbourne Place, MELBOURNE VIC 3000". The other options are "14-30 Melbourne Place, MELBOURNE VIC 3000", "Ground Floor 1 Melbourne Place, MELBOURNE VIC 3000", "Level 1 1 Melbourne Place, MELBOURNE VIC 3000", and "25 Example St, Melbourne VIC 3000 -- entered address". At the bottom, there are two buttons: "Cancel" (with a red 'X' icon) and "Confirm" (with a green checkmark icon), with a red box containing the number "2" next to the "Confirm" button.

STEP 6: 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.

The screenshot shows a web form titled "Update address" with a "Hide" button and an "Edit" button. The main heading is "Individual's Details" with a red box containing the number "1" next to it. Below the heading, there is a form with the following fields: "Given name" (Example), "Family name" (User), "Date of birth" (01/05/1960), "Country" (Australia), "State/Territory" (NSW), "Suburb/City" (Sydney), "Effective date" (05/04/2013), "Country" (Australia), "Street number" (25), "Street name" (Example), "Street type" (St), "Suburb/City" (Melbourne), "State/Territory" (VIC), "Postcode" (3000), "Effective date" (05/04/2013), and "Email address" (example@email.com). At the bottom, there are four buttons: "Back", "Cancel", "Save & Exit" (with a question mark icon), and "Submit", with a red box containing the number "2" next to the "Submit" button. On the right side, there is a "Quick Links" section with links to "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". Below that is a "Need Help?" section with links to "Business name registration", "Linking a business", "SMSF auditor registration", "Renew your business name", "Troubleshooting", and "Frequently asked questions". At the bottom right, there is a "Follow ASIC" section with links to "Follow us on twitter", "See more on YouTube", and "Join us on facebook".

Update a representatives name

STEP 1: If update name is selected

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.

The screenshot shows the ASIC Connect portal interface. The main heading is 'Change representative details'. A modal dialog titled 'Update Name Warning' is displayed in the center. The dialog contains the following text: 'You have selected to update the name of an existing business name holder, partner or representative (for example, if you need to update a surname as a result of marriage). If you have sold or transferred your business to another entity, for example a family member, use the Cancel Business Name transaction and select the [transfer the business name](#) option. If you are adding or removing a representative, use the add representative or remove representative link from the [Change representative details transaction](#).' At the bottom of the dialog are two buttons: 'Continue' (marked with a red '2') and 'Cancel' (marked with a red '3'). The background page shows a navigation menu with 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. A search bar for 'Search ASIC Registers' is visible at the top right. A 'Do It Now' sidebar on the right lists various actions like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'. A 'Quick Links' sidebar on the right lists links to 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information Service', and 'Trade Mark (TM) Check'.

STEP 2: Update name

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

The screenshot shows the 'Update Name' form in the ASIC Connect portal. The form is titled 'Update Name' and has a progress bar with steps: 'Update Person', 'Review', 'Attach', 'Declare', and 'Confirmation'. The 'Update Person' step is active. The form displays 'Business : example business name 52' and 'Type : Business Names'. Below this is the 'Update Name Details' section, which includes a 'Mandatory fields' label. The 'Effective date' field is marked with a red '1' and has a text box with a calendar icon. The 'Update name details' section has a text box for 'Enter the new name:' and three input fields for 'Given name' (marked with a red '2'), 'Other given names', and 'Family name'. At the bottom of the form are three buttons: 'Cancel', 'Save & Exit', and 'Next' (marked with a red '3'). The background page shows the same navigation menu as the previous screenshot. The 'Do It Now' sidebar on the right lists actions like 'Register a business name', 'Renew a business name', and 'Apply for an SMSF auditor registration'. The 'Quick Links' sidebar on the right lists links to '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'. A 'Need Help?' dropdown menu is also visible at the bottom right.

STEP 3: 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.

The screenshot shows the 'Update Name' page in the ASIC Connect system. The page is titled 'Update Name' and has a transaction reference number of 1-5FHM505. The 'Review' step is active, showing the business details: 'Business : example business name 52' and 'Type : Business Names'. Below this, the 'Update Person' section shows 'Effective date : 30/05/2014', 'Given name : Example', and 'Family name : Rep'. A red '1' is placed next to the 'Update Person' section. At the bottom, there are buttons for 'Back', 'Cancel', 'Save & Exit', and 'Submit'. A red '2' is placed next to the 'Submit' button. The page also features a navigation menu, a search bar, and a 'Do It Now' section with various links.

STEP 4: Attach

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

The screenshot shows the 'Update Name' page in the ASIC Connect system, now in the 'Attach' step. The transaction reference number remains 1-5FHM505. The business details are the same as in the previous step. The 'Supporting documentation' section is highlighted with a red '1' and contains the text: 'We will contact you if any supporting documentation is required.' Below this, there is a red '2' next to the 'Next' button. The page layout, including the navigation menu, search bar, and 'Do It Now' section, is consistent with the previous screenshot.

Declare and confirm

Declare

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

Change Address

Update address > Review > **Declare** > Confirmation

1 Declare Transaction reference number: 1-2TM3G00

Business : example business name 52
Type : Business Names

2 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).

3 Authority * Mandatory fields

* I declare that:

I am the registration holder; or

OR

I am submitting this transaction for lodgement on behalf of the registration holder and am authorised to:

- Submit this transaction for lodgement on behalf of the registration holder under the terms and conditions of the [Electronic Lodgement Protocol](#)
- Make each of the above declarations on behalf of the registration holder after making all due and proper inquiries.

We may contact the registration holder or lodging party if we have any questions regarding this transaction.

4 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

Need Help?

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

Follow ASIC

Confirm

1. This screen confirms that your transaction has been successfully submitted.
2. Select **Print the transaction** to download a printable PDF version of the change.
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 displays the ASIC Connect interface for a 'Change Address' transaction confirmation. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar for ASIC registers. The main content area is titled 'Change Address' and shows a progress bar with 'Confirmation' as the current step. A green success message states: 'You have successfully submitted your request.' Below this is a 'Summary' section with transaction details: 'Your transaction was submitted on 09 Apr 2013 at AEST 13.52 PM', 'Transaction reference number: 1-2TM3G00', 'Name: User, Example', and 'Type: Business Names'. The 'Transaction Documents' section contains a 'Print the transaction' link. A 'What else can I do?' section lists links for 'business details', 'myTransactions', and 'myMessages'. A 'Home' button is located at the bottom right. The page is annotated with red boxes and numbers: '1' points to the success message, '2' points to the 'Print the transaction' link, '3' points to the 'What else can I do?' section, and '4' points to the 'Home' button.