



How to change your business address

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

- <u>ASIC Connect</u> is the online system used to manage your business name.
- You can change your business address through ASIC Connect.
- Addresses you can update include address for service of documents, principal place of business or practice, your email and mobile number to which we may send SMS reminders.
- You must keep your address up to date by law to receive correspondence from ASIC.

Get started

- 1. Visit our website at <u>asic.gov.au</u>.
- 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 access our portals.

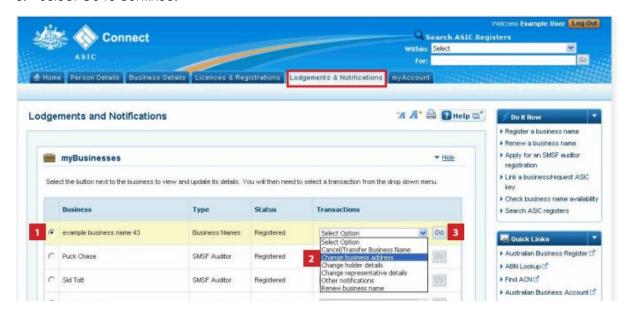
Tips:

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

Change your business address

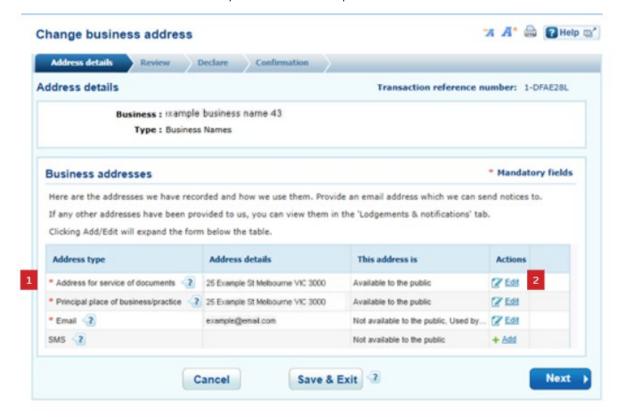
Select the Lodgements & Notifications tab at the top of the screen.

- 1. Select the radio button next to the business you would like to update.
- 2. In the transactions column, select Change business address from the drop-down menu.
- 3. Select Go to continue.



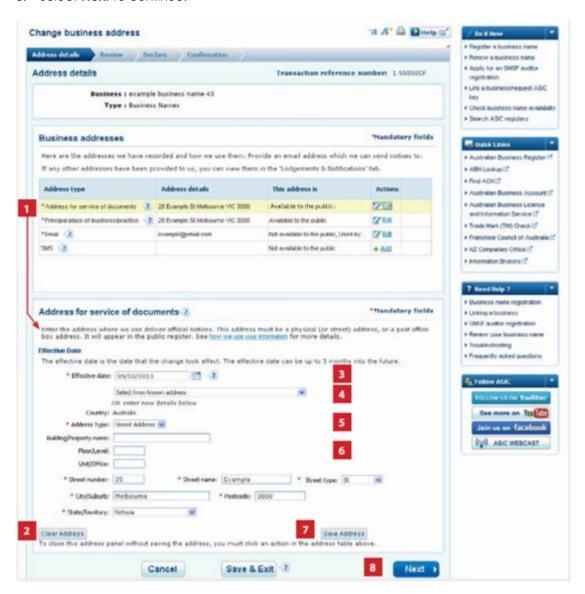
Select address

- 1. The addresses will be displayed.
- 2. Select Edit next to the address you would like to update.



Enter the new address

- 1. The address you have selected will be displayed.
- 2. Select **Clear address** to remove any address details entered and enter the new address details.
- 3. Enter an effective date for the change (DD/MM/YYYY).
- 4. 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.
- 5. If the new address is not already linked to your account, select whether the address is a street or postal address from the drop-down box.
- 6. Enter the new address into the corresponding fields.
- 7. Select **Save address** to save your address update.
- 8. Select Next to continue.



Confirm your address

STEP 1

- 1. Select the correct address. You can choose from a list of displayed addresses or proceed with the address you provided.
- 2. Select **Confirm** to proceed with the address update.
- 3. Select Cancel or Close to go back to re-enter the address.



STEP 2

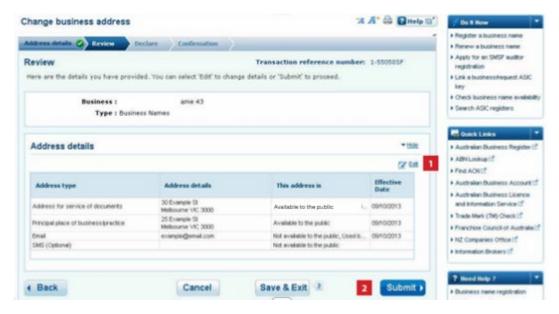
Check that the information displayed is correct. If not, select **Edit** to go back to re-enter the address.

1. Select **Next** to continue.



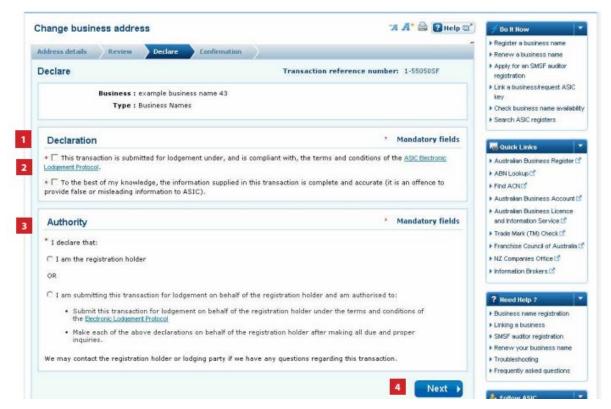
Review

- Check that the information displayed is correct. If not, select Edit to go back to re-enter the address.
- 2. Select Submit to continue.



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.



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.
- 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.

