How to change your business address

ASIC Connect user guide | Published June 2025

(i)

> **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 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 [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 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 [Business name holders](#) support page (contains user guides and FAQs).

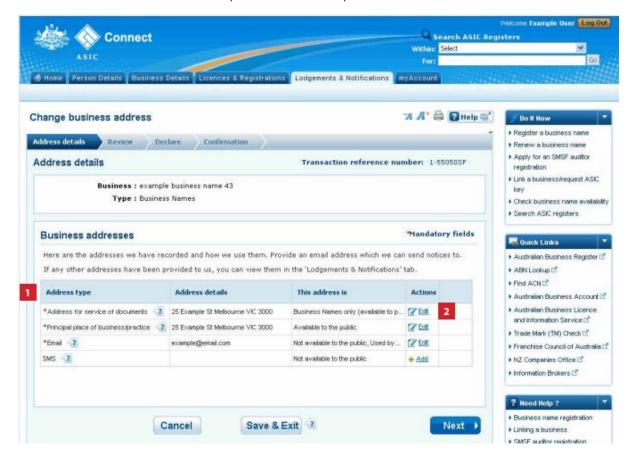   o [Top call centre questions](#).

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.
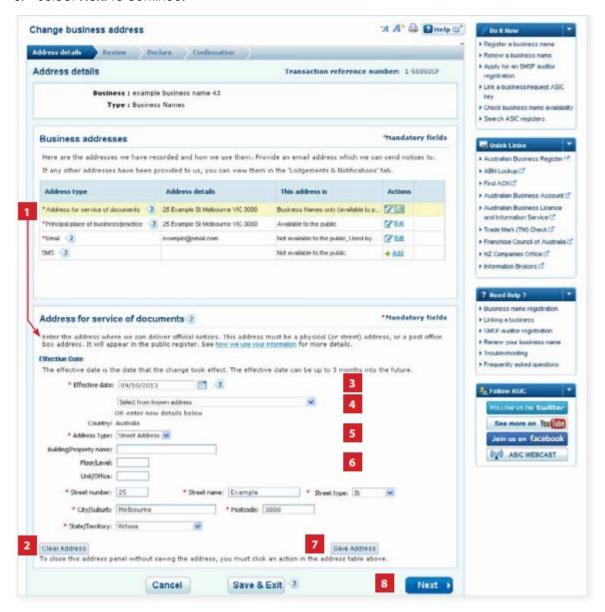
3. Select **Go** to continue.

Select address

1. The addresses will be displayed.

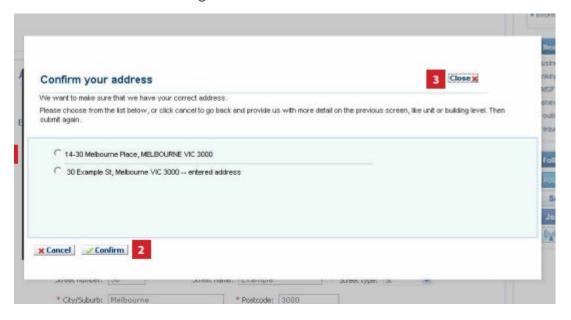2. Select **Edit** next to the address you would like to update.

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.
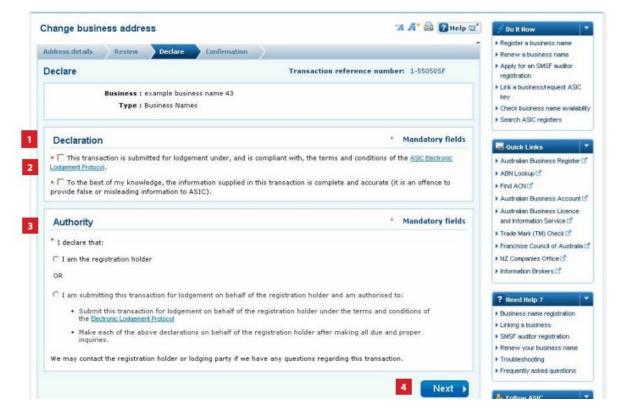
1. Select **Next** to continue.

Review

1. 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.

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.