



ASIC
Australian Securities &
Investments Commission

How to change your business address

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

myBusinesses

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 checked="" type="radio"/> example business name 43	Business Names	Registered	<div> Select Option Select Option Cancel/Transfer Business Name Change business address Change holder details Change representative details Other notifications Renew business name </div>
<input type="radio"/> Puck Chase	SMSF Auditor	Registered	Go
<input type="radio"/> Sid Tott	SMSF Auditor	Registered	Go

Select address

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

Change business address

Address details Transaction reference number: 1-55050SF

Business : example business name 43
Type : Business Names

Business addresses *Mandatory fields

Here are the addresses we have recorded and how we use them. Provide an email address which we can send notices to. If any other addresses have been provided to us, you can view them in the 'Lodgements & Notifications' tab.

Address type	Address details	This address is	Actions
<input checked="" type="radio"/> *Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit 2
<input type="radio"/> *Principal place of business-practice	25 Example St Melbourne VIC 3000	Available to the public	Edit
<input type="radio"/> *Email	example@email.com	Not available to the public, Used by...	Edit
<input type="radio"/> SMS		Not available to the public	+ Add

Cancel Save & Exit Next

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.

Change business address

Address details | Review | Declare | Confirmation

Transaction reference number: 1-550505P

Business : example business name 43
Type : Business Names

Business addresses *Mandatory fields

Here are the addresses we have recorded and how we use them. Provide an email address which we can send notices to. If any other addresses have been provided to us, you can view them in the 'Lodgements & Notifications' tab.

Address type	Address details	This address is	Actions
*Address for service of documents	25 Example St Melbourne VIC 3000	Business Names only (available to p...	Edit
*Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	Edit
*Email	example@gmail.com	Not available to the public, Used by...	Edit
SMS		Not available to the public	Add

Address for service of documents *Mandatory fields

Enter the address where we can deliver official notices. This address must be a physical (or street) address, or a post office box address. It will appear in the public register. See [how we use your information](#) for more details.

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.

* Effective date: 09/10/2013 3

Select from known address 4
OR enter new details below

Country: Australia 5

* Address Type: Street Address 6

Building/Property name:

Floor/Level:

Unit/Office:

* Street number: 25 * Street name: Example * Street type: St

* City/Suburb: Melbourne * Postcode: 3000

* State/Territory: Victoria

2 [Clear Address](#) **7** [Save Address](#)

To close this address panel without saving the address, you must click an action in the address table above.

[Cancel](#) [Save & Exit](#) **8** [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

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ASIC WEBCAST

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.

Change business address

Address details **Review** Declare Confirmation

Review Transaction reference number: 1-55050SF

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

Business : ame 43
Type : Business Names

Address details [Hide](#) [Edit](#) **1**

Address type	Address details	This address is	Effective Date
Address for service of documents	30 Example St Melbourne VIC 3000	Business Names only (available to...	09/10/2013
Principal place of business/practice	25 Example St Melbourne VIC 3000	Available to the public	09/10/2013
Email	example@email.com	Not available to the public, Used b...	09/10/2013
SMS (Optional)		Not available to the public	

[Back](#) [Cancel](#) [Save & Exit](#) **2** [Submit](#)

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- Business name registration

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.

Change business address

Address details Review **Declare** Confirmation

Declare Transaction reference number: 1-55050SF

Business : example business name 43
Type : Business Names

1 Declaration **Mandatory fields**

2 ☐ 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

☐ 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](#)

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- Frequently asked questions

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.

The screenshot displays the ASIC Connect interface for the 'Change business address' process. The top navigation bar includes the ASIC logo, 'Connect' text, and a search bar. A user is logged in as 'Example User'. The main content area shows the 'Confirmation' step of the process, with a green banner stating 'You have successfully submitted your request.' Below this, a 'Summary' section provides transaction details: 'Your transaction was submitted on 08 Jan 2014 at AEST 09:48 AM', 'Transaction reference number: 1-55050SF', 'Name: example business name 43', and 'Type: Business Names'. A 'Transaction Documents' section offers a link to 'Print the transaction'. A 'What else can I do?' section at the bottom provides links to 'View your business details', 'View myTransactions', and 'View myMessages'. The right sidebar contains 'Do It Now' and 'Quick Links' sections with various service links.

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

Welcome Example User Log Out

Search ASIC Registers

Within: Select

For: Go

Change business address

Address details Review Declare Confirmation

1 Confirmation Transaction reference number: 1-55050SF

✓ You have successfully submitted your request.

Summary

Your transaction was submitted on 08 Jan 2014 at AEST 09:48 AM

Transaction reference number : 1-55050SF

Name : example business name 43

Type : Business Names

Transaction Documents

Select the links below to download and print the document(s).

2 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?

- View your [business details](#)
- View [myTransactions](#)
- View [myMessages](#)

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