



ASIC

Australian Securities & Investments Commission

25 October 2021

PO BOX 4000
Gippsland Mail Centre
Victoria 3841

John Smith

Web: www.asic.gov.au

Telephone: 1300 300 630

Business name renewal notice for 'Example Business Name'

Account Number: 85 123456789

ASIC Key: 1-123456789

Due Date: 25 November 2021

Key Information

- Your business name registration is due for renewal
- Renew by credit card or request an invoice online using 'pay now'
- You should cancel the business name if it is no longer needed

Dear John

Your business name registration is due for renewal by 25 November 2021. You must renew the registration to continue using this business name and avoid cancellation.

How do I renew?

Pay now is the quickest and simplest way to renew. Simply click the link to renew online:

[Pay now- business name renewals](#)

Then:

1. enter your account number at the top of this notice
2. select a renewal period (1 or 3 years)
3. pay using your credit card or request an invoice.

Need more help?

You can find more information including step-by-step user guides at www.asic.gov.au/bn-renew

Business name no longer needed?

Cancel it through ASIC Connect. To cancel see www.asic.gov.au/bn-cancel

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Boothman', with a long horizontal flourish extending to the right.

Margaret Boothman
Assistant Commissioner, Registry Operations
Australian Business Registry Services
On behalf of the Australian Securities and Investments Commission