



ASIC

Connect

User guide


ASIC Connect

How to change business name representative details

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



How to change business name representative details

- You can update business name holder details—including email addresses through ASIC Connect.
- You must keep your addresses up-to-date by law and to receive correspondence from ASIC.
- For help with changing your business addresses, visit our [support page](#).
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

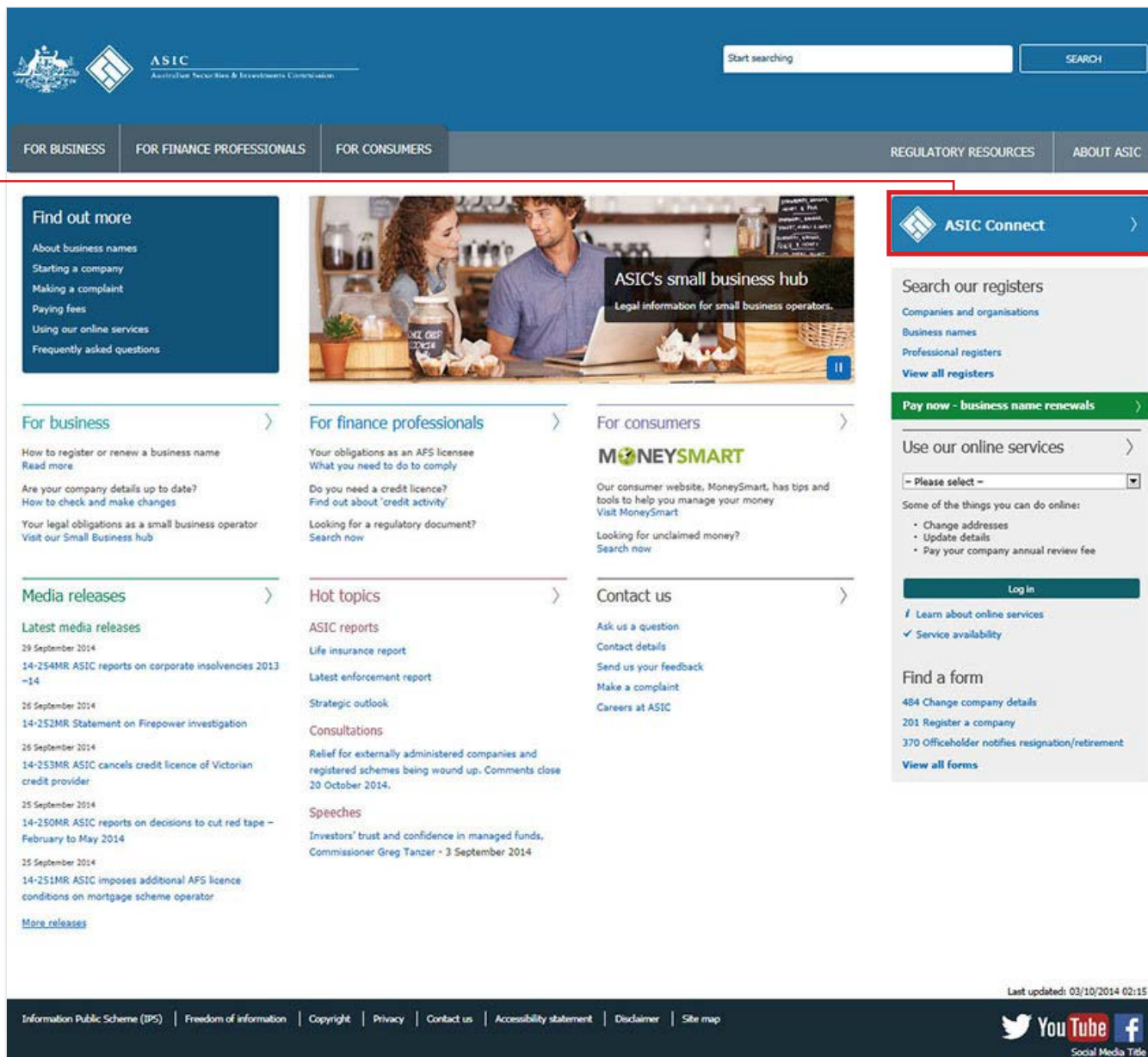
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red line points from the 'Click on the blue ASIC Connect box' instruction to a blue box labeled 'ASIC Connect' on the right side of the page. Below this box are sections for 'Search our registers', 'Use our online services', and 'Find a form'. The main content area on the left includes 'Find out more' links, 'For business', 'For finance professionals', 'For consumers', 'Media releases', 'Hot topics', and 'Contact us'.

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[How to change business name representative details](#)

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Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.



Log in to ASIC Connect

Apply for or update details of a business name or SMSF auditor registration.

[Log in](#)

[Sign up](#)

[AUSKey](#)

Log in to other ASIC Registers

---Select an Option---

[Go](#)

[Register for online access](#)

[Short seller](#)

[Service availability](#)

Do it now

Search

Search ASIC's registers for companies, business names, SMSF auditors and more.

[Search now](#)

See more on YouTube

Watch our YouTube videos to find out about our new services.

[View now](#)

What's new

1. **Recommended browsers for using ASIC Connect**
28 October 2013
2. **A postal address can now be used for a business name's address for service of documents**
26 September 2013
3. **ASIC releases a business names booklet**
16 September 2013
4. **ASIC and NZCO release a new app for free register searches**
15 August 2013

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](#)

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[ASIC WEBCAST](#)

[Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact us](#)

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[How to change business name representative details](#)

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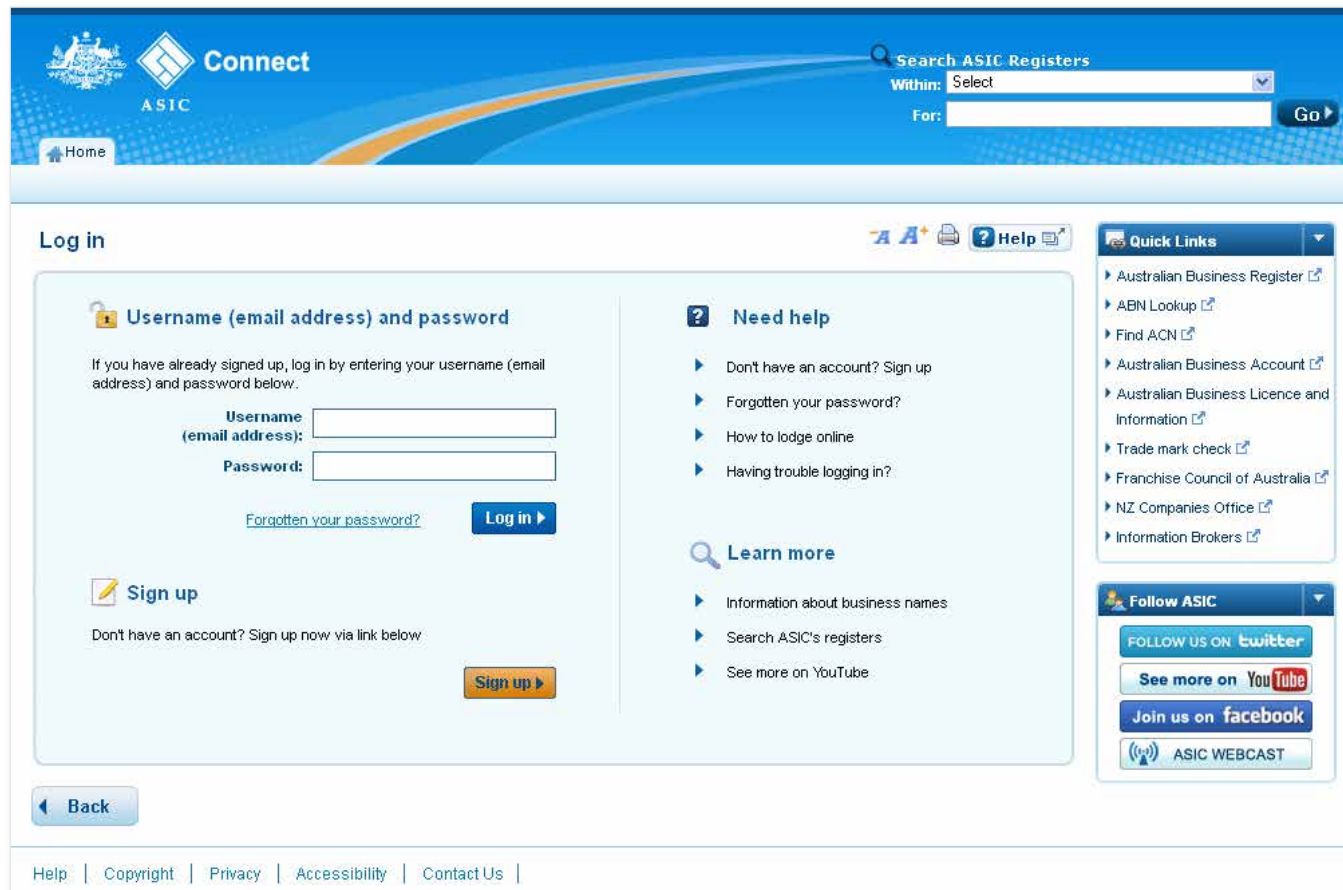
Log in

Log in using your email address and password.

If you haven't already done so, you will need to link your business name to your account. For assistance with linking see our [How to link a business name to your ASIC Connect account](#) user guide.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



The screenshot shows the ASIC Connect login page. At the top, there is a header with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the header, there is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password'. There is a 'Log in' button and a link for 'Forgotten your password?'. Below the login form is a 'Sign up' section with a 'Sign up' button. To the right of the login form, there is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below that is a 'Learn more' section with links for 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there is a 'Quick Links' section with links to various ASIC services, and a 'Follow ASIC' section with links to follow ASIC on Twitter, YouTube, and Facebook, and an ASIC Webcast link. At the bottom, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

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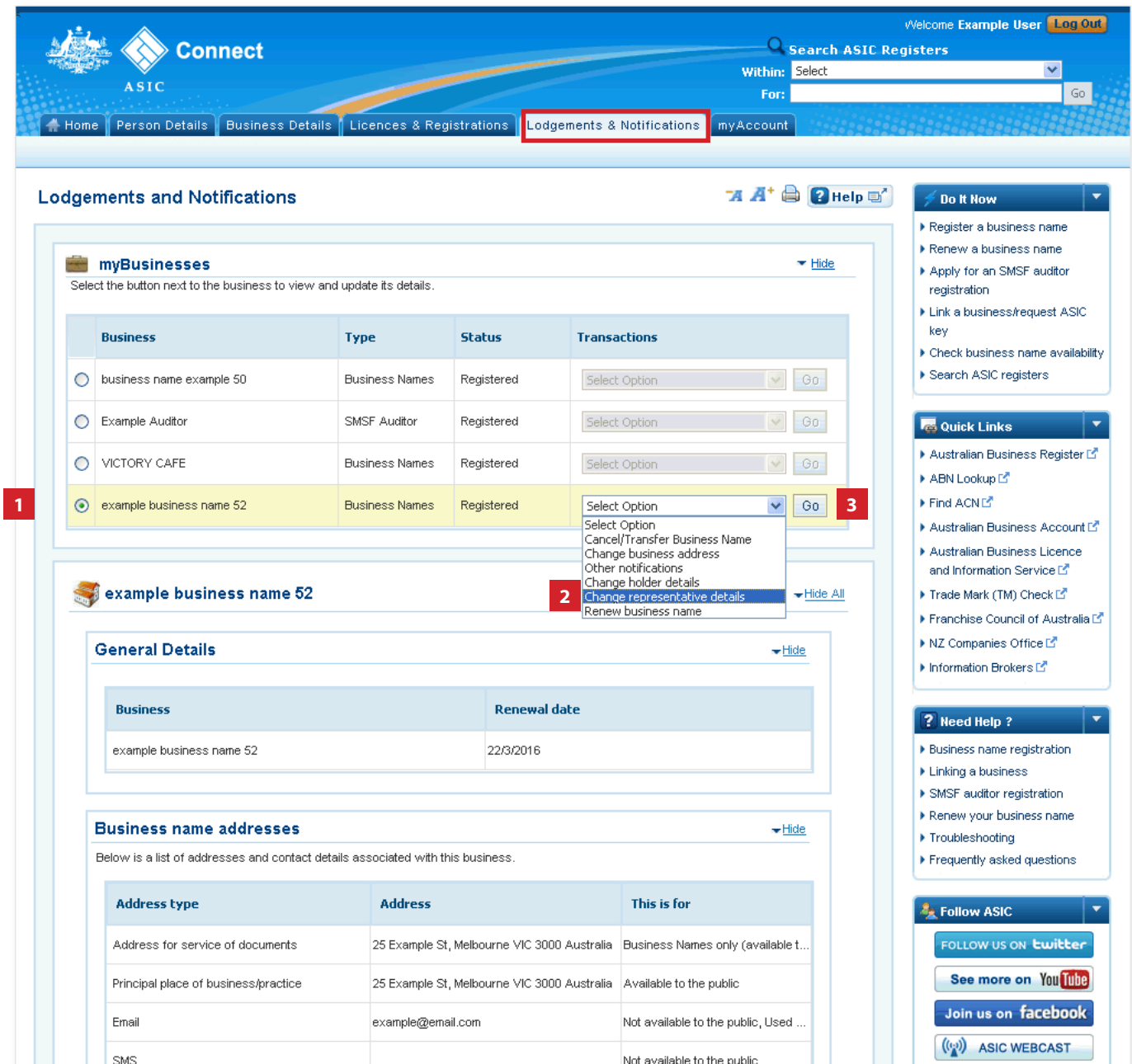
[How to change business name representative details](#)

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How to change business name representative details

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

1. Select the radio button next to the business name you would like to update.
2. In the transactions column, select **Change representative details**.
3. Select **Go** to proceed.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select For: Go

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

Lodgements and Notifications

myBusinesses [Hide](#)

Select the button next to the business to view and update its details.

Business	Type	Status	Transactions
<input type="radio"/> business name example 50	Business Names	Registered	Select Option Go
<input type="radio"/> Example Auditor	SMSF Auditor	Registered	Select Option Go
<input type="radio"/> VICTORY CAFE	Business Names	Registered	Select Option Go
<input checked="" type="radio"/> example business name 52	Business Names	Registered	Select Option Go

example business name 52 [Hide All](#)

General Details [Hide](#)

Business	Renewal date
example business name 52	22/3/2016

Business name addresses [Hide](#)

Below is a list of addresses and contact details associated with this business.

Address type	Address	This is for
Address for service of documents	25 Example St, Melbourne VIC 3000 Australia	Business Names only (available t...
Principal place of business/practice	25 Example St, Melbourne VIC 3000 Australia	Available to the public
Email	example@email.com	Not available to the public, Used ...
SMS		Not available to the public

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

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See more on YouTube

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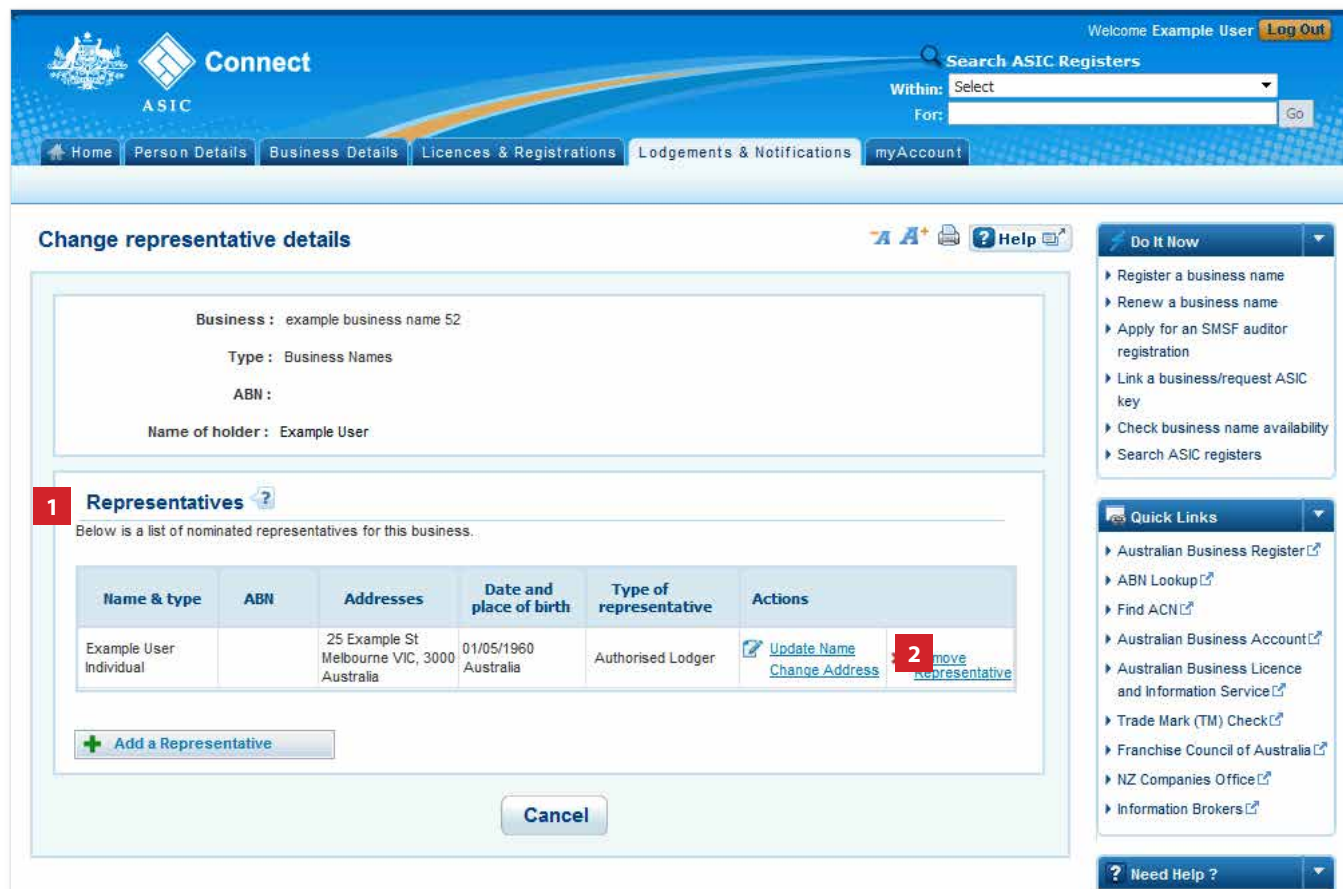
ASIC WEBCAST

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How to change business name representative details

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.



Business : example business name 52

Type : Business Names

ABN :

Name of holder : Example User

1 Representatives ?

Below is a list of nominated representatives for this business.

Name & type	ABN	Addresses	Date and place of birth	Type of representative	Actions
Example User Individual		25 Example St Melbourne VIC, 3000 Australia	01/05/1960 Australia	Authorised Lodger	Update Name Change Address 2 move Representative

[+ Add a Representative](#)

[Cancel](#)

Do It Now

- Register a business name
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- Link a business/request ASIC key
- Check business name availability
- Search ASIC registers

Quick Links

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- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
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Need Help ?

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[How to change business name representative details](#)

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Change an address

This section shows how to change an address

If change of address is selected

Enter the 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.

Change Address

Update address

Review

Declare

Confirmation

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 -- 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 

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

If change of address is selected

Enter the 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.

1
2
3

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change business name representative details](#)

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Change Address

Update address

Review

Declare

Confirmation

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

Page 10 of 22

If change of address is selected

Enter the 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.
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 screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change business name representative details](#)

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Change Address

Update address

Review

Declare

Confirmation

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

Page 11 of 22

If change of address is selected

Enter the 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.
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.

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Change Address

Update address

Review

Declare

Confirmation

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

7 Cancel

8 Save & Exit

9 Next

Page 12 of 22

If change of address is selected

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.
 2. Select **Cancel**
- OR
3. **Close** to go back to re-enter the address.

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[How to change business name representative details](#)

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Change Address

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

Confirm your address

Close X 3

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.

6 Melbourne Place, MELBOURNE VIC 3000

14-30 Melbourne Place, MELBOURNE VIC 3000

Ground Floor 1 Melbourne Place, MELBOURNE VIC 3000

Level 1 1 Melbourne Place, MELBOURNE VIC 3000

25 Example St, Melbourne VIC 3000 -- entered address

Cancel

Confirm

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

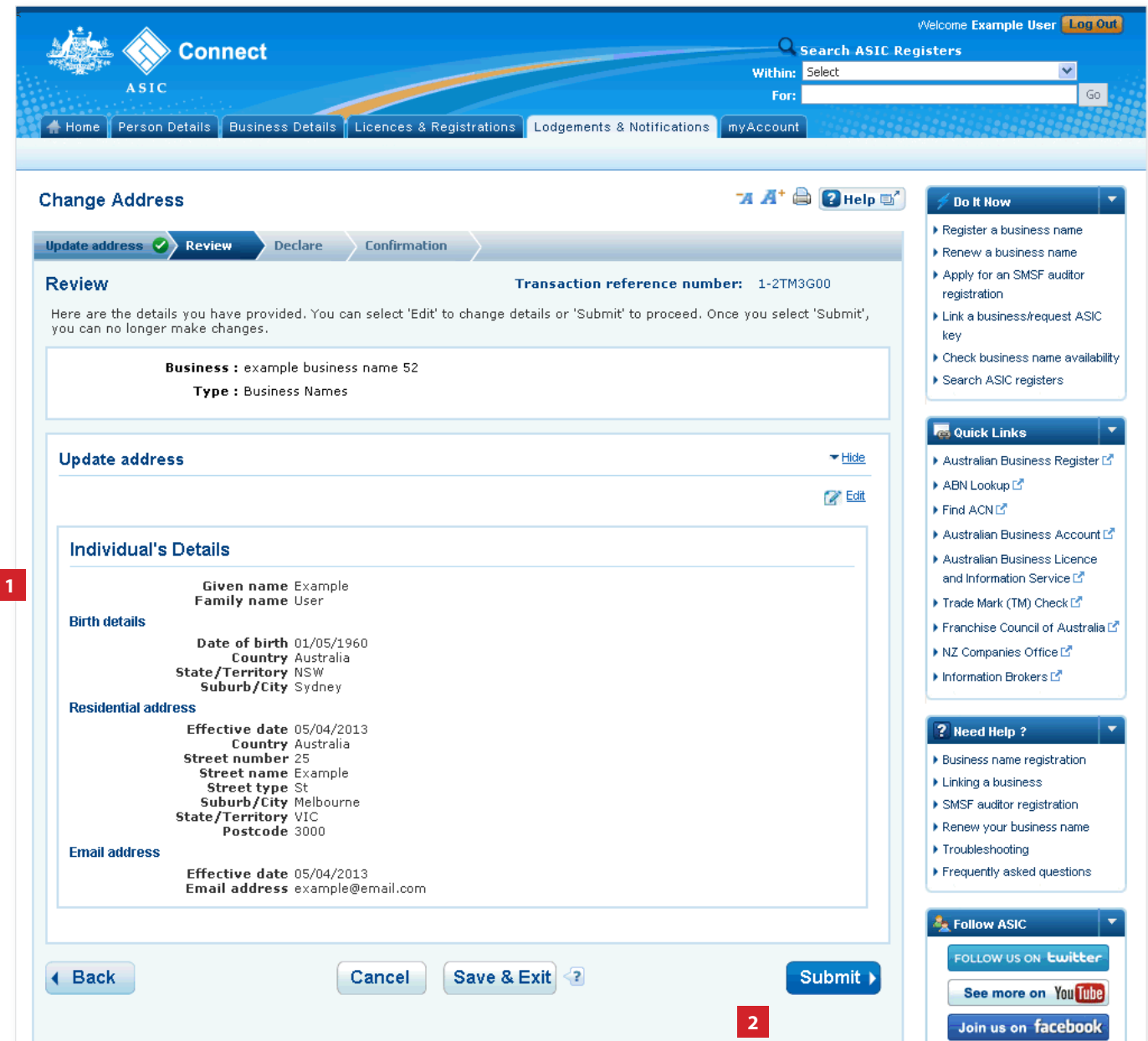
Next

Page 13 of 22

If change of address is selected

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.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: Select For: Go

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

Change Address

Update address ☒ Review ☐ Declare ☐ Confirmation ☐

Review Transaction reference number: 1-2TM3G00

Here are the details you have provided. You can select 'Edit' to change details or 'Submit' to proceed. Once you select 'Submit', you can no longer make changes.

Business : example business name 52
Type : Business Names

Update address [Hide](#) [Edit](#)

Individual's Details

Given name Example
Family name User

Birth details

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

Residential address

Effective date 05/04/2013
Country Australia
Street number 25
Street name Example
Street type St
Suburb/City Melbourne
State/Territory VIC
Postcode 3000

Email address

Effective date 05/04/2013
Email address example@email.com

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

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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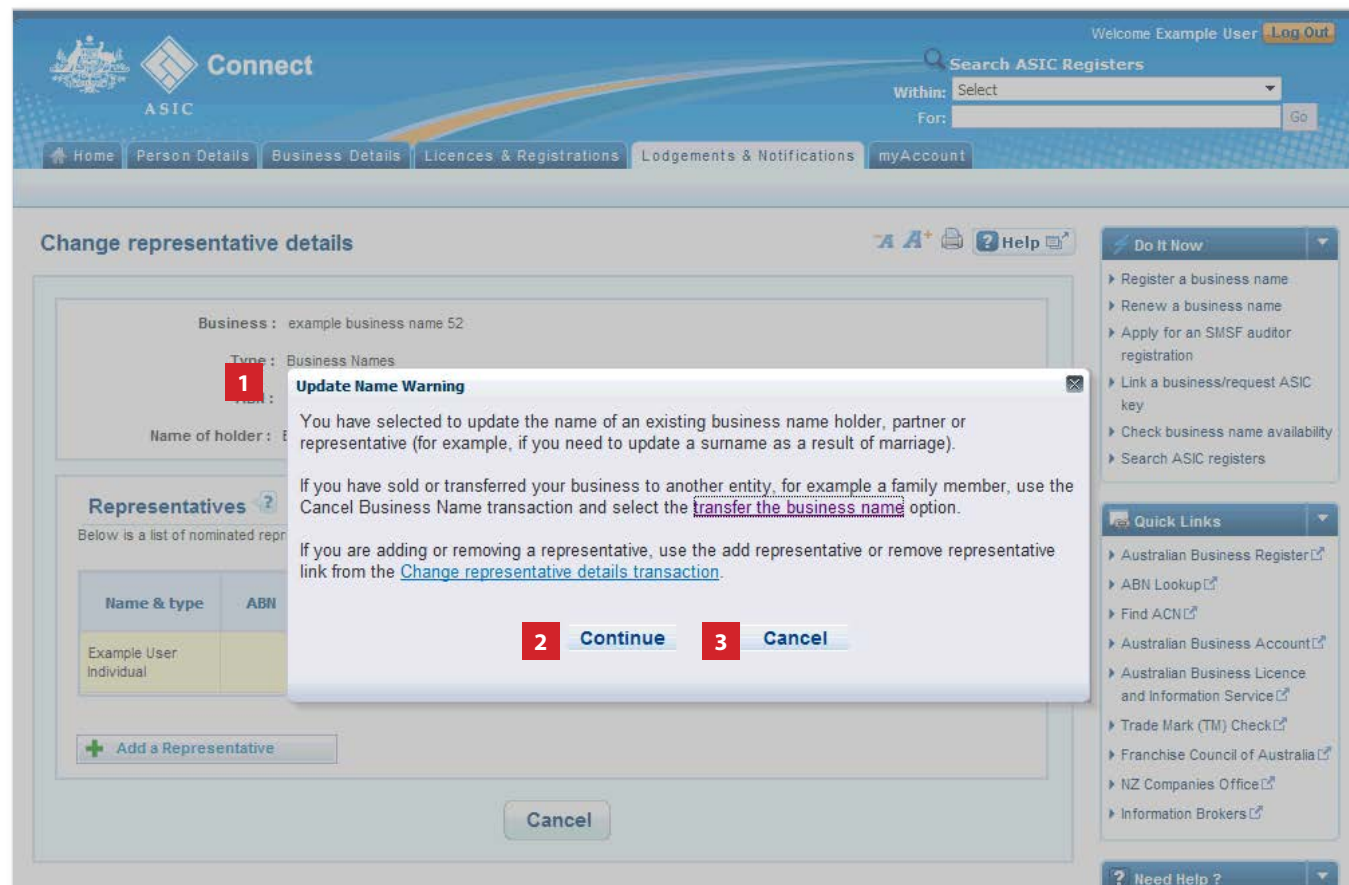
Update name

This section shows how to update a representatives name

Update name

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.

If update name is selected



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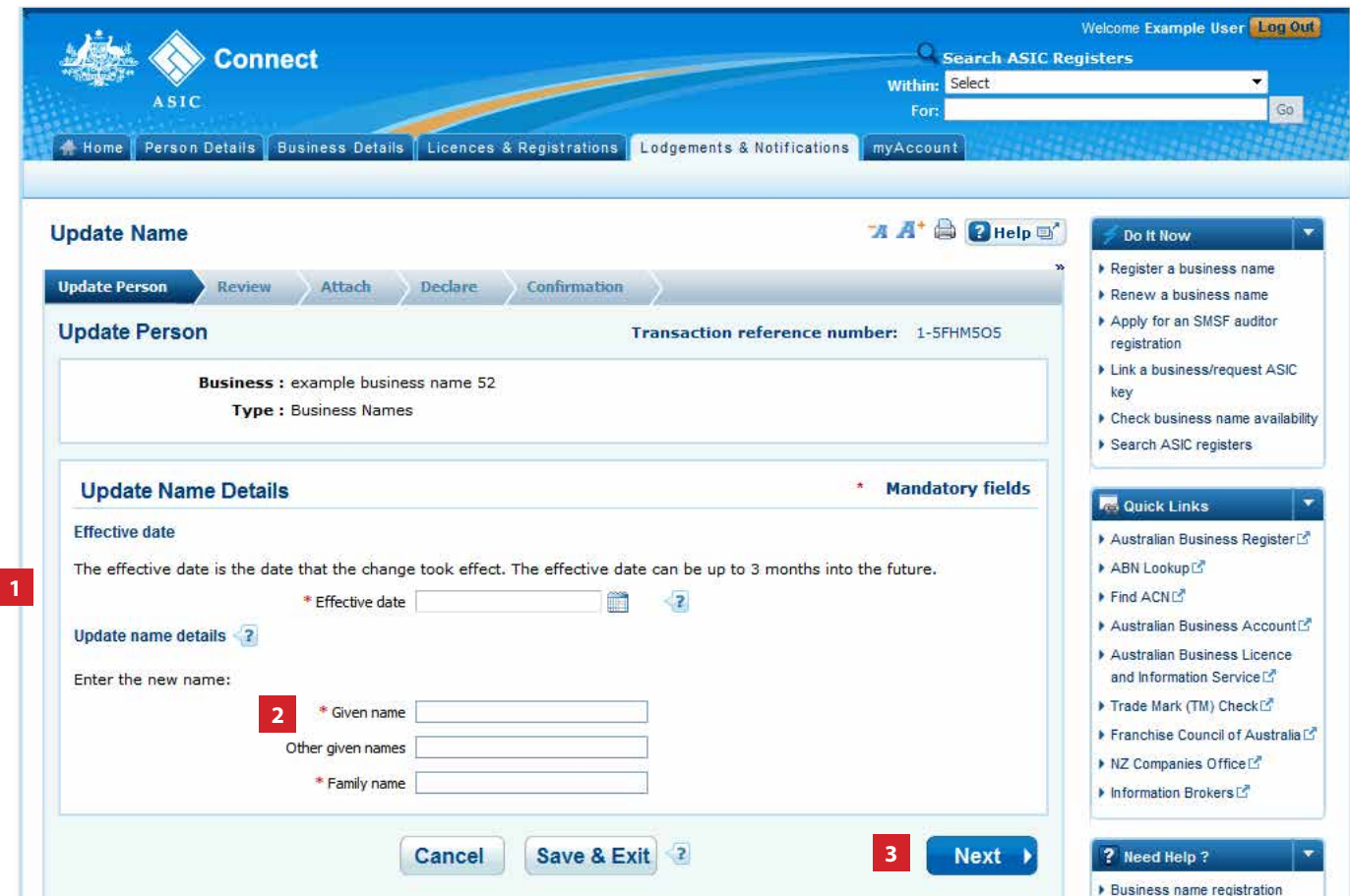
[How to change business name representative details](#)

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If update name is selected

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.



Welcome Example User [Log Out](#)

Search ASIC Registers
 Within: Select
 For: Go

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

Update Name

Update Person Review Attach Declare Confirmation

Transaction reference number: 1-5FHM505

Business : example business name 52
Type : Business Names

Update Name Details

*** Mandatory fields**

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

Update name details
 Enter the new name:
 * Given name
 Other given names
 * Family name

Cancel Save & Exit Next

Do It Now

- Register a business name
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- Apply for an SMSF auditor registration
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- Check business name availability
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Quick Links

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- NZ Companies Office
- Information Brokers

Need Help ?

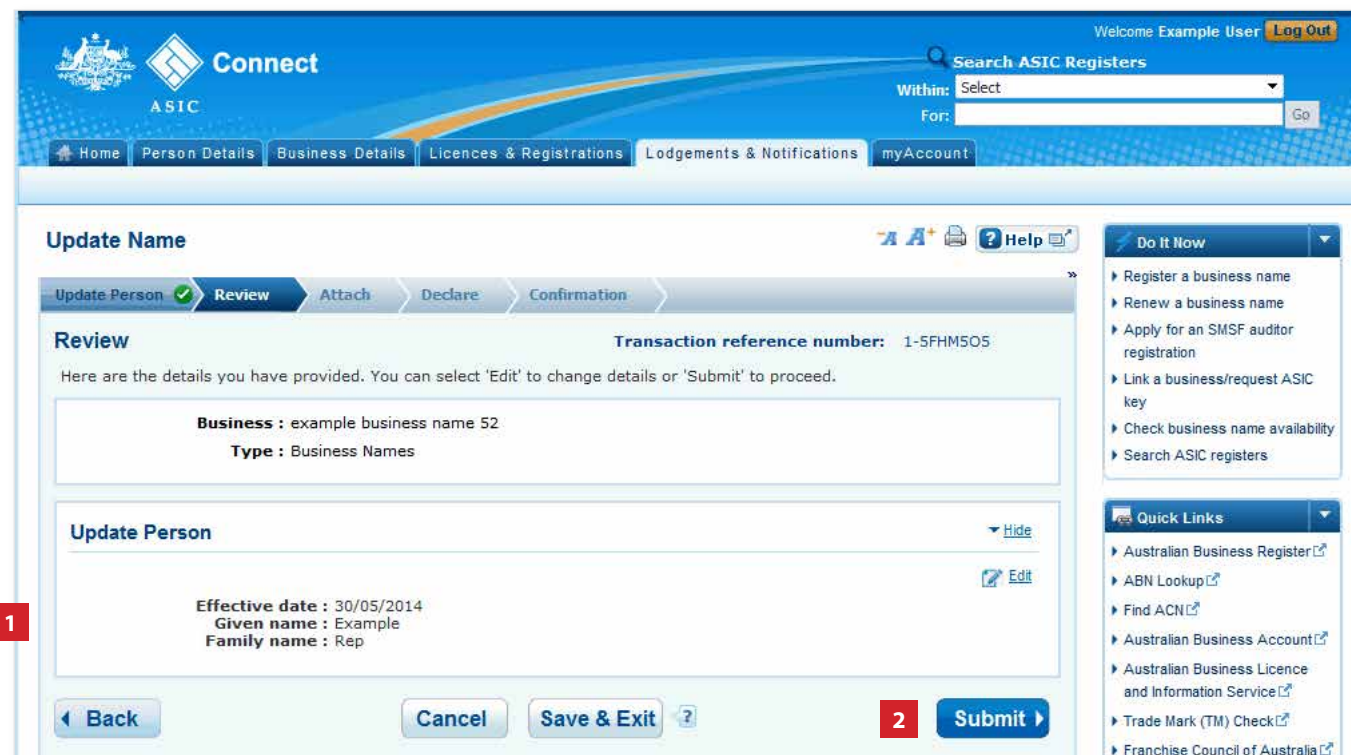
- Business name registration

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If update name is selected

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.



Welcome Example User [Log Out](#)

Search ASIC Registers
 Within: Select
 For: [Go](#)

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

Update Name

Update Person ☒ Review ☐ Attach ☐ Declare ☐ Confirmation ☐

Review Transaction reference number: 1-5FHM5Q5

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

Business : example business name 52
Type : Business Names

Update Person [Hide](#) [Edit](#)

Effective date : 30/05/2014
Given name : Example
Family name : Rep

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

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

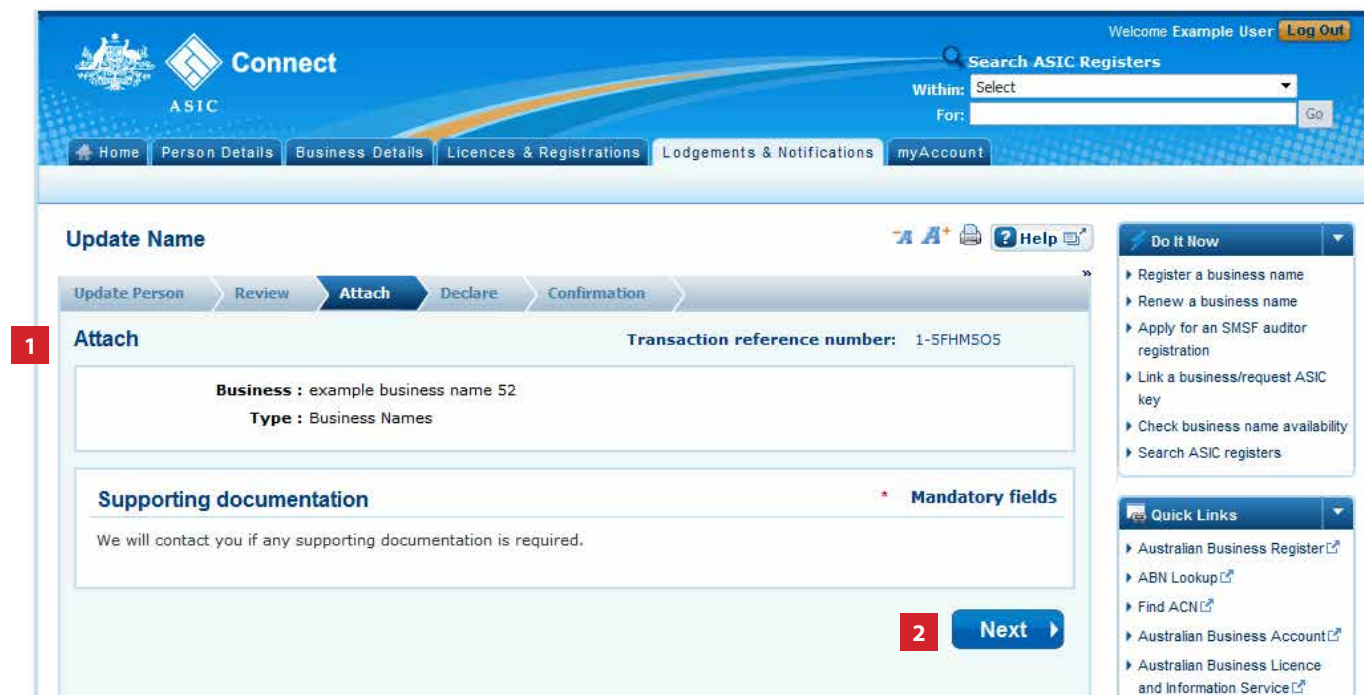
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- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia

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If update name is selected

Attach

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



Update Name

Update Person Review **Attach** Declare Confirmation

1 Attach Transaction reference number: 1-5FHMSO5

Business : example business name 52
Type : Business Names

Supporting documentation **Mandatory fields**

We will contact you if any supporting documentation is required.

2 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

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[How to change business name representative details](#)

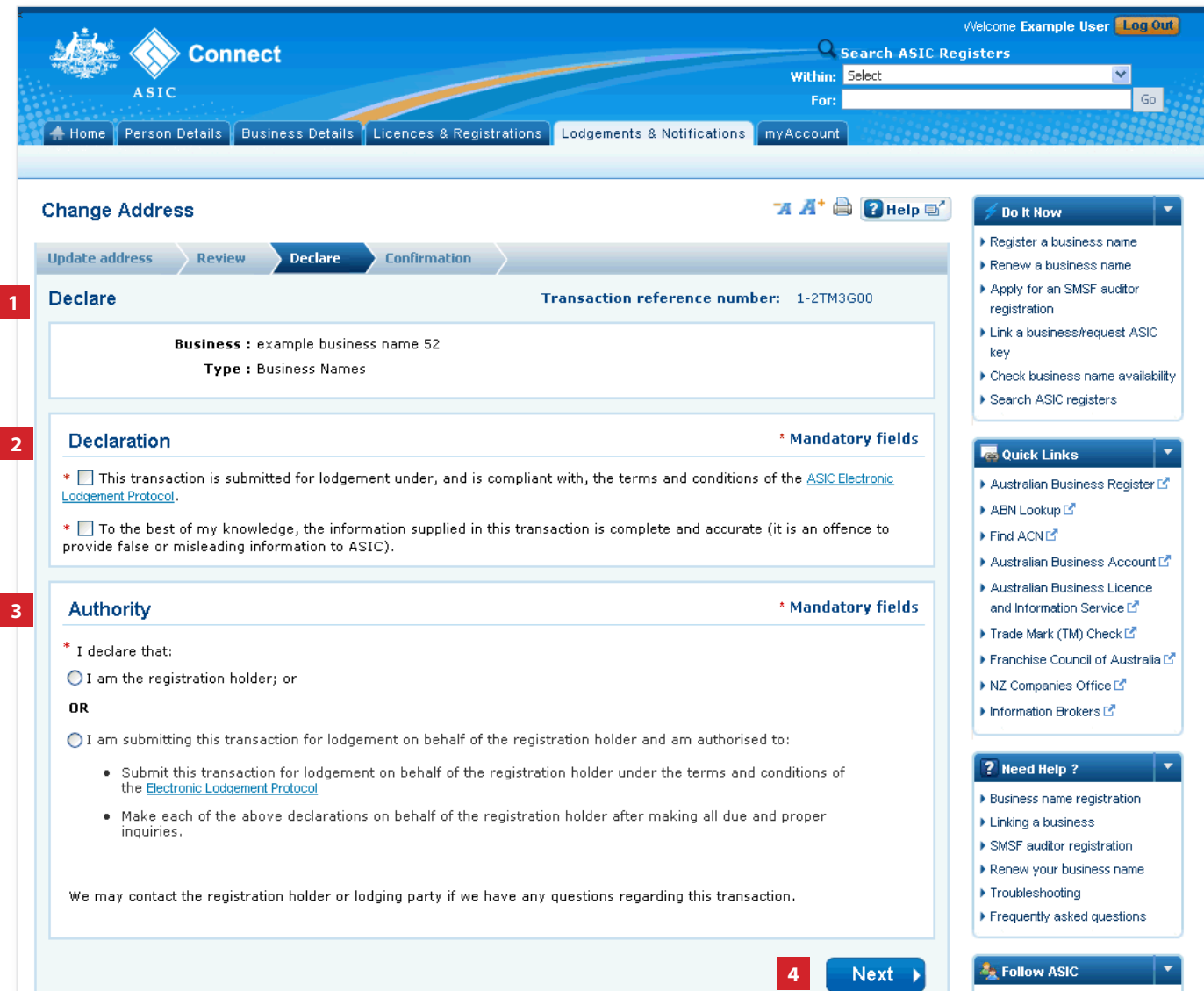
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Declare and confirm

This section shows the declaration and confirmation steps.

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.



Welcome Example User [Log Out](#)

Search ASIC Registers
Within: Select
For: Go

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

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

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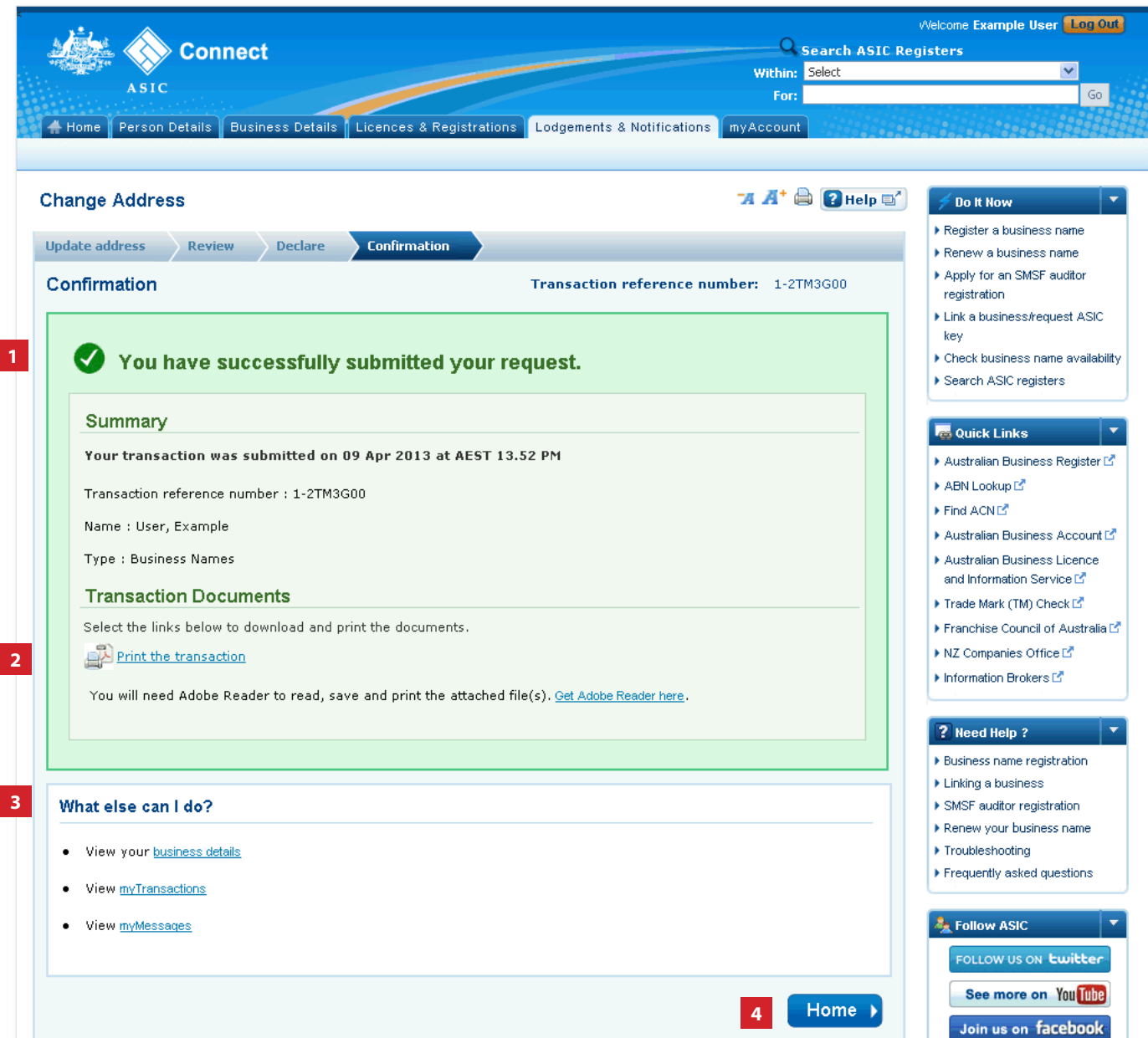
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[How to change business name representative details](#)

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Confirmation


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.



Change Address

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

Confirmation Transaction reference number: 1-2TM3G00

1  **You have successfully submitted your request.**

Summary

Your transaction was submitted on 09 Apr 2013 at AEST 13.52 PM


Transaction reference number : 1-2TM3G00

Name : User, Example

Type : Business Names

Transaction Documents

Select the links below to download and print the documents.

 [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](#)

4 **Home**

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
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