



Request an alternative registration period

Use this paper transaction to request an alternative registration period for a business name.

The information you provide in this paper transaction will become part of the Australian business names register.

Please print neatly in BLOCK LETTERS with a black or blue ballpoint pen. Place a ☒ in appropriate boxes as required. If you need more space in any section, use copies of the relevant page(s) and submit as part of this lodgement.

Lodgement

Send completed and signed paper transactions to:
Australian Securities & Investments Commission
PO Box 4000, Gippsland Mail Centre VIC 3841
or
Email them to BN.lodgements@asic.gov.au

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

1 Lodgement details

Who should we contact if there is a query about this paper transaction?

Firm/organisation

Contact name and role

Phone (business hours)

Contact addresses Provide an email address and/or an Australian postal address

Email address

Postal address

Suburb/City

State/Territory

Postcode

2 Business name

A unique ASIC key is issued for every business name upon registration. If you registered before 28 May 2012, the ASIC key will be sent to you with your first business name renewal notice.

If you don't have an ASIC key, request one when you sign up and log in to ASIC Connect at asicconnect.asic.gov.au.

This paper transaction will not be processed unless a valid ASIC key is provided.

ASIC key

Business name

ABN(s) of business name holder (if applicable)

or ☐ Carries on business exclusively on Christmas Island or the Cocos (Keeling) Islands and does not have an ABN

or

Previous state or territory business registration number (if applicable)

Previous state or territory of registration (if applicable)

3 Business name registered before 28 May 2012

On your first renewal with ASIC you can request an alternative registration period end date that:

- if a 1 year registration period is selected—is no more than 18 months from the end date of the previous registration period
- if a 3 year registration period is selected—is no more than 3 years and 6 months from the end date of the previous registration period.

Subsequently, you can request alternative registration period end dates only in the circumstances described in **Section 4 All business name (registered before, on or after 28 May 2012)**.

Registration period
end date / /
DD MM YYYY

4 All business names (registered before, on or after 28 May 2012)

You can request an alternative registration period end date no earlier than 2 months before the current end date in the following circumstances.

If	and	then you can choose to
you hold another business name on the register	both business names have the same ABN listed on the public register	align your business name registration period end date to the same date as the other business name.
you have a registered company (ACN)	the business name holder and the company have the same ABN and ACN	align your business name registration period end date to your company annual review date.

The alternative registration period end date must be:

- if the current registration period would otherwise have been 1 year—no more than 18 months from the end date of the current registration period
- if the current registration period would otherwise have been 3 years—no more than 3 years and 6 months from the end date of the current registration period.

Enter the business or company name and the alternative registration period end date you would like.

Business or company name

ABN or ACN

Registration period
end date / /
DD MM YYYY

5 Declaration and signature

Tick to confirm. ☐ To the best of my knowledge, the information supplied in this paper transaction is complete and accurate (it is an offence to provide false or misleading information to ASIC).

I declare that:

Tick one box. ☐ I am the business name holder.

☐ I am lodging this paper transaction on behalf of the business name holder and am authorised to make each of the declarations on behalf of the business name holder after making all due and proper enquiries.

Name of person signing and making declaration

Signature

Date signed / /
D D / M M / Y Y Y Y

Guide:

Request an alternative registration period

This guide is not part of the paper transaction. It is included by ASIC to assist you in completing and lodging the paper transaction.

Use this paper transaction to request an alternative registration period for a business name.

Lodgement fee	There is no fee for requesting an alternative registration period end date.										
ASIC key	The ASIC key is similar to the PIN for your bank account card. A unique ASIC key is issued for every business name registered. <table><tr><th>Business name registered...</th><th>ASIC key is sent...</th><th>ASIC key is sent to...</th></tr><tr><td>before 28 May 2012</td><td> - when registration is due to expire as part of the reminder notice, or - when requested at any time : - through ASIC Connect, or - at www.asic.gov.au/question </td><td>the address for service for the business name.</td></tr><tr><td>on or after 28 May 2012</td><td>after successful registration</td><td>the email address, or if it hasn't been provided, the address for service for the business name.</td></tr></table> If the email or address for service for your business name is wrong, go to www.asic.gov.au/question and ask for an ASIC key to be sent to you. Make sure that the email address or address for service for the business name can be accessed by the person who will be administering your business (this could be you or an agent for your business). After you have an ASIC key, use it to add a business name to your user account. Once a business name is linked to your user account you will no longer need to quote your ASIC key to transact online.		Business name registered...	ASIC key is sent...	ASIC key is sent to...	before 28 May 2012	- when registration is due to expire as part of the reminder notice, or - when requested at any time : - through ASIC Connect, or - at www.asic.gov.au/question	the address for service for the business name.	on or after 28 May 2012	after successful registration	the email address, or if it hasn't been provided, the address for service for the business name.
Business name registered...	ASIC key is sent...	ASIC key is sent to...									
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on or after 28 May 2012	after successful registration	the email address, or if it hasn't been provided, the address for service for the business name.									
How to provide additional information	If there is insufficient space in any section of the paper transaction, use additional copies of the relevant page(s) and submit as part of this lodgement. Annexures Annexures must: - be A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides - show the ABN (if applicable) - have pages numbered consecutively - be printed in BLOCK letters or typed in dark blue or black ink so that the document is clearly legible when photocopied - be marked with an identifying letter or symbol eg a,b,c or 1,2,3 etc. - be endorsed with the words: This annexure (mark) of (number) pages referred to in (paper transaction title) - signed and dated. The annexure must be signed by the same person(s) who signed the paper transaction.										
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.										
Lodgement	Send completed and signed paper transactions to: Australian Securities & Investments Commission PO Box 4000, Gippsland Mail Centre VIC 3841 or Email them to BN.lodgements@asic.gov.au	For more information Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630									