

User guide

ASIC Search

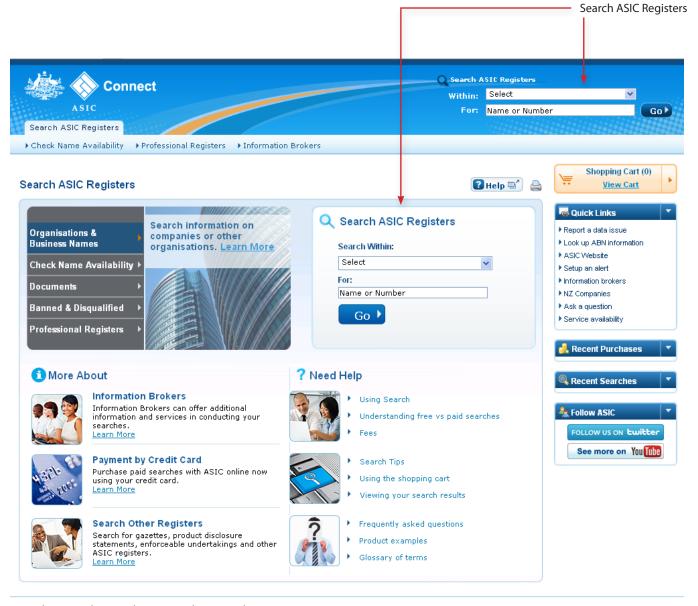
Organisation and Business Name Search

Searching the ASIC registers

- ASIC's registers can be searched directly from the ASIC website.
- The more criteria you enter about the search you want to conduct, the more relevant the results will be.
- Assistance with using the search facility and purchasing search items can be accessed via the help function.

Screen layout

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

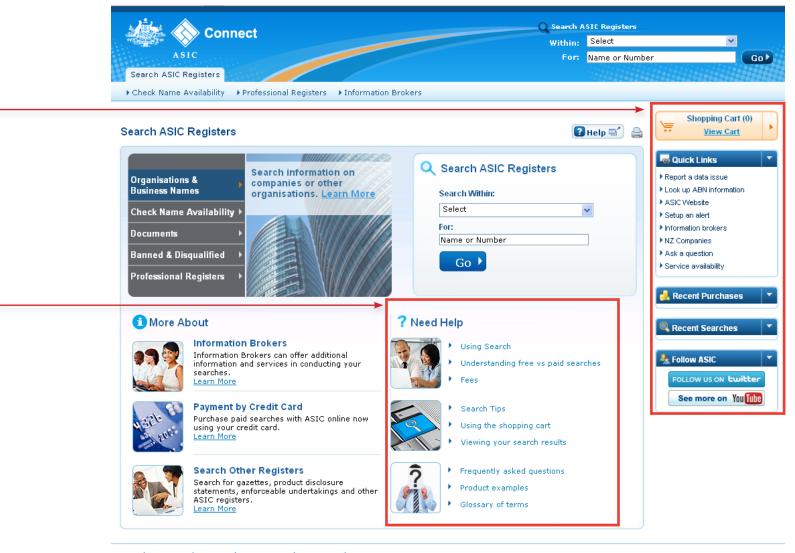




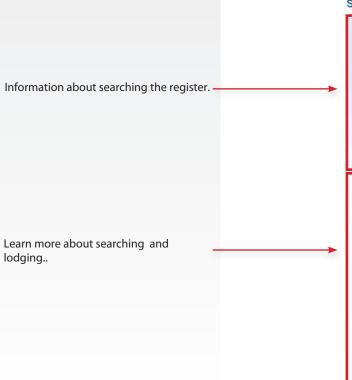
- Shopping cart
- Related links
- Recent purchases
- Recent searches
- Follow ASIC

- Help links

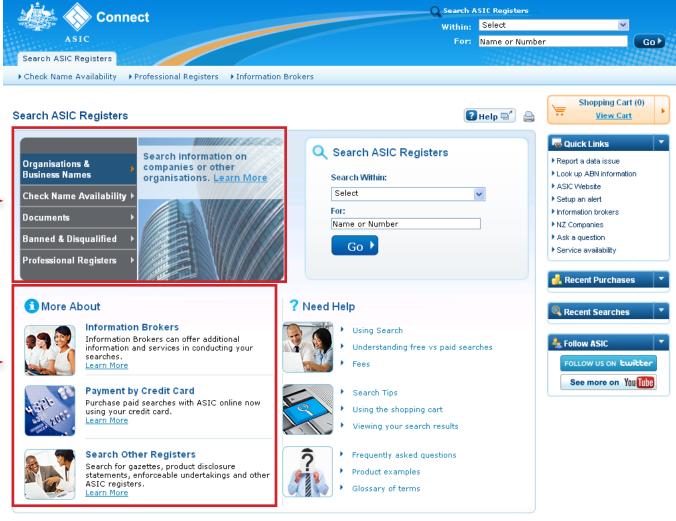




Screen layout



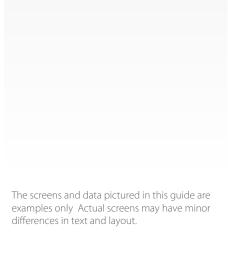
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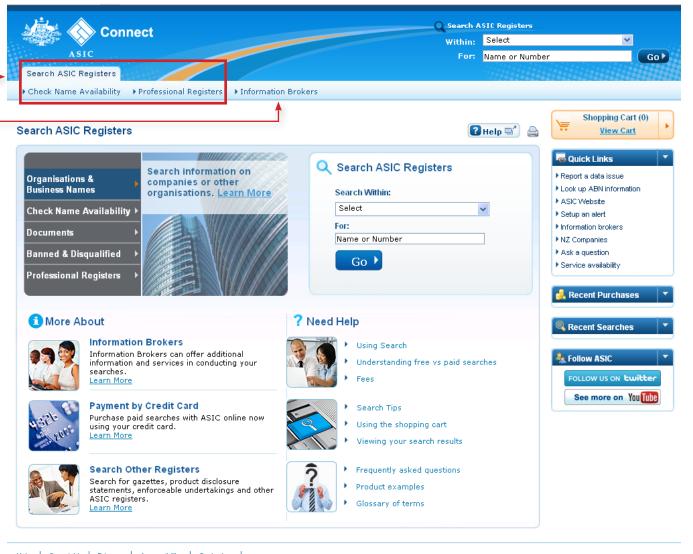


Screen layout

Select one of these sub-menus to search a particular register.

Select this link to access a list of Information Brokers and alternative search services.

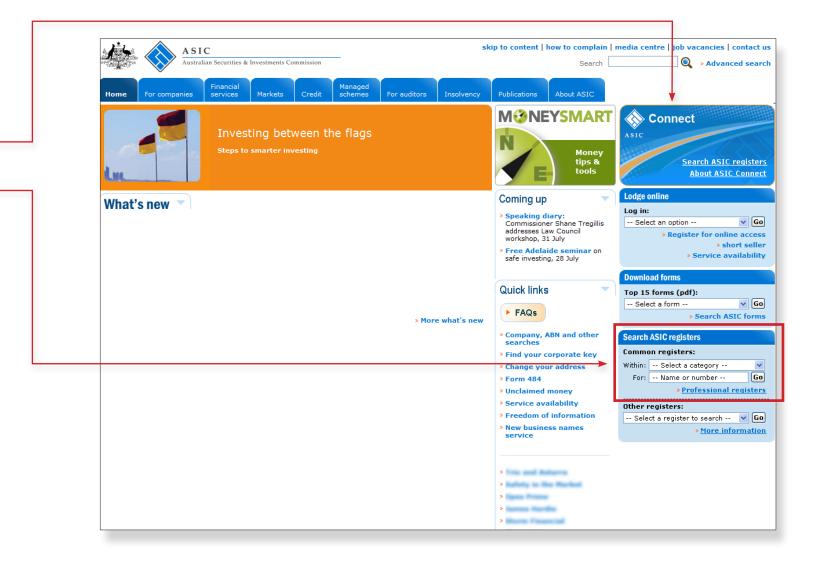




Start your search

From the ASIC website home page, select the **ASIC Connect** link at the top right hand side of the page to start your search.

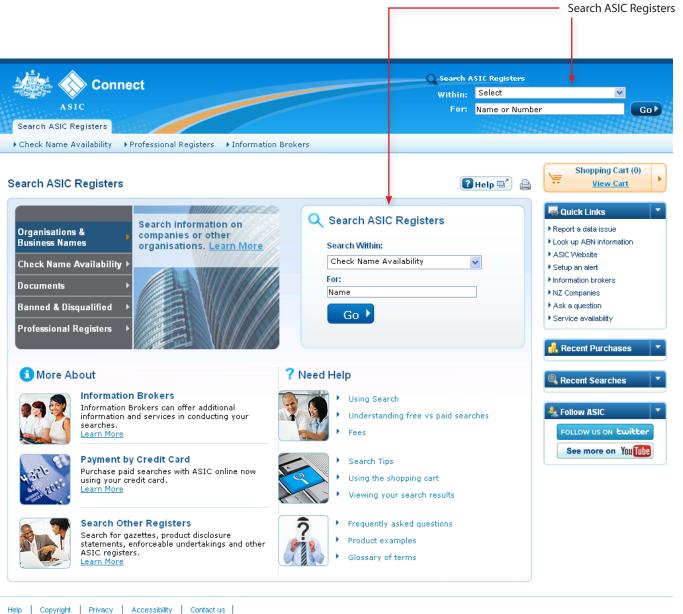
You can also search using **Search ASIC** registers.



Start your Organisation and **Business Names** search

ASIC Connect

- 1. In the search field, select **Organisations and Business** Names from the drop-down box and enter the name or ACN/ABN/ARBN/ ARSN of the organisation or business name.
- 2. Click **Go** to view the results.



Search results

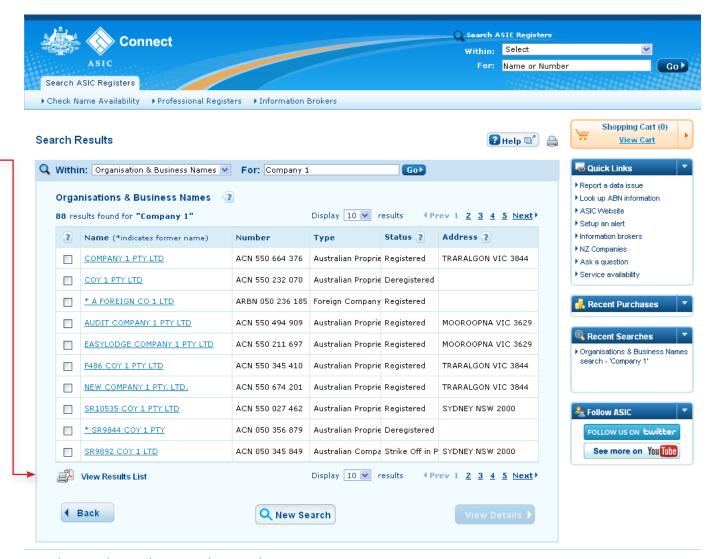
Up to 20 results are listed per page.

The results show basic information about each organisation or business name.

To view or print the results list in PDF format click on **View Results List**.

To view more information about each result click on the organisation or business name, or tick the box next to the Name (you may select more than one organisation at a time) and click on **View Details** at the bottom of the page.

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Search results

This screen displays further information about the organisation(s) selected.

The page gives a summary of the company details. Under **Information for purchase**, a list of products available for purchase is displayed.

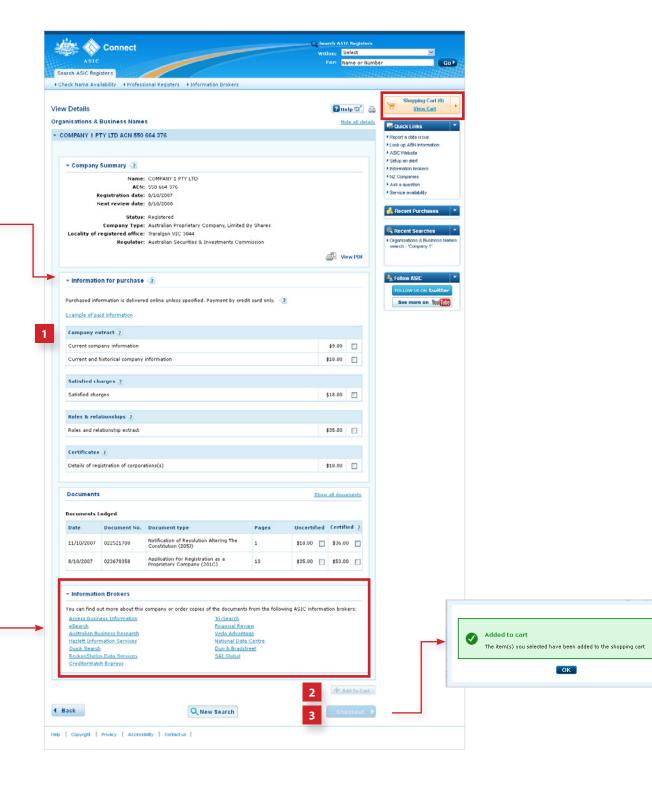
- 1. Select one or more products (if available).
- 2. Click on **Add To Cart**. Click **OK** when confirmation box appears.
- 3. Click Checkout.

To access the shopping cart click on **View Cart** in the orange box at the top right of the screen.

The list of information brokers offers an alternative way to search for, and purchase information about a company.

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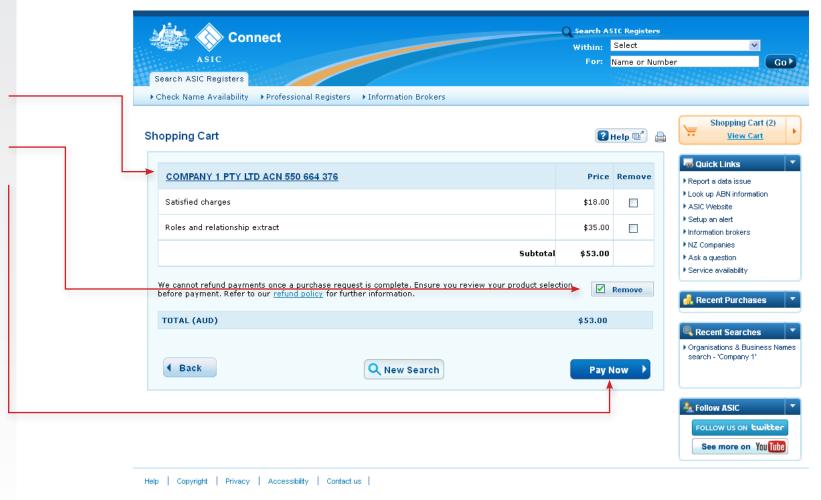
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Shopping cart

This screen will confirm all the products that were selected and give the option to remove any, prior to purchasing.

To remove a product or products from the cart, tick the relevant box and click **Remove**.

To purchase products in the cart, click on **Pay Now**.

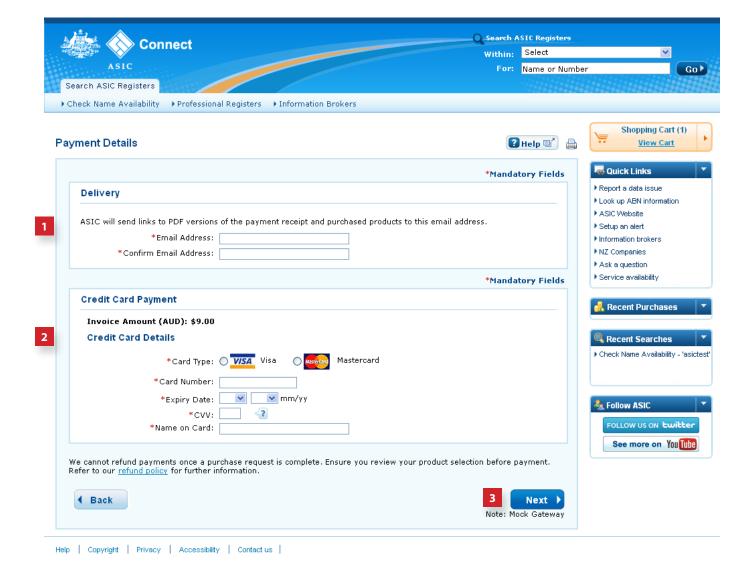


Payment screen

- Enter an the email address for the delivery of the purchased products and the payment receipt. You will need to confirm the email address by entering it twice.
- 2. Enter credit card details to make the payment.
- 3. Click on Next.

The next screen will confirm payment or highlight any problems with the transaction.

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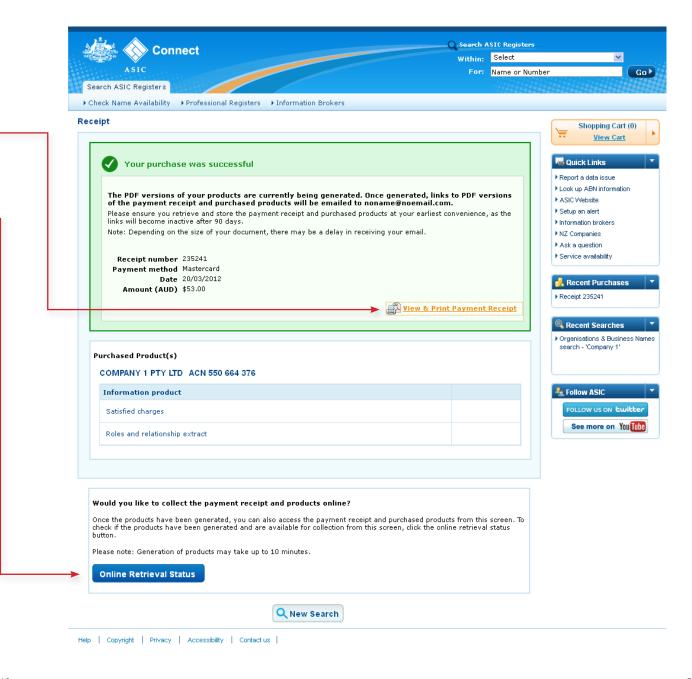
Receipt

This screen confirms the purchase of products.

Click **View & Print Payment Receipt** to open your receipt in PDF form.

Your product and receipt will be sent to your email address for you to view, save and print. Alternatively you can collect the payment receipt and product online by clicking **Online Retrieval Status**.

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