

User guide

ASIC Connect - Business names

How to apply for a business name for the first time



How to apply for a business name

- You can lodge an application for a business name online from ASIC Connect.
- You must have an ABN or an ABN application reference number to apply for a business name (unless an exemption applies).
- You can pay for a business name application online by credit card or later by BPAY or invoice.
- You can access assistance with applying for a business name and other transactions through the help button.

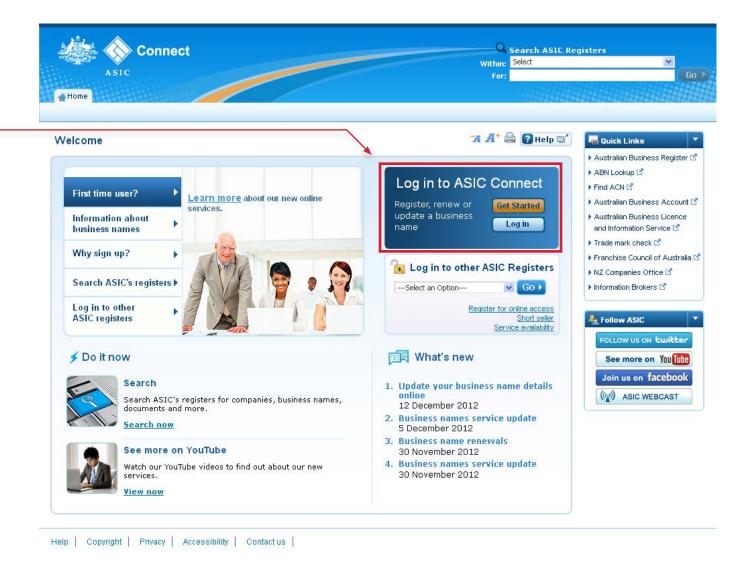
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Get started

To get started in ASIC Connect, you will need to sign up for an account.

Select **Get started** in the blue Business names box.



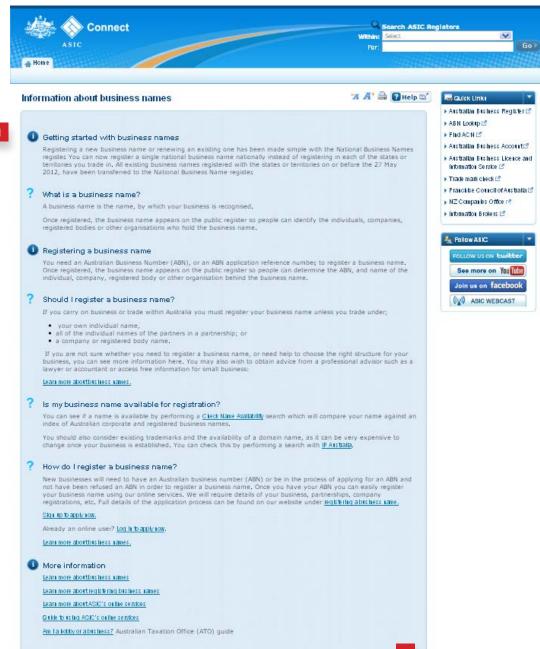


Before you start

- 1. Read the information about ASIC Connect and business names.
- 2. Select **Sign up** at the bottom of the page.

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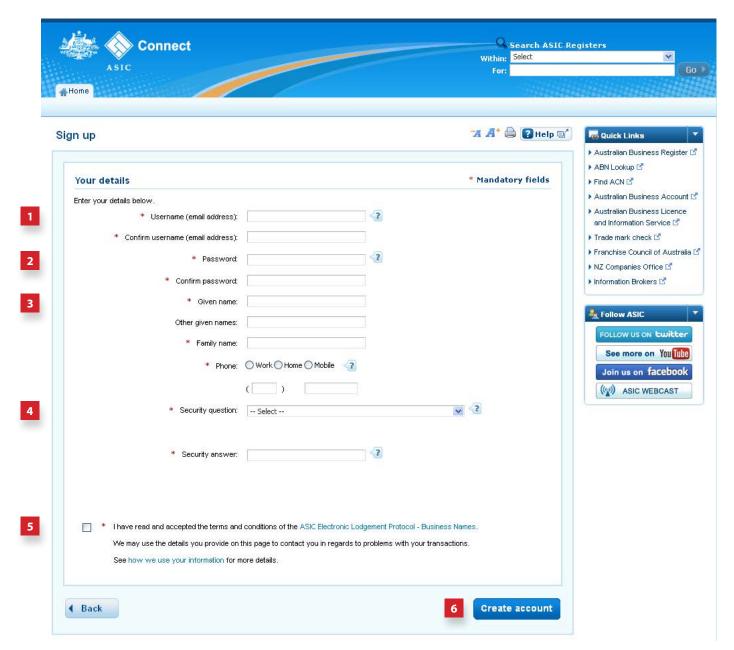
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Sign up

- 1. Enter your email address. This will become your username.
- 2. Enter a password of your choice in the field provided.
- 3. Enter your personal details (given name, family name, phone).
- Select a security question from the drop-down box and enter the answer.
- 5. Tick the box to confirm you have read and accept the terms and conditions.
- 6. Select **Create account** to proceed.





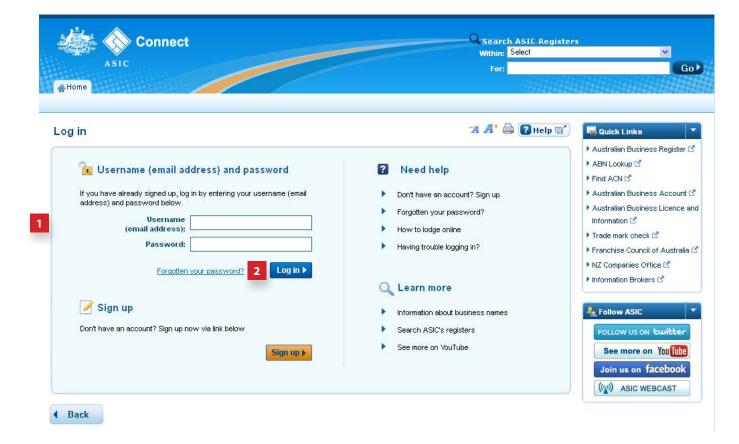
Log in

We will send an activation email to the email address you provided. This can take up to 15 minutes to reach you depending on your email provider.

After you receive your email, open it, and click on the **Activate ASIC Connect account** link. If clicking on the link does not work, you can copy and paste the other link from the email into your web browser.

- 1. Enter you username (your email address) and password you provided when signing up.
- 2. Click **Log in** to access your ASIC Connect account

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Adding to your business details

When you log into ASIC Connect for the first time, you will be prompted to add business names to your account.

- 1. If you do not have an existing business name, select **No**.
- If you do have an existing business name you would like to link to your account, read our How to link business names to your account user guide.

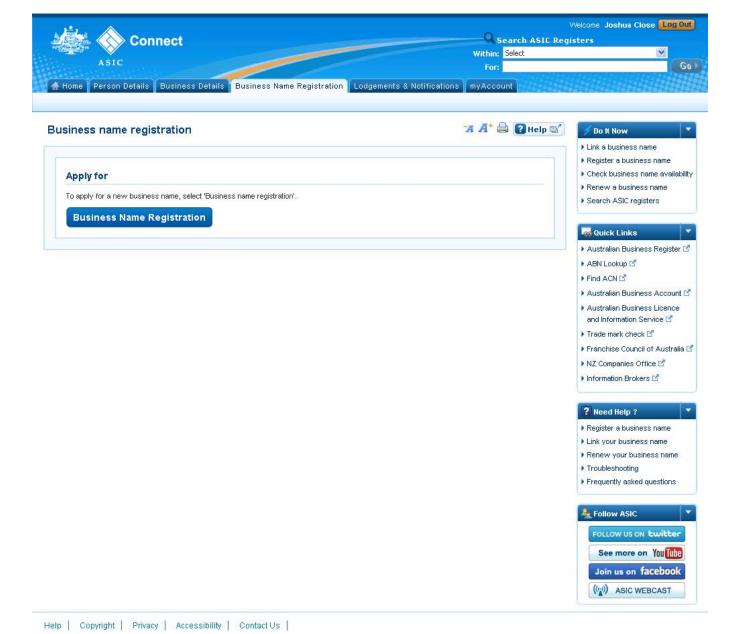
Welcome Joshua Close Log Out Search ASIC Registers Connect Within: Select Person Details Business Details Business Name Registration Lodgements & Notifications myAccount 🛪 👫 🖨 🛭 Help 🖹 Adding to your business details Do It Now Link a business name Check business name availability To link an existing business name to your user account you will need an ASIC key. ▶ Renew a business name If you have a business name ▶ Search ASIC registers • that was registered from 28 May 2012 - your ASIC key is sent on registration. . that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name. **Quick Links** but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction. ▶ Australian Business Register 🗹 If you don't yet have a business name but would like to apply for one, select 'No' and follow the link to business names registration. ▶ ABN Lookup 🗹 Find ACN * Mandatory fields Select from the following options ▶ Australian Business Account 🗗 ▶ Australian Business Licence Do you have a business name? and Information Service [3] ONo ▶ Trade mark check 🗹 ▶ Franchise Council of Australia 🗗 ▶ NZ Companies Office 🗹 ▶ Information Brokers 🗹 ? Need Help ? ▶ Register a business name Link your business name Renew your business name ▶ Troubleshooting Frequently asked questions 🌉 Follow ASIC FOLLOW US ON **twitter** See more on You Tille Join us on facebook (()) ASIC WEBCAST

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Business name registration

To apply for a new business name, select **Business names registration**.



Apply for a business name

- 1. Read the information about applying for a business name.
- 2. Read the information and tick the boxes under Things to be aware of.
- 3. Select **Get Started** to start your application.

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Step 5 Confirm eligibility to hold a business name You will be asked to make specific declarations before you locke the application including a declaration that the proposed business name holder (or any person involved in the management of the business) is not disquellified under the Dusiness Names Registration Act 2011. Step 6 Review and change the information if required You will have the opportunity to double-check all the information you have entered and edit it if required. Step 7 Declare You will be asked to declare that you understand the terms of ladgement of the application and that the information provided is true and correct. If you are lodging this application on behalf of the proposed holder, you will be asked to declare that you have the appropri authority to lodge and make declarations on their behalf. See who may be authorised to today an application to register a business name for more information Step 8 Pay the registration fee Have your Visa or MasterCard ready to pay the registration fee, or pay by EPay. If you choose to pay later you will need to provide an enall Find out more about using this application. √ Things to be aware of Read and tick all boxes Registering a business name does not give the holder exclusive name rights. The holder may be subject to legal action for using a business name that has the potential to mislead the public. The holder may be inadvertently infringing someone else's trade mark with the proposed business name. Choosing a business name that infringes an existing trade mark can be a costly exercise—t could mean hethy legal bills, drawn out disputes and even the closure of the business. That is why it's so important to undertake a trade mark (TM) check. <u>Visit P. Austrolia to sparch trademarks</u> A holder that is part of a tranchise needs consent from the franchise owner to use the business name. Visit the Franchise Council [2] The holder should check for any state or territory business incomes that may be required. Cet tailored information about government-related licences, registrations and permits at the Australian Business Licence and Information Service (ABLIS) ▼ The holder may want to register a domain name in addition to the business name. For more information and to search for available domain names before applying for a business name see the <u>Australian Domain Name Administrator (AUDA)</u>. The privacy notice explains how we collect and disseminate the information provided in this application Get Started

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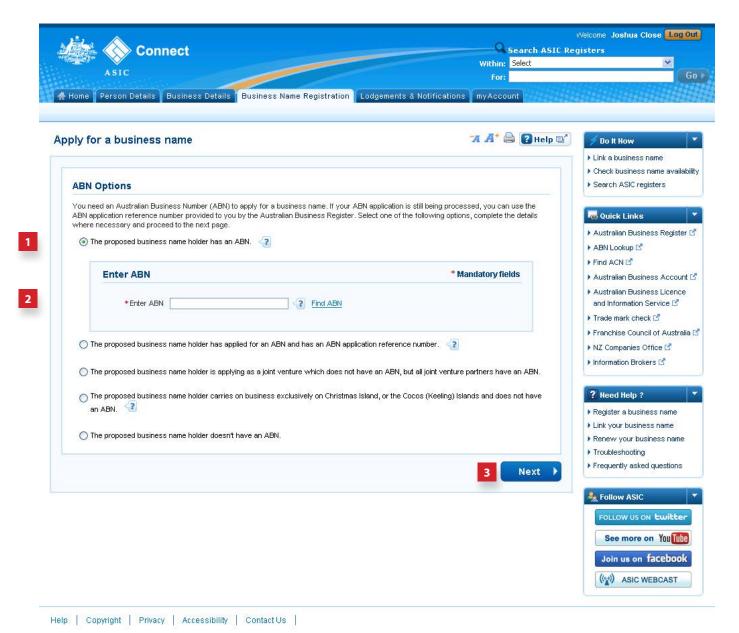
ASIC



Select the relevant ABN option

To apply for a business name, you must have either:

- · an ABN, or
- · an ABN application reference number.
- 1. Select the relevant option.
- Enter the ABN or ABN application reference number in the field provided.
- 3. Select Next to continue.





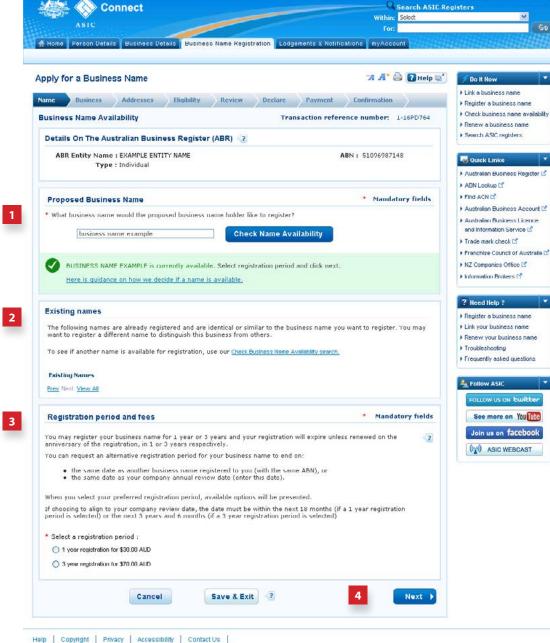
Welcome Joshua Close

Business name availability

- 1. Enter your proposed business name in the field provided. Select **Check** name availability.
- 2. Review existing business names similar to the one you have proposed.
- 3. Select your preferred registration period (1 year or 3 years).
- Select **Next** to continue.

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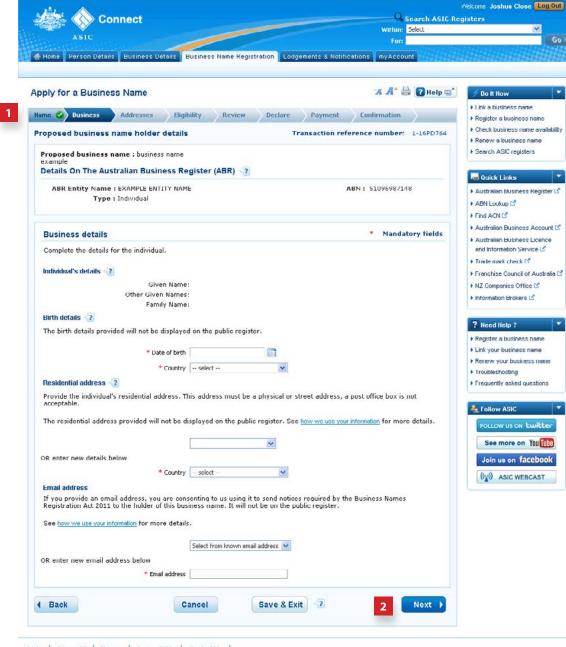
Business name holder details

- 1. Enter the business name holder details in the fields provided.
- 2. Select **Next** to continue.

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Addresses

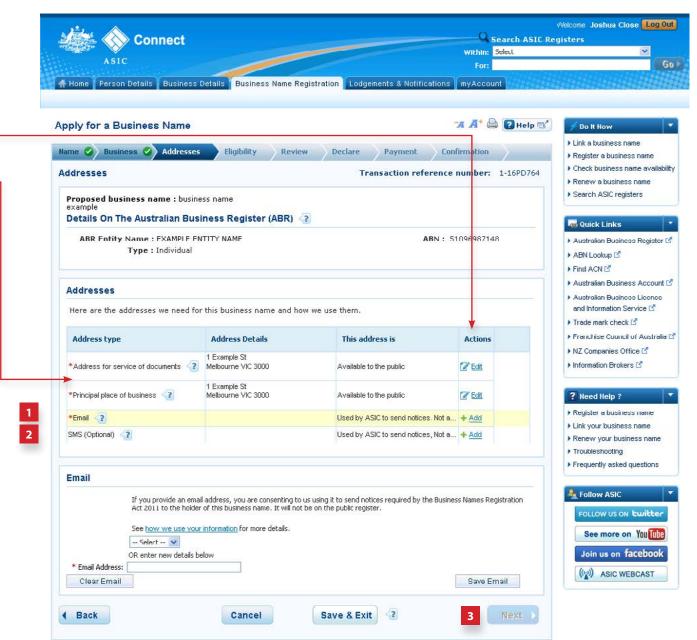
You must provide an address for service of documents, a principal place of business address and an email address. An SMS address is optional.

Under the Actions column click on +**Add** link to add the relevant information.

This is how it will appear after you've added addresses. If you need to make a change, click on **Edit** beside an address.

- 1. Enter the email address in the field provided.
- 2. Optional: enter an SMS address in the field provided.
- 3. Select Next to continue.



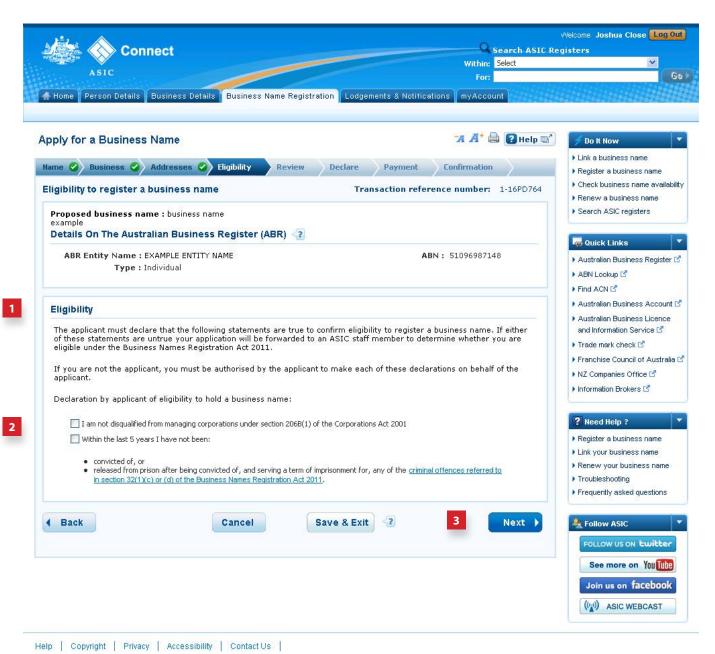




Eligibility

- Read the eligibility 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 **Next** to continue.





Review

- 1. Check that the information displayed is correct.
- 2. Select **Edit** to change any details that are incorrect.
- 3. Select **Submit** to proceed with payment.

Once you select **Submit** you can no longer change your details.

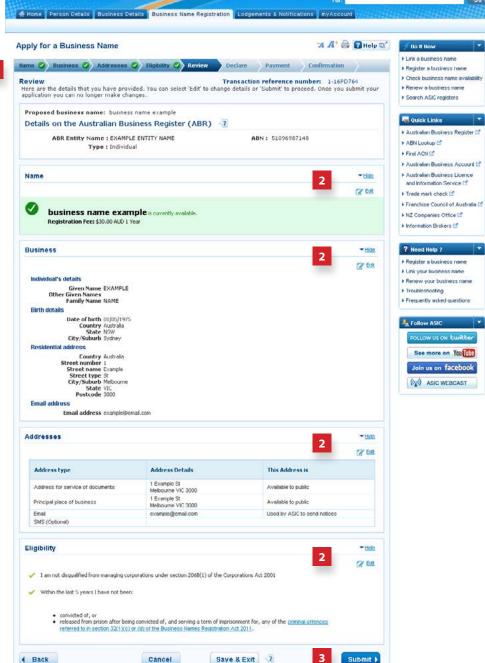
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Declare

- 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.





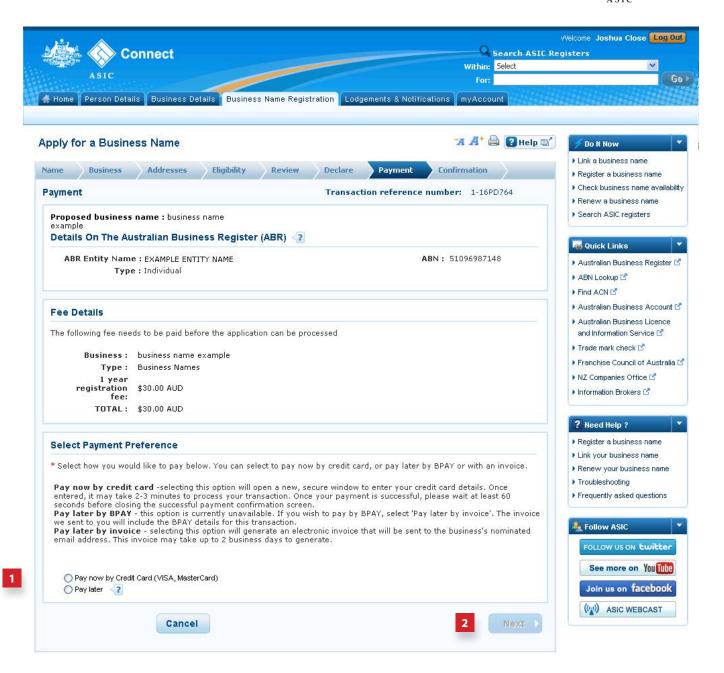
Payment

Pay now

You can choose to pay for your registration now by credit card or later, by invoice or BPAY.

- 1. Select the Pay now option.
- 2. Select Next to proceed



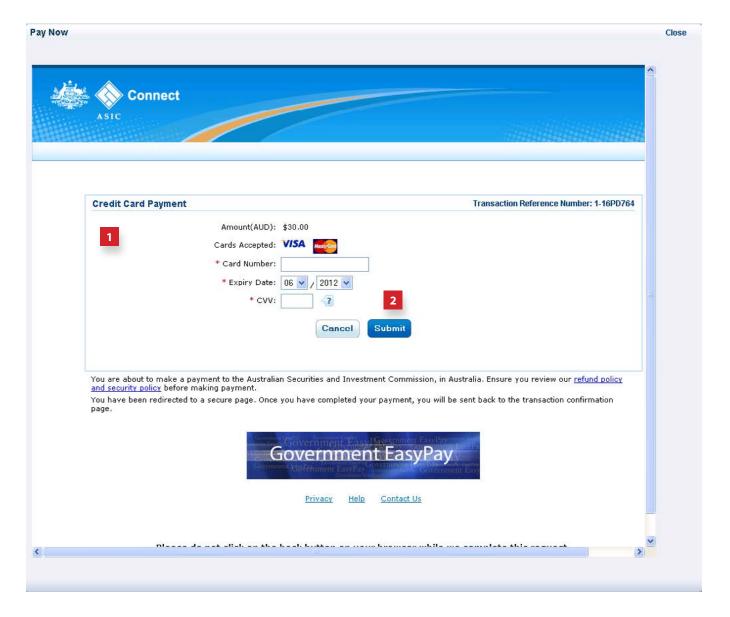




Credit card payment

- 1. Enter your credit card details.
- 2. Select **Submit** to process payment.







Payment receipt

If payment is successful, your payment receipt will be displayed.

Select **Close** at the top of the screen to resume your transaction.

Pay Now Connect **Credit Card Payment** Transaction Reference Number: 1-16NRCOO Your payment was successful. Your payment reference number is provided below. You can view a summary of this transaction in ASIC Connect, through myTransactions. YOU MUST RETURN TO ASIC CONNECT TO COMPLETE THIS TRANSACTION Select the word "Close" in the top right hand corner of this screen. Do not close the browser window. Payment receipt number: 637824 You have been redirected to a secure page. Once you have completed your payment and selected close, you will be sent back to the transaction confirmation page. Government EasyPay Contact Us Please do not click on the back button on your browser while we complete this request.

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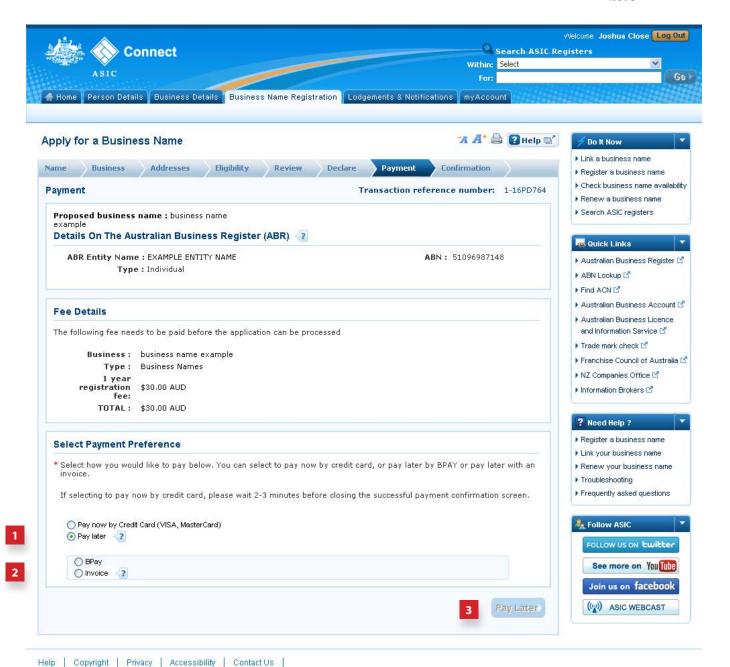


Payment

Pay later

You can pay for your business name registration later, by invoice or BPAY.

- 1. Select the **Pay later** option.
- 2. Select the **Invoice** or **BPAY** option.
- If you select **Invoice**, you will need to select the address from the known addresses drop-down box or enter a new address for the invoice to be sent to.
- If you select BPAY you will need to print or make note of the BPAY details and process your payment.
- 3. Select **Pay Later** to proceed to confirmation screen.





Confirmation

You will receive confirmation that your application has been submitted.

- Select Print this transaction to download a printable PDF file of the transaction.
- Select one of the links under What else can I do for more information about other services or select Home to return to the home page.



