

What you will need:

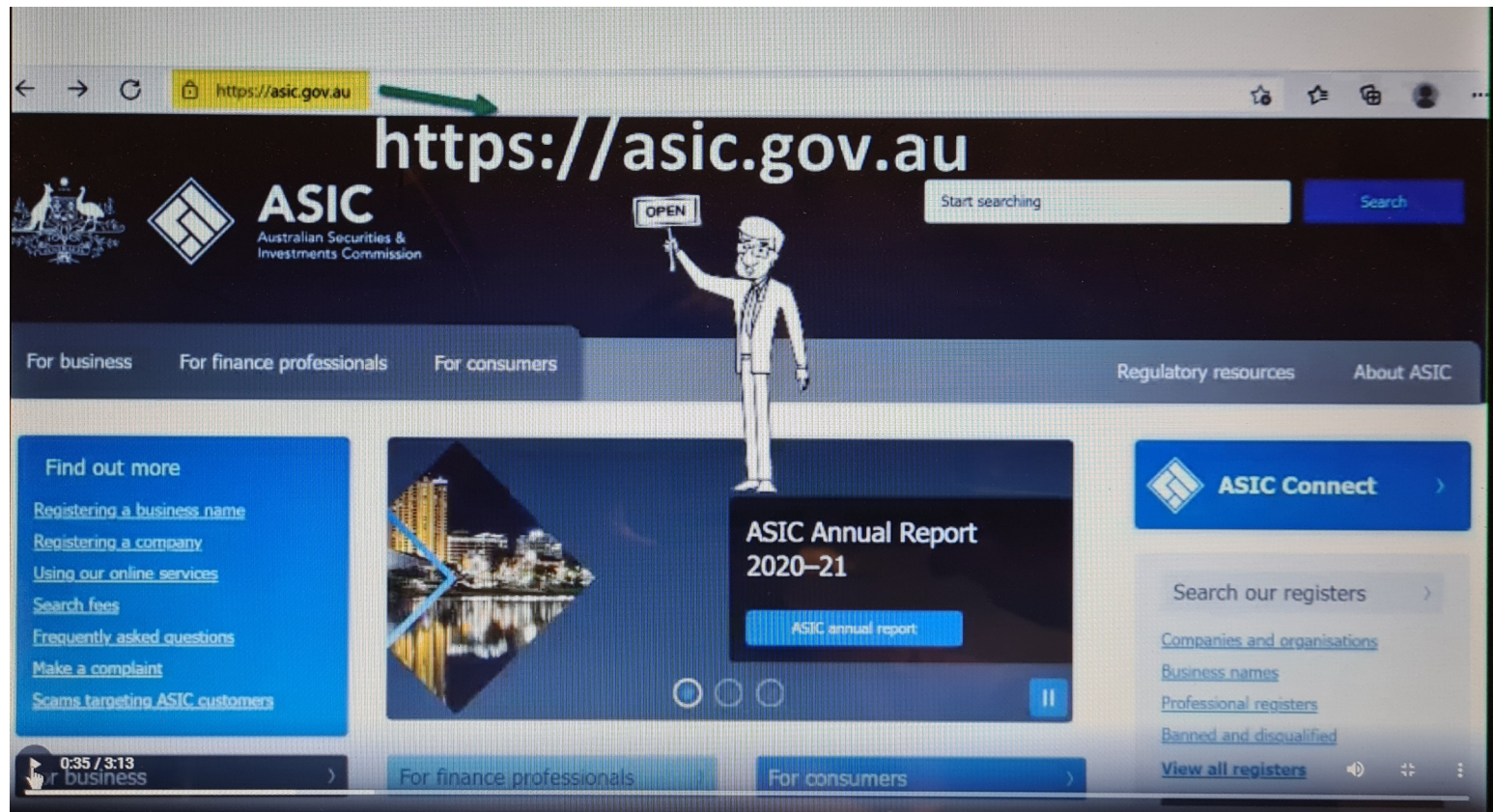
- ABN from Part 1
- Email account
- Password
- Paper and pencil



Unincorporate “The Name”- Part 2 asic.gov.au

Open new screen:

1 – type in - asic.gov.au



The image shows a screenshot of a web browser displaying the ASIC (Australian Securities & Investments Commission) website. The address bar at the top shows the URL <https://asic.gov.au>, with a green arrow pointing to it. The website header features the ASIC logo and the text "ASIC Australian Securities & Investments Commission". A search bar with the placeholder text "Start searching" and a "Search" button is located to the right of the logo. Below the header, there are navigation tabs for "For business", "For finance professionals", "For consumers", "Regulatory resources", and "About ASIC". A cartoon character of a man in a suit holding a sign that says "OPEN" is positioned in the center. The main content area includes a "Find out more" section with links to "Registering a business name", "Registering a company", "Using our online services", "Search fees", "Frequently asked questions", "Make a complaint", and "Scams targeting ASIC customers". There is also a "ASIC Annual Report 2020–21" section with a "ASIC annual report" button. On the right, there is an "ASIC Connect" section and a "Search our registers" section with links to "Companies and organisations", "Business names", "Professional registers", and "Banned and disqualified", along with a "View all registers" link. A video player at the bottom left shows a video titled "0:35 / 3:13 business" with a play button icon.

2 – go to ASIC Connect

The image is a screenshot of a web browser displaying the ASIC (Australian Securities & Investments Commission) website. The browser's address bar shows the URL <https://asic.gov.au>, with a green arrow pointing to the domain. The website header features the ASIC logo and the text "ASIC Australian Securities & Investments Commission". A search bar with the placeholder "Start searching" and a "Search" button is located in the top right. Below the header is a navigation menu with tabs for "For business", "For finance professionals", "For consumers", "Regulatory resources", and "About ASIC". The main content area includes a "Find out more" section with links to "Registering a business name", "Registering a company", "Using our online services", "Search fees", "Frequently asked questions", "Make a complaint", and "Scams targeting ASIC customers". A central banner for the "ASIC Annual Report 2020-21" features a blue "ASIC annual report" button. To the right, a blue button labeled "ASIC Connect" is highlighted with a white arrow pointing to it. Below this button is a "Search our registers" section with links to "Companies and organisations", "Business names", "Professional registers", "Banned and disqualified", and "View all registers". The bottom of the page shows a video player with a progress bar at 0:42 / 3:13 and navigation tabs for "For business", "For finance professionals", and "For consumers".

3 – Sign-up

The screenshot displays the ASIC Connect website interface. At the top left, the ASIC logo and 'Connect' text are visible. A search bar for 'Search ASIC Registers' is located at the top right, with 'Within: Select' and 'For:' dropdown menus and a 'Go' button. Below the header, a 'Welcome' section contains navigation links: 'First time user?' (with a link to 'Learn more about our new online services and why you should sign up'), 'Search ASIC's registers', and 'Log in to other ASIC registers'. A central banner features a photograph of three business professionals and a 'Log in to ASIC Connect' box with 'Log in' and 'Sign up' buttons. A cartoon character with a pointer is pointing to the 'Sign up' button. Below the banner, there are sections for 'Log in to other ASIC Registers' (with a dropdown menu and 'Go' button), 'Do it now', and 'What's new'. A 'Quick Links' sidebar on the right lists various services like 'Australian Business Register', 'ABN Lookup', and 'Find ACN'. At the bottom, there is a video player showing '0:47 / 3:13' and a search bar.

usb://dbendbk/aimcorporate/partn

4 – sign-up

Getting started with ASIC Connect

Your ASIC Connect account

ASIC Connect is our online service for registering and updating registry details with ASIC. In most cases, you will receive on the spot confirmation that your registration is complete or that your transaction has been received.

Currently, business name, SMSF auditor, and AFS representative transactions are available through ASIC Connect, and this will expand over time.

You can also use ASIC Connect to search our registers. [Search our registers now.](#)

To use ASIC Connect, you will need to sign up and create an account.

To update your details, you will then need to request an ASIC key through your account.

Once you receive your ASIC key, you can link a business name, SMSF auditor, AFS Licensee or AFS Representative to your ASIC Connect account and update your details at any time.

[Learn more about the ASIC key](#)

[Learn more about ASIC Connect](#)

More information

[Sign up now](#)

Already have an ASIC Connect account? [Log in](#)

[Learn more about ASIC Connect](#)

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](#)
- [Australian Charities and Not-for-profits Commission](#)

Follow ASIC

[Twitter](#) [YouTube](#) [Facebook](#)

0:51 / 3:13

[Back](#) [Sign Up](#) [Log In](#)

This is where you set up and account:

5 – Fill in your details as each box asks

6 – **please** make sure you write down you password as you put it in the password box

7 – Security question – also write the question down

8 – write this answer **exactly** as you write it in the answer box

Create account (page)

Sign up

Your details

Enter your details below:

* Username (email address): 2

* Confirm username (email address): 2

* Password: 2

* Confirm password: 2

* Given name: 2

Other given names: 2

* Family name: 2

* Phone: Work Home Mobile 2

2

* Security question: 2

* Security answer: 2

* I have read and accepted the terms and conditions of the ASIC Electronic Lodgement Protocol. We may use the details you provide on this page to contact you in regards to problems with your transactions. See how we use your information for more details.

Create account

Quick Links

- Australian Business Register
- ARN Lookup
- Find ACH
- Australian Business Account
- Australian Business Licence
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profit Commission

Follow ASIC

Twitter YouTube Facebook

0:57 / 3:13

Back

7

Here, you will need to go to your email and **activate the ASIC account** you just created

- 9 – type in your email address you used to create this account
- 10 – type in your password you have written down from the previous page

Log in (page)



Adding to your business details:

Select from the following options:

Do you have a business –

11 – No

Go – (page)

The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is visible, with a dropdown menu set to 'Select' and a 'Go' button. The main content area is titled 'Adding to your business details'. It contains a paragraph explaining the need for an ASIC key and a section titled 'Select from the following options' with a '* Mandatory fields' label. The question 'Do you have a business?' is displayed with radio buttons for 'Yes' and 'No'. The 'No' option is highlighted in yellow, and a cartoon character is pointing to it. A sidebar on the right contains 'Do It Now' and 'Quick Links' sections with various links. The bottom left corner shows a progress indicator '1:08 / 3:13'.

Welcome Reg Charles [Log Out](#)

Search ASIC Registers

Within:

For:

[Go](#)

Adding to your business details

To link an existing registration or licence, you will need an ASIC key. This is a unique security number we issue.

If you do not have an ASIC key (e.g. you have lost it), you can request one during this transaction.

Select from the following options * Mandatory fields

The following questions relate to your ASIC registered business or licence. If you do not yet have a business or licence but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

* Do you have a business? Yes No

1:08 / 3:13

Do It Now

- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

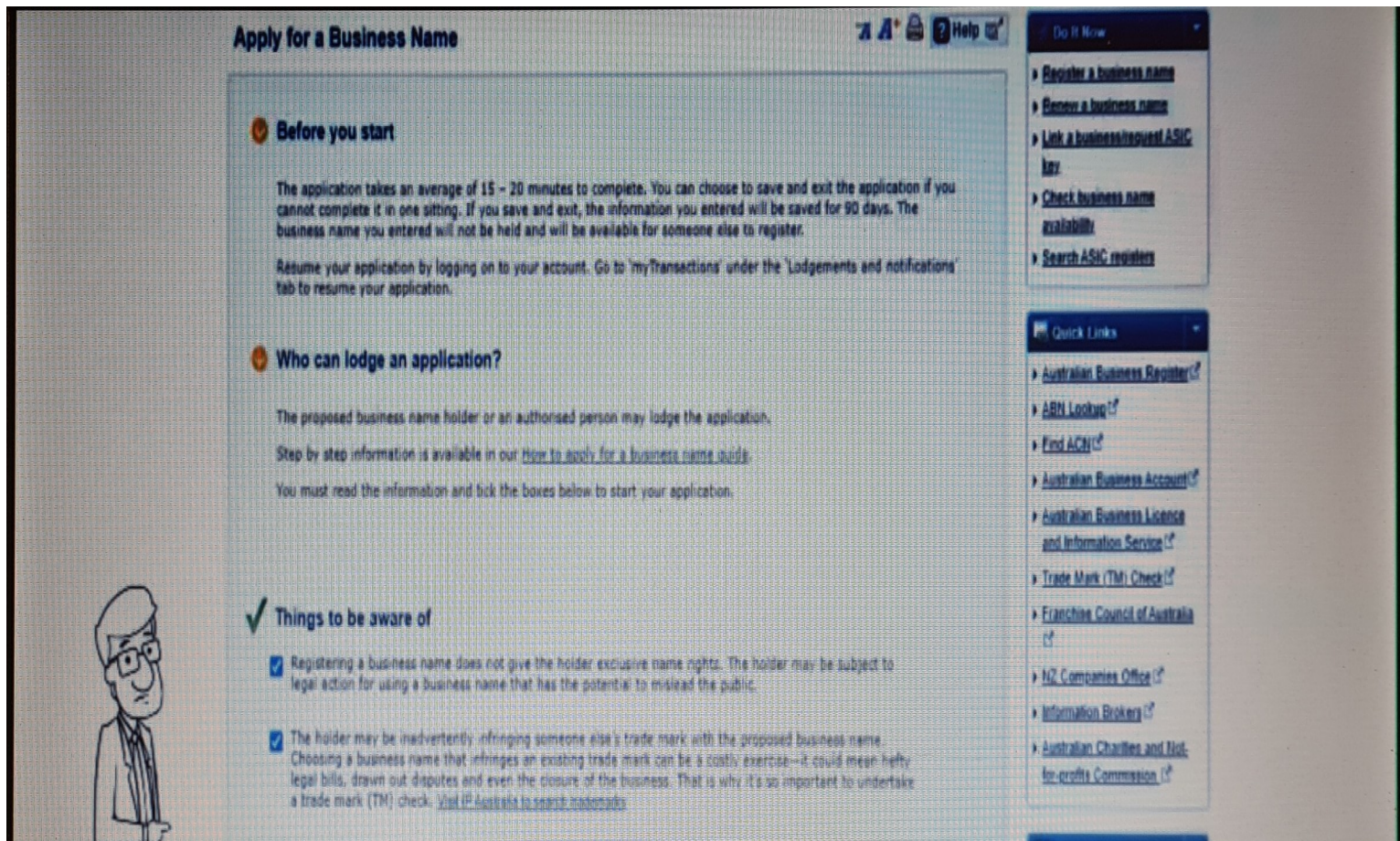
- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade Mark \(TM\) Check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)
- [Australian Charities and Not](#)

Register a Business Name:

Things to be aware of:

12 - ✓ tick these 6 boxes

Get started (page)



Apply for a Business Name

Before you start

The application takes an average of 15 - 20 minutes to complete. You can choose to save and exit the application if you cannot complete it in one sitting. If you save and exit, the information you entered will be saved for 90 days. The business name you entered will not be held and will be available for someone else to register.

Resume your application by logging on to your account. Go to 'myTransactions' under the 'Lodgements and notifications' tab to resume your application.

Who can lodge an application?

The proposed business name holder or an authorised person may lodge the application.

Step by step information is available in our [How to apply for a business name guide](#).

You must read the information and tick the boxes below to start your application.

Things to be aware of


- 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—it could mean hefty 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. [Visit IP Australia to check trademarks](#).

Do It Now

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

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACH
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission



Apply for a business name:

13 – only touch the first choice – The proposed business name has an ABN (this ABN is the ABN of the previous open screen that was left open from ABR. You can copy and paste the ABN to this space)

Next (page)

ASIC

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

Apply for a business name

ABN Options

You need an Australian Business Number (ABN) to apply for a business name. If your ABN application is still being processed, you can use the ABN application reference number provided to you by the Australian Business Register. Select one of the following options: enter your ABN without spaces and proceed to the next page.

The proposed business name holder has an ABN

Enter ABN * Mandatory fields

* Enter ABN [Find ABN](#)

The proposed business name holder has applied for an ABN and has an ABN application reference number

The proposed business name holder is applying as a joint venture which does not have an ABN, but all joint venture partners have an ABN

The proposed business name holder doesn't have an ABN

The proposed business name holder carries on business exclusively on Christmas Island, or the Cocos (Keeling) Islands

Do It Now

- Register a business name
- Renew a business name
- 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
- Australian Charities and Not-for-profits Commission

Next

13:13

13 - ABN goes in the box shown

Next (page)

ASIC

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

Apply for a business name

ABN Options

You need an Australian Business Number (ABN) to apply for a business name. If your ABN application is still being processed, you can use the ABN application reference number provided to you by the Australian Business Register. Select one of the following options, enter your ABN without spaces and proceed to the next page.

The proposed business name holder has an ABN

Enter ABN + Mandatory fields

* Enter ABN [Find ABN?](#)

The proposed business name holder has applied for an ABN application reference number

The proposed business name holder is applying as a joint venture partner which does not have an ABN, but all joint venture partners have an ABN

The proposed business name holder doesn't have an ABN

The proposed business name holder carries on business exclusively on Christmas Island, or the Cocos (Keeling) Islands

[Next](#)

Do It Now

- Register a business name
- Renew a business name
- 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
- Australian Charities and Not-for-profits Commission

3

Apply for a Business Name:

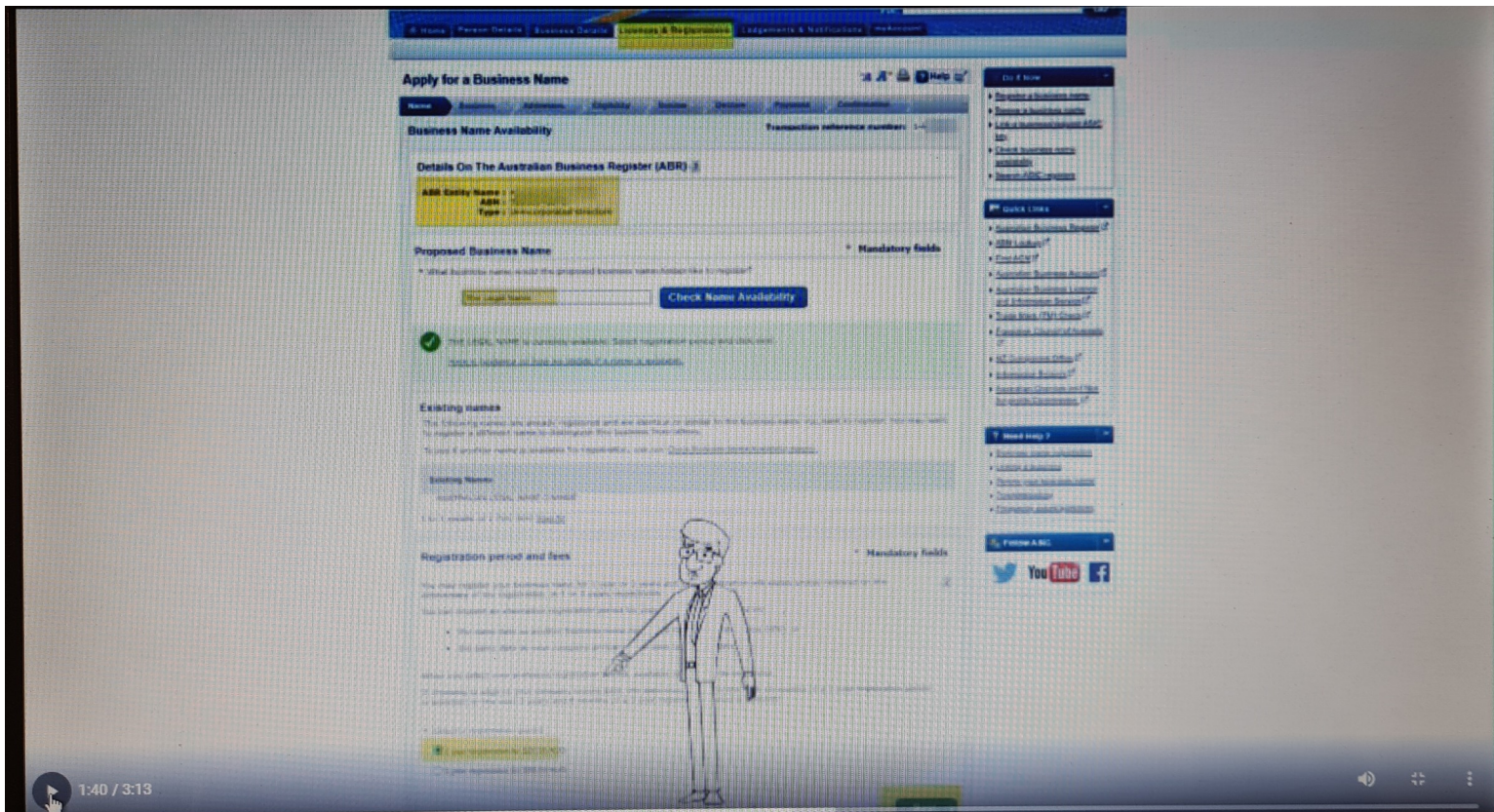
Business Name Availability:

14 – Type your Name in the empty box (check name availability)

[This should come back with the green panel]

15 – 1 year registration for \$ (only need to buy your name for 1 year as it was your name originally from Mum and Dad)

Next (page)



Apply for a Business Name:

Details of the Australian Business Register (ABR)

Check your details are correct:

16 – check individual

17 – add representative

18 – fill in these details

Apply for a Business Name

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

Name Business Addresses Eligibility Review Declare Payment Confirmation

Proposed business name holder details Transaction reference number: 1-K

Proposed business name: The Legal Name
Details On The Australian Business Register (ABR)

ABR Entity Name: Koll
ABN: 51111111111111111111111111111111
Type: Unincorporated structure

Holder details

Organisation details
Organisation name: Koll

Organisation representative details
Organisations must provide details of a representative who can be contacted by the public available on the public register. Organisation representatives must be a member of the organisation, for example, the president, secretary or member of the committee of management of an organisation. Provide details of at least one trustee.
All notified organization representatives will be able to update details for this business name.
Adding more than one representative is optional. To begin, select the representative type for the organisation representative: an individual, or a company or registered body?

Individual

Company or registered body

Other

Remove Representative Add Representative

Do It Now

- Register a business name
- Renew a business name
- 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
- Legalisation Charges and Notifications Commission

1:53 / 3:13 Back Cancel Save & Exit

Individual Representative Name:

19 – fill in these details (these are your details)

Save representative (page)

Individual Representative Details * Mandatory fields

Complete the details below for the individual representative. [?](#)

Individual's details

* Given name: Reg

Other given names:

* Family name: Ch...

Birth details

The birth details provided will not be displayed on the public register. [?](#)

* Date of birth (DD/MM/YYYY): 13/11/1999

* Country: Australia

* State: New South Wales

* City/Suburb: 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. Double quotation marks (") are also not acceptable. The residential address provided will not be displayed on the public register. The residential address is used for administrative and law enforcement purposes only. See [how to set job site information](#) for more details.

Select from known address

OR enter new details below:

* Country: Australia

Building/Property name: Kent

Floor/Level:

Unit/Office:

* Street number: 101 * Street name: long

* Suburb/City: Whimsy ever

* State/Territory: New South Wales

* Postcode: 9999

Email address

We will use this email address to send notices.

See [how to set job site information](#) for more details.

Select from known email address

OR enter new email address below:

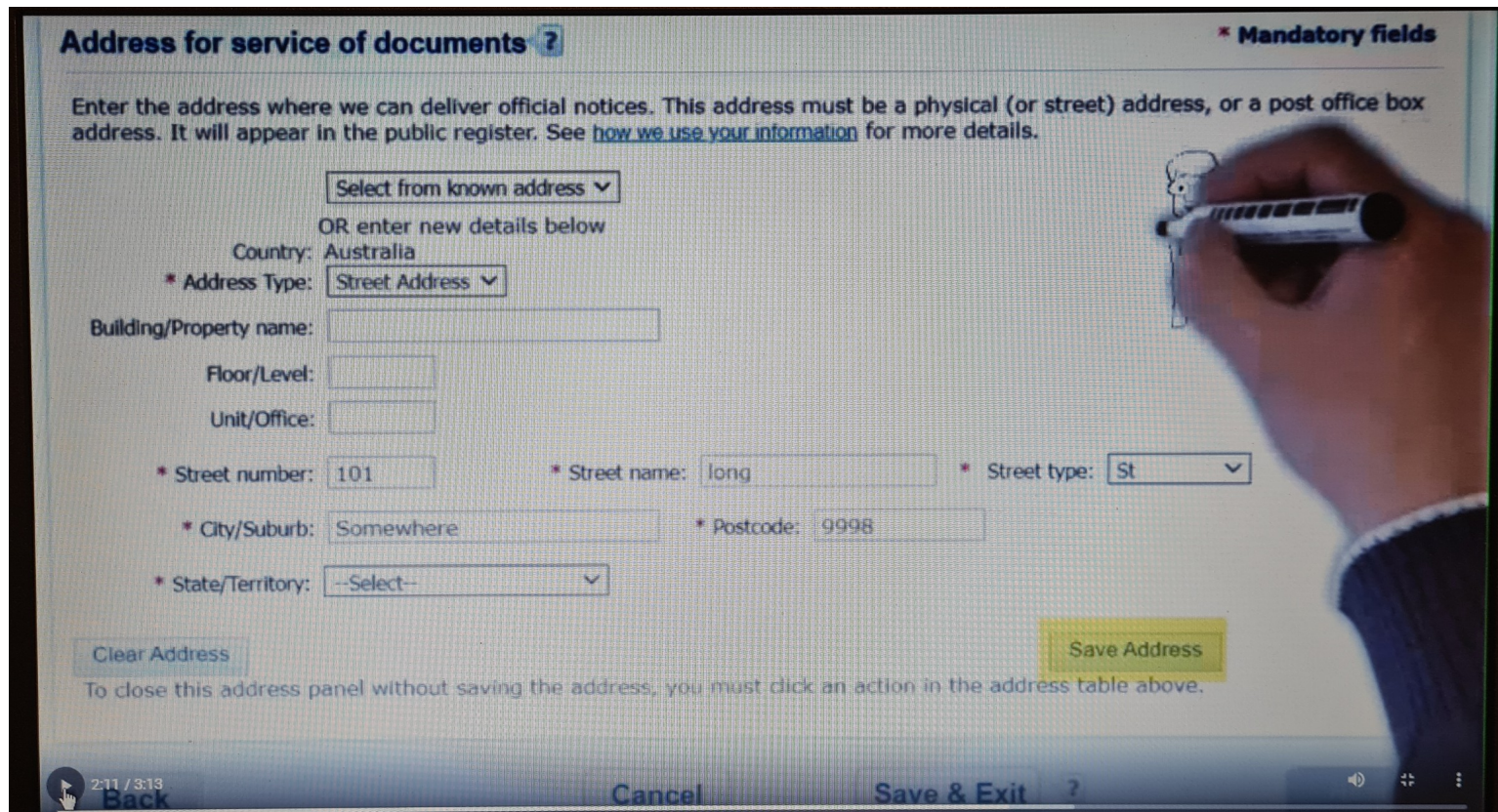
* Email address:

2:01 / 3:13 Save Representative

Address for service of documents:

20 – add your address details (when your address come up for confirmation – click on the address that says just entered)

Save address (page)



Address for service of documents ? * Mandatory fields

Enter the address where we can deliver official notices. This address must be a physical (or street) address, or a post office box address. It will appear in the public register. See [how we use your information](#) for more details.

▼

OR enter new details below

Country: Australia

* Address Type: ▼

Building/Property name:

Floor/Level:

Unit/Office:

* Street number: * Street name: * Street type: ▼

* City/Suburb: * Postcode:

* State/Territory: ▼

To close this address panel without saving the address, you must click an action in the address table above.

2:11 / 3:13 ?

Address for service documents:

21 – fill this one out also

Save address (page)

Address for service documents ? * Mandatory fields

Enter the address where we can deliver official notices. This address must be a physical (or street) address, or a post office box address. It will appear in the public register. See [how we use your information](#) for more details.

▼

OR enter new details below

Country: Australia

* Address Type: ▼

Building/Property name:

Floor/Level:

Unit/Office:

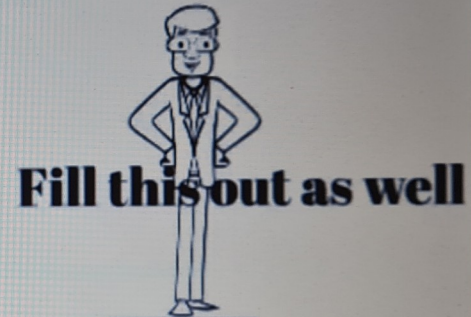
* Street number: * Street name: * Street type: ▼

* City/Suburb: * Postcode:

* State/Territory: ▼

To close this address panel without saving the address, you must click an action in the address table above.

2:16 / 3:13 ? 🔊 ⊕ ⋮



Addresses:

22 - In the Actions column you need to Edit the first 3 Edits
Next (page)

Addresses * Mandatory fields

Here are the addresses we need for this business name and how we use them.
Clicking Add/Edit will expand the form below the table.

Address type	Address details	This address is	Actions
* Address for service of documents ?	2 Lang Rd Broadmeadow NSW 2292	Business Names only (available to ...	? Edit
* Principal place of business/practice ?	2 Lang Rd Broadmeadow NSW 2292	Available to the public	? Edit
* Email ?	zoom101@gmail.com	Not available to the public, Used by...	? Edit
SMS (Optional) ?		Not available to the public	+ Add

[Back](#) [Cancel](#) [Save & Exit ?](#) [Next](#)

2:19 / 3:13

Eligibility to register a business name:

Eligibility:

23 – ✓ tick the small box on the bottom left side

Next (page)

The screenshot shows the 'Eligibility to register a business name' page on the Australian Business Register (ABR) website. The page is divided into several sections:

- Transaction reference number:** 1- [redacted]
- Proposed business name:** The Legal Name
- Details On The Australian Business Register (ABR):** [redacted]
- ABR Entity Name:** Ke [redacted]
- ABN:** 32 [redacted]
- Type:** Unincorporated structure
- Eligibility:**
 - The applicant must declare that the following statements are true for the applicant and for each person involved in the management of the applicant entity to determine eligibility to register a business name, including:
 - if the applicant is a body corporate – each director and secretary (or their equivalents) of the body corporate;
 - if the applicant is a partnership – each partner of the partnership;
 - if the applicant is an unincorporated association or other body, each member of the committee of management of the unincorporated association or body;
 - if the applicant is a trust – each trustee of the trust;
 - if the applicant is a joint venture – each joint venture partner.
 - I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001; and
 - Within the last 5 years I have not been:
 - convicted of, or
 - released from prison after being convicted of, and serving a term of imprisonment for, any of the [criminal offences referred to in section 32\(1\)\(c\) or \(d\) of the Business Names Registration Act 2011.](#)

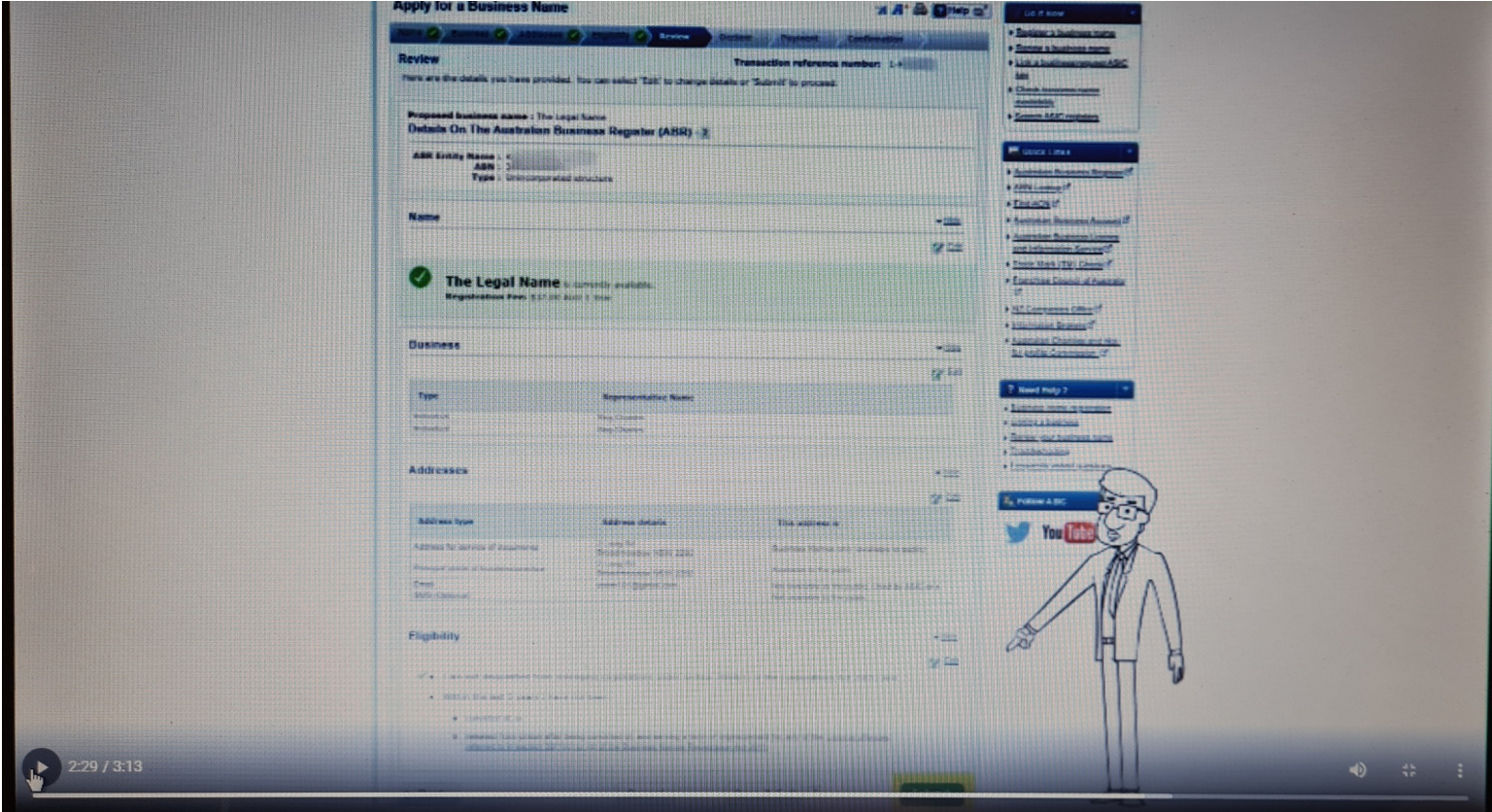
At the bottom of the page, there are buttons for 'Cancel', 'Save & Exit', and 'Next'. A hand is visible in the foreground, pointing to the checked box in the eligibility section.

Apply for a business name:

24 - Make sure the details here are correct

If so –

Submit (page)



Apply for a Business Name:

Declaration: 25 – mark the 2 boxes on the left here

Authority : 26 – mark the 2 boxes here on the left as well
Next (page)

Apply for a Business Name

Home Business Address Eligibility Business **Declare** Payment Confirmation

Transaction reference number: 1

Declare

Proposed business name: The Legal Name
Details On The Australian Business Register (ABR)

ABR Entity Name: Kc
ABN: 52
Type: Unincorporated structure

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).

Authority * Mandatory fields

I declare that:

- I am lodging this application on behalf of the applicant (the proposed business name holder) and am authorised to:
 - submit this application for lodgement on behalf of the applicant under the terms and conditions of the ASIC [Electronic Lodgement Protocol](#); and
 - make each of the above declarations on behalf of the applicant after making all due and proper enquiries.
- Adding the business name to your account:
 - I am authorised by the applicant to add this registration to my ASIC Connect account. This will allow me to view and update the registration details.

We may contact the applicant or the lodging party (if any) if we have any questions regarding this application for registration of a business name.
Payment methods for this application will be shown on the next screen.

Do It Now

- Register a business name
- Renew a business name
- Link a business/transfer ASIC bar
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACH
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers
- Australian Charities and Not-for-profits Commission

Need Help?

- Business name registration
- Linking a business
- Renew your business name
- Troubleshooting
- Recently asked questions

Follow ASIC

Next

2:35 / 3:13

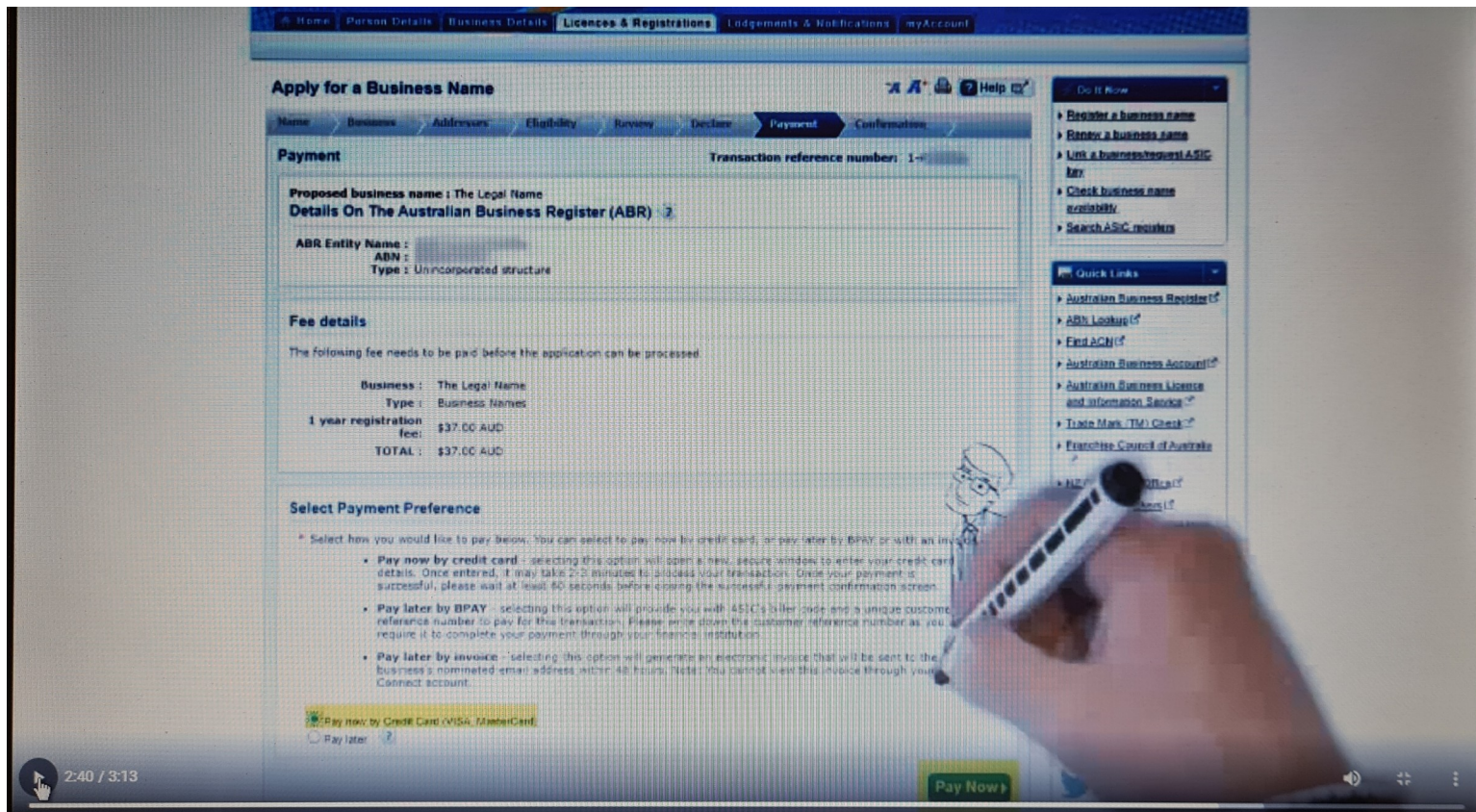
2

Apply for a Business Name:

27 - Check all details are correct

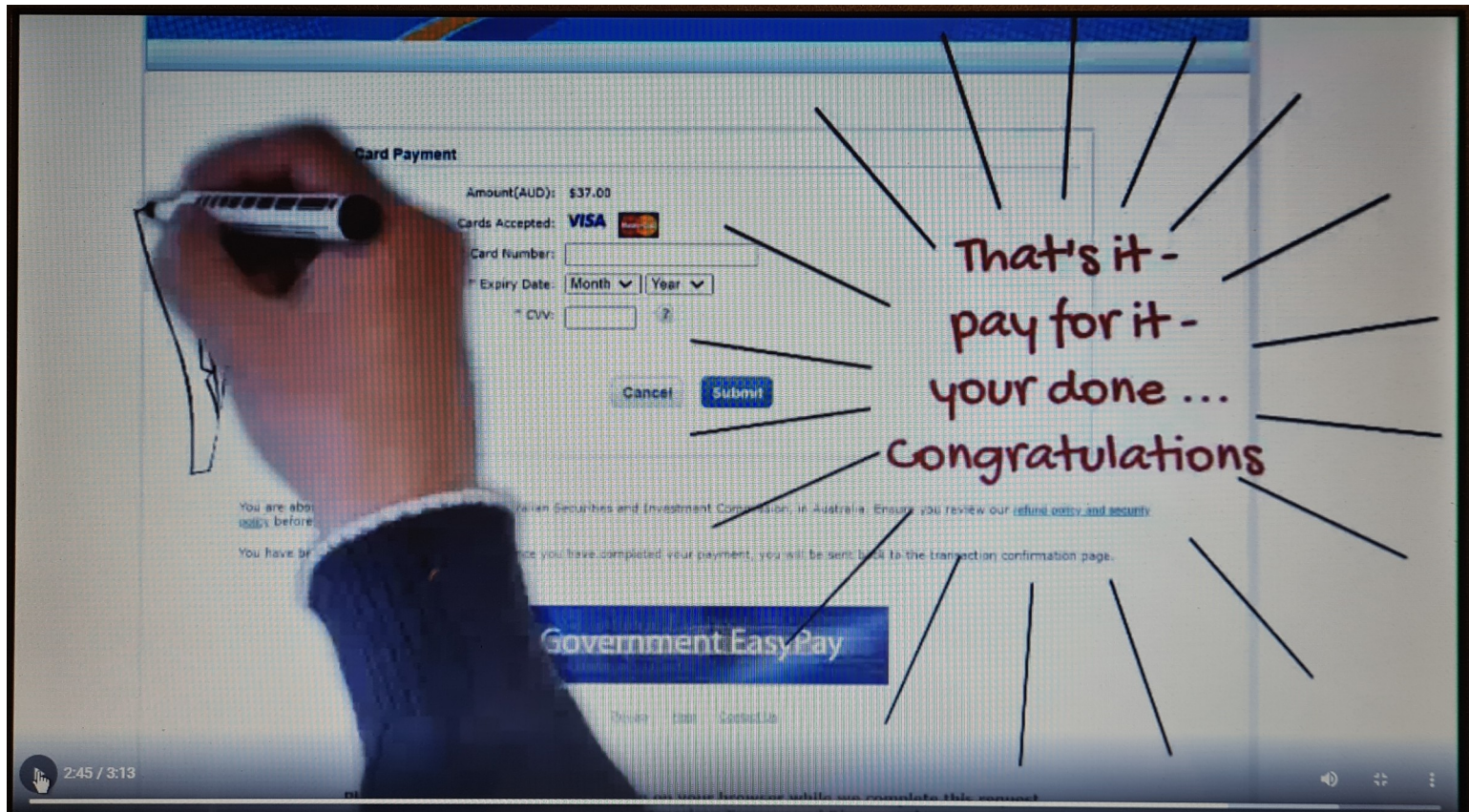
28 – check pay with visa/debit/master card

Pay now (page)



29 - Fill in your bank card details

30 - Submit



When you tap on Submit you may feel a bit different by now

This is the start of the new you

Note: For the married ladies also the married gentlemen that have taken their husband's or wife's last name, you will need to buy either your married name or maiden names back

2nd Note: Children (own property) – Unincorporating your Child (property) –

1 – **Slide 21** – enter the name of the child to be unincorporated only

The rest are all your details.

2 – you will also have to have an email address for them for the ASIC section.