

To create a Business Name Registration document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Business Name Registration

Business name

- Decide on the name you want to call the business:
 - after you enter the name of the business that you want to register, we will check the availability of the name with ASIC and display the results in the online question interface.
 - if the application is for transfer of an existing business name to a new holder, then give the consent to transfer number.

Notes

Address

- Address of the principal place of business:
 - is the business' address for service going to be the same as the principal place of business.
 - email address and mobile telephone number for the business.

Notes

Business name holder details

- For an individual or sole trader – ABN, name, address and birth details.
- For a company – ACN and company name.
- For registered body with an ARBN – ABN, ARBN and registered body name.
- For an organisation that is an incorporated body (without an ACN or ARBN) or a trust, a SMSF or an unincorporated body – ABN, organisation name and details of organisation representative.
- For a partnership or joint venture – ABN, name of partnership or joint venture, details of partners and organisation representatives.

Notes

Applicant

- The name, organisation name and contact details.

Notes

Registration period

- Decide on how long you wish to register the business name for: 1 year or 3 years.

Notes
