

# ASIC and business name searches

User guide

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Innovative Information Solutions

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# 1 Introduction

Our Australian Securities and Investments Commission (ASIC) national business names searches can retrieve a variety amount of information regarding all aspects of a company.

## 1.1 Search tips

### Add a reference for your search

You need to provide a reference for each search that you complete. Your reference is up to you, but you should enter something to help you identify the transaction among your records.

#### ASIC & Business Names Organisational Search

Select an option from the Search By list, enter details and click Search to view results.

See help for more information on Search By options.

★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

Your Reference

### Email copy of your results

On the search input screen, select the checkbox and include your email address to have your search results emailed to you.

Email

☐ Yes, I would like an additional copy of my results emailed to:

john.smith@email.com.au

### Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. A search fee applies for each transaction when you click **\$ Search \$** to proceed with your order.

ASIC & Business Names Organisational Extracts Multi Search

Enter details below and click Search to view results.

To check the organisation details before submitting your request, use the Verify or Verify All link(s).

★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

☐ Yes, I would like an additional copy of my results emailed to: john.smith@email.com.au

ACN/ABN ★	Search Type ★	Extract Type ★	Your Reference	Verify ACN/ABN
eg. 004 089 936, 14 000 400 297				
1. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
2. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
3. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
4. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
5. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
6. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
7. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
8. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
9. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
10. <input type="text"/>	<div>Select ...</div>	<div>Select ...</div>	<input type="text"/>	<a href="#">Verify</a>
				<a href="#">Verify All</a>

Disclaimer: The Search Extracts contained in the ASIC System and ASIC Registers are based on information provided to ASIC by third parties. ASIC has not verified the accuracy, currency, reliability or completeness of the Search Extracts and makes no representation or warranty as to their accuracy, currency or reliability. ASIC will have no liability to any persons for any inaccuracy, omission, defect or error in the ASIC System, ASIC Registers or the Test Database.

Clear All

\$ Search \$

Results are stored in your Confirm inbox

Access your Confirm inbox from the header menu located at the top right of every screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Sign out](#)

Account Bal: (\$5.00) at 2:18:48 PM on Jul 18, 2023

View your results

You can view your extract results online immediately. Most document orders will deliver within three hours if they're sent via email.

## 1.1.1 Retrieve your results

Depending on the search and what you order, you'll go through different screen flows. We describe some key screen flows below.

### Personal and register searches

Your search will take you to a list of possible matching names in a browse list. From here, you can select to order extracts or documents for specific names.

**ASIC & Business Names Personal Name Search Browse**

Select the required name(s) and click Search to order extract(s).  
Multiple Personal Name Extracts can be ordered for a single fee.

**Your Search**

Your Reference	test
Name Details	Smith, John James
Date of Birth	
Historical Roles	Yes
Display Members	Yes

**Your Results**

Names displayed in *italics* are former names.

Number of Results Received	24
Provided on	24-Jun-2022 02:18:34 PM

Name	Date of Birth	Address
<input type="checkbox"/> SMITH, John	01-Jan-2001	NSW

Once you've ordered an extract, the result summary will display, where you can view your results.

**ASIC & Business Names Personal Name Search Result Summary**

Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test
----------------	------

[+ Person Details](#)

**Your Results**

[View Personal Name Extract\(s\)](#)

[View Search Receipt](#)

**Other Related Searches**

None available for this search.

Organisational and personal document orders

Once you’ve completed a search on a particular organisation or name, the available documents will display. Check the boxes next to the documents you wish to receive and enter the page range you require.

ASIC & Business Names Personal Document Order Document Browse

Select required documents, complete the Delivery Details section below and click Order.  
Change the information in the Pages column if you only want to order part of the document.

Your Search

Your Reference

test

Person Details

Your Results

Number of Results Received

1

Provided on

24-Jun-2022 02:30:55 PM

Available Documents

Person Details	Document Number	Document Name	Pages	Received Date	Effective Date
SMITH, JOHN , 01-Jan-1961, SYDNEY, NSW	<div><input checked="" type="checkbox"/> 111111111</div>	586 PERSON NOT TO MANAGE CORPORATION	<div>From 1 To 1 of 1</div>	26-Feb-1991	26-Feb-1991
Total Price (incl GST)					\$26.19

Select/Deselect All

Then, choose the delivery method and delivery profile. We explain your options in the Delivery profiles section.

Delivery Details

Search Request

ASIC Personal Document Order

Delivery Method

WEB Mail

Delivery Profile

Select ...

New

☐ Set to be default profile

Delivery of this order

After the delivery details for this request only, or enter details not in the profile.  
(To permanently change your delivery details please use the New, Modify, or Copy buttons above)

Given Name(s)

Surname

Organisation

Email

Fax

Phone

Mobile

Postal Address

Address Line 1

Suburb

Select Suburb

Enter at least the first three (3) letters of the suburb then click Select Suburb

State

Postcode

Clear All

\$ Search \$

Owner: Product Management, CITEC Confirm  
Effective date: 29 Sep 2023  
Version 4.1

Last review date: 22 Sep 2023  
Next review date: 13 Feb 2024  
7 of 30

Once you've placed your order, a confirmation screen displays, listing the order details including the Confirm reference for the search.

### ASIC & Business Names Personal Document Order Confirmation

Your request has been submitted for processing. Please click Print for a PDF version of this confirmation page to retain for your records.  
Refer to help for details of expected turnaround times.

Print

#### Order Details

Confirm Reference 101934332  
Account Code CITC-STAN  
Order Date/Time 24-Jun-2022 02:38 PM  
Delivery Method E-mail  
Search Request ASIC Personal Document Order  
Search Receipt [View Search Receipt](#)

#### Recipient Details

Recipient Mr John Smith  
Job Title  
Organisation  
Phone 0400000000  
Mobile 0400000000  
Email john.smith@email.com.au

#### Your Search

Your Reference test  
Documents Ordered

DocImage Number (Provider Reference)	Document Number	Document Name	Pages	Delivery Method	Fee
4934236	111111111	586 PERSON NOT TO MANAGE CORPORATION	1 to 1	WEB Mail	\$26.19

We recommend that you retain this confirmation as a search record.

## 1.2 Start searching

From the Confirm main menu, under Land Searches, select **ASIC and Business Name Searches** and the search you require.

### View Menu By Product

[View Menu by State](#)

#### Land Searches

- [ACT Land Searches](#)
- [NSW Land Searches](#)
- [NSW Land Tax and Valuation Certificates](#)
- [NT Land Searches](#)
- [QLD Contaminated Land Search](#)
- [QLD Land Searches](#)
- [QLD Land Tax Certificates](#)
- [SA Land Searches](#)
- [TAS Land Searches](#)
- [Telco Cable Search](#)
- [VIC Land Searches](#)
- [WA Land Searches](#)

#### Property Conveyancing and Settlements

- [National Settlement Services](#)
- [NSW Conveyancing](#)
- [QLD Conveyancing](#)
- [QLD Transport & Main Roads Property Search](#)
- [VIC Conveyancing](#)
- [VIC Property Sales History Report](#)

#### Manual Services

- [National Manual Services](#)

#### Corporate and Individual Searches

- [ASIC and Business Name Searches](#)
- [Commercial Enquiries](#)
- [Bankruptcy Register](#)
- [PPSR - Personal Property Securities Register](#)
- [New Zealand Searches](#)

#### Vehicle Searches and Lodgements

- [QLD Motor Vehicle Register](#)

#### Court eFiling

- [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- [QLD Magistrates Court eFiling](#)
- [VIC County Court eFiling](#)
- [VIC Magistrates Court eFiling](#)
- [Court Filing - Manual Services](#)
- [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)







#### Police Searches

- [QLD Property Crime Reports](#)
- [QLD Traffic Incident Reports](#)
- [VIC Crime Reports](#)







## ASIC & Business Names Menu



### Organisational Searches

-   [Organisational Search](#)
-   [Organisational Extracts Search](#)
-   [Document Order](#)

### Personal Searches

-   [Personal Name Search](#)
-   [Personal Document Order](#)

### Register Searches

-  [Professional Register Search](#)
-  [Banned & Disqualified Register Search](#)

Note: Click the information 'i' icons to view details about a search.

### Organisational Searches

-   [Organisational Search](#)

Order Equifax Company Files ([View Sample Current](#)) ([View Sample Comprehensive](#)), Company Extracts, Business Name Extracts, Relational Extracts, Charges Extracts and Company Documents.

Information on ordering all search types is in the following sections of this guide. You can also access Help online, from the header menu on each search screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Sign out](#)  
Account Bal: (\$5.00) at 2:18:48 PM on Jul 18, 2023

## 2 Delivery profiles

Manual searches require profiles to deliver results. The delivery address you store in your profile is also used to email online search results.

Below are instructions on how to create, update and delete delivery profiles.

### 2.1 Profiles

For document orders, you'll be asked for a profile. Your CITEC Confirm profile stores delivery information for ASIC and business name searches.

Simply pick a delivery profile, delivery method, and select **\$ Search \$**.

**Note:** Fill in the fields under **Delivery of this order** to provide specific delivery details for an order.

### 2.1.1 Choose your delivery method

Restrictions apply to the size of documents that can be delivered by each method. If a document exceeds the limit, you'll be prompted to either:

- ▶ change the delivery method
- ▶ split the oversized order into smaller orders that will be charged accordingly.

Multiple delivery options for document orders are available.

We recommend you choose WEB Mail (email with a link to documents) as your delivery method, as you can receive up to 199 pages per email. The delivery method 'Email' (which provides a document attachment) has a limit of 50 pages per email.

## 2.2 Create a new delivery profile

To create a new profile, select **New** and complete the details.

## 2.3 Update an existing delivery profile

1. To change an existing profile, select the relevant delivery profile from the dropdown.
2. Select **Modify**. Add or update details and select **Save**.
3. Your new or updated profile will be in the dropdown, and you can proceed.

## Profile Maintenance

Modify the details below as required then click on Save to save any changes

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Recipient Details	Update or Enter Recipient Details	
Title	Mr <input type="button" value="v"/>	
Given Name(s)	<input type="text"/> *	
Surname	<input type="text"/> *	
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles	
	<input type="checkbox"/> Set to be default profile	
Job Title	<input type="text"/>	
Organisation	<input type="text"/>	
Email	<input type="text"/> *	
Mobile	<input type="text"/> *	
Phone	<input type="text"/> - <input type="text"/> *	
Fax	<input type="text"/> - <input type="text"/>	
Postal Address	Enter a Street Address OR a Post Box Address	
Floor/Level/Unit	<input type="text"/> eg. Level 1	
Property/Building	<input type="text"/> eg. AMP Building	
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="button" value="v"/> *	
Post Office Box	<input type="text"/> * eg. PO Box 78	
Suburb/Town	<input type="text"/> * <a href="#">Select Suburb</a>	
	Enter at least the first three (3) letters of the suburb then click Select Suburb	
	State <input type="text"/> * Postcode <input type="text"/> *	
DX Details	Enter DX details, if required	
Number	<input type="text"/>	
Location	<input type="text"/>	

**Note:** Any profile changes made here affect your profile for your account across CITEC Confirm.

If you're uncertain that your profile details are current, or correct, please take this opportunity to update them.

## 2.4 Delete a profile

To delete a profile, select it from the dropdown and select **Delete**.

## 3 Result descriptions

### 3.1 Extract result descriptions

#### 3.1.1 Current organisational extract

Current organisational extracts are available for organisation types:

Code	Description
APUB	Australian public company
APTY	Australian proprietary company
BUSN	Business name
FNOS	Foreign company (overseas)
MISM	Managed investment scheme
RACN	Registered Australian body

The details in an extract vary with the type of organisation, although standard inclusions are current organisation and document details.

View a sample current:

- ▶ [current organisational extract](#)
- ▶ [current business name extract](#).

### 3.1.2 Historical organisational extract

Historical company extracts are available for organisation types:

Code	Description
APUB	Australian public company
APTY	Australian proprietary company
FNOS	Foreign company (overseas)
MISM	Managed investment scheme
RACN	Registered Australian body

The historical extract includes all the details provided in the current company extract plus any prior details relevant to the organisation type, including previously lodged annual returns.

View a [sample historical organisational extract](#).

### 3.1.3 Current personal name extract

A personal name extract will include information on an individual such as:

- ▶ date and place of birth
- ▶ companies in which they have a recorded role
- ▶ role(s) held
- ▶ date(s) of appointment and cessation
- ▶ their address.

View a [sample current personal name extract](#).

### 3.1.4 Historical personal name extract

The historical personal name extract includes all the details provided in the current personal name extract plus any prior details relevant to the individual.

View a [sample historical personal name extract](#).

### 3.1.5 Relational organisational extract

Relational extracts are only available for organisation types:

Code	Description
APUB	Australian public company
APTY	Australian proprietary company
FNOS	Foreign company (overseas)
RACN	Registered Australian body

Not all organisations of these types have relational data. If no relational information is available, an error will display and charges won't apply.

Where available, a relational extract will return the following information about an organisation:

- ▶ companies in which the subject is one of the top 20 members
- ▶ companies for which the subject is the ultimate holding company
- ▶ corporations for which the subject is a director
- ▶ foreign companies for which the subject is a local agent
- ▶ managed investment schemes for which the subject is the responsible entity
- ▶ licenses held by the subject company for securities dealers, securities investment advisers, futures dealers and futures advisers.

View a [sample relational extract](#).

### 3.1.6 Professional register extract

A professional register extract will include information on an individual such as:

- ▶ place of practice
- ▶ companies in which they have a recorded role
- ▶ role(s) held
- ▶ company address
- ▶ date(s) of appointment and cessation.

The registers available include:

- ▶ futures brokers
- ▶ futures advisers
- ▶ investment advisers
- ▶ official liquidators
- ▶ registered liquidators
- ▶ security dealers.

View a [sample professional register extract](#).

**Note:** The list of registered auditors isn't available via this service, but you can access a registered auditors list via the [ASIC website](#).

### 3.1.7 Banned and disqualified register extract

This register contains details only about persons who are disqualified from managing companies under the *Corporations Act 2001* (Cth). This is where ASIC receives express notice of the disqualification under the Act.

A person may be disqualified from managing a corporation for other circumstances. For example, the person could be an undischarged bankrupt. ASIC doesn't record these disqualifications in this register.

An extract will include information on an individual such as:

- ▶ address
- ▶ date(s) the bans commenced and ceased
- ▶ whether a ban is under appeal.

The registers available include:

- ▶ disqualified persons
- ▶ banned securities representatives
- ▶ banned futures representatives.

View a [sample banned and disqualified register extract](#).

## 3.2 Documents

Scanned images of all public documents registered with ASIC since 1 January 1991 are available.

These can include:

- ▶ registered charges
- ▶ changes to company address
- ▶ company registrations.



## 3.3 Equifax company file current and comprehensive (via organisational search)

Through an organisational search, you can obtain Equifax company file (current or comprehensive) extracts, where available.

### 3.3.1 Company file current

You'll receive the following details, where available:

- ▶ summary ABN information as provided by the Australian Business Registry, such as ABN number, trading name and status
- ▶ yes/no flag indicating adverse information on the Equifax file, such as defaults, mercantile enquiries, judgements, writs, external administration or petitions
- ▶ company details such as name, start date, ACN, type of company
- ▶ registered office and principal place of business
- ▶ current office holders (secretaries and directors) names, addresses, dates of birth and appointment dates
- ▶ share structure and shareholders
- ▶ documents lodged with ASIC.

View a [sample company file current search result](#).

### 3.3.2 Company file comprehensive

You'll receive the following additional details, where available:

- ▶ previous registered offices and principal places of business
- ▶ previous office holders (secretaries and directors) names, addresses, dates of birth and appointment dates.

View a [sample company file comprehensive search result](#).

## 4 Organisational searches

You can use an organisational search to verify the correct legal entity, using the ASIC live database.

From there, you can order extracts or documents.

### 4.1 Begin a search

To begin a search, add your reference and select what you'll search by, which is either:

- ▶ name
- ▶ Australian Company Number (ACN)
- ▶ Business Registration Number
- ▶ Australian Business Number (ABN).

#### 4.1.1 Search by name

An organisational search by name will provide matches for any entities recorded against the ASIC Registers. This can include the following organisation types:

Code	Description
APTY	Australian proprietary company
APUB	Australian public company
ARPA	Australian passport fund
ARPF	Foreign passport fund
ASSN	Association
BUSN	Business name
CHAR	Charity
COMP	Community purpose
COOP	Co-operative society
FNOS	Foreign company (overseas)
LTDP	Limited partnership
MISM	Managed investment scheme
NONC	Non company
NRET	Non registered entity
RACN	Registered Australian body
REBD	Religious body

Code	Description
RSVN	Name reservation
SOLS	Solicitor corporation
TRST	Trust

Enter the organisation name, select what you'd like to search for and select **Search**.

### ASIC & Business Names Organisational Search

Select an option from the Search By list, enter details and click Search to view results.  
See help for more information on Search By options.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Search By

☒ Organisation Name

☐ ACN

☐ Business Registration Number

☐ ABN

Organisation

\* eg. Confirm

Search For

☒ All Names

☐ Registered and Deregistered Companies, Trusts and Non-Registered Entities

☐ Registered Companies, Name Reservations, Trusts, Non-Registered Entities and Business Names

☐ Registered and Deregistered Companies, Name Reservations, Trusts, Non-Registered Entities and Business Names

☐ All Businesses and Other Unincorporated Entities

Email

☐ Yes, I would like an additional copy of my results emailed to:

**Disclaimer:** The Search Extracts contained in the ASIC System and ASIC Registers are based on information provided to ASIC by third parties. ASIC has not verified the accuracy, currency, reliability or completeness of the Search Extracts and makes no representation or warranty as to their accuracy, currency or reliability. ASIC will have no liability to any persons for any inaccuracy, omission, defect or error in the ASIC System, ASIC Registers or the Test Database.

Clear All

Search

**Note:** The name search doesn't incorporate 'sounds like' features. Avoid using common words wherever possible.

In addition, the search automatically considers the following when comparing your search criteria to the ASIC database:

- ▶ definite ('the') or indefinite ('a', 'an', 'any', 'some') article as the first word in either name
- ▶ 'Proprietary', 'Pty', 'Limited', 'Ltd', 'No Liability' or 'NL' in either name
- ▶ plural or singular form in either name
- ▶ letter case, spacing, accents or punctuation marks in either name
- ▶ alternatives for the words Australian (Aust), company (Co/Coy), number (No), and (&), incorporated (Inc), corporation (Corp) and Australian company number (ACN)
- ▶ numbers represented by numeric characters (1) or words (One).

## 4.1.2 Search by ACN

Enter your ACN, which contains nine digits, and select **Search**.

**ASIC & Business Names Organisational Search**  
Select an option from the Search By list, enter details and click Search to view results.  
See help for more information on Search By options.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Search By**

☐ Organisation Name

☒ ACN

☐ Business Registration Number

☐ ABN

**ACN**

\* eg. 004 143 239

**Email**

☐ Yes, I would like an additional copy of my results emailed to:

john.smith@email.com.au

**Disclaimer:** The Search Extracts contained in the ASIC System and ASIC Registers are based on information provided to ASIC by third parties. ASIC has not verified the accuracy, currency, reliability or completeness of the Search Extracts and makes no representation or warranty as to their accuracy, currency or reliability. ASIC will have no liability to any persons for any inaccuracy, omission, defect or error in the ASIC System, ASIC Registers or the Test Database.

Clear All

Search

## 4.1.3 Search by Business Registration Number

If the business name was registered before 28 May 2012, you can use the former state and territory registration details to search.

Enter the number, select the former state of registration and select **Search**.

**ASIC & Business Names Organisational Search**  
Select an option from the Search By list, enter details and click Search to view results.  
See help for more information on Search By options.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Search By**

☐ Organisation Name

☐ ACN

☒ Business Registration Number

☐ ABN

**Business Registration Details**

Number  \* eg. BN1436788 or 300748L

Select ... \*

**Email**

☐ Yes, I would like an additional copy of my results emailed to:

john.smith@email.com.au

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Clear All

Search

### 4.1.4 Search by ABN

Enter your ABN, which contains eleven digits, and select **Search**.

ASIC & Business Names Organisational Search

Select an option from the Search By list, enter details and click Search to view results.  
See help for more information on Search By options.  
★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information.

Your Reference

Search By

☐ Organisation Name

☐ ACN

☐ Business Registration Number

☒ ABN

ABN

★ eg. 77 000 400 500

Email

☐ Yes, I would like an additional copy of my results emailed to:

john.smith@email.com.au

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Clear All

Search

## 4.2 View result summary and complete further extract/document orders

After you search, a result summary will display. Select an option from **Available Searches** section and click **\$ Search \$** to continue.

**ASIC & Business Names Organisational Search Summary**  
Select an option from the Available Searches section, enter any additional details and click Search to continue.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Search**  
Your Reference test  
Search By ABN  
ABN 77 000 400 500

**Your Results**  
Provided on 24-Jun-2022 02:50:30 PM

**Organisation Details**  
Organisation Name SF NEW NAME 2 PTY LTD  
ACN 000 400 500  
Status Deregistered  
ABN 77 000 400 500  
  
Organisation Type Australian Proprietary Company, Limited By Shares, Superannuation Trustee Proprietary Company  
Registration Date 09-Jan-1989  
Next Review Date 09-Jan-2009  
Deregistered Date 11-Oct-2008  
Jurisdiction Australian Securities & Investments Commission  
  
Place of Incorporation NSW  
Previous Number 00186337  
Charity or Not-for-Profit N

\* This company is registered as a charity with the Australian Charities and Not-for-Profits Commission (ACNC). For CURRENT information on the charity, including the address for service and details of ACNC responsible persons (for example company directors), search the ACNC Charity Register at [www.acnc.gov.au](http://www.acnc.gov.au)

**Available Searches**  
Note: On January 30, 2012 the Personal Property Securities Register (PPS Register) commenced. The details of current charges will only be available from the PPS Register and the details of satisfied charges (as at 30th January 2012) can be obtained from ASIC. Further information can be obtained from [www.ppsr.gov.au](http://www.ppsr.gov.au)

**Search Type** Select ... \*

You can view your extract results online immediately. Most document orders will deliver within three hours if they're sent via email.

# 5 Organisational extracts search

Organisational extract searches allow you to search up to ten organisations in a single transaction. You can use either the ACN or ABN as the search criteria.

Results are limited to current, historical or relational extracts for the below organisation types.

Code	Description
APUB	Australian public company
APTY	Australian proprietary company
FNOS	Foreign company (overseas)
MISM	Managed investment scheme

Note: No charges or relational extracts are available for organisation type MISM.

1. Enter an ACN (nine numbers) or ABN (eleven numbers) and select the search and extract type.
2. Include your reference and select **Verify** to show a summary for the ACN/ABN you provided.
3. Select **\$ Search \$**.

ASIC & Business Names Organisational Extracts Multi Search

Enter details below and click Search to view results.  
To check the organisation details before submitting your request, use the Verify or Verify All link(s).  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☐ Yes, I would like an additional copy of my results emailed to:

ACN/ABN *	Search Type *	Extract Type *	Your Reference	Verify ACN/ABN
eg. 004 089 936, 14 000 400 297				
1. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
2. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
3. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
4. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
5. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
6. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
7. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
8. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
9. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
10. <input type="text"/>	Select ...	Select ...	<input type="text"/>	<a href="#">Verify</a>
				<a href="#">Verify All</a>

Disclaimer: The Search Extracts contained in the ASIC System and ASIC Registers are based on information provided to ASIC by third parties. ASIC has not verified the accuracy, currency, reliability or completeness of the Search Extracts and makes no representation or warranty as to their accuracy, currency or reliability. ASIC will have no liability to any persons for any inaccuracy, omission, defect or error in the ASIC System, ASIC Registers or the Test Database.

4. A result screen will display. Select **COMPLETED** to continue to the result summary and access your search results.

**ASIC & Business Names Organisational Extracts Multi Search Results**

Click the result links to view individual search results.

WARNING: Do not refresh this screen - *you will incur extra charges*.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
ACN/ABN Search Type Extract Type	004 089 936 ACN Current	test <b>COMPLETED</b>

5. On the result summary, you can view your results and order additional searches via the Other Related Searches section.

**ASIC & Business Names Organisational Extracts Search Result Summary**

Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test
ACN/ABN	004 089 936
Search Type	ACN
Extract Type	Current

**Your Results**

[View Company Extract \(Current\) for \\*\\*\\*TEST DATABASE\\*\\*\\* COLES MYER LTD.](#)

[View Search Receipt](#)

**Other Related Searches**

[Order Document\(s\)](#)



## 6 Document order

- 1. To order documents, enter your reference.
- 2. Next, enter the document number/s, separated by a comma.

**Note:** Don't include spaces between the comma and document numbers. For example, enter '123456789,000111222,987654321'.

- 3. Select **Search**.

ASIC & Business Names Document Order

Enter details below and click Search to view results.  
Use a comma to separate document numbers. You can order as many documents as you like.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Document Number(s)

Email

☐ Yes, I would like an additional copy of my order confirmation emailed to:  
john.smith@email.com.au

eg. 2F9392092, 1G0339393

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Clear All

Search

- 4. The available documents will display. Check the boxes next to the documents you wish to receive and enter the page range you require.
- 5. Next, choose the delivery method and delivery profile. We explain your options in the Delivery profiles section.

Owner: Product Management, CITEC Confirm  
Effective date: 29 Sep 2023  
Version 4.1

Last review date: 22 Sep 2023  
Next review date: 13 Feb 2024  
25 of 30

## 7 Professional register search

### 7.1 Begin a search

- To start your search, enter your reference and select the relevant register from the dropdown.

**ASIC & Business Names Professional Register Search**

Select a Register, enter either Surname/Organisation or Registration Number and click Search to view results.  
If searching by Surname/Organisation a minimum of two characters are required. Using more characters will further limit the number of results returned.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Register  \*

Search By  ☐ Registration Number

Surname/Organisation  \* eg. Bloggs

Email  Additional copy of my results emailed to:  m.au

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- Next, select what you'll search by: surname/organisation or registration number.

**ASIC & Business Names Professional Register Search**

Select a Register, enter either Surname/Organisation or Registration Number and click Search to view results.  
If searching by Surname/Organisation a minimum of two characters are required. Using more characters will further limit the number of results returned.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Register  \*

Search By ☒ Surname/Organisation ☐ Registration Number

#### 7.1.1 Search by surname/organisation

- Enter the surname/organisation name, select what you'd like to search for and select **Search**.

**ASIC & Business Names Professional Register Search**

Select a Register, enter either Surname/Organisation or Registration Number and click Search to view results.  
If searching by Surname/Organisation a minimum of two characters are required. Using more characters will further limit the number of results returned.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Register  \*

Search By ☒ Surname/Organisation ☐ Registration Number

Surname/Organisation  \* eg. Bloggs

Email ☐ Yes, I would like an additional copy of my results emailed to:

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**Note:** A search by name is based on the characters you provide. For example, if you enter 'SM', the result will list all names starting with 'SM' (for example, Small, Smith, or Smithers).

## 7.1.2 Search by registration number

1. Enter the registration number for the individual you're searching and select **Search**.

**ASIC & Business Names Professional Register Search**

Select a Register, enter either Surname/Organisation or Registration Number and click Search to view results.  
If searching by Surname/Organisation a minimum of two characters are required. Using more characters will further limit the number of results returned.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text" value="Bloggs"/>
Register	<input type="text" value="Futures brokers"/> *
Search By	<input type="radio"/> Surname/Organisation <input checked="" type="radio"/> Registration Number
Registration Number	<input type="text" value="123456789"/> * eg. 123456789
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="john.smith@email.com.au"/>

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## 7.2 Retrieve your results

Your search will take you to a list of possible matching names in a browse list. From here, you can select to order extracts for specific names.

Once you've ordered an extract, the result summary will display. You can view your results and order additional searches via the Other Related Searches section.

## 8 Banned and disqualified register search

1. To start your search, enter your reference and select the relevant register from the dropdown.
2. Enter the surname and select **Search**.

**ASIC & Business Names Banned & Disqualified Register Search**

Select a Register, enter details and click Search to view results.  
A minimum of two characters are required in the Surname field. Using more characters will further limit the number of results returned.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Register	<input type="text" value="Select ..."/> *
Surname	<input type="text"/> * eg. Bloggs
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="john.smith@email.com.au"/>

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**Note:** A search by name is based on the characters you provide. For example, if you enter 'SM', the result will list all names starting with 'SM' (for example, Small, Smith, or Smithers).

3. Your search will take you to a list of possible matching names in a browse list. From here, you can select to order extracts for specific names.
4. Once you've ordered an extract, the result summary will display. You can view your results and order additional searches via the Other Related Searches section.

## 9 Personal searches

### 9.1 Personal name search

You can obtain current and historical personal name extracts through this search.

1. To search, enter your reference, surname and given name.

**ASIC & Business Names Personal Name Search**

Enter details below and click Search to view results.  
Enter as many details as possible because this search will only return a maximum of 100 matches.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Name Details</b>	Surname <input type="text"/> * Given Name <input type="text"/> *
	Second Name <input type="text"/> Third Name <input type="text"/>
<b>Date of Birth</b>	From <input type="text"/> * To <input type="text"/> * eg. 23/02/2007
<b>Historical Roles</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Display Members</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

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**Note:** To refine your search, you can enter a second/ third name or a date of birth range.

2. Next, select whether you'd like historical roles or members (shareholders) to return for your search and click **Search**.
3. Your search will take you to a list of possible matching names in a browse list. From here, you can select to order extracts for specific names.
4. Once you've ordered an extract, the result summary screen will display. You can view your results and order additional searches via the Other Related Searches section.

## 9.2 Personal document order

1. To search, enter your reference, surname and given name.

**ASIC & Business Names Personal Document Order**

Enter details below and click Search to view results.  
Enter as many details as possible because this search will only return a maximum of 100 matches.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Name Details</b>	Surname <input type="text"/> * Given Name <input type="text"/> *
	Second Name <input type="text"/> Third Name <input type="text"/>
<b>Date of Birth</b>	From <input type="text"/> * To <input type="text"/> * eg. 23/02/2007
<b>Historical Roles</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Display Members</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my order confirmation emailed to: <input type="text" value="john.smith@email.com.au"/>

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**Note:** To refine your search, you can enter a second/ third name or a date of birth range.

2. Next, select whether you'd like historical roles or members (shareholders) to return for your search and click **Search**.
3. Your search will take you to a list of possible matching names in a browse list. From here, you can select to order documents for specific names.
4. Once you've searched a name, the available documents will display. Check the boxes next to the documents you wish to receive and enter the page range you require.
5. Next, choose the delivery method and delivery profile. We explain your options in the Delivery profiles section.

## 10 New Zealand searches

Via the main menu, you can also access New Zealand searches.

**View Menu By Product**  
[View Menu by State](#)

**Land Searches**

- [ACT Land Searches](#)
- [NSW Land Searches](#)
- [NSW Land Tax and Valuation Certificates](#)
- [NT Land Searches](#)
- [QLD Contaminated Land Search](#)
- [QLD Land Searches](#)
- [QLD Land Tax Certificates](#)
- [SA Land Searches](#)
- [TAS Land Searches](#)
- [Telco Cable Search](#)
- [VIC Land Searches](#)
- [WA Land Searches](#)

**Property Conveyancing and Settlements**

- [National Settlement Services](#)
- [NSW Conveyancing](#)
- [QLD Conveyancing](#)
- [QLD Transport & Main Roads Property Search](#)
- [VIC Conveyancing](#)
- [VIC Property Sales History Report](#)

**Manual Services**

- [National Manual Services](#)

**Corporate and Individual Searches**

- [ASIC and Business Name Searches](#)
- [Commercial Enquiries](#)
- [Bankruptcy Register](#)
- [PPSR - Personal Property Securities Register](#)
- [New Zealand Searches](#)

**Vehicle Searches and Lodgements**

- [QLD Motor Vehicle Register](#)

**Court eFiling**

- [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- [QLD Magistrates Court eFiling](#)
- [VIC County Court eFiling](#)
- [VIC Magistrates Court eFiling](#)
- [Court Filing - Manual Services](#)
- [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)

**Police Searches**

- [QLD Property Crime Reports](#)
- [QLD Traffic Incident Reports](#)
- [VIC Crime Reports](#)

The Companies register search link will take you to an external website for the New Zealand Companies Register. Search for information about New Zealand and overseas companies, and their current status.

The Insolvency register search link will take you to an external website for the New Zealand Insolvency Register. Search for information about individual insolvencies and company liquidations.

## New Zealand searches

[Main Menu](#) > New Zealand searches

**Corporate**

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- [Insolvency register search](#) ?