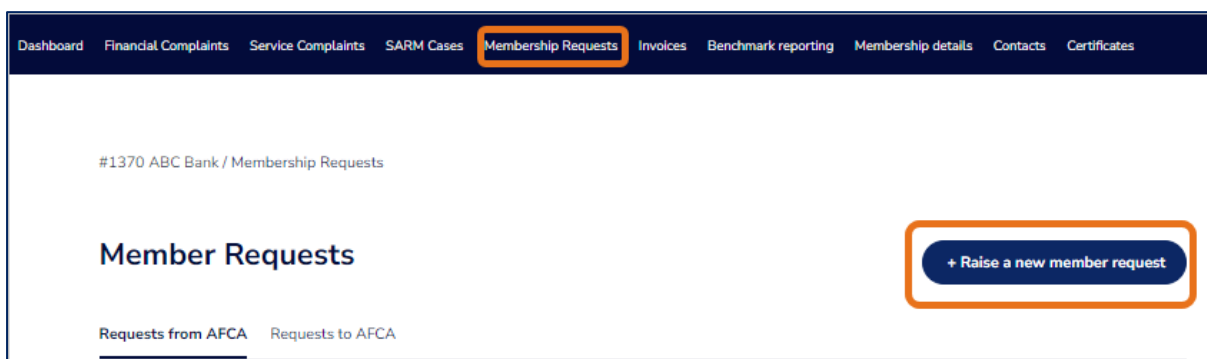# How to lodge a business name change request

This is a guide lodging a business name change request in the member portal.

Administrator contacts can submit a business name change request through the portal.

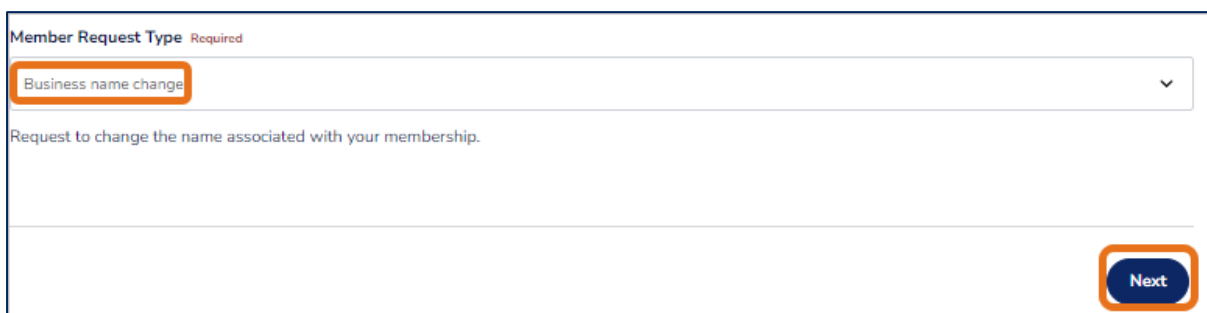If you have changed your ABN/ACN, you will be required to start a new membership.

Raising a business name change request

1. Log in to the member portal and click on the **Membership Requests** tab.

2. Click **Raise a new member request**.

SC1

3. Select the **Business name change** request type from the drop-down menu. Then click **Next**.

SC2

If your ABN has not changed

1. Select **No** to **'Has your ABN been changed?'**

2. Enter the new entity name and any other information in the fields displayed.

3. Click **Add a document** to attach either an **ASIC change of name certificate** or **ASIC extract** that includes the current and former name of the business.

Business name change

Has your ABN changed?

○ No ○ Yes

Please enter the new entity name *Required*

If your public organisational details have changed, please update these in the member details screen

Please provide any other information.

Please click the add documents button to upload either an ASIC change of name certificate or ASIC extract showing the current and former name.If this is not supplied we will not be able to process your request.

Add Documents

File Name	Created On ↓

There are no records to display.

Previous | **Submit** | Cancel

4. Click **Submit**.

If your ABN has changed

1. Select **Yes** to **'Has your ABN been changed?'**

2. If the current entity is still trading, select **Yes** in the field shown.

   You will need to submit a new membership application. Click the link displayed on the screen to start a new member application. This will direct you to the online membership application process.

3. If the current entity has ceased trading, select **No** in the field shown.

You will be required to submit a cancellation request to AFCA if the current entity has ceased trading. Click the link displayed on the screen to cancel your membership. This will direct you to the online cancellation process.

Alternatively, click on the **Membership details** tab in the member portal. Click **Cancel membership** and then click **Request to cancel**.

SC4

What happens next?

You will receive notification that your request has been received. The AFCA membership team will now review and process your request.

You will receive a notification once the membership name has been updated or if your membership has been cancelled.