

Applications against a Company or a Business*

When you lodge an application against a business or a company (Pty Ltd), you must have the correct name and address for the respondent. If you do not, it may not be possible to serve your application on the respondent. Any orders that are made in your favour may not be enforceable.

To prove that the name of the respondent is correct and that you have the correct address for service of your application, you will need to search the registers maintained by the Australian Securities and Investments Commission (ASIC). **You must give the Tribunal a copy of the search result with your application.**

How to conduct a search

Searches are conducted 'on-line'. The website address for ASIC is <http://www.asic.gov.au>. If you do not have access to a computer or internet service you may be able to use a computer terminal provided at a local library, ASIC's registry or here at the ACAT foyer. You cannot do a search by telephone. Only limited searches can be obtained by filling in a form and sending it to ASIC.

ASIC's home page has a search facility on the right hand side of the page headed **Search our registers**. You should select the one that relates to either an organisation or a business names search as the register you wish to search from the drop down menu and then enter the name of the business or company. The search will show a list of results the same as, or similar to, the name that was entered. You need to then search further against the relevant name.

While basic information, including the name of the organisation and any unique identification number such as an ABN/ACN, is available free, if the search does not include the address of the registered office of a company or the current address for service of documents for a business, applicants need to purchase the extract "Current and historical business/company information" listed at the bottom of the page for \$17 (business) or \$18 (company). This amount will be added to the debt amount of your application. **You need to print a copy of this extract to give to the Tribunal.**

Detailed information about how to search the registers, what information is kept on the registers and what information is free; is available by following the 'Quick Link' on the ASIC home page to the heading 'Company, ABN and other searches'.

Contact details for the Canberra regional office of ASIC are as follows:

Address:	Level 2 2 Allsop Street Canberra ACT 2600	GPO Box 9827 Canberra ACT 2600 DX 653 Canberra
Phone:	(02) 6250 3800	Client contact centre: 1300 300 630

*Information updated on 19 January 2017