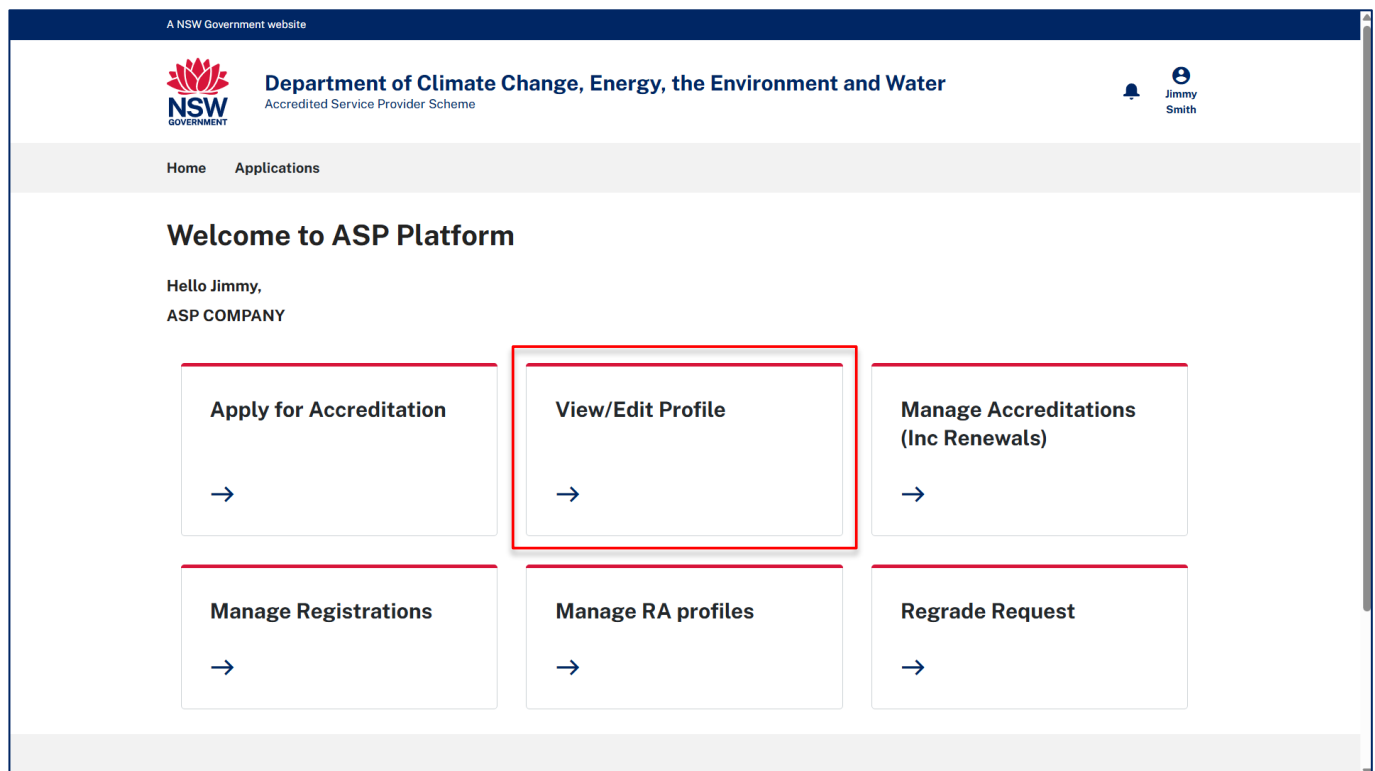


ASP Scheme – ASP Platform User Guide

How-to: Change your ABN

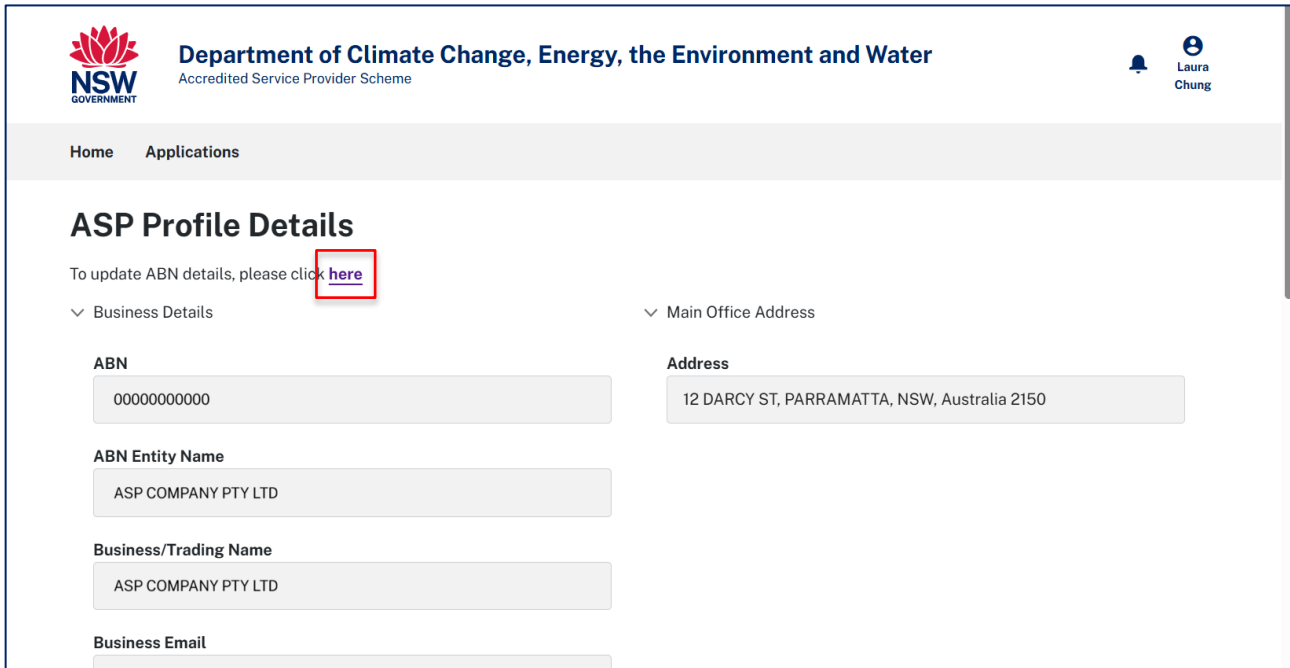
Step 1

On the ASP Platform homepage, click on **View/Edit Profile**.



Step 2

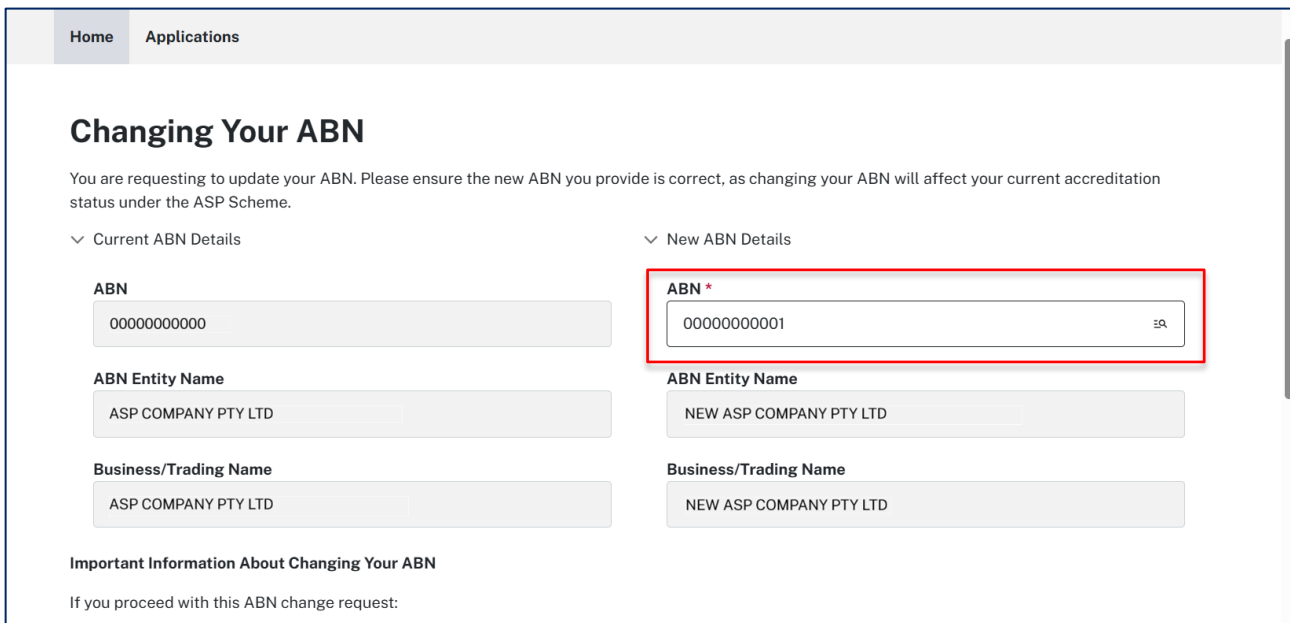
Click on the link under ASP Profile Details to initiate the process of changing your ABN.



The screenshot shows the 'ASP Profile Details' page. At the top left is the NSW Government logo and the department name. At the top right is a user profile for 'Laura Chung'. Below the header is a navigation bar with 'Home' and 'Applications'. The main heading is 'ASP Profile Details'. Below this, there is a text prompt: 'To update ABN details, please click [here](#)', where 'here' is highlighted with a red box. The page is divided into two columns: 'Business Details' and 'Main Office Address'. Under 'Business Details', there are input fields for 'ABN' (0000000000), 'ABN Entity Name' (ASP COMPANY PTY LTD), 'Business/Trading Name' (ASP COMPANY PTY LTD), and 'Business Email'. Under 'Main Office Address', there is an 'Address' field containing '12 DARCY ST, PARRAMATTA, NSW, Australia 2150'.

Step 3

Fill in your new ABN number. The system will conduct an automatic check with the Australian Business Registry to confirm the Entity Name and Business/Trading Name associated with the ABN number.



The screenshot shows the 'Changing Your ABN' page. At the top left is the NSW Government logo and the department name. At the top right is a user profile for 'Laura Chung'. Below the header is a navigation bar with 'Home' and 'Applications'. The main heading is 'Changing Your ABN'. Below this, there is a text prompt: 'You are requesting to update your ABN. Please ensure the new ABN you provide is correct, as changing your ABN will affect your current accreditation status under the ASP Scheme.' The page is divided into two columns: 'Current ABN Details' and 'New ABN Details'. Under 'Current ABN Details', there are input fields for 'ABN' (0000000000), 'ABN Entity Name' (ASP COMPANY PTY LTD), and 'Business/Trading Name' (ASP COMPANY PTY LTD). Under 'New ABN Details', there are input fields for 'ABN *' (0000000001, highlighted with a red box), 'ABN Entity Name' (NEW ASP COMPANY PTY LTD), and 'Business/Trading Name' (NEW ASP COMPANY PTY LTD). At the bottom, there is a section titled 'Important Information About Changing Your ABN' with the text: 'If you proceed with this ABN change request:'.

Step 4

Check the **declaration box**, confirming that you understand the implications of changing your ABN on your accreditation and then click on the **Submit** button.

Important Information About Changing Your ABN

If you proceed with this ABN change request:


- You must reapply for all accreditation levels you wish to hold within 7 days of submitting the ABN change request and cancel any levels of accreditations you do not wish to update.
- You must submit a separate application for each level of accreditation.
- Any other changes to your existing accreditation other than cancellation will not be permitted until the new application request has been approved.
- To avoid any risk of cancellation during the processing of the new applications, please ensure your accreditation does not expiry within the next 30 days.
- If you do not submit new accreditation applications within 7 days, your ABN change request will be automatically cancelled and your current ABN will remain active on your profile.
- All of your current active accreditations under the old ABN will be cancelled 30 days after approval of your new accreditation applications.
- All new accreditation applications will attract normal fees for each level applied for and will be non-refundable.

I have read and understand the accreditation implications, timeframes, and fee requirements associated with changing my ABN

Submit **Cancel**

Step 5


You will be redirected to a page confirming your submission, and you will also receive an email confirmation.



Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme

Home Applications

Your ABN change request has been submitted

 **Your ABN change application REF-26020064 has been created.**

You now have 7 days to submit new accreditation applications for all levels you wish to operate/hold.

Please note:

Your ABN will not be updated on your profile until your new accreditation applications are approved.


Your existing accreditations will be cancelled 30 days after approval of your new applications.

A confirmation email has been sent to your registered email address.

If you have any questions in the meantime, please contact us on asp_scheme@planning.nsw.gov.au or on (02) 8275 1960 (during office hours).

Cancel

Please note the next steps you are required to take. You will need to submit new accreditation applications for all Levels you wish to retain.



Dear ASP COMPANY PTY LTD,

We have received your request REF-26020064 to change your ABN.

Submission details:

- Current ABN: 00000000000
- New Requested ABN: 00000000001
- Submitted On: 12/2/2026
- Application Reference Number: REF-26020064

Please note that your ABN has not been updated yet. The new ABN will only take effect once your new accreditation applications are approved.


Next Steps:

- You now have **7 days** to submit new accreditation applications for all levels you wish to maintain.
- If you do not submit any new accreditation application within 7 days, your ABN change request will be automatically cancelled and your current ABN will remain active on your ASP profile.

All new accreditation applications will incur standard, non-refundable fees.

Step 6

Until your first accreditation application is approved, you'll have limited functionality when you log into the platform. It will continue to display the company name associated with your previous ABN. You can find more information on how to submit an accreditation application in the **ASP Platform User Guide – Apply for ASP Accreditation**.



Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme

🔔 Laura Chung

Home Applications

Welcome to ASP Portal

Hello Laura,
ASP COMPANY PTY LIMITED

Apply for Accreditation

→

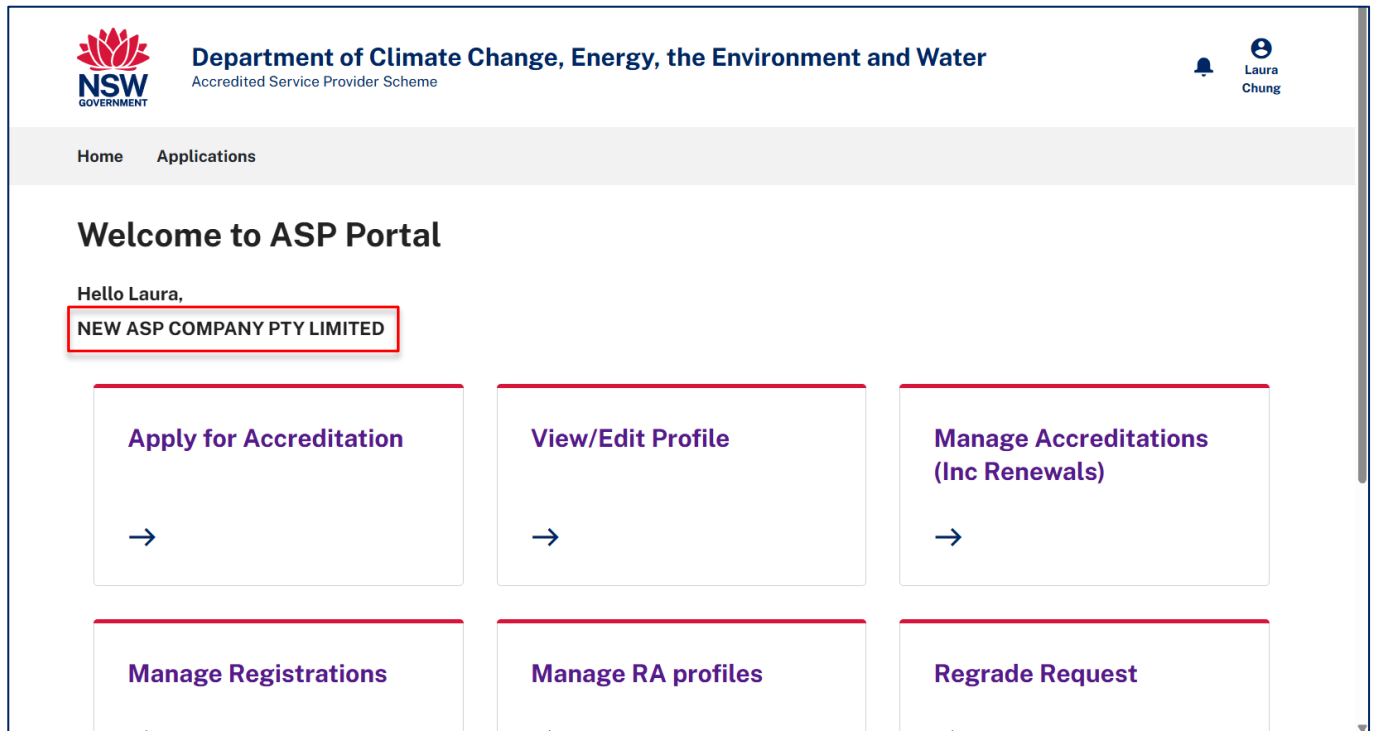
View/Edit Profile

→

**Manage Accreditations
(Inc Renewals)**

→

Once your first accreditation application is approved, your ABN change will be processed automatically. You will then have access to the full functionality of the ASP Platform again, and your homepage will update with the company name associated with your new ABN.



The screenshot displays the ASP Portal user interface. At the top left is the NSW Government logo. The header text reads "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". On the top right, there is a notification bell icon and the user's name "Laura Chung". Below the header is a navigation bar with "Home" and "Applications" links. The main content area starts with a "Welcome to ASP Portal" heading, followed by a personalized greeting "Hello Laura," and a red-bordered box containing the text "NEW ASP COMPANY PTY LIMITED". Below this are six interactive cards arranged in two rows of three. Each card has a title and a right-pointing arrow. The first row contains "Apply for Accreditation", "View/Edit Profile", and "Manage Accreditations (Inc Renewals)". The second row contains "Manage Registrations", "Manage RA profiles", and "Regrade Request".