**Business Start Checklist**

1. **Develop business plan and check business LIability…………………...**
2. **Decide on appropriate trading entitY**

***(a) Sole Trader ..…………………………………………………………………….….***

**Contact-** Accountant

**For advice on -** Registration Australian Business Number (ABN)

Registration for GST

Taxation (including PAYG)

***(b) PARTNERSHIP* …………………………………………………………………………**

**Contact -** Accountant

**For advice on -** Partnership Agreement

Registration Australian Business Number (ABN)

GST Registration

Taxation (including PAYG)

***(c) COMPANY or TRUST…………………………………………………………………….…***

**Contact -** Accountant

**For advice on -** Companies Registration

Registration Australian Business Number (ABN)

GST Registration

Taxation

***(d) IF YOU INTEND TO EMPLOY STAFF…………………………………………………..***

**Ask your Accountant about;**

FBT

Register as a Group Employer

Superannuation Guarantee Scheme

Insurance agreements

1. **REGISTER BUSINESS NAME…………………………………………………………..**

**Contact -** Australian Securities and Investment Commission

1. **OBTAIN APPROPRIATE INSURANCE COVER…………………………………..**

**Contact-** Insurance Broker or Company

**For advice on-** Public Liability

Workers Compensation

Personal Sickness & Accident

Business Assets Cover

Ask about other relevant cover

**5) OBTAIN COUNCIL OR SHIRE PERMISSION…………………………………….**

**Contact-** Shire Health and Building Department

**For-** Permission to operate business from premises

Permission to operate business from home

Any outstanding health or building orders

Relevant Zoning or planned changes

**6) OBTAIN RELEVANT LICENCES OR PERMITS…………………………………**

**Contact-** SBDC Business Licence Centre

**For-** Application for necessary licences

1. **OPEN A BUSINESS BANK ACCOUNT…………………………………………….**

**Contact-** Bank

**To-** Open Trading Account in Business Name

*(You will need Certificate of Business Name Registration)*

1. **SET UP A PROPER RECORD KEEPING SYSTEM.……………………………..**

**Contact-** Accountant or Bookkeeping Service

**For advice to-** Develop and keep an effective Record Keeping System

1. **CHECK SPECIFIC INDUSTRY AWARDS AND CONDITIONS………………..**

**Contact-** Industry Association or Authorities

**For advice on-** Membership

Award information

Specific Industry Conditions

Industry Trends and Information

**10) UPDATE YOUR PERSONAL AFFAIRS……………………………………………**

*As much as we don't want to think about it, your business could well be a liability to those*

*left behind, if you were unfortunate to pass away or be incapacitated.*

Update or take out a will

Review or take out Life Insurance

Investigate Disability Insurance

Establish a Succession Plan