**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