



BOX
ADVISORY
SERVICES

REGISTRATION FOR SMALL BUSINESS CHECKLIST

Prepared by:

DAVIE MACH
KAN HUANG





ABOUT THIS GUIDE

This checklist has been put together to give a one-stop shop for budding entrepreneurs who are looking to make the leap into the world of running their own business. This also serves as a reminder for the veterans to ensure that you have all your bases covered.

We've broken the checklist into an easy-to-understand 5 columns to ensure you can make a quick decision. Note: it's important that you consider the optional registrations as these can have a detrimental impact should it be neglected.

As always, if you are unsure about a particular aspect of these registrations, speak to your accountant or lawyer to get a professional opinion!

REGISTRATIONS FOR SMALL BUSINESSES CHECKLIST

NAME	WHEN	COST/TIME	A MUST?	LINK
ABN	PRIOR	FREE/28 DAYS	YES	CLICK HERE
TFN	PRIOR	FREE/10-28 DAYS	YES	CLICK HERE
GST	AFTER ABN	FREE/21 DAYS FREE/INSTANT	OPTIONAL	CLICK HERE
PAYG	HIRING	VARIES/24 HRS	OPTIONAL	CLICK HERE
CO. REGISTRATION	PRIOR	VARIES/VARIES	OPTIONAL	CLICK HERE
LICENCES & PERMITS	VARIES	VARIES/VARIES	VARIES	CLICK HERE
WEBSITE & DOMAIN	ASAP	\$500+/1 WEEK+	OPTIONAL	
BUSINESS NAME	AS REQUIRED	\$36 - 1 YR; \$85 - 3 YRS/INSTANT	OPTIONAL	CLICK HERE
TRADEMARKS & PATENTS	AS REQUIRED	VARIES/VARIES	OPTIONAL	CLICK HERE



Box Advisory Services was founded with the aim to deliver outstanding and affordable services to contractors, consultants and small businesses in Australia. We are specialist accountants for small businesses who will take the time to get to know you and provide you with prompt and bespoke advice. Our success derives from our commitment to building a strong client relationship combined with quality, commitment and reliability. It is our comprehensive understanding of clients' businesses and their industry that allows us to provide the quality of advice and service they require.

Here at Box Advisory Services, we believe that we are the #1 contractor and small business accounting firm in Australia. Our approach is to think outside the box and keep it personable with our clients.

ONLINE

Website: www.boxas.com.au
Facebook: Box Advisory Services
LinkedIn: Davie Mach
Instagram: @boxas_syd
YouTube: Davie Mach

FIND US

6/23 Hunt Street
North Parramatta NSW 2162
Email: info@boxas.com.au
Phone: 1300 411 022
Opening Hours: Monday – Friday 9am – 5pm