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AND EASY ONLINE FORMS**

ABN REGISTRATION

YOUR REGISTRATION GUIDE AND CHECKLIST

www.abnaustralia.com.au

ABNAustralia
BUSINESS REGISTRATIONS AND LEGAL DOCUMENTS [.com.au](http://www.abnaustralia.com.au)

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Introduction

Register for an Australian Business Number (ABN)

An Australian Business Number (ABN) is a unique 11 digit number that identifies your business to the public, the Australian Taxation Office (ATO) and other government agencies.

An ABN doesn't replace your tax file number, but it is used for various tax and other business purposes.

Almost every business in Australia benefits from applying for an ABN, and it is generally quick and easy to do so.

ABNAustralia.com.au have put together this guide on applying for an ABN to help sole traders, contractors, business owners and everyone else understand the reasons for getting an ABN, and how to apply here in Australia.

If you need support regarding your ABN please email contact@abnaustralia.com.au or call 1300 226 226.

If you are ready to order your ABN then you can start with our fast and easy online forms.

Do I Need an ABN?

Obtaining an ABN is not compulsory. However, it is fast and easy to obtain and generally worth getting for a number of reasons.

- Confirm your business identity to others when ordering and invoicing
- Avoid Pay as You Go (PAYG) tax on payments you receive
- Claim Goods and Services Tax (GST) credits
- Claim energy grants credits
- Obtain an Australian domain name.
- Open a business bank account

Our online forms make it fast and easy to apply for an ABN, and our trained staff review your order to make sure no missing information or mistakes have been made. We have been providing ABN and business registrations for over 40 years, meaning you are in safe hands!

All in all, it's easy to obtain and it's worth it.

That said – not everyone needs an ABN. To get one you need to be carrying on an enterprise. This applies regardless of your business structure (including sole traders, partnerships, companies, and trusts).

If you apply for an ABN and you're not entitled, your application may be refused. You'll be sent a letter explaining why.

How Do I Apply for an ABN?

Join thousands of customers who have successfully applied for their ABN through ABNAustralia.com.au. Our online forms are fast and easy and usually take less than 10 minutes to complete. Your ABN is delivered straight to your inbox within one business day.

We are available over chat, phone or email to answer any questions you might have – that's what we are here for!

Did you know? Our team comprises experienced compliance and accounting professionals who take the time to review the accuracy and correctness of the data you submit. This means your application has a greater chance of being error free, compliant, and ultimately successful.

We have a passion for helping small businesses get started

- ✓ 5 minutes to complete application over mobile or desktop
- ✓ ABN delivered to your inbox within one business day
- ✓ Perfect for individuals, sole traders, contractors, companies, trusts, and anyone else who needs an ABN
- ✓ Use same form to register a business name (fees apply), and register for GST (no additional fee)
- ✓ Professional support via chat, phone or email
- ✓ Trusted by over 250 professional accounting firms across Australia
- ✓ 5 star customer reviews ★★★★★
- ✓ We have helped over 100,000 Australian's establish their business since 1976
- ✓ Every ABN Registration ordered through us helps towards planting a new tree in the Daintree Forest
- ✓ All customers are automatically invited to join our private Startup Community Facebook Group to discuss their small business challenges and get advice from the community

Getting Started Checklist

Before commencing your online application please make sure you have the following information ready to hand. As mentioned the form takes around ten minutes to complete, but can be much quicker if you come prepared!

ABN Registration

In order to complete your ABN application you'll need to provide:

- Business structure (eg sole trader, partnership, company, trust, SMSF)
- Name and contact details of the applicant
- Address and contact details of the business or organisation
- Details of each person or organisation associated with the business (e.g. partner, director, secretary or shareholder)
- Details of business activities
- Tax file number
- Proof of identity information such as name, address and birth details
- Business activity details
- Credit card details

GST Registration

In addition to the above information, if you wish to also register for GST you will also need to provide:

- Current or projected annual turnover
- BSB & account details for refunds (optional)

PAYG Registration

In addition to the above information, if you also wish to register for Pay as You Go (PAYG), you will need to provide:

- Number of employees
- Pay or salary of employees (to help you estimate the amount to withhold)

Business Name Registration

In addition to the above information if you also wish to register a business name, you will need to provide:

- Proposed business name

Why Choose ABNAustralia.com.au

Because Experience Matters

As official ASIC registered agents, we have been providing business registration services for over 40 years. Our team consists of experienced and qualified professionals who ensure your ABN application is handled with care and attention to detail.

In fact, our team are members of the following professional and industry bodies.



Support Our Cause

Every ABN Registration ordered through ABNAustralia.com.au helps us towards planting another tree in the Daintree Forest!

So when your business grows, so will our natural habitat ...

Protect the unique biodiversity values of the Daintree Rainforest, the oldest rainforest in the world and an important site of international conservation, by helping us plant one tree in the rainforest for every 5 ABN registrations we complete.

While most of the Daintree Rainforest was declared a World heritage Area in 1988, areas of the Daintree Lowland Rainforest were not included and were subsequently divided into rural residential lots, causing fragmentation and loss of habitat for over 122 threatened species.

Your contribution will help restore and establish habitats for plants and animals that are local to the ecosystem.

Giving Story by ABN AUSTRALIA



Whenever we complete five ABN registrations in a row

1 trees to nurture the environment in Australia were planted

We plant 1 tree to nurture the environment in Australia.

Find us on [B1G1](#)

Frequently Asked Questions (FAQS)

How Long Does It Take to Get an ABN?

If you provide all the required information when applying online, you'll receive notification of your ABN in your inbox within one business day. Remember, our team reviews every order that comes in to check for accuracy and completeness, an important step!

If your identity cannot be confirmed, or more information is needed, the Australian Taxation Office (ATO) will review your application within 20 business days. They may contact you if they need more information.

Am I Entitled to an ABN?

Not everyone is entitled to an ABN.

You're entitled to an ABN if you're either:

- Carrying on or starting an enterprise in Australia or making supplies connected with Australia's indirect tax zone; or
- A Corporations Act company; or
- Registering your superannuation entity to be a regulated super fund

What Does Carrying on an Enterprise Mean

An enterprise includes activities done in the form of a business, as well as some other activities such as acting as the trustee of a super fund or other trust, operating a charity and letting property.

While there is no single test to determine if you're carrying on a business, the following features are indicative of activities in the form of a business:

- The activity is a significant commercial activity, involving commercial sales of products or services, and is of a reasonable size and scale
- There is an intention to make a profit from the activity as demonstrated by a business plan (unlike with a hobby)
- The activity is repeated
- The activity is systematic, organised and carried on in a business-like way and records are kept
- The activity is carried on in a similar way to that of other businesses in the same or similar industry
- The entity has relevant knowledge or skill

If your business or other enterprise isn't yet underway, you'll need to have undertaken start-up activities such as:

- Advertising, setting up a social media account or a website for the business
- Purchasing business cards or stationery for the business
- Obtaining business licences or insurance to operate (such as public liability and professional indemnity)
- Leasing or purchasing premises, equipment or stock for the business
- Issuing quotes or bidding for work.
- Consulting with financial, business or tax advisors
- Applying for finance
- Buying a business

While you don't need to have undertaken all of these start-up activities, you would be expected to have undertaken at least some of them.

Am I Entitled to an ABN as an Employee?

You're not entitled to an ABN for work that you carry out as an employee – including as an apprentice, trade assistant or labourer – even if you or your employer calls it contracting. An employer shouldn't ask you to get an ABN as a condition of employment.

Do I Need an ABN to Rent Our Residential Property?

While renting out an investment property may constitute an enterprise, renting out a residential property doesn't generally give rise to GST or pay as you go withholding obligations, so residential property investors don't need an ABN.

I Am a Foreign Business Operating in Australia? Can I Get an ABN?

If your business or organisation is located outside Australia, you may be entitled to an ABN if you are carrying on an enterprise:

- In Australia, or
- That involves making supplies connected with Australia's indirect tax zone – defined as including Australia but not its external territories or certain offshore areas

If you are a non-resident there are additional steps required to register for an ABN. Please contact us on contact@abnaustralia.com.au for next steps.

Are You Affiliated with the ATO or the Australian Government?

Please note that we are not the ATO or affiliated with the Australian Government. We are a private business that performs business registrations on behalf of clients. ABNAustralia.com.au are an Australian Securities & Investments Commission (ASIC) Registered Agent providing ABN registrations for Individuals & Partnerships, Business name registrations, Companies and other tax entities for Australian Residents.

I Already Have an ABN? Do I Need to Apply Online Again?

If you (or your business structure) already has an ABN, then you do not need to apply for a new ABN. If you need to lookup an existing ABN, or update your existing ABN details, please click here. (you will be redirected to the Australian Government ABR website). Our service is for customers looking to apply for an ABN for the first time only.

Can I Use Your Forms if I Wish to Reactivate a Cancelled ABN?

We can't reactive an old ABN, but we can apply for a new one on your behalf which is often the most convenient method. If you wish to reactive a previously cancelled ABN then you can try contacting the ABR directly on 139226 to discuss your situation.

How Do I Find My Current ABN Number?

If you need to look up an existing ABN, or update your existing ABN, then you can use the Government's handy tool to do so, located at <https://abr.business.gov.au>.

How Much Does the ABN Application Cost?

We offer our ABN Application services for \$89 including GST.

Can I Apply for GST or PAYG at the Same Time?

You sure can! It's easy using our online forms.

Can I Use the Same ABN for More Than One Business?

You can conduct any number of businesses/activities under the same ABN provided they all operate under the same business structure. If your second or subsequent business operates under a different structure, you need to apply for separate ABNs for each new business structure.

When Do I Need to Register a Business Name?

Generally, you will need to register a business name with us if you carry on a business or trade within Australia and you are not trading under your own entity name.

You do not need to register a business name if the entity is, for example:

- An individual and the business name is the individual's name (their first name and surname)
- A registered company and the business name is the company's name, or
- a partnership and the business name consists of all of the partners' names.

The law does not allow any changes from the business holder's name if you wish to rely on the above exemptions. For example, if your name is John Smith, and the name of your business is 'John Smith & Co', you will need to register the business name 'John Smith & Co'.

If you are unsure about whether you are exempt from registering a name, or whether you are carrying on a business or trading within Australia then contact us for assistance.

Does a Business Name Give Me Exclusive Rights over that Trading Name?

A business name does not give you exclusive trading rights over the name.

The differences between business names, trademarks, company names and domain names sometimes cause confusion. Business name holders often think that by registering a business name they have protected a brand or trading name – whereas in fact the business name laws that exist today do not offer that type of protection.

The obligation to register a business name is a legal obligation which is entirely separate to any steps that business owners may take to protect any intellectual property rights in a name or brand, such as registering a trade mark.

How Much Does a Business Name Registration Cost?

Our online order forms make it easy to register a business name at the same time you are applying for an ABN. You can choose to register your business name for either one year (\$146) or three years (\$194).

What Business Structure Best Describes My Business?

Before apply for an ABN you need to understand what business structure you operate under.

Individual (Sole trader)

An individual or a sole trader is where you're the sole owner of the business, but you can employ staff. You're responsible for all decisions and losses in your business, and you report the business income in your personal tax return.

Partnership

You and your partners carry on a business together and share income, losses and control of the business. The partnership can employ staff, but the partners in the partnership are not considered employees.

Trust

Your business or businesslike activity is held and controlled for the benefit of others (the beneficiaries). A trustee is responsible for everything in the trust, including income and losses.

Company

A company is a separate legal entity from you, and has at least one shareholder or member and one director (who runs the business). Income and losses belong to the company. Companies can employ staff.

Superannuation

This means all superannuation entities including Self-Managed Super Funds (SMSFs). For a super fund to exist it must hold assets and have a trust with an appointed trustee.

Business Name Registration

Register Your Business Name

A business name, also known as a trading name, is simply a name or title under which a person, or other legal entity, trades. Your business name not only identifies you to your customers, but also allows you to differentiate yourself from your competitors and enables your customers to make an emotional connection to your business and brand.

For many businesses, the name is often the most valuable asset.

Remember, a business name is only used to identify your business. If you want exclusive rights to that name, you should consider protecting it with a trade mark.

If you register a business name, it will be connected to your Australian Business Number (ABN).

Do I need a business name?

When setting up your business, if you choose to operate as a sole trader, partnership or a trust, and not as a company, then you will have to register your business name with the Australian Securities & Investments Commission (ASIC).

If your business name is your, or your partner's, first name and surname, then there is no need to register. For example:

- Sally Miller has a jewellery business named 'Sally Miller'. As her business is trading under her own name, she does not need to register for a business name.
- Jodie Hart has a floral business named 'Hart Flowers'. As her business is not trading under her own name, she will need to register the business name 'Hart Flowers'.

How do I register a business name?

You can register a business name at the same time as you apply for an ABN using our online forms. If you already have an ABN then you can apply for a business registration using our dedicated standalone forms located here.

To register for a business name:

1. Decide on a name that's right for your business.
2. See if the business name you want is available through the check name availability search on our website. You should also check it's not already a registered trade mark to avoid infringing on someone else's legal right through Australian Trade Mark Search.
3. Apply for a business name online at www.abnaustralia.com.au.

Trademark Registration

Register Your Business Name

Our trade mark search and registration services are suitable for business owners and professional firms looking to protect their brand, and who appreciate the value of old-fashioned and informed customer service.

Why register a trademark?

A trade mark can be your most valuable marketing tool. Sometimes called a brand, your trade mark is your identity – the way you show your customers who you are. The more successful your business, the more valuable your trade mark becomes.

Most of us believe that registering a business name, incorporating a company, or registering a domain name means that we will own that name. But in Australia that is not the case.

The best way to protect a name is with trade mark registration. Trade mark registration provides the owner with the exclusive right to use that name throughout Australia and to prevent others from using a similar name in relation to the registered goods or services. Not only product names can be registered as trade marks. Trade marks are also relevant for business/trading names, company names, company logos, domain names and names of services. Each of these serve to distinguish the business from its competitors and each, therefore, function as trade marks.

Registering a trade mark can be a lengthy process. It involves classifying your brand into one of IP Australia's 45 classes and conducting a comprehensive trade mark search before making your application.

What is a trademark?

A trademark is a sign used to distinguish your business' goods and services from those of competitors. Registering a trademark gives you exclusive rights to use a 'sign', which could be: letters, numbers, words, phrases, sounds, smells, shapes, logos, pictures, aspects of packaging, or a combination of any of these things. It could even be a colour – for example, Cadbury's iconic purple colour is trademarked.

FACT: A registered trademark will take precedence over business names, Company registrations and domain names. Without a trademark you run the risk of someone else claiming the right to the name that you trade under.

How to register a trademark?

If you are interested in registering a trademark, enquire now and we will provide a free quote for our services. We will work with you to understand your requirements, and take a look at your structure and registered name in order to determine the best course of action. Costs are based on the scope of the trademark registration and any related searches.

Our current fee schedule for trade mark services can be found on our website, and they represent some of the most affordable available in the marketplace.

Moving To A Company Structure

If you are thinking about starting a new company or moving your existing business into a company legal structure there are a couple of important factors worth considering – and usually your accountant is the best person to talk to about these issues.

Advantages to incorporating your organisation

Owning a small business can be a risky venture, and one way to limit your personal liability is by incorporating your business under a company structure. Running a company comes with additional compliance, paperwork, and expenses compared to that of a sole trader or partnership, however it offers important legal, tax, and commercial advantages.

1. Protect Your Personal Assets

Incorporating your business is one of the best ways you can protect your personal assets.

A corporation can own property, carry on business, incur liabilities, and sue or be sued. As a separate legal entity, a corporation is responsible for its own debts. That means creditors of a corporation generally can seek payment only from the assets of the corporation – and not from the personal assets of shareholders, directors and officers.

In effect, that means business owners can conduct business without risking their homes, cars, savings, or other personal property. Owners of a sole proprietorship or partnership, on the other hand, face unlimited liability for both business and personal assets.

2. Have Easier Access to Capital

Raising capital is generally easier for a corporation, since a corporation can issue shares in return for cash. This may make it easier for your business to grow and develop. If you're in the market for a bank loan, that's another reason to incorporate. In most cases, banks would rather lend money to corporations than to unincorporated business ventures. Corporations generally have access to more alternative sources of capital through which they can pay off their debts.

3. Enhance Your Business' Credibility

The benefits of incorporating go beyond finances. Suppliers, customers and business associates often perceive corporations as being more stable than unincorporated businesses. In a sense, having "Pty Ltd." after your business name conveys permanence, credibility, and stability, and communicates your commitment to the ongoing success of your business venture.

4. Perpetual Existence

Corporations are the most enduring legal business structure. A corporation can continue indefinitely, regardless of what happens to its individual directors, officers, managers, or shareholders.

5. Other Considerations

As a separate legal entity, a corporation is taxed on its profits. Those taxable profits can be reduced by qualified business expenses, including operating expenses, marketing and advertising expenses, travel and entertainment expenses, and other costs of making a profit. An incorporated business may also deduct employee salaries, health benefits, and contributions to qualified pensions and retirement plans for employees.

However, the taxation of corporations is complicated; different corporate structures have different tax advantages and disadvantages.

Company Registration Service Overview

Order your next company registration online today and we will deliver all company documents electronically straight to your inbox for just \$598 including GST.

What makes our company registration service special?

Same Day Service – We aim to complete all company registrations the same day as the order is placed, and certainly within 24 business hours.

Affordable Fees – our company registration fees are some of the best in the industry.

Commercial and Compliant – our company constitution is highly effective across a range of business and commercial purposes and is ‘financial institution friendly’. Our constitution provides for a range of different share class structures allowing you to tailor a bespoke structure for your client.

Care and Attention – our staff are some of the most experienced in the business, manually reviewing every order to ensure accurate and error-free documents, saving you headaches and costs down the line.

Printing Options Available – optional premium leather feel printing, binding and delivery of your documents to your door is available for \$99 including GST – a great way to impress your clients the old-fashioned way.

Contact Us and Support

If you would like to discuss your ABN registration, please contact us on
contact@abnaustralia.com.au
or ring 1300 226 226.

A family business that understands the value of old-fashioned sincere customer service

Our team has been providing business registration and legal document services since 1976. Our longevity reflects our reputation for the best customer service in the business, underpinned by our commitment to effective documentation.

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