|  |  |
| --- | --- |
| Visionary Advisors |  |

# New Company (or Trustee Company) Setup Checklist

|  |  |
| --- | --- |
| COMPANY INFORMATION | |
| To whom should we address company information? |  |
| The business address is (must be a street address) |  |
| The postal address if different to the business address. |  |
| Telephone number: |  |
| Fax number: |  |
| email: |  |
| Number of primary contact person: |  |

|  |  |  |
| --- | --- | --- |
| CHECKLIST | | |
|  | Have you applied for a directors ID? If not, please proceed in doing so:  [Apply for your director ID | Australian Business Registry Services (ABRS)](https://www.abrs.gov.au/director-identification-number/apply-director-identification-number) |  |
|  | Choose type of business entity.  Business entity type:   1. Trading Company only - Y/N **OR** 2. Trustee Company with Discretionary Trust – Y/N |  |
|  | Select a state of incorporation (usually NSW); |  |
|  | What is the legal name of the new company?  (Have you confirmed the name availability on the ASIC website?)  <https://asic.gov.au/online-services/search-asics-registers/companies-and-organisations/check-name-availability/> |  |
|  | What is the legal name of the new trust (if relevant)?  (e.g. Widget Family Trust) |  |
|  | What is the trading name of the new trust (if relevant)?  (Additional fees will be charged directly by ASIC) |  |
|  | Director details:   * Full name * Postal address * Residential address * Date of birth * Place of birth * Tax File Number * Director ID number |  |
|  | Member details (the entity to own the shares):   * Full name of shareholder * Postal address * Residential address * Tax File Number * Date of Birth * Are the shares being held in trust * What is the percentage ownership (must equal 100%) |  |
|  | Please make your payment prior to the order of the legal documents. Please call our office for the banking details.   * Company ASIC * Trust Deed * Stamping service (trusts only) * Stamp duty (NSW trust only) |  |
|  | Please confirm a suitable time to sign the legal documents. |  |
|  | Which tax registrations do you require?   * ABN? * TFN? * Withholding (how many employees and how much withholding tax per annum.)? * Fuel Tax Rebate registration? * Is GST to be Cash or Accrual, and do you want monthly or quarterly reporting to the ATO? | ABN  TFN  Withholding  GST Cash |
|  | Do you require the following additional advice:   * General insurance advice, including workers compensation? * Bookkeeping and systems advice? * Banking advice and assistance creating a bank account? * Legal advice on shareholders agreements? |  |