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| Visionary Advisors |  |

# New Company (or Trustee Company) Setup Checklist

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| 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:  |  |

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| 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
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|  | 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
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|  | 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%)
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|  | 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)

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|  | 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?
 | ABNTFNWithholdingGST 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?
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