



## Business Formation Assistance

We guide you through the process of forming your business. From entity selection to registration, we're here to support you.

### 1. Clarify Your Business Basics

- Confirm your business idea and core services or products
- Define your target audience and service area
- Choose a business name and check availability
- Clarify how you want your business to be positioned

### 2. Choose the Right Business Structure

- Sole Trader, Partnership, Company or Trust
- Understand basic tax and liability considerations
- Confirm structure with an accountant or BAS agent

### 3. Register Your Business

- Apply for an ABN
- Register your business name
- Register your company (if applicable)
- Register for GST if required
- Set up PAYG withholding if employing staff

### 4. Set Up Your Financial Foundations

- Open a business bank account
- Set up accounting software (e.g. Xero, MYOB)
- Establish bookkeeping processes

- Understand BAS, GST and reporting obligations

## 5. Protect Your Business

- Public Liability Insurance Professional Indemnity
- Insurance (if applicable) Workers Compensation (if
- employing staff) Basic terms and conditions or
- service agreements

## 6. Establish Your Online Presence

- Register your domain name
- Set up a professional business email
- Create a basic website or landing page
- Set up Google Business Profile

## 7. Prepare for Launch

- Finalise pricing and service offerings
- Create basic brand assets
- Set up enquiry and booking processes
- Confirm how customers will contact you

## 8. Ongoing Compliance & Planning

- Understand BAS and tax lodgement deadlines
- Maintain accurate record keeping
- Review insurances annually
- Plan for future growth

## Need Support?

Starting a business doesn't have to be overwhelming. All About BAS and Bookkeeping can support you through setup, registrations, and ongoing compliance so you can start with confidence.