

Company Registration

Outlined below is a checklist for information required to complete a Standard Company order.

Company details

- Proposed name of company
- Use ACN as company name?
- Jurisdiction of registration
- Is the proposed company name an existing business name?
- Does this company have an Ultimate Holding Company?
- Have you reserved the proposed name by lodging a form 410?

Trust

- Do you want to create a trust as well?
- Add Resolution to open a bank account?

Addresses

- Registered address
- Principal business address

Officeholder details

- Is this director a public officer?
- Full name and address of each office holder (director/ secretary)
- Date of birth and place of birth (including state/country and suburb/ city) of each office holder
- Director ID (or confirmation that the officeholder will apply for a director ID within the statutory required timeframe)

Shareholder details

- Full name and address of each shareholder
- If the member is a company, the ACN of the company and details for its director/s (name, address)
- Has this shareholder consented to be a member of the company?
- Number of shares to be allocated to the shareholder
- Class of shares to be allocated to the shareholder
- Share price
- Are the shares to be owned on behalf of an existing trust? If yes, the names of the parties for whom the shares are owned behalf of.

Once you have completed the interview form, the Integrations section of the collaboration page will be available for the following options. Outlined below is a checklist for information required to complete these applications:

ABN/TFN Application (Australian Business Register)

To complete your ABN application – depending on your circumstances – you'll need your:

- Tax file number (TFN) and the TFNs of any associates, e.g. partners, directors and trustees.
- Tax or BAS agents registered agent number, if you use a registered agent
- Professional adviser number – if you're using the services of a professional adviser, you can provide their licence number, e.g. Australian Financial Services licence (AFS licence)
- Previously held ABN
- Australian company number (ACN) or Australian registered body number (ARBN). Companies and registrable organisations can register for an ACN or ARBN through the Australian Securities and Investments Commission (ASIC)
- Date your ABN is required. This should be the date that you expect to start any business activities, e.g. buying stock. This date can't be more than six months in the future when you apply
- Entity legal name – appears on all official documents or legal papers
- Authorised contacts – this can be a registered tax or BAS agent if they are authorised to make changes or update information on behalf of the entity
- Associates' details* – associate requirements are different for each entity type (see [page 3](#))
- Business contact details including an address, postal address, email address and phone number. Your email address must meet requirements such as; being between 5 - 200 characters, contain no spaces and not start with 'support@', 'sales@' or 'info@'
- Business activity – usually the main source of income for your enterprise, e.g. agriculture, construction, investment and manufacturing. Self-managed super funds may not be carrying on a business and therefore might not have a main business activity
- Business locations – provide businesses physical locations for all premises operated by your enterprise, unless there's a risk to safety of individuals as a result of the disclosure, e.g. a women's refuge.

*Website: <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

*Associate details

For all of your associates, you will need to provide:

For individuals

- Name
- Date of birth
- Position
- Either their tax file number (TFN) or residential address

For companies

- Legal name
- Australian company number (ACN), Australian Registered Body Number (ARBN) or Australian business number (ABN)
- Either their TFN or address and date of formation.

Resident associate details provided must match ATO records. If they don't match, your application will be refused.

Non-resident associates without TFNs need to supply proof of identity documents. If information is incomplete or inaccurate, your application may be refused or delayed.

Associates by entity type

Entity type	Associates required
Australian private company	<ul style="list-style-type: none"> • Directors • Public Officer • Top 20 company shareholders for each class of share, if applicable
Unlisted public company	<ul style="list-style-type: none"> • Directors • Public Officer • Top 20 company shareholders for each class of share, if applicable
Australian public company	<ul style="list-style-type: none"> • Directors • Public Officer • Company secretary
Pooled development fund	<ul style="list-style-type: none"> • Public Officer • Directors
Co-operative or strata title	<ul style="list-style-type: none"> • Public Officer • Office bearers • Directors

Entity type	Associates required
Other incorporated entity	<ul style="list-style-type: none"> • Directors • Office bearers
Other unincorporated entity	<ul style="list-style-type: none"> • Office bearer e.g. President • Public officer
Closely held trust	<ul style="list-style-type: none"> • Trustee • Top 20 trust beneficiaries (by the value of the benefit) - these can be individuals or organisations <p>Note: A trust can only have an individual or company as the trustee.</p>
All other trusts	<p>Trustees</p> <p>Note: A trust can only have an individual or company as the trustee.</p>
Limited partnership	<p>Limited partnerships with an ACN registered with ASIC can have partners or directors. If it doesn't have an ACN it must only have partners.</p>
Family partnership	<p>Partners</p>
Other partnership	<p>Partners</p>
Super fund	<ul style="list-style-type: none"> • Trustees • Corporate trustees • Legal personal representatives <p>Associates can be the following entity types:</p> <ul style="list-style-type: none"> • Individuals • Australian private company • Australian public company • Other incorporated entity • Co-operative <p>Note: An APRA regulated super fund can only have one corporate trustee as the associate.</p>
Self-managed super fund	<ul style="list-style-type: none"> • Members • Trustees • Corporate trustees • Directors • Legal personal representatives <p>Associates can be the following entity types:</p> <ul style="list-style-type: none"> • Individuals • Australian private company • Australian public company • Other incorporated entity • Co-operative <p>Note: An ATO-regulated super fund can have multiple individual trustee or one corporate trustee.</p>

Macquarie bank account

The below is to be taken as a general industry list for documents required to establish a bank account:

1. A letter addressed to the Bank Manager
2. A copy of the Company's Constitution
3. A copy of the Form 201
4. A copy of the Certificate of Incorporation
5. Business name (if applicable)
6. Full address of the company's registered office
7. Industry type
8. Tax residency information including tax file number
9. Full names of each director and personal ID

Banks require the following Personal ID requirements for Directors are as follows:

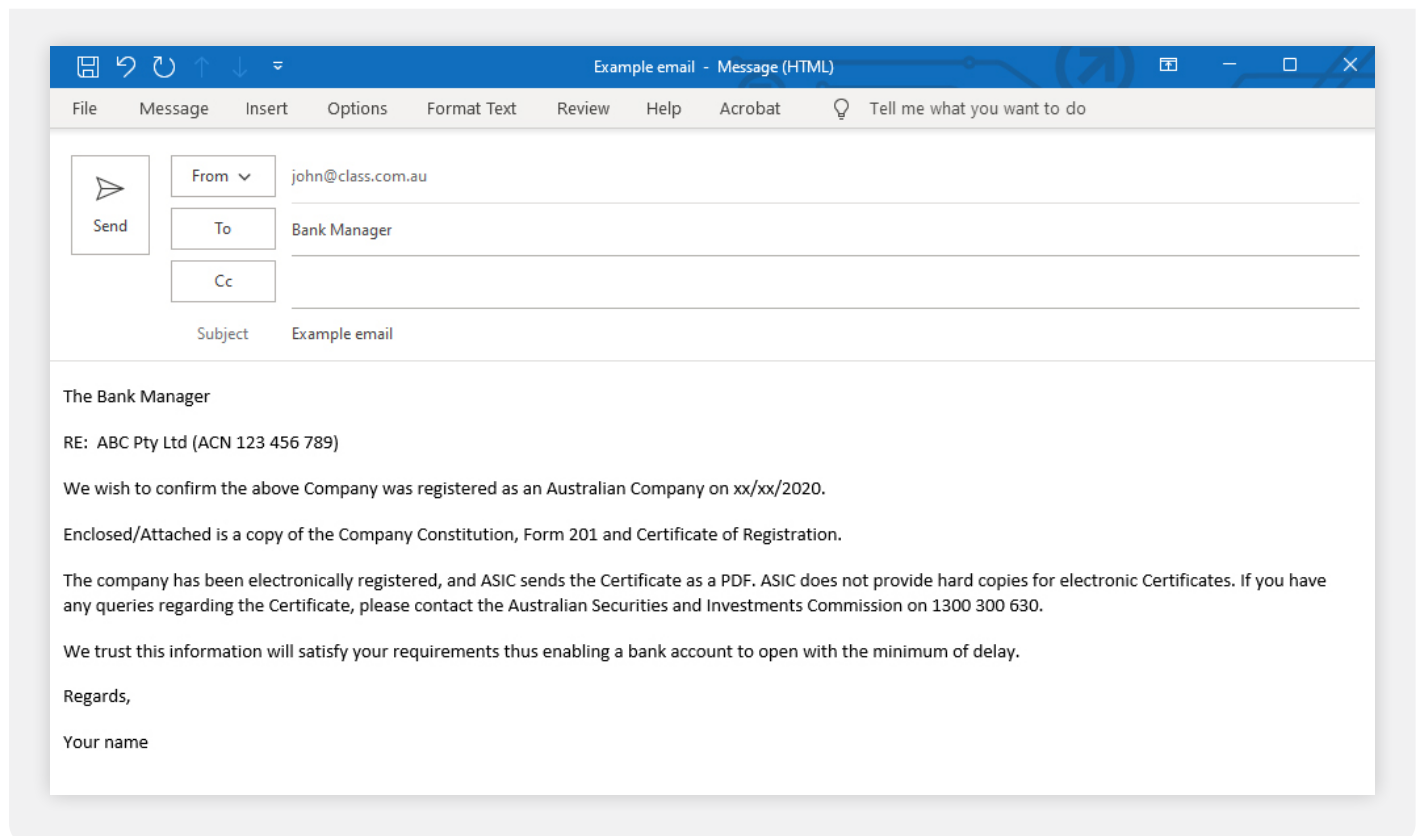
Either one of the following:

- Passport; or
- Australian driver's license

Or two of the following:

- Birth certificate
- Australian/Foreign Citizenship certificate
- Pension or Health card
- Commonwealth, State or Territory issued notice showing full name and address
- ATO notice showing full name and address
- Utilities notice full name and address
- Overseas driver's license

Example of 'a letter addressed to the Bank Manager'



Should you have any queries regarding this checklist, please contact the Support Team.