# Cleardocs

## **Information Checklist**

Notes



To arrange your trust's ABN registrations, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

### ABN Registration - trusts

#### Trust details

- The name of the trust.
- The type of trust.
- The TFN of the trust, if applicable.

#### **Business activity**

- The main business activity and street address.
- The email address, contact number and mailing address.
- Authorised contact name and position.

#### Associate details

•

Details of all associates of the trust:

- for individuals, include:
  - full name,
  - date of birth,
  - position held, and
  - TFN or address.
- for organisations, include:
  - company name,
  - ACN/ARBN/ABN, and
  - TFN or address of registered office.

#### **Registration information**

- Date you require the ABN.
- The reason why the trust is applying for an ABN.

#### **GST** information

Does the trust wish to register for GST?

- If yes, include:
  - estimated GST turnover,
  - date of registration for GST,
  - how often will the trust lodge activity statements,
  - whether the trust will account for GST on a cash or non-cash basis, and
  - whether the imports goods into Australia.

