

Information Checklist

To create an ABN Registration document package, 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

Company details Notes The name of the company and ACN. The TFN of the company, if applicable. The name and ACN of ultimate holding company, if applicable. **Business activity** The main business activity and street address. The email address, contact number and mailing address. Company authorised contact name and position. Associate details Details of all associates of the company: If the associate(s) are individuals, then include: full name, date of birth, position held, and TFN or address. If an associate(s) is an organisation, then include: company name, ACN/ARBN/ABN, and TFN or principal business address. Registration information Date you require the ABN. The reason why the company is applying for an ABN. **GST** information Does the company wish to register for GST? If yes, include: the company's estimated GST turnover, date of registration for GST, how often will the company lodge activity statements,

whether the company will account for GST on a cash

whether the company imports goods into Australia.

or non-cash basis, and

