

ASPIRE

ACCOUNTING PROFESSIONALS

Starting a New Business Checklist



Before you start a business:

- Seek Advice & support
- Determine if it is actually a Hobby or Business enterprise?
- Will you be an Independent contractor or Business?

Planning for your business:

- Business Plan
- Marketing Plan
- Financial Plan

Business structure:

- Consider the various structures – sole trader, partnership, company or trust.

When you start a business:

- Registrations & licences
- Registering your business name
- Intellectual property
- Home-based business
- Your taxation obligations
- Your legal requirements
- Industry Standards & codes of practice
- Record keeping & accounting systems
- Insurance
- Employing people
- Grants & financial assistance
- Online business

When you buy a business:

- Buying an established business – Due Diligence Checklist
- Franchise agreement

Running your business:

- Your ongoing employer obligations
- WorkHealth& Safety (WHS)
- Exporting
- Importing
- Tenders & contracts
- Emergency management & recovery

Source:

<https://www.business.gov.au/info/plan-and-start/templates-and-tools/checklists/starting-your-business-checklist>