

Check list for company set up

No.	Questions	Your answer
1	What is your expected company's full name	The first option
		The second option
		The third option
2	Company's registration business address and post code	
3	Does company own this property?	
4	Does occupier of this property agree to use this property as business office?	
5	How many directors does company have? Their full names, Places of birth, Countries of birth, Dates of birth, Tax file number and residential addresses	
6	Are directors shareholders as well?	
7	Do directors work as PUBLIC OFFICER (whom government agency will contact)? If no, who	
8	How many shares the company has, price per share?	
9	How many shareholders the company has? their full names, places of birth, countries of birth, dates of birth and residential addresses.	
10	Do the company need seal?	

TAX REGISTRATION		
1	Are the company applying for registration of GST?	
2	Are the company applying for registration of PAYG? How much estimated wages will be paid per year and tax withheld?	
3	What is the trading name of company?	
4	Company's email address	
5	The name of company's public officer & directors, date of birth, sex, Tax file number and job title	
6	Contact person's name, title, telephone number and email address.	
7	Does the company have more than one business site?	
8	Which industry will the company do?	
9	Company's estimated turnover	
10	GST method, Cash Basis or Accrual Basis?	
11	Does the company import goods or services to Australia?	
12	Does the company engage any online business?	

We authorize Progressive Accounting and Taxation to incorporate above mentioned company, register ABN, TFN, GST and / or PAYG.

Signature:

Date: