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# New Business Setup Checklist

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| **[x]**  Choose type of business entity. Business entity type:  |
| [x]  Apply for ABN, TFN, GST and PAYG Withholding Registrations |
| [ ]  Apply for a business trading name  |
| [ ]  Choose accounting software package and purchase product  |
| [ ]  Install and set up accounting software. |
| [ ]  Open a business banking account. |
| [ ]  Advise suppliers of your new ABN : Insert ABN in here |
| [ ]  Advise customers of your new banking details |
| [ ]  Advise insurance companies of your new entity name  |
| [ ]  Sign lease for new business premises/advise lessor of change in name |
| [ ]  Ensure all regulatory bodies are advised of your new name and details |
| [ ]  Prepare cashflow/budget |