

Checklist for Setting Up a Pty Ltd Company

1. Client Information

- Full Name
- Date of Birth
- Place of Birth (City, State, Country)
- Contact Number
- Email Address
- Residential Address
- Tax File Number (TFN)
- Director ID (mandatory for all directors before company registration)

2. Proposed Company Details

- Preferred Company Name (Check availability with ASIC)
- ABN (Australian Business Number) requirement
- ACN (Australian Company Number) allocation
- Business Activity Description
- Registered Office Address (if different from residential address)
- Principal Place of Business Address

3. Shareholders and Directors

- Full Name of Each Director
- Full Name of Each Shareholder
- Date of Birth and Address of Directors/Shareholders
- Place of Birth (City, State, Country)
- Tax File Numbers (TFNs) for Shareholders
- Percentage of Shares for Each Shareholder

4. Share Structure

- Total Number of Shares
- Share Class (e.g., Ordinary Shares)
- Paid-Up Capital Amount
- Payment for Shares Agreement

5. Company Constitution

- Standard or Custom Constitution (Attach copy if custom)

6. Legal & Compliance Requirements

- ASIC Director ID for Each Director
- Consent Forms for Directors
- Consent Forms for Shareholders
- Documentation for Beneficial Owners

7. Other Details

- GST Registration (if turnover exceeds \$75,000)
- PAYG Withholding Setup (if hiring employees)
- Business Bank Account Setup
- ASIC Annual Fees