



# STARTING A BUSINESS CHECKLIST

## Before you start a business

- Advice & support
- Hobby or Business?
- Independent contractor or Business?

### Planning for your business

- Business Plan
- Marketing Plan
- Financial Plan
- Business structure

## When you start a business

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

## When you buy a business

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

## Running your business

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



ACCOUNTANTS | REGISTERED TAX AGENTS | BUSINESS ADVISORS

Source:

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