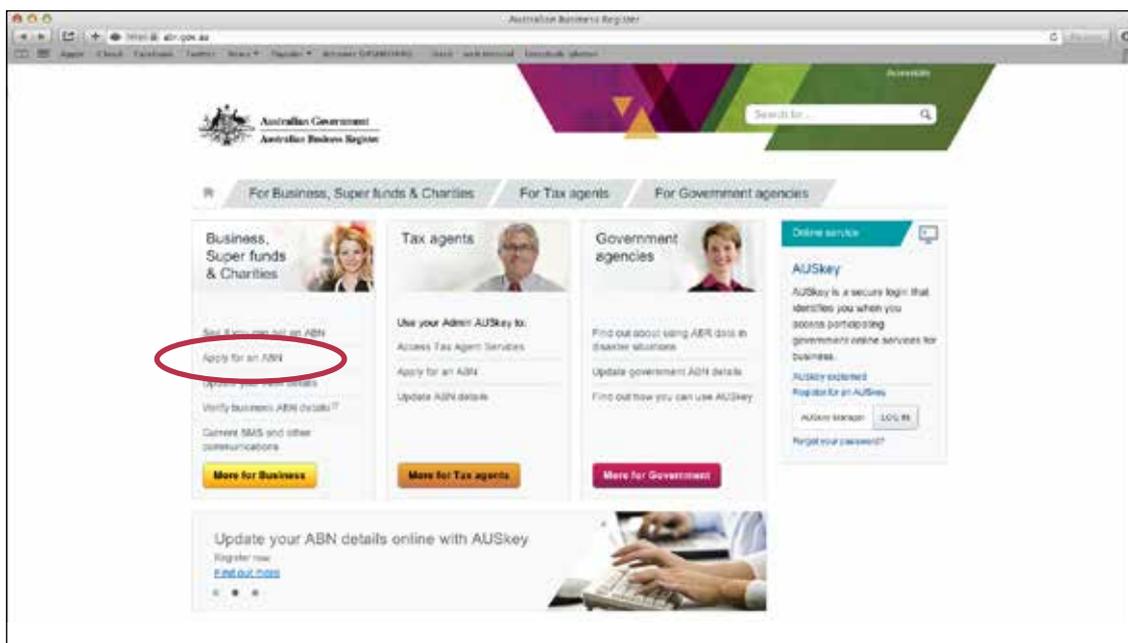


How to apply for an Australian Business Number (ABN)

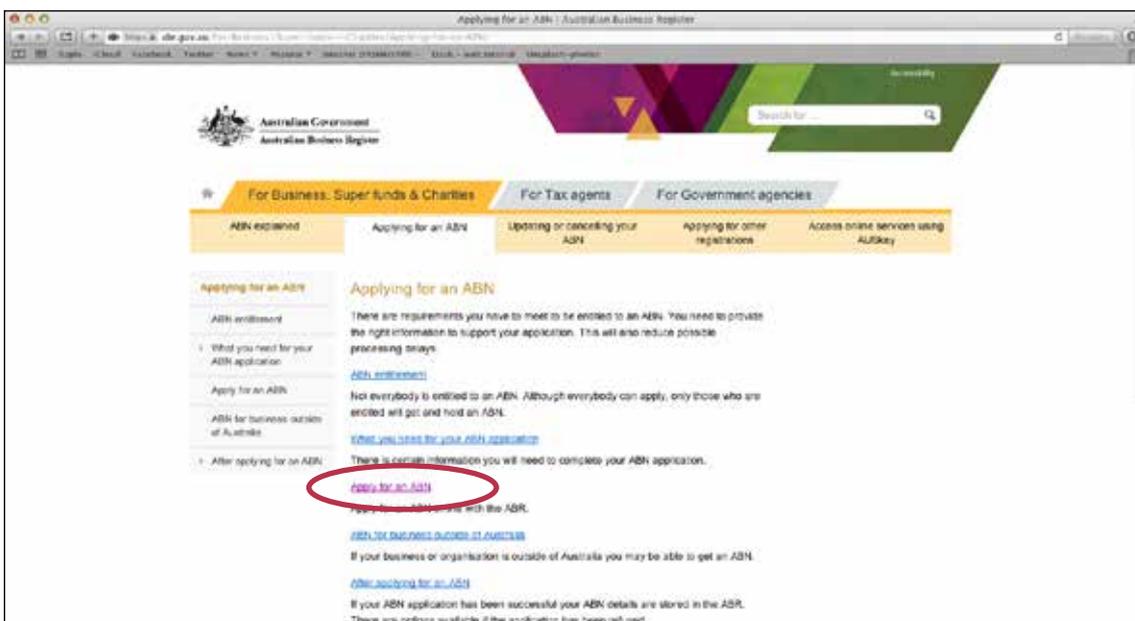
Important note: to apply for an Australian Business Number (ABN) it is recommended that you submit your Independent Business Owner (IBO) Agreement as the first stage in establishing an enterprise.

How to apply for an ABN

1. Log onto the Australian Business Register: <https://abr.gov.au>.
2. Click on the link "Apply for an ABN".

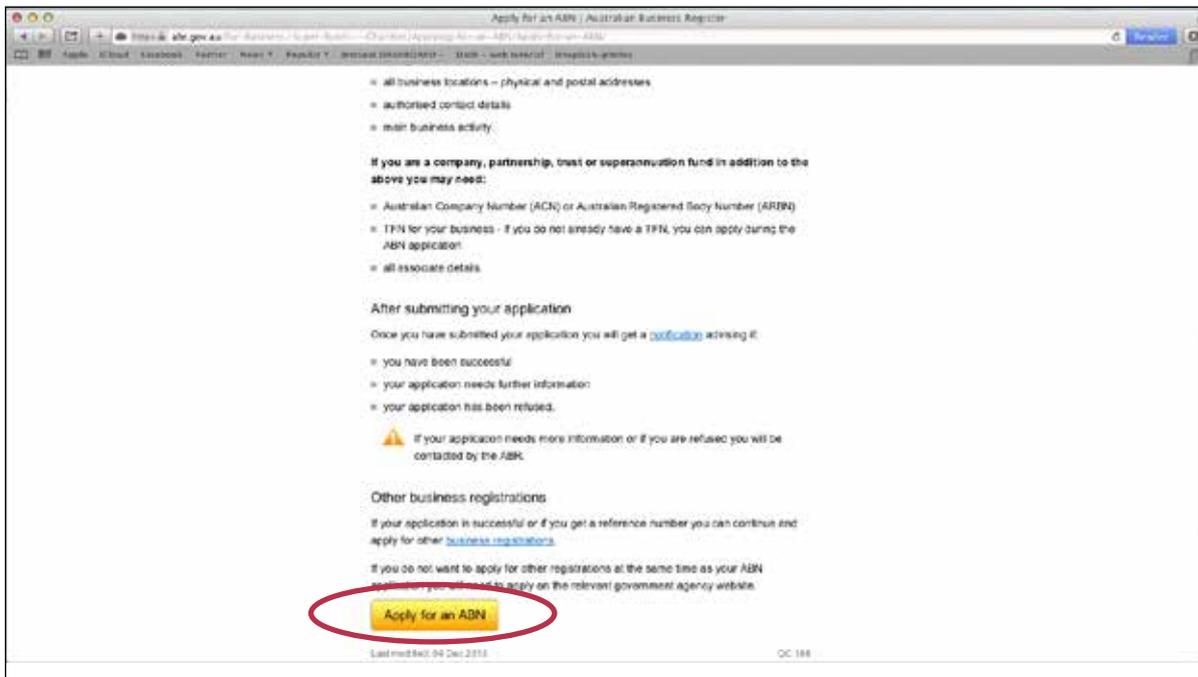


3. Click on the "Apply for an ABN" link

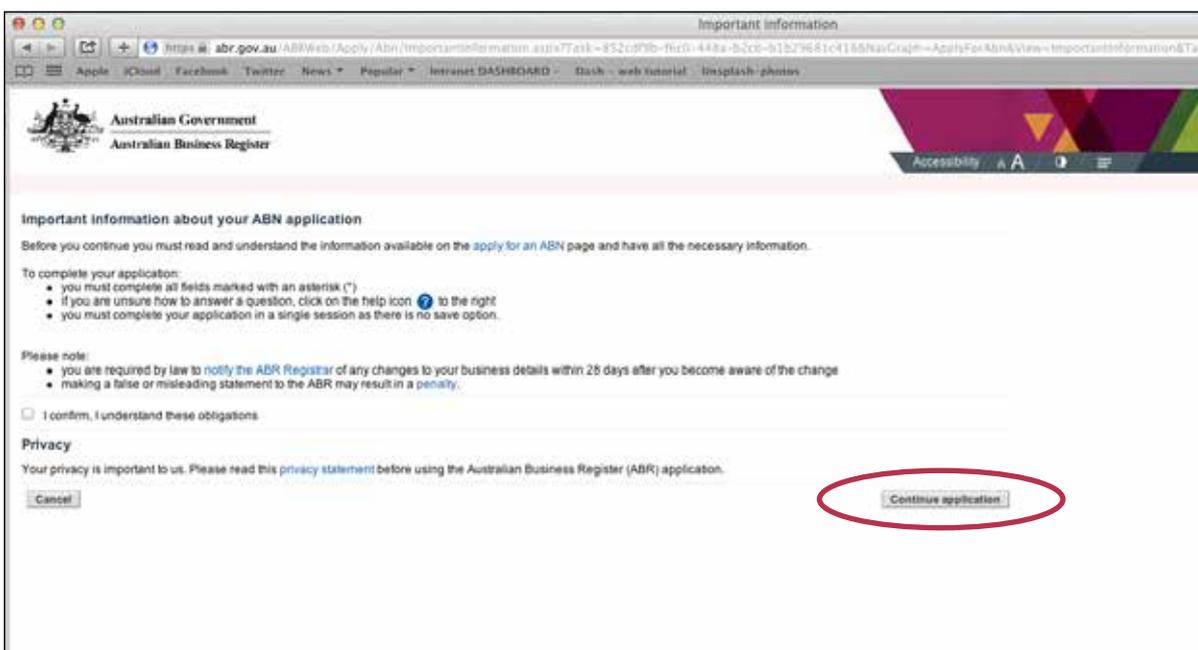


How to apply for an Australian Business Number (ABN)

4. You will then be on a page listing the requirements that you have to meet before you can get an ABN. Click the “Apply for an ABN” button.



5. Click the “Continue Application” button.



How to apply for an Australian Business Number (ABN)

6. You will be presented with a series of questions in various sections to establish your business setup. If you are unsure how to proceed it is recommended that you discuss this with your Accountant/Financial Advisor.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The form is titled 'Apply for Australian Business Number' and includes sections for 'Application detail', 'Business information', 'Associate details', 'Reason for application', and 'Declaration'. The 'Application detail' section is currently active and contains several questions with radio button options. The 'Next' button at the bottom right is circled in red.

Apply for Australian Business Number

Application detail | Business information | Associate details | Reason for application | Declaration

Application detail

Application detail

- To find out how to apply for an ABN as a government entity, refer to the [government registration process](#).
- Applicants who are individuals or sole traders must apply for a TFN using a paper application. For further details refer to <http://www.ato.gov.au>
- You can [change your details](#) online through the ABR.

Note: Please use the buttons at the bottom of every screen to navigate. Please minimise use of browser navigation buttons (back and forward) as it may cause problems with the application.

For taxation purposes which type of entity is the applicant?

Individual (sole trader) Company, Partnership, Trust or other organisation Superannuation entity

Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN?

Yes No

If you answered yes to the question above, what is the Australian Business Number (ABN) currently or previously held by the applicant?

Not quoting your ABN may delay the registration process. You can search for your current or previous ABN using [ABN lookup](#).

Does the applicant wish to apply for an Australian Business Number (ABN)?

Yes No

Does the applicant have a Tax File Number?

Yes No

Does the applicant wish to apply for a Tax File Number?

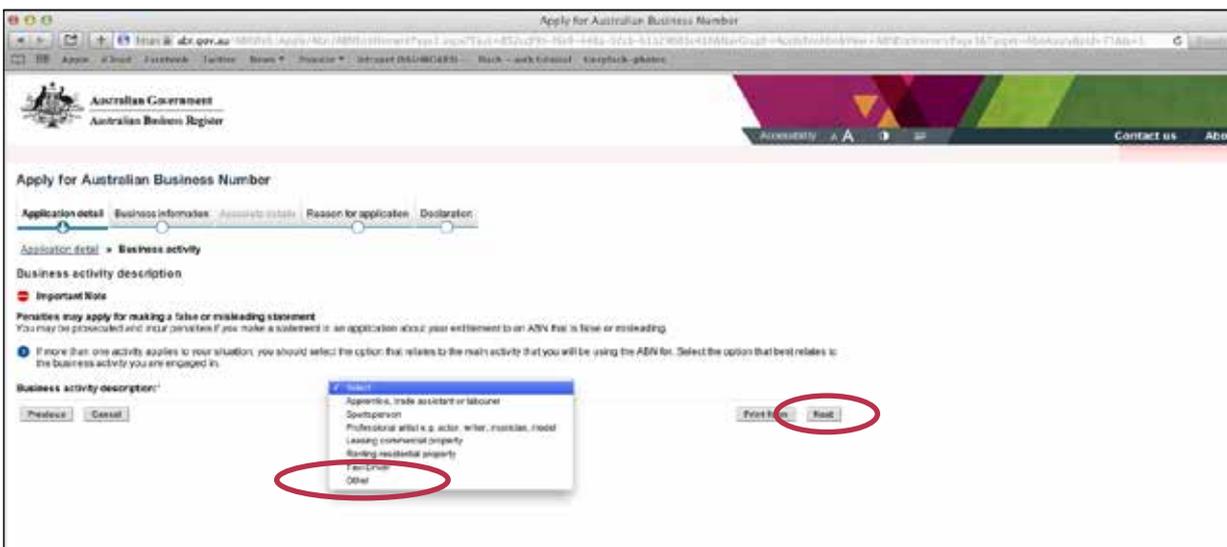
Yes No

Previous Cancel Next

7. We have provided suggested answers to the questions you will be asked in the above screenshot:
- For taxation purposes which type of entity is the applicant? **Individual (Sole Trader)**
 - Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN? **No**
 - Does the applicant wish to apply for an Australian Business Number (ABN)? **Yes**
 - Does the applicant have a Tax File Number? **Yes**
 - Does the applicant wish to apply for a Tax File Number? **No**
8. Click the "Next" button once you have answered the above questions.

How to apply for an Australian Business Number (ABN)

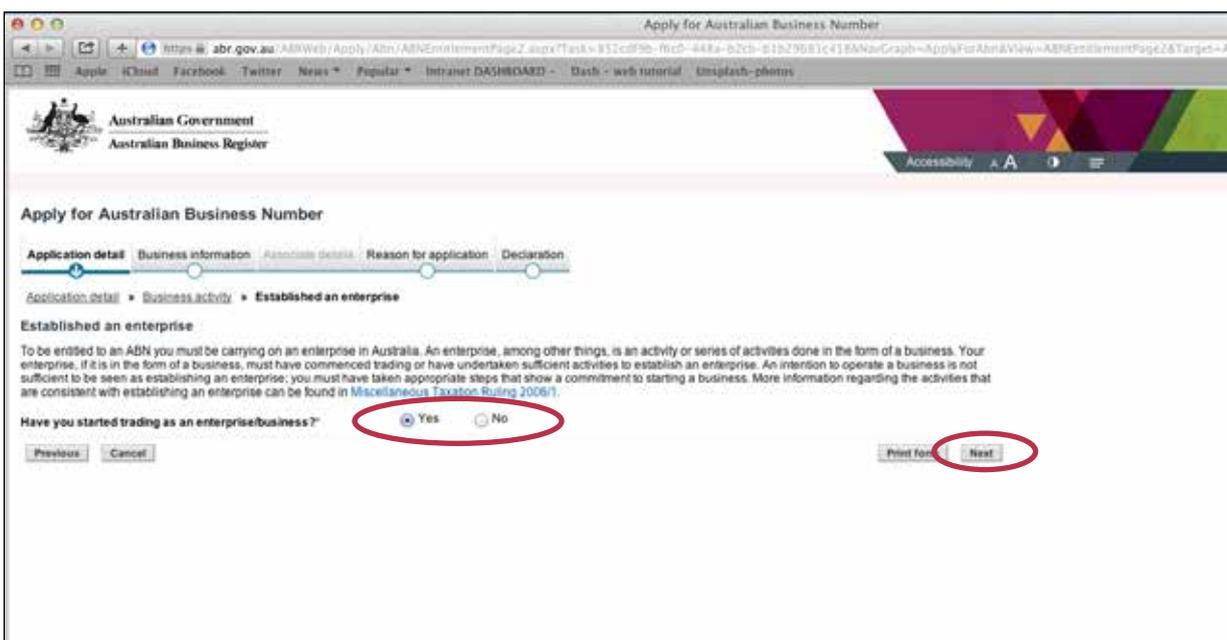
- You will be directed to another page that will ask additional questions regarding your “Business Activity Description”.
- Under the “Business Activity Description” drop down menu, select “**Other**”, then click “Next”.



- The next page on “Established an Enterprise” lists a number of activities conducted in establishing an enterprise, and asks if you have undertaken any of these activities.

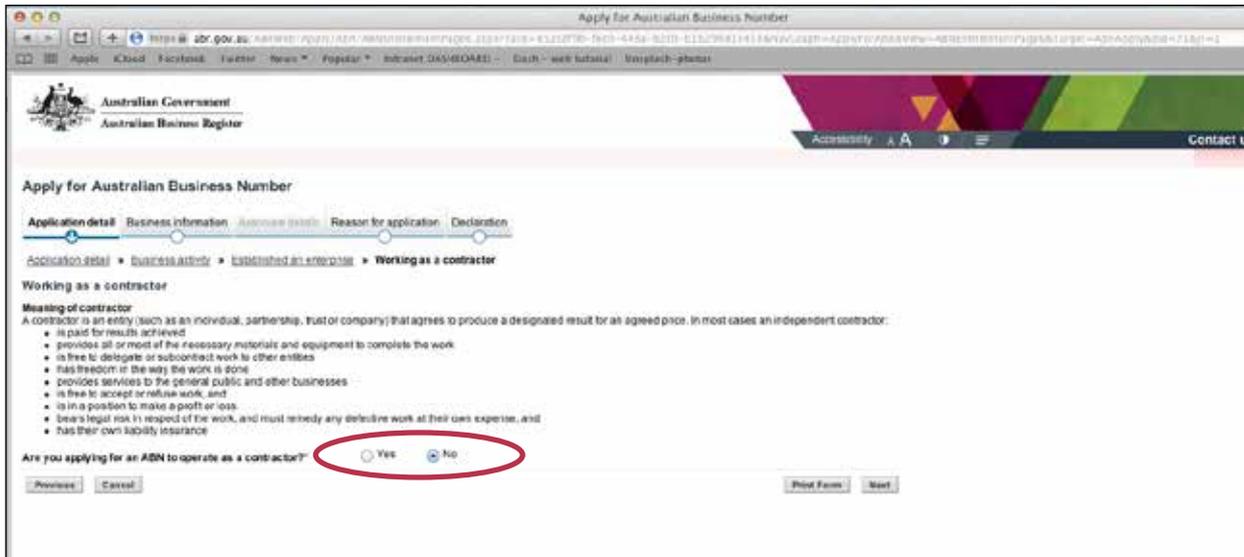
Select “**Yes**” to confirm you **HAVE** signed an ACN IBO Agreement and have paid the registration fee. (If you have not signed an ACN IBO Agreement you may not meet the eligibility criteria to successfully apply for an ABN).

Then click “Next”.



How to apply for an Australian Business Number (ABN)

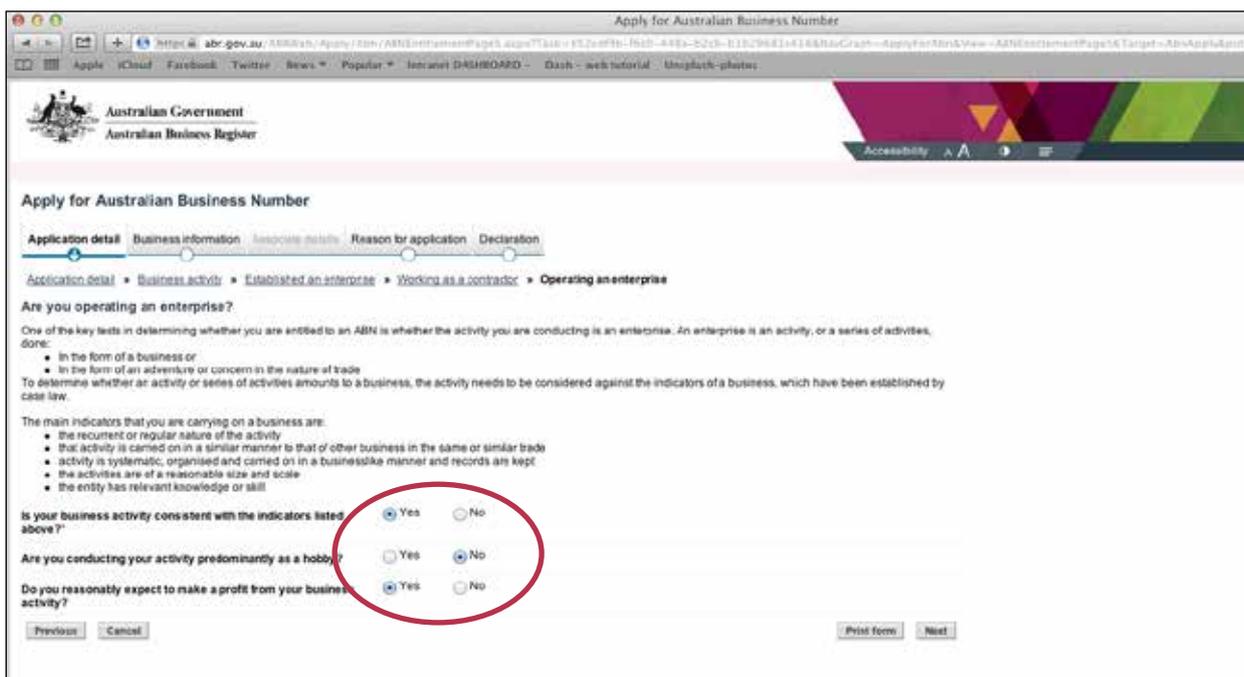
12. The next page asks if you are applying for an ABN to “Working as a Contractor”. Select “No” as you are an “Individual/Sole Trader” rather than a contractor to ACN. Then click “Next”.



13. The next page will ask you a series of questions regarding “Operating an Enterprise”. You should answer these as follows:

- a. Is your business activity consistent with the indicators listed above? **Yes**
- b. Are you conducting your activity predominantly as a hobby? **No**
- c. Do you reasonably expect to make a profit from your business activity? **Yes**

Once you have answered the above three questions click “Next”.



How to apply for an Australian Business Number (ABN)

14. The next page will ask you a series of questions regarding "Taxation Information". You should answer these as follows:

- a. Is the applicant a resident of Australia for tax purposes? **Yes**
- b. Does the applicant want to register or be endorsed for any of the following?
 - i. Fringe benefits tax? **Leave blank**
 - ii. Luxury car tax? **Leave blank**
 - iii. Wine equalization tax? **Leave blank**
- c. If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number? **Enter your tax agent's registration number or leave blank**

Once all fields have been answered click "Next".

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Taxation Information' section is highlighted with a red circle. The form includes the following questions and options:

- Is the applicant an Australian resident for tax purposes? Yes No
- Does the applicant want to register for any of the following?
 - Fringe benefits tax
 - Luxury car tax
 - Wine equalization tax
- Select help for important information.
- If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?
- You may find this number on the applicant's last tax return. If you can't find this number, leave this blank.

Buttons for 'Previous', 'Cancel', and 'Next' are visible at the bottom of the form.

How to apply for an Australian Business Number (ABN)

15. The next page will ask you a series of questions regarding “Applicant Information”. Please complete the following:
- Title
 - First given name
 - Other given names
 - Family name
 - Date of birth
 - Sex
 - What is the Individual/Sole Trader’s tax file number? **Enter your Tax File Number (TFN) here**

Once you have completed the above details click “Next”.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Applicant information' section is highlighted with a red oval. The form includes the following fields:

- Title: Mr
- First given name: John
- Other given names: (empty)
- Family name: Smith
- Date of birth: DD / MM / year
- Sex: Male
- What is the Individual/Sole Trader's tax file number?: (empty)

Buttons for 'Previous', 'Cancel', 'Print form', 'Exit', and 'Next' are visible at the bottom of the form.

How to apply for an Australian Business Number (ABN)

16. The next page will ask you a series of questions regarding "Business Activity Details". Complete as follows:
- From what date does the Individual/Sole Trader require its ABN? **Enter today's date**
 - If you intend for this business activity to be less than 3 months, on what date do you expect to cease activity? **Leave Blank**
 - Does the Individual/Sole Trader have business locations in more than one Australian State or Territory? **Select No, unless you have other businesses**
 - If you answered yes to the above question indicate the States or Territories that the Individual/Sole Trader has business locations? **Leave blank if answering "No" above, or tick appropriate boxes if answering "Yes"**
 - What is the main Industry in which the Individual/Sole Trader operates? **Other Services**
 - Describe the main activity from which the Individual/Sole Trader derives the majority of its business income: **Direct sales of telecommunications and electricity through warm marketing**
- Note: If you answered "Yes" in 18c, please include those business activities here also**
- Does the Individual/Sole Trader operate an agricultural property? **Select "No", unless you operate an agricultural property**

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Business activity details' section is highlighted with a red oval. The form includes the following fields and options:

- From what date does the Individual/Sole Trader require its ABN?** 03 / 06 / 2014
- If you intend for this business activity to be less than 3 months, on what date do you expect to cease business?** 00 / mm / year
- Main business activity**
 - Describe the Individual/Sole Trader's main business activity: Direct sales of telecommunications and electricity through warm marketing
 - Select the category which best matches the Individual/Sole Trader's main business activity: Direct selling
- Does the Individual/Sole Trader operate an agricultural property?** Yes No

Once you have completed all details click "Next".

How to apply for an Australian Business Number (ABN)

17. The next page will ask you a series of questions regarding “Main Business Address”. Please complete the following:
- Address line 1 and/or 2
 - Suburb/town/locality
 - State/Territory
 - Postcode
 - Country
 - Is the entity’s postal address the same as the business address? **Yes/No**
 - What is the Individual/Sole Trader’s email address for service of notices and correspondence?
Eg. john-smith@bigpond.com.au

Once all details are completed click “Next”.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Business address details' section is highlighted with a red circle. The form includes the following fields and questions:

- Main business address:** Where is the Individual/Sole Trader's main business address? This must be a street address, eg 123 Smith Street, Smithford and not a post office box number or other delivery point address. This can be your home address if you operate a home based business.
- Country:** AUSTRALIA
- Address:** 123 Level 12, 123 Street St, North Sydney, NSW 1585
- Address line 1:** 123 SAMPLE PCE
- Address line 2:**
- Suburb/town/locality:** Gentilly
- State/Territory:** NEW SOUTH WALES
- Postcode:** 2086
- Is the Individual/Sole Trader's postal address the same as the business address?** Yes (selected) / No
- What is the Individual/Sole Trader's email address for service of notices and correspondence?**
- Does the Individual/Sole Trader have more than one business location in Australia?** Yes / No (selected)
- What is the telephone number for this location?** 0/0000 / 0/0000
- What is the email address for this location?** Same as service of notice email

How to apply for an Australian Business Number (ABN)

18. The next page will ask you a series of questions regarding "Contact Details". Please complete the following where applicable:
- Business
 - After Hours
 - Facsimile
 - Mobile
 - Email Address
 - Preferred Language
 - If other, please specify
 - More Contacts? **Yes/No**

Once all details are completed click "Next".

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Contact details' section is active, and a red circle highlights the 'Authorised contact 1' fields. The form includes the following fields:

- Title: [Text input]
- Preferred name: [Text input]
- Family name: [Text input]
- Position held: [Text input]
- Contact telephone numbers: [Text input]
- Business: [Area code] [Number]
- After hours: [Area code] [Number]
- Facsimile: [Text input]
- Mobile: [Text input]
- Email address: [Text input]
- Preferred language: [Dropdown menu]
- If other, please specify: [Text input]
- More contacts?: [Radio buttons for Yes/No]

How to apply for an Australian Business Number (ABN)

19. The next page will ask you a series of questions regarding "Reason for Application". Complete as follows:
- Why is the Individual/Sole Trader applying for an ABN? **New Business in Australia**.
- Once you have completed all fields click "Next".

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The progress bar indicates the current step is 'Reason for application'. The question is 'Why is the Individual/Sole Trader applying for an ABN?'. A dropdown menu is open, showing 'New Business in Australia' selected. There are 'Previous' and 'Cancel' buttons on the left, and 'Print form', 'Exit', and 'Next' buttons on the right.

20. The next page will ask you if this is your first business in Australia. Click "Yes" or "No", then click "Next".

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The progress bar indicates the current step is 'Reason for application'. The question is 'Is this the Individual/Sole Trader's first time in business in Australia?'. The 'Yes' radio button is selected. There are 'Previous' and 'Cancel' buttons on the left, and 'Print form', 'Exit', and 'Next' buttons on the right.

How to apply for an Australian Business Number (ABN)

21. The next page will ask you to complete a “Declaration”. Complete as follows:

- a. Name
- b. Position held: **Sole Trader**

Once details are completed click “Submit”.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The 'Declaration' section is active, showing a progress bar with four steps: 'Application details', 'Business information', 'Personal details', and 'Declaration'. The 'Declaration' section includes a warning that penalties may be imposed for giving false or misleading information. It contains a privacy notice and a declaration statement. The form fields are filled with 'John Smith' for Name, 'Sole Trader' for Position held, and '30/01/2014' for Date of declaration. There are 'Previous', 'Cancel', 'Print form', 'Exit', and 'Submit' buttons at the bottom.

22. The next page will provide you with an “Application Reference Number”. Keep this on hand in case you need to follow up your ABN application.

The screenshot shows the 'Application confirmation' page on the Australian Business Register website. It displays a green success message: 'Your application has been submitted.' Below this, the 'Application reference number' is shown as '3613126425162'. The page also includes 'Important information' and 'Next steps' sections. There are 'Print' and 'Continue' buttons at the bottom.

How to apply for an Australian Business Number (ABN)



You have now completed your ABN Application. You should receive correspondence from the Australian Government regarding the progress of your application. Applications can take up to 28 days to be processed.

Remember to update your details with ACN once you have received your ABN. If you fail to register your ABN with ACN you will not be able to receive any payable bonuses and/or commissions.

In relation to the Australian Business Number (ABN) you have applied for and that will be assigned to you:

You must

- Ensure all business information you supply to ACN via your ACN IBO application matches the ABN documentation you lodge with the Australian Government and, if applicable, the business information you lodge with the Australian Securities and Investment Commission (ASIC).
- Complete fully and supply to ACN the ACN Business Forms provided to you via your ACN IBO Back Office. Note that All IBO applicants who register as an entity other than an Individual/Sole Trader (for example, a Partnership, Pty Ltd, or a Trust*) must supply these ACN Business Forms to ACN.
- Ensure that the Bank Deposit information and the Bank Account name you provide to ACN with your IBO Application corresponds with the details you have provided in your ABN Application. Note that the Bank Account name must include the IBO applicant's business/trading name.
- Ensure you have provided ACN with accurate information confirming whether or not the IBO applicant's ABN is registered for GST.

*see ACN Policies and Procedures, Section 1.4 "Legal Entities Operating as an IBO".

Goods & Services Tax (GST)

As sole trader, company (Pty Ltd), trust, or partnership, the Australian Taxation Office (ATO) dictates that you must register for GST if your annual turnover exceeds \$50,000. If this happens, you must inform ACN of your GST registration.

You may choose to register for GST if your annual turnover is below the registration turnover threshold. To claim back GST for any business related expenses as an ACN IBO you must be GST registered and inform ACN of your GST registration.

ACN will charge you GST on the Team Trainer Fee and Renewal Fee. If you are registered for GST purposes you will be able to use this invoice to claim a refund of GST as an input tax credit in your Business Activity Statement.