



KICKSTART A BUSINESS

A SIMPLE GUIDE ON HOW AN ABN CAN BE BENEFICIAL TO YOU AS AN ENTREPRENEUR AND OTHER FACTORS INVOLVED IN THE APPLICATION PROCESS

The Australian Business Number is an eleven-digit business identification number that the government uses to identify your specific company. It enables you to run your own company, providing services to as many businesses or individuals as you choose.

The ABN is a public number that does not substitute for your tax file number. The details of ABN registration are included in the Australian Business Register (ABR), which the ATO retains on behalf of the Commonwealth. The ABN Lookup website offers access to the publicly accessible information contained in the ABR.

Those who wish to register their own ABN can do so:

1. Pay as you go (PAYG) tax can be avoided.
2. You can maximize their business expenses tax deduction potential
3. You can get an Australian domain name (.com.au)
4. You can claim energy grants credits
5. You can claim goods and services tax (GST) credits
6. Precisely distinguish your business from others when ordering and invoicing
7. Boost customer confidence

Note: The Australian Business Register (ABR) does not charge a fee to apply for an ABN. If you hire a tax agent to help you fill out an application, they will charge you a fee for their services.



ABN Registration

The ABN application process is regulated by the Australian Company Registry (ACR). You can either directly register through the government website or seek help from websites like - ABN Registration Service, which promptly reviews your application for compliance issues before submission.

1. If your application is successful:

- Your ABN will be sent to you via email and SMS within 5 minutes and always within 2 hours.
- You should print or save your ABN confirmation.
- You can register for other company registrations, such as GST, right away.
- Your information will be entered into the Australian Business Register (ABR). If you have privacy issues, you may insist that certain information not be disclosed.
- It is now your duty to keep your records updated.

2. If you are given a reference number, it may mean that they may need to double-check the details in your application or that more information is required. They will review your application within 20 business days and email you if additional information is required.

3. You can use [ABN Lookup](#) External link to see if the ABN has been successfully processed. If your application is accepted after the review, you will receive a letter within 14 days verifying your ABN and ABN information.

4. If your application is denied, you will be issued a refusal number. Within 14 days, you will also receive a letter stating that your submission was denied, the reasons for the rejection, and the options open to you, including your appeal rights.

ABN for Several Businesses

You can operate as many businesses/activities as you like under the same ABN as long as they all follow the same corporate arrangement. If the second or subsequent company is structured differently, you must apply for separate ABNs for each new business structure.

Requirements for an ABN Application

Before applying for an ABN, you must first determine if your business will be a sole trader or a corporation.

Depending on your circumstances, you will require the following documents to complete your ABN application:

- Tax file number and the TFNs of any associates (if any)
- If you use a registered agent, you must have a tax or BAS agent's registered agent number.

- Professional advisor number – If you use the services of a licensed adviser, you can provide their license number, such as the Australian Financial Services license (AFS license)
- Formerly held ABN (If any)
- ACN (Australian business number) or ABN (Australian registered body number) (ARBN). Companies and registrable organizations could apply to the Australian Securities and Investments Commission for an ACN or ARBN
- The date of when your ABN is required. This is the day you plan to begin your company operations. This date cannot be more than six months in the future from your submission.
- Legal Entity Name
- Details on associates – The criteria for associates vary depending on the organization type.
- Contact information for the company, such as an address, postal address, email address, and phone number. Your email address must be between 5 and 200 characters long, contain no gaps, and not begin with 'support@', 'sales@', or 'info@'.
- Business activity – the primary source of income for your business, such as agriculture, construction, investment, and manufacturing. (Self-managed super funds may not be running a company and hence may not have a primary business operation.)
- Business locations – Provide physical addresses for all facilities run by the organization, unless there is a danger to the welfare of persons as a result of the disclosure, such as a women's refuge.

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