



START UP BUSINESS

It's an exciting journey seeing the transformation of an idea into a new business venture.

At Rubix, we understand the necessary considerations one needs to take to allow the dream to unfold. We also realise there are mountains of available information and the time it takes to sift through it all. We have created a checklist that streamlines this information for you.

We have pooled together some of the essential topics, created a handy check list for new startup businesses to think about:

TOPIC	CONSIDERATIONS	NOTES
What Structure Will The Business Run Through?	Consider: <ul style="list-style-type: none">• Sole trader• Partnership• Company• Family Trust	
Based On The Business Structure, Will You Require Any Agreements?	Consider: <ul style="list-style-type: none">• partner agreement• other necessary legal documents	
Do You Need To Consider Business Registrations?	Consider: <ul style="list-style-type: none">• ABN• GST• TFN• memberships	
Should You/Will You Require Insurance?	Consider: <ul style="list-style-type: none">• business insurance• personal insurance	
Tax Obligations	Consider: <ul style="list-style-type: none">• what can be claimed• receipts to retain	
Do You Need To Set Up A Bank Account For The Business?	Consider: <ul style="list-style-type: none">• what bank suits your needs• business account	

Will You Require Finance For Any Business Related Items?

Consider:

- best interest rate
- lender
- borrowing costs

Where Will You Run The Business From?

Consider:

- rent a space
- run it from home

What Is Your Marketing Plan?

Consider:

- website
- social media
- online store
- printed brochures
- advertising

Have You Reviewed It Requirements?

Consider:

- hardware
- printer
- back up procedure
- internet connection
- software requirements

Will You Require Staff And What Is Required?

Consider:

- legal documents (TFN declaration, contracts)
- Superannuation, PAYG payments & certificates
- WorkCover insurance

Are There Legal Obligations You Require To Meet?

Consider:

- business name registration
- trademark intellectual property

What Records Do You Need To Retain?

Consider:

- cashbook software

Please note this is a summary giving you basic information. It does not cover the whole of the relevant law regarding this topic, and it is not a substitute for professional advice.

To help you navigate through these considerations when setting up a new business, please contact us on

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