

GET LEGALLY SET UP FOR BUSINESS INFORMATION CHECKLIST



Actions Required	Links & Contact Numbers	Done
Familiarise yourself with the different company structure options	https://www.business.gov.au/Planning/Business-structures-and-types	
Register Company name	https://asic.gov.au/for-business/registering-a-company/	
Register an ABN	https://www.business.gov.au/Registrations/Register-for-an-Australian-business-number-ABN	
Register for GST	https://www.ato.gov.au/business/gst/registering-for-gst/	
Obtain OA Registration	Contact your state Optometrists Board: Victoria: 9882 8884 NSW: 9219 0233 QLD: 3225 2518 SA: 8373 1266 TAS: 6224 9666 WA: 9321 8499 ACT: 6205 1599 NT: 8946 9546	
Obtain Medicare provider number	https://www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/medicare-benefits-health-professionals/apply-medicare-provider-number	
Organise Work Cover Insurance	https://www.worksafe.vic.gov.au/how-register-workcover-insurance	
Organise Insurances. E.g.; professional indemnity, public liability insurance, building, stock , income protection	https://www.business.gov.au/risk-management/insurance/business-insurance	
Investigate Occupational Superannuation Funds for yourself and team	https://www.business.gov.au/Finance/Superannuation	
SET UP PASSWORD PROTECTED MASTER FILE		