

## 1. Structure

- ☐ Choose your structure: sole trader, partnership, company (Pty Ltd) or trust - get legal and accounting advice before deciding
- ☐ If a trust: deed drafted against the Trusts Act 2025 (Qld), in force since 28 April 2026
- ☐ If a company: constitution prepared (not just replaceable rules)

## 2. Registrations

- ☐ ABN registered (free, [abr.business.gov.au](http://abr.business.gov.au))
- ☐ ACN / company registered with ASIC
- ☐ Business name registered with ASIC (if trading under another name)
- ☐ GST registered (mandatory from \$75,000 turnover)
- ☐ PAYG withholding registered before paying anyone

## 3. Core legal documents

- ☐ Shareholder or partnership agreement signed by all owners
- ☐ Employment contracts for every employee from day one
- ☐ Independent contractor agreements (avoid sham contracting)
- ☐ Customer terms and conditions
- ☐ Website terms of use and privacy policy
- ☐ NDAs ready for commercial and investor conversations

## 4. Employment

- ☐ Correct modern award identified for each role
- ☐ Superannuation set up (12% on ordinary time earnings)
- ☐ WorkCover Queensland policy in place before first employee starts
- ☐ Single Touch Payroll enabled in payroll software

## 5. Insurance

- ☐ Public liability
- ☐ Professional indemnity (mandatory for some professions)
- ☐ Product liability / cyber / D&O; as relevant to your business

## 6. Premises & lease

- ☐ Confirmed whether the Retail Shop Leases Act 1994 (Qld) applies
- ☐ Lease terms negotiated: rent reviews, options, fitout, make-good
- ☐ Personal guarantees capped or replaced with a bank guarantee

- ☐ Lawful use, fitout and signage approvals confirmed BEFORE signing

## 7. Council & licences

- ☐ Food business licence (Food Act 2006 (Qld)) if selling or preparing food
- ☐ Home-based business approval checked against the planning scheme
- ☐ Signage / footpath permits and any body corporate consents
- ☐ Industry licences: QBCC, OFT, AFSL, labour hire, health & beauty

## 8. Intellectual property

- ☐ Trade mark application filed with IP Australia (name and logo)
- ☐ IP assignment clauses in all employment and contractor agreements
- ☐ Key domain names registered (.com.au, .com and variants)

## 9. Ongoing compliance

- ☐ Australian Consumer Law obligations reviewed (consumer guarantees)
- ☐ Privacy Act position assessed (exemptions, NDB scheme)
- ☐ AML/CTF obligations checked if in a Tranche 2 sector
- ☐ Payroll tax registration if wages exceed \$1.3M (QLD, 4.75%)

### Ready to set up properly?

Book a consultation and we will walk this checklist against your plans: structure, agreements, lease and licences, sorted before day one.