

What information is needed to Register A Company

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In order to correctly register a new company in Australia there is a certain order of steps required and a lot of information as well. You will have to have all the information you need when filling out forms. If you decide to have your accountant or Registered agent such as Companies Now do it for you, they will need this information as well.

When you are registering a new company you will have to start out from the beginning. You will first choose the business or company name.

TIP: If your company will be providing products or services to clients it is recommended to have a relevant name that relates to your business. You do not want clients having to guess what you do.

[Click here to see if your name is available](#)

Then you have to decide on the structure of the company you are registering.

There are a lot of options here such as the liability you will have in the company, as well who else might be liable for the company. You have to decide if you would like to have the company be yours only or if you want it to be run by others, even several people if you are going to do shares in the company (if you are unsure of the best structure for you then consult with your lawyer or accountant).

Before you completing the forms you are also going to have to decide on how you want to run the company. The basic options are Replaceable Rules, Constitution or combination of both (please note that Replaceable Rules are mainly for Public Companies and if you are purely going to run a small company that the Constitution is what the majority of companies registered will use, if you are unsure of the best structure for you then consult with your lawyer or accountant).

Next you will need all the following information to fill out your forms.

You will need your name as well as everyone else's who will be taking part in the company. This means full names. This includes former names as well. You will also need the addresses as well as the dates and places of birth for each person too.

These addresses should include anyone that is going to play a role in running the company. This should also include the secretary of the proposed company, such as the person who will be taking care of the financial aspects of the company.

For those who will be part of the company as share holders you will need their names, addresses and the amount of shares they will hold in the company.

You will also need the proposed addresses of where the company is to be served documents, such as the mailing address, and the proposed address of the place of business of the company. Both of these addresses should be in Australia.

Once you have made all the proper decisions and have gathered all of the information you need to fill out the application you can sit down to begin your application and then submit it. You are able to do applications online as well as in person; this choice like many when it comes to your new business is up to you.

So in summary here is a list of what you need:

- Your preferred company name
- Principal Place of Business of the company
- Occupier (if relevant)
- Officeholder Details
 - Full Name (no initials) of Officeholder

- Residential Address of Officeholder

- Date and Place of Birth

- Shareholder Details

- Full Name (no initials) of Shareholder

- Address for Service

- How many shares, What the nominal value is of each share and class of share