

# ABN/ACN Service

Health Care Providers Association have launched a service to assist our clients facing difficulties registering their ABN and or ACN. We are aware that the process to obtain an ABN/ACN can be difficult, so we have made the process easier by ensuring these registrations are completed by us, in direct collaboration with our clients.

## What is an ABN?

An ABN (Australian Business Number) is a unique 11-digit number that identifies your business to the government and community. You can use an ABN to:

- > Easily identify your business to others when ordering and invoicing
- > Avoid pay as you go (PAYG) tax on payments you receive
- > Claim goods and services tax (GST) credits
- > Claim energy grants credits
- > Get an Australian domain name

## What is a Company Constitution?

A Company Constitution is a set of rules which govern the relationship between a company's directors and shareholders and the operation of the company. Therefore, they provide a broad framework to outline basic expectations and how to resolve disputes.



## What is an ACN?

An ACN, is an Australian Company Number, which is given to a company by the Australian Securities and Investments Commission (ASIC) upon registration of your company.

A key benefit of an ACN is that it acts as a unique identification tool, allowing stakeholders (such as shareholders and customers) and other businesses, to identify your company.

Furthermore, it signals to the public that your company is an incorporated entity, validly and legally registered with ASIC. ACN numbers, generally printed in three groups of three digits, must be displayed on all company documents, public documents and eligible negotiable instruments.

**CONTACT US**

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## Problem It Solves for Our Clients

Currently our clients are facing delays in progressing with the government funded schemes they are wanting to start businesses for due to not knowing how to obtain an ACN or ABN. To mitigate this, HCPA is managing the application of ABN, ACNs, and all relevant tax registrations involved. To ensure our clients success, HCPA will set up all appropriate registrations in compliance with the (ABR) Australian Business Registry, (ATO) Australian Taxation Office and (ASIC) Australian Securities and Investments Commission.

## How We Assist

Health Care Providers Association works closely with our clients to set up an ABN and or ACN, by gathering all their relevant business information to gather what type of registrations would be ideal on a case-by-case basis. Our team will ensure that your business and/or company is set up to meet all required government regulations.

## Requirements

In order to progress with application for your ABN/CAN we will require the following:

- > ITFN Number
- > An Australian Citizen, Resident, or Equivalent
- > An Australian Address
- > No criminal convictions or bankruptcies

### HCPA can help you with the following:

1. Complete an in-depth checklist with you to gather all of the information that is unique to your business. This will include details of the business address, how many employees you plan to have, the information of the directors, office holders, and shareholders etc.
2. Completing the application of your ABN and/or ACN including all relevant tax registrations required, ensuring the successful registration of your business/company
3. Complete a company constitution for you to use as a guide for all key members in the business that are included as directors, officeholders and shareholders.
4. Managing the yearly renewal of your ABN/ACN and making any required updates to the office holders and any business specific information.

**Enquire with us now if you are needing assistance with the completion of your registration.**

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