START-UP CHECKLIST

Name: Start date:

Business:

Date:

Start-up Checklist:

[Tick each step as you go: click a box to tick it. Use the notes box under each section for anything you want to remember.]

This checklist is general guidance only. For tax, GST and legal questions about your own situation, talk to your accountant, Hnry, IRD or a lawyer.

1 YOUR IDEA AND STRUCTURE

Done	Step	Where to start
☐	Test your business idea: who will buy, what you will charge, and how you will reach them	business.govt.nz (validating your business idea); freemeup Business Plan template
☐	Choose your business structure (sole trader, partnership or company)	business.govt.nz (Choose Business Structure tool); freemeup: Sole trader or company?
☐	If you will work mainly for one client, check you are a contractor and not an employee	employment.govt.nz
☐	Check any licences, registrations or regulations for your industry and region	business.govt.nz; your local council

Notes:

2 NAME AND REGISTRATIONS

Done	Step	Where to start
☐	Choose a business name and check it is free to use	business.govt.nz (choosing a business name); IPONZ
☐	Set up RealMe and myIR	realme.govt.nz; ird.govt.nz
☐	Get a New Zealand Business Number (NZBN), using your IRD number	nzbn.govt.nz
☐	Register your domain name and set up a business email address	freemeup Technology service

Notes:

3 MONEY AND TAX

Done	Step	Where to start
☐	Open a separate bank account for your business	Your bank
☐	Decide who will help with your invoicing, tax and accounting	Hnry (hnry.co.nz), freemeup's accounting partner; or an accountant
☐	Find out how much income tax to set aside, and whether provisional tax applies to you	ird.govt.nz; Hnry (hnry.co.nz); or your accountant
☐	Check whether you need to register for GST	ird.govt.nz; Hnry (hnry.co.nz); or your accountant
☐	Understand your ACC levies as a self-employed person	acc.co.nz; Hnry (hnry.co.nz)
☐	Set up invoicing and record keeping (keep records for at least seven years)	Hnry (hnry.co.nz); ird.govt.nz; business.govt.nz
☐	Work out your budget and your rates	freemeup Budget template; freemeup Run the numbers calculator
☐	Decide whether to keep contributing to KiwiSaver	ird.govt.nz

Notes:

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4 TECHNOLOGY, HEALTH AND SAFETY, AND INSURANCE

Done	Step	Where to start
☐	Set up your computer, software, email, backups and cyber security	freemeup Technology service
☐	Understand your health and safety duties and put a simple system in place	worksafe.govt.nz; freemeup Health and Safety service
☐	Check whether clients will need H&S prequalification (for example Tōtika)	totika.org
☐	Complete any training or certification your work needs, such as first aid or Site Safe	St John first aid courses; sitesafe.org.nz
☐	Arrange insurance: professional indemnity, public liability and statutory liability	freemeup Insurance service; or a licensed insurance broker
☐	Check how you will collect, store and protect clients' personal information	privacy.org.nz

Notes:

5 READY TO TRADE

Done	Step	Where to start
☐	Prepare your terms of business and have them checked if your work needs a formal contract	A lawyer
☐	Set up your proposal, letter of engagement and other document templates	freemeup free business templates
☐	Update your LinkedIn profile and decide how clients will find you	freemeup Business Plan template (Marketing Plan)
☐	Set your goals for the first year	freemeup Goal Setting template

Notes: