

- **Apply for an ABN**

It's **free** to apply for an Australian business number (ABN) with the Australian Business Register (ABR). You can apply online or [lodge a form](#) by mail.

To get an ABN you must be carrying on an enterprise in the form of a business. Your application will be refused if you are not [entitled](#).

Once you are registered your details will be added to the ABR and it's your responsibility to keep them up-to-date.

Apply online

Your application will be processed faster if we can identify you with the information you provide.

What you need for your ABN application

When applying for an Australian business number (ABN) online it is important to provide accurate details about your business or organisation to avoid delays in processing your **free** ABN application.

The proof of identity (POI) information provided in your application will be validated against other sources; for example, Australian Taxation Office (ATO) tax records and the Australian Securities and Investments Commission (ASIC).

If these details do not match, the application will be refused and in some instances, may be delayed.

You may need to [contact the ABR](#) with alternate POI information to avoid your application being refused.

Before an application is processed, we check to make sure that the applicant doesn't have an existing ABN record or submitted a previous application. If a match is found, the subsequent application is delayed.

The following information will help you prepare what you need for the application.

- [ABN](#)

You will be asked if you currently have or previously held an ABN for the entity you are applying for.

- [Tax agent number](#)

Providing your tax agent's number will enable them to undertake work on your behalf.

- [ACN or ARBN](#)

Companies and registrable Australian bodies will need to register with the Australian Securities and Investments Commission (ASIC) before applying for an ABN.

- [Legal name of the entity](#)

The legal name of an entity is the name that appears on all official documents or legal papers.

- [TFN](#)

Your ABN application will be processed faster if you provide the TFNs requested.

- [Business locations](#)

You will be asked to provide the details of all your business locations.

- [Authorise contact details](#)

The authorised contact must be able to deal with any issues relating to the business or organisation regarding its ABN.

- [Associates details](#)

All associates details must be provided during the ABN application

- [Business activity details](#) (see below for assistance)

Your main business activity is usually the activity that is the main source of income for your business or organisation.

- [Date ABN is required](#)

The ABN will not be issued until the date you specify.

- [Declaration](#)

Before submitting your application, you will be required to complete a declaration stating that the information you have provided is true and correct.

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Business activity details

Your main business activity is usually (but not always) the activity that is the main source of income for your business or organisation. If you operate from multiple locations, you will be asked for the main business activity at each of the locations you operate.

Examples of some of the business activity descriptions that may apply.

Cleaning

Describe the specific type of cleaning activity of your business, which can include a description of what is cleaned and how it is cleaned:

- cleaning shops or offices
- residential cleaning services
- curtain cleaning services.

Education and training

Describe the type of education your business provides:

- primary and secondary school education
- lecturing in law
- dance teacher.

Service businesses

Describe the service provided, the location and the clients you service:

- home care nurse for disability or palliative care
- child care in a facility or at home
- provide administrative functions at a client's business premises.



Apply for Australian Business Number



ABN entitlement

ABN Entitlement

The following questions will assist in determining entitlement to an ABN. It is important you select the most accurate response that reflects your current circumstances. If you are unsure how to answer a question, select the help icon to the right of the question. Compulsory questions are marked with an asterisk (*).

For taxation purposes which type of entity is the applicant? ?

- Individual (Sole trader)
- Company, Partnership, Trust or other organisation
- Superannuation entity

Individual (Sole trader)

It is important to know that applying for an ABN does not automatically mean that you are carrying on an enterprise as a Individual (Sole trader). There are a range of tests that are used to determine whether you are a Individual (Sole trader) carrying on an enterprise.

The following questions will assist in determining whether you are considered to be a Individual (Sole trader) carrying on an enterprise.

Will your activities be carried out in Australia? ?

Yes No

Have you started or are you taking steps to start your activity? ?

Yes No

What is the nature of your activity? ?

In the form of a business ?

Are you doing things that are consistent with running a business (use the help icon to see the list of what we look for)? ?

Yes No

Restart

Next

Have you started or are you taking steps to start your business activity?

To determine whether an activity or series of activities amounts to a business, the activity needs to be considered against the main indicators of a business.

These include:

- an intention to engage in commercial activity
- an intention to make a profit from the activity
- the recurrent or regular nature of the activity
- that activity is carried on in a similar manner to that of other businesses in the same or similar trades
- activity is systematic, organised and carried on in a businesslike manner and records are kept
- the activities are of a reasonable size and scale
- a business plan exists
- the entity has relevant knowledge or skill

Not all these indicators need to be present for you to be carrying on a business, however it would be expected that your activity would meet several of these indicators.