

CHECKLIST FOR STARTING A NEW BUSINESS

Print or download the following checklist. It will help you to learn about the different areas you are responsible for as a small business owner.

ADDRESS THE FOLLOWING AREAS (<i>not necessarily to be done in this order</i>)	Tick
Accountant (<i>taxes, business advisors and financial planning</i>)	<input type="checkbox"/>
Accounting Systems – computerised or manual, or outside service	<input type="checkbox"/>
Advertising in the industry	<input type="checkbox"/>
Banker – pick the banker as much as the bank	<input type="checkbox"/>
Business advice in key areas from experts, eg marketing, human resources	<input type="checkbox"/>
Business and Marketing Plan, clear focus and reasonable estimates	<input type="checkbox"/>
Business Cards, Letterhead, Website	<input type="checkbox"/>
Business structure (Company, Partnership, Sole Trader)	<input type="checkbox"/>
Calculated Startup Costs	<input type="checkbox"/>
NZ Company Regulations and Requirements	<input type="checkbox"/>
Employee Deductions (ACC, PAYE etc)	<input type="checkbox"/>
Financing Options and Loan Structures	<input type="checkbox"/>
First Year Operating Forecast and Breakeven Analysis	<input type="checkbox"/>
Import/Export Regulations, Permits etc	<input type="checkbox"/>
Inland Revenue Dept – Registration for GST and IRD	<input type="checkbox"/>
Insurance Broker	<input type="checkbox"/>
Labour Regulations, Employment Contracts	<input type="checkbox"/>
Lawyer (<i>incorporation, lease, partnership agreement</i>)	<input type="checkbox"/>
Location / Premises Selection and Rent Calculations	<input type="checkbox"/>
Business Networking for feedback and contacts	<input type="checkbox"/>
Small Business Training or Courses, especially if this is your first effort	<input type="checkbox"/>
Suppliers and Supply Contracts, to protect profit margins	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/>
Trade Certification	<input type="checkbox"/>
Trademarks, Copyrights or Patents	<input type="checkbox"/>