

Unincorporating

Note: You will not lose any financial benefits from the government as the government is to pay *the CAPITOL LETTER person these funds (as they are the ones who set the CAPITOL LETTER person up in their copycat world)

*As stated in the Commonwealth of Australia Constitution Act 1900 (Imp)



Part 1 – Unincorporate “The Name”

abr.gov.au

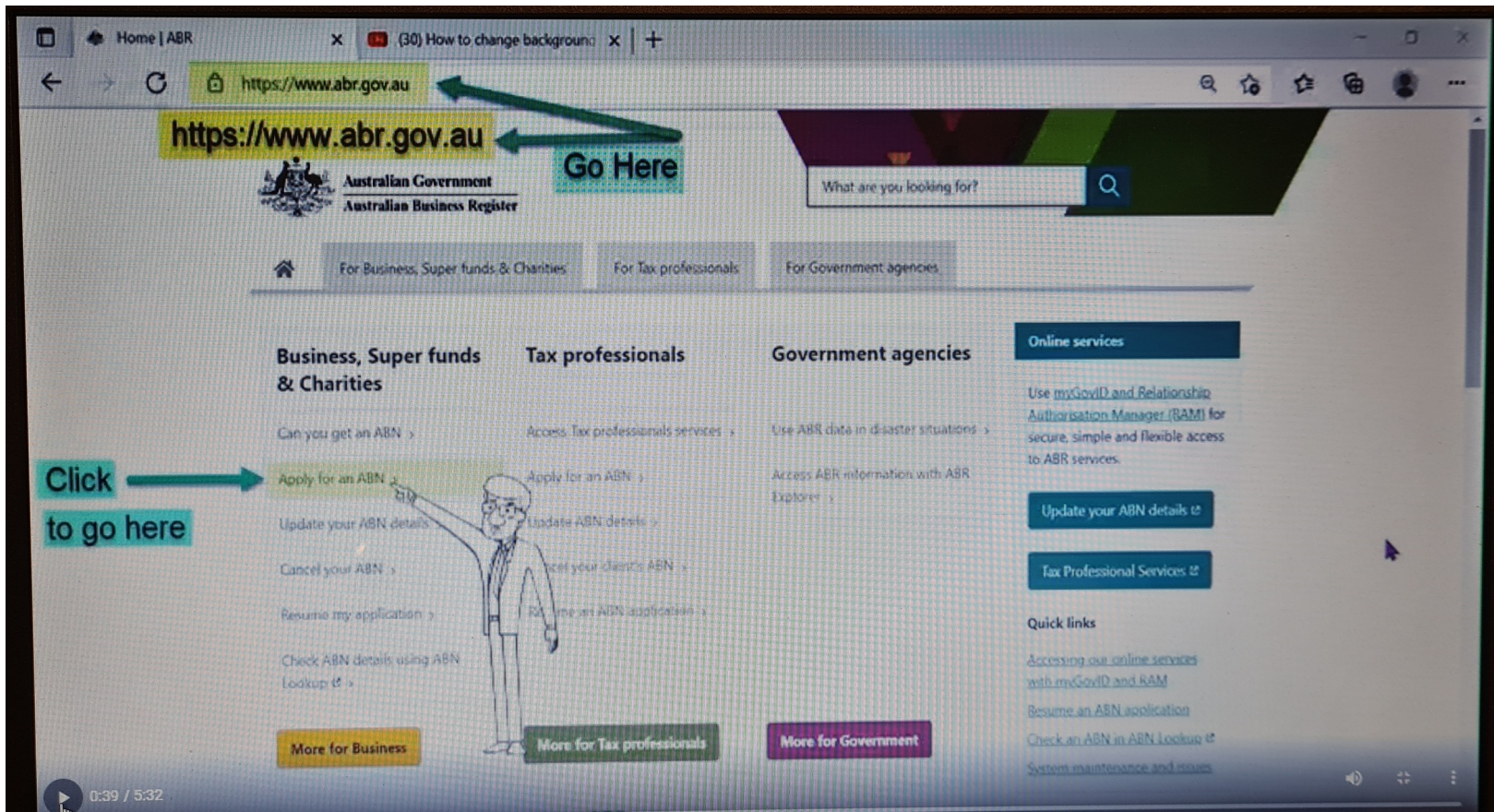
usb:/dblendblk/unincorporate/pt1-abr
/Teresa

Apply for an ABN:

- 1 - go to abr.gov.au
- 2 - apply for and ABN

The screenshot shows the homepage of the Australian Business Register (abr.gov.au). The browser address bar displays the URL <https://www.abr.gov.au>. A green arrow points from the address bar to the URL on the page. Another green arrow points from the text "Go Here" to the same URL. A cartoon character holding a sign that says "OPEN" is positioned near the search bar. The page is organized into three main columns: "Business, Super funds & Charities", "Tax professionals", and "Government agencies". In the "Business, Super funds & Charities" column, the link "Apply for an ABN" is highlighted in yellow, and a green arrow points from the text "Click to go here" to this link. The "Online services" section on the right includes buttons for "Update your ABN details" and "Tax Professional Services". The "Quick links" section at the bottom right lists various services like "Accessing our online services with myGovID and RAM".


3 – apply for an ABN



4 – apply for and ABN

The screenshot shows the Australian Business Register website. The URL in the browser is <https://www.abr.gov.au/business-super-funds-charities/applying-abn>. The page features the Australian Government logo and the text 'Australian Business Register'. A search bar is present with the placeholder text 'What are you looking for?'. Below the search bar are three navigation tabs: 'For Business, Super funds & Charities' (highlighted in orange), 'For Tax professionals', and 'For Government agencies'. Underneath these tabs are three sub-sections: 'Applying for an ABN', 'Updating or cancelling your ABN', and 'Applying for other registrations'. The breadcrumb trail reads 'Home > For Business, Super funds & Charities > Applying for an ABN'. On the left side, there is a sidebar menu with 'Applying for an ABN' expanded, showing sub-items: 'ABN entitlement', 'What you need for your ABN application', 'ABN facts and fiction', and 'ABN for businesses outside Australia'. The main content area is titled 'Applying for an ABN' and 'How to apply and reapply'. It contains the text: 'The ABN is a unique 11-digit number that identifies your business or organisation to the government and community. Apply or reapply for an ABN using the application below:'. A yellow button labeled 'Apply or reapply for an ABN' is highlighted with a red arrow and the text 'Click here'. A cartoon character of a man with glasses and a tie is sitting on the right side of the page. At the bottom left, there is a video player control showing '0:45 / 5:32'.

← ↻ 🏠 <https://online.abr.gov.au/ABRWeb/Apply/Abn/ImportantInformation.aspx?Task=a8518e07-aa0c-452e-a0be-33d032719e6e&NavGraph=...> 🏠 ⌘

 **Australian Government**
Australian Business Register

Accessibility A 🔊 ☰ Contact us

This is rest of the page address above (in case you lose the page):
&NavGraph=ApplyForAbn&View=ImportantInformation&Target=AbnApply&pid=71&js=1

Important information

🔔 If you are a tax professional, we recommend you access the ABN application via [Tax Professional's Services](#).

Before starting your ABN application, you need to read and confirm you understand that:


- We review ABN applications to ensure only genuine businesses get, and keep, an ABN. You may need to provide [evidence](#) that you are entitled to an ABN.
- For each [false or misleading statement](#) made in your ABN application, a penalty of up to \$12,600 may be applied.
- We will validate your information with other agencies.
- Once you have an ABN, you must [update](#) it within 28 days of any change and cancel if you are no longer trading or carrying on an enterprise.

I agree to provide true and correct information in this application and have read and understand the conditions above.

Privacy

Your privacy is important to us. Read the [privacy statement](#) before applying for an ABN.

▶ 0:50 / 5:32 🔊 🔍 ⋮



ABN Entitlement:

7 – Company, Partnership, Trust or other organisation

8 - Other unincorporated entity

9 – Yes, No, Yes, Yes

10 – Charity

Next (page)

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

What type of organisation is the applicant?*

Other unincorporated entity

Other unincorporated entity

It is important to know that applying for an ABN does not automatically mean that you are carrying on an enterprise as a Other unincorporated entity. There are a range of tests that are used to determine whether you are a Other unincorporated entity carrying on an enterprise.

The following questions will assist in determining whether you are considered to be a Other unincorporated entity carrying on an enterprise.

Are you an unincorporated association?*

Yes No

Will your activities be carried out in Australia?*

Yes No

Are you making supplies connected with the Indirect Tax Zone?*

Yes No

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

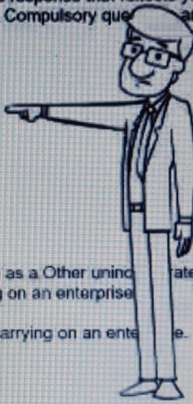
Yes No

What is the nature of your activity?*

Charity

0:57 / 5:32

Next



Australian Business Number:

11 – this page should be the same as what you have just entered

Australian Business Number

ABN entitlement Application detail Business information Associate details Reason for application Declaration

ABN entitlement > ABN entitlement report

Apply for Australian Business Number

Date: 14/10/2021

Questions	Answers
Are you an unincorporated association?	Yes
Will your activities be carried out in Australia?	No
Are you making supplies connected with the Indirect Tax Zone?	Yes
Have you started or are you taking steps to start your activity?	Yes
What is the nature of your activity?	Char

Please check your responses to the above questions before selecting 'Next'. You will not be able to change your responses once you proceed to the next screen.

You are able to restart your application if the information you provided was incorrect. We suggest reviewing the information on the [Australian Business Register](#) website before submitting a new application.

1:21 / 5:32 Cancel Print report Next

Application Detail:

12 – touch “No”

12a – if you have an ABN for the legal name – touch “Yes” and enter the ABN in the box under “Yes”

13 – Yes, No, No

14 - Next (page)

The screenshot shows the 'Application detail' screen of a registration process. At the top, a progress bar indicates the current step is 'Application detail', with other steps being 'ABN entitlement', 'Business information', 'Associate details', 'Reason for application', and 'Declaration'. The 'Application detail' section contains several questions with radio button options:

- For taxation purposes which type of entity is the applicant?**
 - Individual (Sole trader)
 - Company, Partnership, Trust or other organisation
 - Superannuation entity
- Does the applicant currently have an Australian Business Number (ABN) or previously had an ABN?**
 - Yes
 - No
- Does the applicant wish to apply or reapply for an Australian Business Number (ABN)?**
 - Yes
 - No
- Does the applicant have a Tax File Number?**
 - Yes
 - No
- Does the applicant wish to apply for a Tax File Number?**
 - Yes
 - No

A green callout box on the right side of the screen provides instructions: "If you have an ABN for the incorporated LEGAL NAME - MARK it as 'YES' and put the A.B.N. in the Box below it. NOTE: This is only the ABN that is for THE INCORPORATED LEGAL NAME - Not just any ABN. LEGAL NAME = 'The Name' on BIRTH CERTIFICATE or when you have changed The NAME by DEED POLL or The Married Name - which is on the PASSPORT, DRIVERS LICENSE etc., if you wish to unincorporated that name also. NOTE: If you have changed your name by 'DEED POLL' than this is The Name you need to Unincorporate... DEED POLL changes The Name of the LEGAL ESTATE".

A cartoon character of a man in a suit is pointing to the 'A.B.N. HERE' input field. A yellow box highlights the 'Mark 'NO' here if you do NOT have an A.B.N. for the INCORPORATED LEGAL NAME' instruction. The 'Next' button is visible at the bottom right.

Business information:

15 – Yes, Yes Yes

16 - Next (page)

ABN entitlement Application detail **Business Information** Associate details Reason for application Declaration

Taxation information

Taxation information

What type of organisation is the applicant? Other unincorporated entity

Select the additional organisation description (if applicable):

Is the applicant an Australian resident for tax purposes? Yes No

Is the applicant a type of organisation that fits within an income tax exempt category? (Select Help icon for more information) Yes No

Is the applicant a charity or another type of not-for-profit organisation? (See Help icon for more information) Yes No

If the applicant uses, or intends to use the services of a registered agent, what is their registered agent number?

You may find this number on the applicant's last tax return. If you can not find this number, leave this blank.

Previous Cancel Next

1:52 / 5:32

Business Information:

17 – Enter the name you are unincorporating

18 – next (page)

Australian Government
Australian Business Register

Accessibility A A [Menu] Contact us About us

Apply for Australian Business Number

ABN entitlement Application detail **Business information** Associate details Reason for application Declaration

Taxation information » Applicant information

Applicant information

Name of the Other Unincorporated Entity: *

Previous Cancel Print form Exit Save **Next**

"Name of the Other Unincorporated Entity" is The Legal Name that is to be Unincorporated

Uppercase First Letter Only
NOT ALL CAPS

2:01 / 5:32

Business Activity Details:

19 – No

20 – Benevolent Services

21 – in drop down box find – Charity services

22 – Yes (we are agriculture – ashes to ashes, dust to dust)

23 – next (page)

Business activity details

From what date does the Other Unincorporated Entity require its ABN? 14 / 10 / 2021

For a new ABN registration, this date cannot be more than 6 months in the future. If the date provided is a date in the future, the ABN will not be issued until that date.
For the reapplication of a cancelled ABN, this date cannot be in the future.

If you intend for this business activity to be less than 3 months, on what date do you expect to cease business? dd / mm / year

If you register for GST, you will be required to complete business activity statements monthly.

Is the Other Unincorporated Entity owned or controlled by Commonwealth, State, Territory or Local Government? Yes No

Main business activity

Describe the Other Unincorporated Entity's main business activity: Benevolent Service

Government agencies may contact you regarding important information relevant to your business activity.

Select the category which best matches the Other Unincorporated Entity's main business activity: Charity service

Does the Other Unincorporated Entity operate an agricultural property? Yes No

2:14 / 5:32 Previous Cancel Print form Exit Save Next

Apply for Australian Business Number:

24 – type in your address – select the right one, complete address entry

25 – Yes

26 – email

27 – No

28 – Mobile number – 4 number in first box, remaining 6 in larger box

29 – same as above email

30 – next (page)

Apply for Australian Business Number

ABN application Application details **Business information** Account details Review for application Declaration

Transaction information > Applicant information > Business activity details > **Business address details**

Main business location

Where is the location of the business activity?
This is the primary physical location of the business activity. This must be a street address, e.g. 123 Smith Street Smithfield and not a post office box number or other delivery point address. Only postcode, state or territory will be publicly displayed.

Providing the physical address will help determine eligibility for government assistance, such as financial grants.

Country: AUSTRALIA

Address: 123 LEVY IS FOR MEMBERS FROM Sydney NSW, 2000

Address line 1: City Suburb/area Street/Highway

Address line 2:

Suburb/town/locality: What was Suburb/territory

State/territory: NEW SOUTH WALES

Postcode: 234

Is the Other Unincorporated Entity's postal address the same as the business address? Yes No

What is the Other Unincorporated Entity's email address for service of notices and correspondence? yourname@domain.com

Does the Other Unincorporated Entity have more than one business location in Australia? Yes No

Either a mob is telephone number or email address must be provided. If a work telephone number is provided then an email address must be provided.

What is the telephone number for this location? Work Mobile

0400 000000

Write in the email address for this location? Same as service of notice email

2:47 / 5:32

Print form Exit Save Next

Apply for Australian Business Number:

30 – enter your name

31 – Executor

32 – mobile number

33 – email address

34 – No

35 – next (page)

Apply for Australian Business Number

ABN agreement • Application detail • Business information • Associate details • Reason for application • Declaration

Taxation information • Applicant information • Business activity details • Business address details • Contact details

Contact details

This person will be able to make changes to the Other Unincorporated Entity's ABN record.
Who is the authorized contact person for the Other Unincorporated Entity? Provide details of a person who may be contacted for further information.

Authorised contact 1

Title:

Preferred name:

Family name:

Position held:

Contact telephone numbers

If a mobile phone number & to be provided as the business or after-hours number then the number is to be split into two sections, one of 4 digits and the other of 4 digits.

You must provide other mobile phone number or email.

	Area code	Number
Business:	<input type="text"/>	<input type="text"/>
After hours:	<input type="text"/>	<input type="text"/>
Facsimile:	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text" value="04-"/>	<input type="text"/>
Email address:	<input type="text" value="jocupa@...@mail.com"/>	
Preferred language:	<input type="text" value="English"/>	
If other, please specify:	<input type="text"/>	

More contacts? Yes No

Previous Cancel Print form Exit Save Next

3:26 / 5:32

Apply for Australian Business Number :

36 – Add associate details

37 – add your details as requested

Apply for Australian Business Number

ABN entitlement Application detail Business information **Associate details** Reason for application Declaration

Associates

Associates

This section collects information about individuals and organisations associated with the Other Unincorporated Entity.

You must declare [associates](#) holding the following positions. Refer to Help for more information on specific associate requirements.

Office Bearer of a club/association
Public Officer

➤ Add associates below, as required.

Associates Actions

+ Add associated individual ← CLICK HERE

Displaying 0 records

Previous Cancel Print form Exit Save Next

3:41 / 5:32

Australian Business Number:

38 – enter Full given name, Other given names and Family name

39 – enter Date of Birth

40 – check Office Bearer of a Club/Association

41 – enter TFN (tax file number)

42 – Add (page)






Your application will be refused if we cannot identify all associates listed in the application. Providing tax file numbers (TFN) helps us identify associates. If you do not have this information available, you can save your application and return to it later.

If you do not provide TFNs, you must provide:

- the residential address and date of birth for each individual associate (e.g. director, public officer, partner)
- the business address, date of commencement, date of registration or date of incorporation and, if applicable, the ABN, ACN or ARBN for each non-individual associate.

If an associate is a non-resident without a TFN, they will need to send us proof of identify documents.

Associated individual details

Title:		Select ▼	
First given name:		NAME	
Other given names:		With	
Family name:*		TFN	
Date of birth:*		dd / mm / year 	
Position held:		<input checked="" type="checkbox"/> Office Bearer of a club/association <input type="checkbox"/> Public Officer	
Tax file number:		111111111	

Apply for Australian Business Number:

43 – check details come up correctly on this page

44 – next (page)

Apply for Australian Business Number

ABN entitlement Application detail Business information **Associate details** Reason for application Declaration

Associates

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➤ Add associates below, as required.

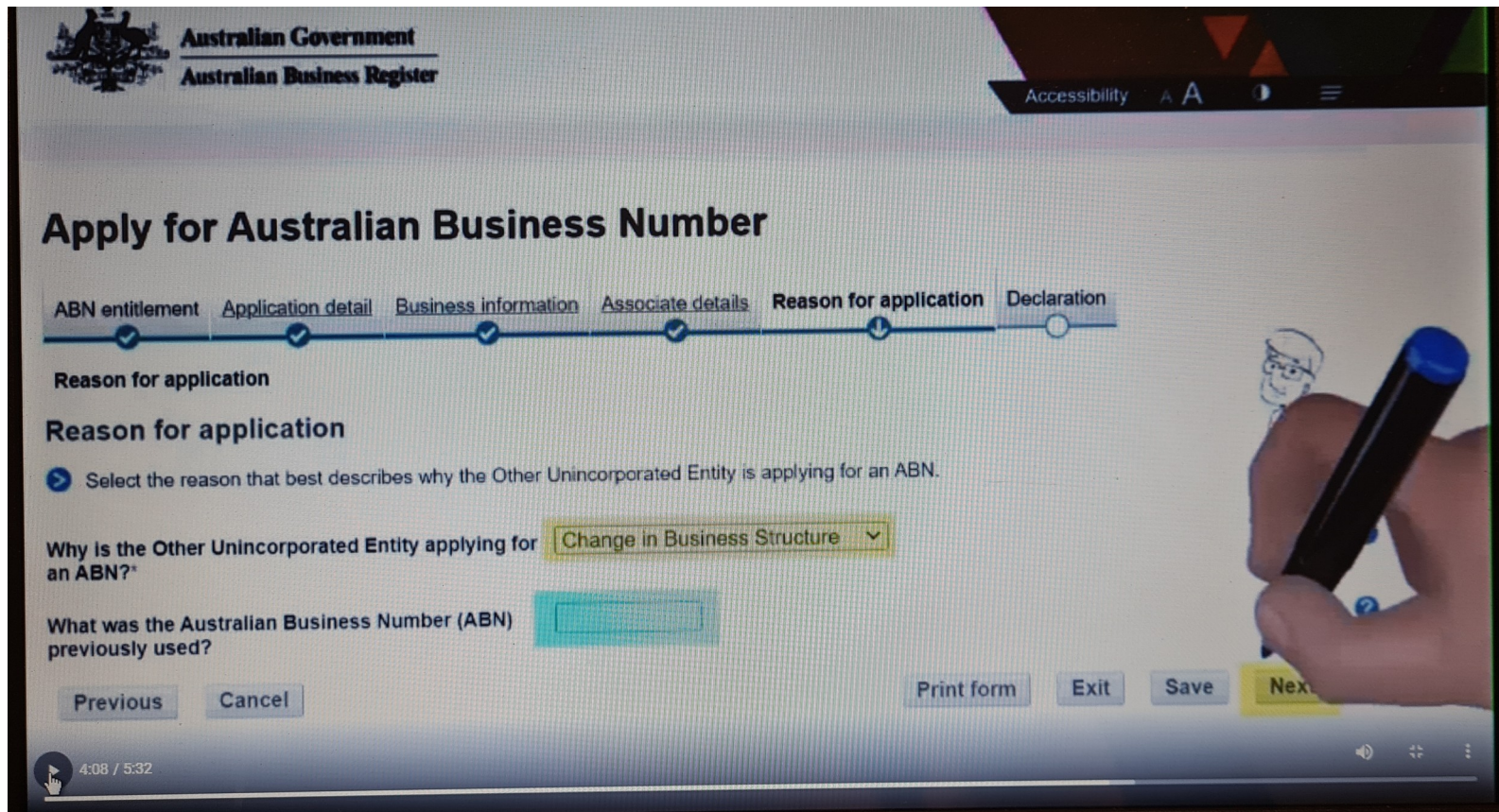
Associates	Actions
KEITH I Office Bearer of a club/association DOB 18/11/1954 TFN 123456789	Update position held Add associated individual

Displaying 1 records

4:00 / 5:32 Previous Cancel Print form Exit Save **Next**

Apply for Australian Business Number :

45 – Why in Entity applying for ABN – “Change in Business Structure”
46 – next (page)



Australian Government
Australian Business Register

Accessibility A A

Apply for Australian Business Number

ABN entitlement Application detail Business information Associate details Reason for application Declaration

Reason for application

Reason for application

Select the reason that best describes why the Other Unincorporated Entity is applying for an ABN.

Why is the Other Unincorporated Entity applying for an ABN?

What was the Australian Business Number (ABN) previously used?

Previous Cancel Print form Exit Save Next

4:08 / 5:32

Privacy:

47 – Enter your name

48 – Executor

49 – Today's date

50 - Submit

Privacy

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other Commonwealth, State, Territory and local government agencies.
 Selected ABR information is available to the public.

I declare that:

- The information given on this form is true and correct
- I understand my tax and super obligations


OR


I declare that:

- this document has been prepared in accordance with information supplied by the entity
- I have received a declaration in writing from the entity stating that the information is true and correct
- I am authorised by the entity to give this document to the Commissioner and/or Registrar

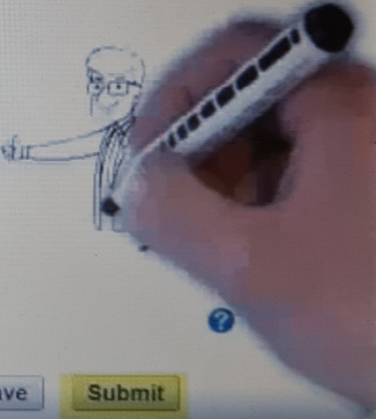
Name:*

Position held:*

 For example, Director, Partner, Trustee, Tax Agent or Public Officer.

Date of declaration:* / / 

4:24 / 5:32

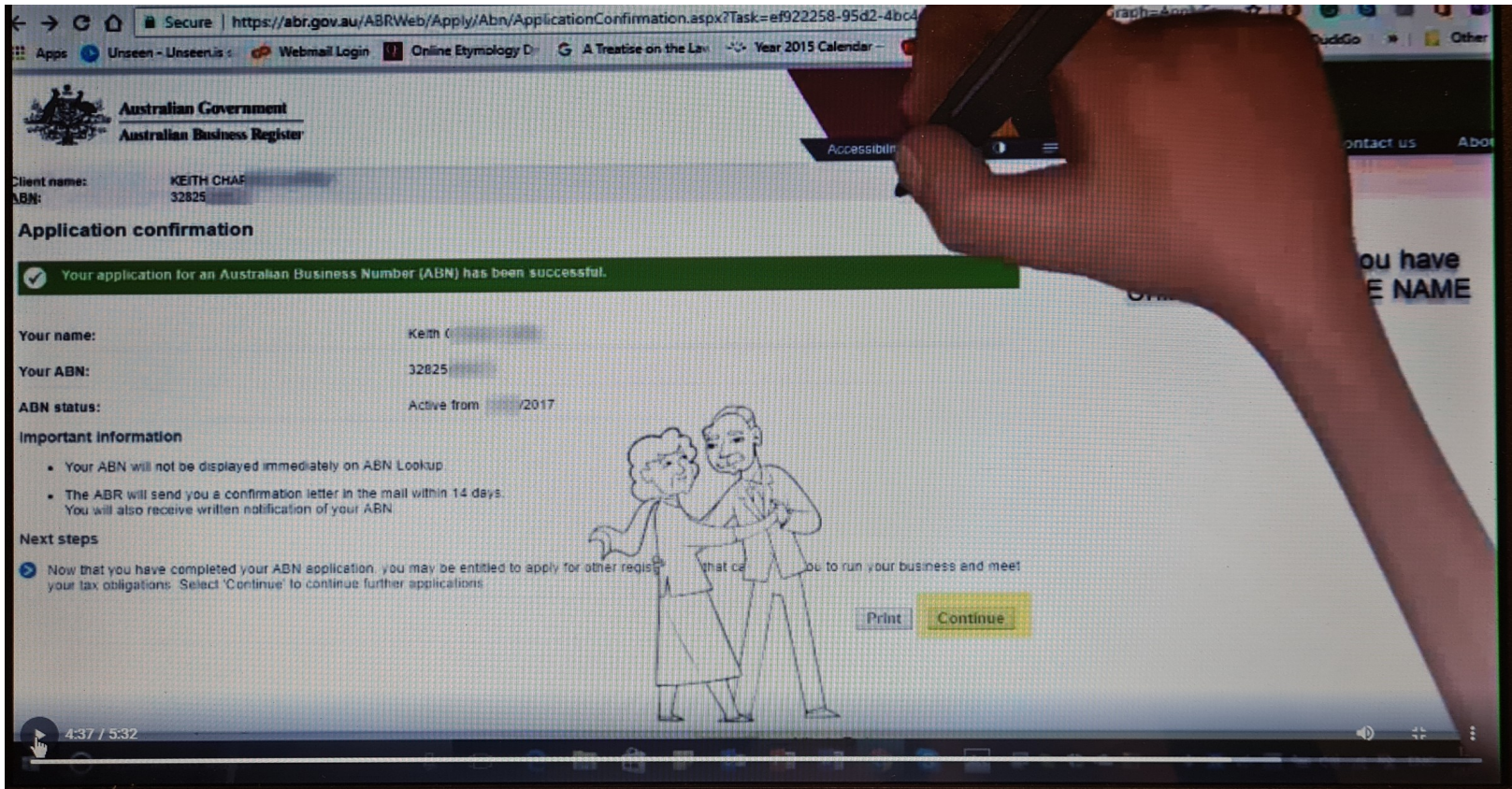


Application Confirmation:

51 – This should give you your new ABN, if so

52 – continue (but keep page open as you need the new number for the next stage)

53– Open new screen....



Troubleshooting:

54 – if the last slide doesn't give you a new ABN and says application received or similar, that means either –

- your name entered wasn't connected to the tax file number when you received it

or

- at slide 16 - it didn't like the tax file number

or

- it didn't like your name

Unincorporating your Child (property) –

1 – **Slide 21** – enter the name of the child to be unincorporated only

- The rest are all your details.