



Applying for an Australian Business Number

Q. Why do I need an Australian Business Number?

A. As a consultant, you will interact with Scentsy as one business interacts with another rather than as an individual. Because of the business relationship that will exist between you and the Company, an Australian Business Number must be obtained.

The 12 steps below will assist you in the application process.

STEP 1:

Visit <https://abr.gov.au> and click on the Function Link on the left panel of *Apply for Australian Business Number (ABN) and other registrations*. The page below will appear. Complete the questions as they apply to your situation. For example, if you are an individual applying for an ABN, select the Individual Sole Trader radio button and indicate if you have ever had an ABN previously and whether you also need to apply for a tax file number.

The screenshot shows the Australian Government Australian Business Register website. The main heading is "Apply for Australian Business Number". A progress bar at the top indicates the current step is "Application detail", with other steps being "Business information", "Associate details", "Reason for application", "Business activity details", and "Declaration".

Function Links

- Apply for Australian Business Number (ABN) and other registrations
- Apply for Business Tax File Number (TFN)
- Access your details
- Tax Professionals homepage
- Government homepage
- AUSKey homepage

External Links

- ABN Lookup
- ato.gov.au
- Business portal
- Search business names register (ASIC)
- Trade Mark Check
- Domain name search
- Australian Business Licence and Information Service
- Australian Business Account

Application detail

To find out how to apply for an ABN as a government entity, refer to the [government registration process](#) on ato.gov.au.

Applicants who are **individuals or sole traders** must apply for a TFN using a paper application. For further details refer to <http://www.ato.gov.au>

Change your details online through the ABR. Go back to the [ABR homepage](#) and select the relevant option from that screen. Find out more about [changing your registration details](#) at ato.gov.au

Note: Please use the buttons at the bottom of every screen to navigate. Please minimise use of browser navigation buttons (back and forward) as it may cause problems with the application.

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

If you answered yes to the question above, what is the Australian Business Number (ABN) currently or previously held by the applicant?

Not quoting your ABN may delay the registration process. You can search for your current or previous ABN using [ABN lookup](#).

Does the applicant wish to apply 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

Step 2:

Various business activity descriptions exist. In the example below, "Other" was selected as the description for the activities as a Scentsy Family consultant.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The page is titled 'Apply for Australian Business Number' and features a progress bar with six steps: Application detail, Business information, Associate details, Reason for application, Business activity details, and Declaration. The current step is 'Business activity details', which is highlighted with a blue bar and a downward arrow. Below the progress bar, the breadcrumb trail reads: 'Working as a contractor 2' » 'Working as a contractor' » 'Established an enterprise' » 'Business activity'. The main heading is 'Business activity description'. Below this, there is an 'Important Note' section with a red minus sign icon, stating: 'Penalties may apply for making a false or misleading statement. You may be prosecuted and incur penalties if you make a statement in an application about your entitlement to an ABN that is false or misleading.' A blue arrow icon points to a note: 'If more than one activity applies to your situation, you should select the option that relates to the main activity that you will be using the ABN for. Select the option that best relates to the business activity you are engaged in.' Below this, the 'Business activity description:' label is followed by a dropdown menu with 'Other' selected. At the bottom of the form, there are 'Previous', 'Cancel', 'Print form', and 'Next' buttons. The left sidebar contains 'Function Links' and 'External Links' sections.

Step 3:

In order to obtain an ABN, you must have undertaken sufficient activities to establish an enterprise. If you will be enrolling as a Scentsy Family Consultant and carrying on sales activities, select "yes."

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The page is titled 'Apply for Australian Business Number' and features a progress bar with six steps: Application detail, Business information, Associate details, Reason for application, Business activity details, and Declaration. The current step is 'Business activity details', which is highlighted with a blue bar and a downward arrow. Below the progress bar, the breadcrumb trail reads: 'Working as a contractor 2' » 'Working as a contractor' » 'Established an enterprise'. The main heading is 'Established an enterprise'. Below this, there is a paragraph of text: 'To be entitled to an ABN you must be carrying on an enterprise in Australia. An enterprise, among other things, is an activity or series of activities done in the form of a business. Your enterprise, if it is in the form of a business, must have commenced trading or have undertaken sufficient activities to establish an enterprise. An intention to operate a business is not sufficient to be seen as establishing an enterprise; you must have taken appropriate steps that show a commitment to starting a business. More information regarding the activities that are consistent with establishing an enterprise can be found in Miscellaneous Taxation Ruling 2006/1.' Below this, the question 'Have you started trading as an enterprise/business?*' is followed by two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom of the form, there are 'Previous', 'Cancel', 'Print form', and 'Next' buttons. The left sidebar contains 'Function Links' and 'External Links' sections.

Step 4:

You will not be an employee of the Company, but rather will be an agent making sales and receiving a commission as an independent contractor.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The page is titled 'Working as a contractor' and is part of a multi-step process. The current step is 'Working as a contractor 2'. The form includes a progress bar with steps: Application detail (selected), Business information, Associate details, Reason for application, Business activity details, and Declaration. The main content area defines a contractor and lists characteristics: is paid for results achieved, provides all or most of the necessary materials and equipment to complete the work, is free to delegate or subcontract work to other entities, has freedom in the way the work is done, provides services to the general public and other businesses, is free to accept or refuse work, and is in a position to make a profit or loss, bears legal risk in respect of the work, and must remedy any defective work at their own expense, and has their own liability insurance. Below this, there is a question: 'Are you applying for an ABN to operate as a contractor?' with radio buttons for 'Yes' (selected) and 'No'. Navigation buttons include 'Previous', 'Cancel', 'Print Form', and 'Next'.

Step 5:

As an independent contractor, you determine how you will operate your business and no work agreement outside the consultant policies and procedures exist which governs areas such as whether you hire others to assist you in operating your business.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website, Step 5: Working as a contractor 2. The page is titled 'Working as a contractor 2'. The form includes a progress bar with steps: Application detail (selected), Business information, Associate details, Reason for application, Business activity details, and Declaration. The main content area contains two questions: 'Will your work agreement allow you to pay another person to perform work on your behalf?' with radio buttons for 'Yes' (selected) and 'No', and 'Will you be responsible for providing heavy machinery to undertake your business activity?' with radio buttons for 'Yes' and 'No' (selected). Navigation buttons include 'Previous', 'Cancel', 'Print form', and 'Next'.

Step 6:

Answer whether you are a resident of Australia. Additional tax registrations are not necessary for conducting your Scentsy business. Unless you will utilize the services of a tax agent, you can leave the tax agent registration field blank.

The screenshot shows the 'Apply for Australian Business Number' form on the Australian Business Register website. The page is titled 'Apply for Australian Business Number' and is part of a multi-step process. The current step is 'Business information', which is highlighted in the progress bar. The previous step is 'Application detail' and the next is 'Associate details'. The form is titled 'Taxation information' and contains the following questions and options:

- Is the applicant an Australian resident for tax purposes?*** Yes No
- Does the applicant want to register for any of the following?**
 - Fringe benefits tax
 - Luxury car tax
 - Wine equalisation tax
- Select help for important information.** (A blue arrow icon points to the right.)
- If the applicant uses, or intends to use the services of a tax agent, what is the tax agent's registration number?**
- You may find this number on the applicant's last tax return. If you can not find this number, leave this blank.**

At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'.

Step 7:

The applicant should complete with their name and personal information. By providing your tax file number, your registration will likely be processed and your ABN issued in real time.


Accessibility 

Function Links
Apply for Australian Business Number (ABN) and other registrations
Apply for Business Tax File Number (TFN)
Access your details
Tax Professionals homepage
Government homepage
AUSKey homepage

External Links
ABN Lookup
ato.gov.au
Business portal
Search business names register (ASIC)
Trade Mark Check
Domain name search
Australian Business Licence and Information Service
Australian Business Account

Apply for Australian Business Number

[Application detail](#) **[Business information](#)** [Associate details](#) [Reason for application](#) [Business activity details](#) [Declaration](#)

[Taxation information](#) > **Applicant information**

Applicant information

What is the Individual/Sole Trader's name?
Select help for more information

Title:

First given name:

Other given names:

Family name:*

Date of birth:* / /

Sex:* Male Female

What is the Individual/Sole Trader's tax file number?

 You are not required by law to quote a TFN but not quoting it may increase the risk of administrative error or delay this registration.

[Previous](#) [Cancel](#) [Print form](#) [Exit](#) [Next](#)

Step 8:

Complete contact details.

Apply for Australian Business Number (ABN) and other registrations

Apply for Business Tax File Number (TFN)

Access your details

Tax: Professionals homepage

Government homepage

AUSkey homepage

External Links

ABN Lookup

ato.gov.au

Business portal

Search business names register (ASIC)

Trade Mark Check

Domain name search

Australian Business Licence and Information Service

Australian Business Account

Apply for Australian Business Number

Application detail **Business information** Associate details Reason for application Business activity details Declaration

Taxation information » Applicant information » Business address details » **Contact details**

Contact details

This person will be able to make changes to the Individual/Sole Trader's ABN record.
Who is the authorised contact person for the Individual/Sole Trader? 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 is to be inserted 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 6 digits.

	Area code	Number
Business:	<input type="text" value="1877"/>	<input type="text" value="8778550600"/>
After hours:	<input type="text"/>	<input type="text"/>
Facsimile:	<input type="text"/>	<input type="text"/>
Mobile:	<input type="text"/>	
Email address:	<input type="text"/>	
Preferred language:	<input type="text" value="English"/>	
If other, please specify:	<input type="text"/>	
More contacts?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

[Previous](#) [Cancel](#)

[Print form](#) [Exit](#) [Next](#)

Step 9:

Indicate the reason your are applying for an ABN. Some will choose to indicate because of a new business enterprise while others may choose Contractor/Sub-contractor. Select the option that you feel best represents your intent for obtaining the ABN.

Australian Government
Australian Business Register

Accessibility

Function Links

Apply for Australian Business Number (ABN) and other registrations

Apply for Business Tax File Number (TFN)

Access your details

Tax: Professionals homepage

Government homepage

AUSkey homepage

External Links

ABN Lookup

ato.gov.au

Business portal

Search business names register (ASIC)

Trade Mark Check

Domain name search

Apply for Australian Business Number

Application detail Business information Associate details **Reason for application** Business activity details Declaration

Reason for application

Select the reason that best describes why the Individual/Sole Trader is applying for an ABN.

Why is the Individual/Sole Trader applying for an ABN?*

Is this the Individual/Sole Trader's first time self employed as a contractor/sub-contractor in Australia? Yes No

[Previous](#) [Cancel](#)

[Print form](#) [Exit](#) [Next](#)

Step 10:

Complete with contact details.

Australian Government
Australian Business Register

Accessibility

Function Links

- Apply for Australian Business Number (ABN) and other registrations
- Apply for Business Tax File Number (TFN)
- Access your details
- Tax Professionals homepage
- Government homepage
- AUSkey homepage

External Links

- ABN Lookup
- sto.gov.au
- Business portal
- Search business names register (ASIC)
- Trade Mark Check
- Domain name search
- Australian Business Licence and Information Service
- Australian Business Account

Apply for Australian Business Number

Application detail **Business information** Associate details Reason for application Business activity details Declaration

Taxation information » Applicant information » **Business address details**

Business address details

Where is the Individual/Sole Trader's main business location/address?
This must be a street address, eg 123 Smith Street, Smithfield and not a post office box number or other delivery point address. This can be your home address if you operate a home based business.

Address line 1:*

Address line 2:

Suburb/town/locality:

State/territory:

Postcode:

Country:

Is the entity's postal address the same as the business address? Yes No

What is the Individual/Sole Trader's email address for service of notices and correspondence?

Step 11:

Choose a start date as near in the future as possible if you intend to enroll as a Scentsy consultant immediately. Select the industry and activities that will be performed/sold.

Australian Business Register

Accessibility

Function Links

- Apply for Australian Business Number (ABN) and other registrations
- Apply for Business Tax File Number (TFN)
- Access your details
- Tax Professionals homepage
- Government homepage
- AUSKey homepage

External Links

- ABN Lookup
- ato.gov.au
- Business portal
- Search business names register (ASIC)
- Trade Mark Check
- Domain name search
- Australian Business Licence and Information Service
- Australian Business Account

Apply for Australian Business Number

Application detail | Business information | Associate details | Reason for application | **Business activity details** | Declaration

Business activity details

Business activity details

From what date does the Individual/Sole Trader require its ABN? / /

i 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.

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

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

Does the Individual/Sole Trader have business locations in more than one Australian state or territory? Yes No

If you answered yes to the above question indicate the states or territories that the Individual/Sole Trader has business locations?

- All states
- Queensland
- New South Wales
- Victoria
- Australian Capital Territory
- Western Australia
- South Australia
- Northern Territory
- Tasmania

What is the main industry in which the Individual/Sole Trader operates?

Describe the main activity from which the Individual/Sole Trader derives the majority of the business income and the main goods produced or the main services provided.

i Also describe the main goods produced or the main services provided by the Individual/Sole Trader. See Field Help for examples.

Does the Individual/Sole Trader operate an agricultural property? Yes No

Step 12:

If your application is complete and accurate, sign and submit. The ABN may be obtained immediately or additional processing time may be required. Once the ABN is obtained, proceed to enroll as a Scentsy consultant with the ABN provided.

Function Links

- Apply for Australian Business Number (ABN) and other registrations
- Apply for Business Tax File Number (TFN)
- Access your details
- Tax Professionals homepage
- Government homepage
- AUSkey homepage

External Links

- ABN Lookup
- ato.gov.au
- Business portal
- Search business names register (ASIC)
- Trade Mark Check
- Domain name search
- Australian Business Licence and Information Service
- Australian Business Account

Apply for Australian Business Number

[Application detail](#) [Business information](#) [Associate details](#) [Reason for application](#) [Business activity details](#) **Declaration**

Declaration

Declaration

▶ We suggest that you print a copy of your completed application for your records as you will not be able to print a copy after submitting this application.

⊖ Penalties may be imposed for giving false or misleading information.

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. You can find a list of these agencies on the internet [here](#). Selected ABR information is available to the public. Further details can be found on the internet [here](#).

I declare that:

- the information given on this form is true and correct

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, Sole Trader or Tax Agent.

Date of declaration:*

 / /

[Previous](#)

[Cancel](#)

[Print form](#)

[Exit](#)

[Submit](#)