

‘ABN’ APPLICATION PROCEDURE

1. Go to www.abr.gov.au
2. Click on ‘Apply for ABN Option’.
3. Read Privacy statement and then click on ‘I’ve read this statement’ button.
4. Click on ‘Yes I am entitled to an ABN- Start a new application’ button.
5. Take note of Application reference number # _____, and enter Password and then confirm it. Click ‘Begin Application’ button.
6. Important information page (you should read over this). Click the next button.
7. Complete application process.

Note: At any stage you can access the ‘ABR Help’ tool by clicking on the link.

Select that you want to register for GST!

8. If you have no problems you will be notified of your new ABN number.

You can print out your application details if you so choose.