Registering your Australian company

You complete everything online through our secure company formation application. It walks you through the company details, officeholders, shareholders and ATO registrations step by step. Before you start, you only need two things ready: **a Director ID for every director** and **identification documents for everyone involved**.

1 Get a Director ID first

Please do this before anything else. Every proposed director must have a Director ID, or have applied for one, before we can register your company. Applications from overseas can take weeks.

A Director ID is a free, lifelong 15-digit number issued by the Australian Business Registry Services (ABRS). Every director must apply for one **before** they are appointed. Each director must apply personally. We cannot apply on their behalf.

If the director...	How to apply	Timing
Lives in Australia and has myID (Standard or Strong)	Online at abrs.gov.au using myID	About 15 minutes
Lives in Australia, no myID	Phone the ABRS on 13 62 50, or paper form NAT 75437	Phone: same day. Paper: several weeks
Lives outside Australia	Paper form NAT 75433, posted to the ABRS with certified copies of ID (see below)	Up to 56 days, so start 6–8 weeks ahead

Use your name exactly as it appears on your ID, and keep the ABRS confirmation. You will enter each director's 15-digit number in the online application.

Directors living outside Australia

- Complete the paper form **Application for a director identification number – for people living outside Australia (NAT 75433)**, available from abrs.gov.au, and post it to the ABRS.
- Include certified copies of your ID: either one primary and one secondary document, or two primary documents (for example, your passport and a national ID card or driver licence).
- Copies must be certified in person by an officer at your nearest Australian embassy, high commission or consulate (including Australe Honorary Consuls), or by a notary public, or by apostille if your country is a party to the Hague Apostille Convention. If you use an apostille, send the apostille certificate with your form. Online or video certification is not accepted.
- Documents not in English must be translated by an approved translation service, and the translation certified as a true and correct copy.
- Do not send original documents. The ABRS does not return anything posted to it.
- Processing can take up to 56 days after the ABRS receives your form. You can apply up to 12 months before you become a director, so apply as early as possible.

Applied but still waiting for your Director ID? We can still register your company. Under section 1272C(2)(a) of the *Corporations Act 2001*, a director who applied for a Director ID before the day they are appointed does not breach the requirement while the application is being processed. In the online application, choose **Applied – awaiting my Director ID**. Before we register, we need proof that the ABRS (part of the ATO) has received the application: for a paper application, the mail tracking record showing it was delivered; for an online or phone application, the ABRS receipt. The application must have been lodged at least one day before the company is registered.

Overseas owners: every Australian Pty Ltd company needs at least one director who ordinarily lives in Australia. If you don't have one, we can provide a resident director (see Optional add-ons below).

2 Have your identification ready

Australian anti-money laundering law requires us to verify the identity of every director, company secretary, shareholder of 25% or more, and anyone who controls the company or gives us instructions. You complete a short secure online ID check at the end of the application (step 3 below). We then send every other director and shareholder their own secure ID check link. Each person needs:

- **Current photo ID**: passport or driver licence, not expired
- **A smartphone with a camera** for a short live selfie check (about 5 minutes per person)
- **Proof of address** if we ask for it: a utility bill no more than 3 months old

Already a Waycorp client? Call us on 1300 323 410 before you start and we will tell you whether your ID check needs to be repeated.

3 Complete the online application

When you have the Director IDs and your ID documents, go to waycorp.com.au/company-formation-information, confirm at the bottom of the page that you have read it, and continue to our online application, which has three steps:

1. **Step 1: Company details.** The proposed company name, main business activity, addresses, share capital, directors, secretary and shareholders (with Director IDs), the ATO registrations you need (ABN, TFN, GST, PAYG withholding), the appointment of OM Tax Services as the company's tax agent, your consents and signature, and how you will pay.
2. **Step 2: Terms of Engagement.** Your details are carried across. Confirm the services you need, accept our Terms of Engagement and sign the OM Tax Services tax agent consent. If you also want ongoing tax returns, bookkeeping, BAS or payroll for the new company, tick those services here. Your new company is listed as *being registered*, so no ABN or TFN is needed yet.
3. **Step 3: AML/CTF check and ID check.** A short anti-money laundering questionnaire, mostly filled in for you, followed by the secure online ID check (photo ID plus a live selfie).

> Please complete all three steps on the same device and browser, ideally in one sitting, so your details carry forward. We cannot register your company until all three steps are complete.

4 Choose your option

Option A: Australian-based owners

All directors and shareholders live in Australia

$990 incl. GST

$900 + GST

- Pty Ltd company registration
- ASIC fee included
- Full constitution, formation minutes and officeholder consents
- Shareholder registration, share certificates and share register
- Public officer nomination with the ATO
- Complete ATO registrations

Option B: Overseas owners

Any director or shareholder lives outside Australia

$1,320 incl. GST

$1,200 + GST

- Pty Ltd company registration, including Australian subsidiaries
- ASIC fee included
- Full constitution, formation minutes and officeholder consents
- Shareholder registration, share certificates and share register
- Public officer nomination with the ATO
- Complete ATO registrations
- Identity checks for overseas directors, shareholders and parent companies

Both fees are payable before we lodge with ASIC.

What both options cover

- The **$636 company registration fee payable to ASIC**
- Preparing and lodging your company registration with ASIC as your registered ASIC agent
- Your full company constitution, formation minutes and officeholder consents
- Registration of your shareholders, with share certificates and the company share register
- Nomination of the company's public officer with the ATO
- Identity verification and the anti-money laundering checks the law now requires for every company formation, including sanctions screening, record-keeping and reporting to AUSTRAC. Overseas owners need more extensive checks, which is why Option B costs more.
- Complete ATO registrations: ABN, TFN, GST and PAYG withholding as requested

Optional add-ons

When you register online you can add extra services, such as a business name, an Australian resident director, our Sydney registered office address, company secretary service, a first-year tax package, a shareholders agreement or Xero setup. Each one is shown with its price and terms before you pay.

Overseas owners: an overseas-owned company must have an Australian resident director and an Australian registered office. We can provide both.

How to pay online from our website

1. Complete step 1 of the application at waycorp.com.au/company-formation-application.
2. At the **Consents & signature** step, under "How will you pay?", choose **Pay online now – card or bank debit (secure Pinch checkout)**.
3. Review your details and click **Submit and continue**.
4. On the confirmation page, click the **Pay now** button. It shows your fee, including GST.
5. Pay securely through Pinch, our payment provider, by Visa, Mastercard, Amex or bank debit. There is no card surcharge.
6. You return to our website and see "Thank you – payment submitted" with your reference. We are notified automatically.
7. Click **Continue to step 2** to accept our Terms of Engagement, then complete step 3, the AML/CTF check and ID check.

If the Pay now button doesn't appear, we will email you a secure payment link. You can also choose **EFT / bank transfer**. Use your proposed company name as the reference and allow 1–2 business days for the funds to clear, or longer from overseas. Either way, continue straight on to steps 2 and 3.

5 What happens next

1. We check that the AML/CTF check and ID checks are complete for everyone named.
2. We confirm the company details with you and send officeholder consents for e-signature.
3. Once your payment has cleared, we register the company with ASIC as your ASIC agent.
4. We complete your ATO registrations (ABN, TFN, GST and PAYG withholding as requested) as your tax agent, OM Tax Services.
5. If you asked for ongoing tax, bookkeeping or other services, we set them up once the company has its ABN and TFN.

Ready to start?

Go to the website, confirm you've read the information and continue to registration. Questions? Call **1300 323 410** or email team@waycorp.com.au.

Start your registration

Tax services are provided by OM Tax Services (Registered Tax Agent No. 26072249). Waycorp Advisors is an ASIC Registered Agent (#49872) and an AUSTRAC reporting entity (AAN 209508272). Fees and requirements are current as at November 2026.