



## Additional Support for Onboarding





### **Onboarding Help: Company Type**

- There have been questions raised about what type of organisation to choose during the onboarding process
- You'll be presented with these three options initially. Under each of these
  options is then a sub type that can be selected.

# Sole proprietorship You're a registered sole proprietor, and you use a bank account in your name or sole proprietorship's name. Company Your business is registered as a separate legal entity from its owners. For example: private limited company (Ltd), limited liability company (LLC), charitable incorporated organization (CIO). Partnership, or association You're an individual or company, and you use a bank account in the name of a partnership, or association. For example: limited liability partnership (LLP), Scottish limited partnership (SLP), co-operative.



### **Onboarding Help: Company**

- You should choose Company if your organisation is registered as any of the following
- Selecting either of these will require a company document to be uploaded. For the UK this would be a certificate of incorporation from companies house. Only select this option if you have such a document.





### **Onboarding Help: Partnership**

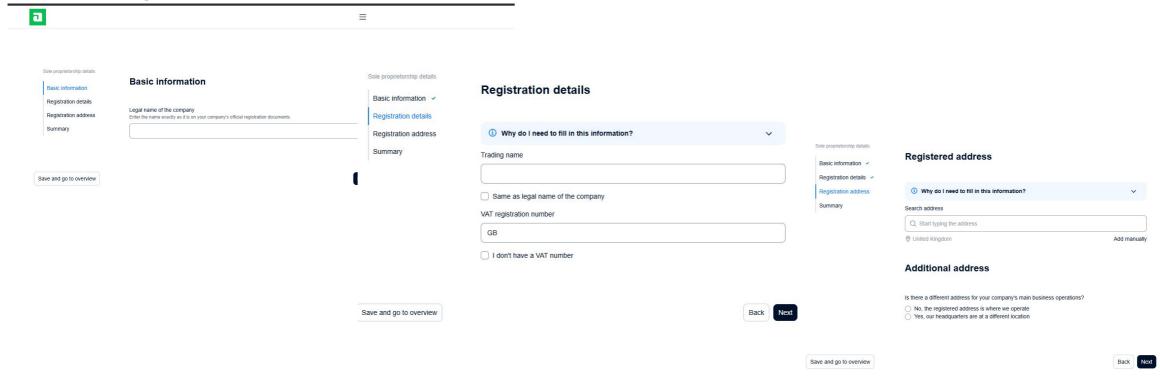
- You should choose Partnership if your organisation is an Incorporated Partnership or an Incorporated Association
- Selecting either of these will require a company document to be uploaded. For the UK this would be a certificate of incorporation from companies house. Only select this option if you have such a document.
- Australia uses Australian Company Numbers (ACN) for incorporated companies, which are unique 9-digit numbers issued by the Australian Securities and Investments Commission (ASIC)

## Which legal arrangement does your business have? Incorporated partnership You and your partners have limited liability for business debts. For example: limited liability partnership (LLP), Scottish limited partnership (SLP). Incorporated association Your association is registered. It was set up for recreational, cultural, or non-profit purposes. For example: co-operative. Next



### **Onboarding Help: Sole Proprietorship**

- If your organization does not formally qualify for any of the organisation types listed under Company or Partnership/Associations then you should select Sole Proprietorship.
- This will just require you to provide some basic information about your organisation





### How to change your company type

- If you select the wrong company type and need to change this you can.
- Select the pencil/edit icon shown below to be taken back to the previous screen where you can then change your business type
- Note doing this will clear any currently saved information relating to the Business Details section.

