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.

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.

Private company
Your company is owned privately and not traded on a public stock exchange.
For example: private limited company (Ltd), limited liability company (LLC), private limited by guarantee.

Public company
Your company is traded on a public stock exchange, and has to disclose financial information to the public regularly.
For example: public limited company (PLC).

Non-profit or charitable organization
Your organization has official non-profit or tax-exempt status.
For example: charitable incorporated organization (CIO), community interest company (CIC), charitable incorporated association (CIO).

Governmental organization
Your organization is owned by the government or state.
For example: public corporations, executive agency, non-departmental public body.

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.

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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.