

BUSINESS STARTUP CHECKLIST

Activity / Steps	Status	Notes
Identify Type of Business	<input type="checkbox"/>	
Business Plan (Strategy, Financials etc.)	<input type="checkbox"/>	
Reserving Name with CIPC	<input type="checkbox"/>	
Reserve Domain Name for website	<input type="checkbox"/>	
Register Business Entity	<input type="checkbox"/>	
Identify Partners / Shareholders	<input type="checkbox"/>	
Identify Accounting Officer	<input type="checkbox"/>	
Registration of Business with CIPC	<input type="checkbox"/>	
Formalising Shareholder Agreement	<input type="checkbox"/>	
Opening of Bank Account	<input type="checkbox"/>	
Registration for Income Tax	<input type="checkbox"/>	
Registration for VAT	<input type="checkbox"/>	
Trade Mark Registration	<input type="checkbox"/>	
Hosting of Email Service / Website Domain	<input type="checkbox"/>	
Business Processes, Lease Agreement	<input type="checkbox"/>	
Rental of Postbox	<input type="checkbox"/>	
Business Stationery Business Cards etc.	<input type="checkbox"/>	
Business Website	<input type="checkbox"/>	
Business Filing System (Server, Cloud etc.)	<input type="checkbox"/>	