START AND SET UP

Formalisation readiness checklist

Name _____ **Business** _____ **Date** _____

You will finish with
A list of the documents and questions your business still needs to sort out, and one gap you will close this week.

1. Is your setup still right for your business?

Registration (giving the business a formal identity, for example a company through CIPC) is a start, not the whole job. Tick each sign that is true for you today.

- **CHECKLIST**
  - ☐ A client or possible client has asked for registration documents
  - ☐ A bank or lender has asked for business documents or records
  - ☐ The work is now regular, not only now and then
  - ☐ I want to hire people, bring in a co-owner or take on bigger contracts
  - ☐ My type of work may need a licence, permit or industry registration (e.g. food, building, electrical work)

How to read your ticks

1. No ticks: keep building good records for now.
2. One or more ticks: use sections 2 and 3 to find your gaps.

2. Start your business readiness folder

A **readiness folder** is one place (a box file or a phone folder) where you keep the business information people ask for. Tick what you can do today.

- **CHECKLIST**
  - ☐ I have written down the name I trade under
  - ☐ I have written down who owns the business and who makes decisions
  - ☐ Recent quotes, invoices, receipts and proof of payment are in the folder, not only in WhatsApp or phone photos

3. What you were asked for, and who can answer

List each document someone asked for, and each question you still have about registration, tax, licences or permits. Then write who can answer it: CIPC (company registration), SARS (tax), your industry body or licensing office, or an accountant.

Document asked for, or question	Asked by	Have it? (yes / no)	Who can answer or issue it
e.g. Company registration documents	Property company	No	CIPC or an accountant

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Document asked for, or question	Asked by	Have it? (yes / no)	Who can answer or issue it
e.g. Do I need to register for VAT?	Me	No	SARS or a tax practitioner

NOTE

Registration does not replace records, tax or licences. A registered business can still have an expired permit or missing records.

4. Close one gap this week

Every "No" in the table is your next task, not a reason to stop. Choose the one that blocks a client, bank or lender first.

Next step

Gap I will close (e.g. phone CIPC about registering a company) _____

Who I will contact _____

By when (date) _____

When to redo this

Every six months, and each time a client, bank or lender asks for documents. Redo sections 1 and 3, because what the business needs changes as it grows.

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