

KEY COMPLIANCE AREAS FOR SMALL BUSINESSES

As a small business operating in NSW you must comply with all relevant legal and regulatory requirements. This **Fast Fact Sheet** identifies key compliance topics and the government agencies that you may contact for assistance, using an interpreter if needed.

Topic	What does it relate to?	Where can I find more information?
Tax	When operating a business in Australia, you must comply with various tax requirements, including registrations, reporting income and business expenses, meeting payroll tax obligations, and keeping certain business records.	Australian Taxation Office Ph: 13 28 66 www.ato.gov.au Office of State Revenue Ph: (02) 9689 6200 www.osr.nsw.gov.au
Business registration	Whether you run a small business under a business name or as a registered company, you must comply with business name laws and may need to comply with corporations law.	Australian Securities and Investments Commission Ph: 1300 300 630 www.asic.gov.au
Intellectual property	It is important to identify your business's intellectual property assets, including your business's name and any inventions, brands or logos, and to take steps to protect those assets.	IP Australia Ph: 1300 651 010 www.ipaustralia.gov.au
Licences	There are many business licences, permits and registrations that can be required, depending on the nature of your business.	Service NSW Ph: 13 77 88 www.service.nsw.gov.au
Trading days and hours	If you operate a shop, you should be aware of the restrictions on trading on certain days and during specific hours.	NSW Industrial Relations Ph: 13 16 28 www.industrialrelations.nsw.gov.au
Employment	If you employ people, you have several obligations to fulfil, including providing mandatory minimum conditions and pay, and keeping certain records.	Fair Work Ombudsman Ph: 13 13 94 www.fairwork.gov.au
Work health and safety	You are responsible for providing a healthy and safe working environment for any people who work for you, as well as people who come into contact with your business.	WorkCover NSW Ph: 13 10 50 www.smallbusiness.workcover.nsw.gov.au
Workers compensation insurance	If you employ people, you need to have workers compensation insurance for your employees, in case they are injured or become ill in the workplace.	WorkCover NSW Ph: 13 10 50 www.smallbusiness.workcover.nsw.gov.au
Consumer law	When operating a business you need to understand and comply with laws and codes of practice that ensure fair trading in the marketplace.	NSW Fair Trading Ph: 13 32 20 www.fairtrading.nsw.gov.au