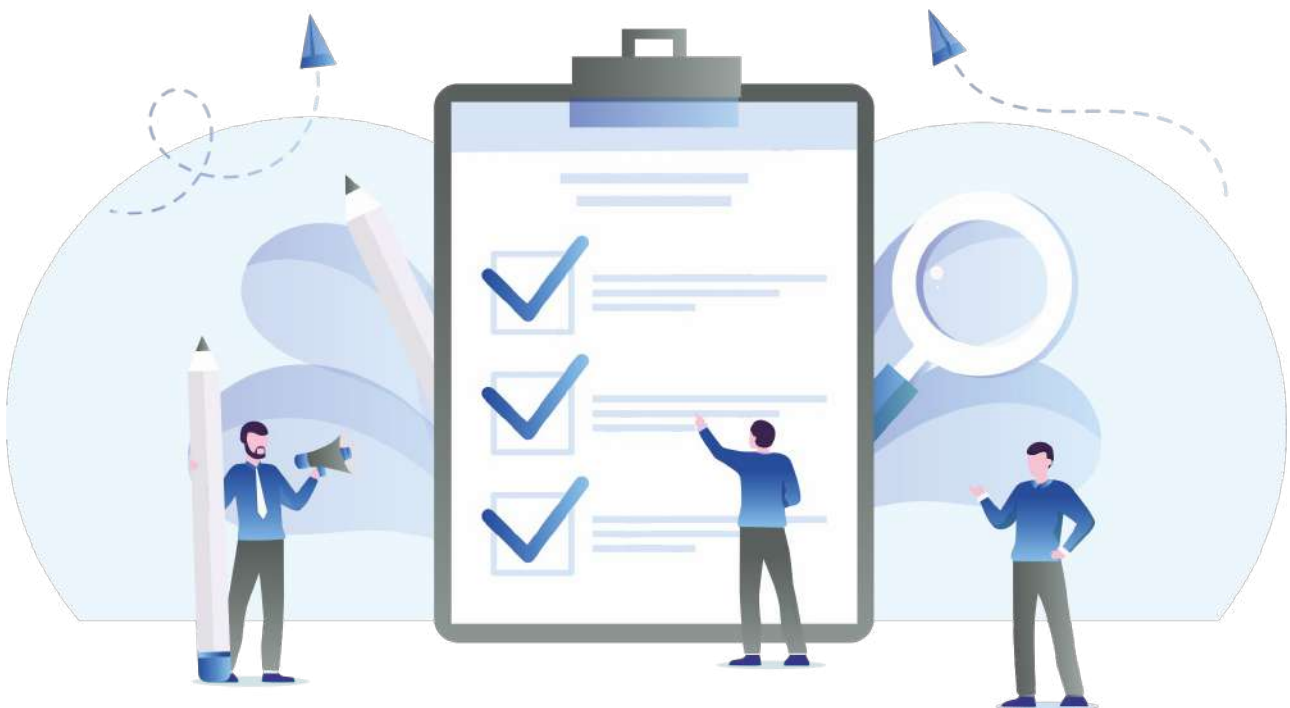





# Visa Documents Checklist

State or Territory Sponsored Business Owner visa (subclass 892)



Pathway Education & Visa Services

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## Applicant's Personal Details

### > Passport

 Required  Original

Current passport all Pages are required. Provide colour copies of the pages of your current passport showing your photo, personal details, and passport issue and expiry dates.

### > National Identity Document

 Recommend  Original

All applicants, who hold a national identity card, must provide a valid and current National Identity Card.

## Evidence of Change of Name

### > Marriage Certificate or Deed Poll Certificate (Proof of change of name)

 Recommend  Original

If anyone in the application has changed his or her name, certified copies of documents verifying the name change. Documents that prove a change of name include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority • documents that show other names you have been known by • If you have been married, widowed, divorced or permanently separated, provide proof such as marriage certificates, • divorce documents, birth certificate, separation documents or statutory declarations.

## Visa Application Forms

### > Form 1217 Business Skills profile: Business Owner (Residence)

 Required  Original

You must provide with your application a completed Form 1217 Business Skills profile: Business Owner (Residence)

### > Personal particulars for assessment including character assessment [Form 80]

 Recommend  Original

Provide Personal particulars for assessment including character assessment

### > Additional personal particulars information [Form 1221]

 Recommend  Original

Provide Additional personal particulars information



Required Original

### An overview of your business career and intentions in Australia

Provide an overview of your business career in Australia. This should include a statement outlining your business activities. Also give DHA a short summary of how you meet the business eligibility for the Business Owner visa. Your summary should be 2 pages or less and explain:

- your ownership interest in your business(es) in Australia and length of ownership
- your Australian business activities
- your management role over the 2 years before applying

Your summary should also include information about assets, turnover and employees. The information should cover the 12 months before you apply. Please give DHA information about:

- your net business assets in Australia
- your net personal assets in Australia
- business turnover
- the number of people you employed
- the citizenship status of those employees and relationship to you, if any

### Business Documents

Required Original

Ownership of a main business or main businesses To prove your legal ownership of the business, include all the items below that apply:

- a complete certified copy of your partnership, trust or franchise agreement with evidence of associated stamp duty payment (where applicable)
- current and historical ASIC extract, with copies of any changes lodged with ASIC for the 2 years immediately before you submit your visa application
- evidence of your share issue, purchase or transfer showing the date of ownership and evidence of stamp duty paid or ASIC registration
- evidence of an Australian Business Number (ABN) for each business claimed covering the 2 years before lodging your visa application
- business or company name registration
- lease agreements for the business from the date you acquired it and copies of subsequent transfers or renewals up until date you submit your visa application

Legal purchase of businesses If you bought the business or businesses, provide documentary evidence of all applicable items below:

- purchase contract
- transfer of funds between your personal and company bank accounts
- invoices, payment receipts or bank statements relating to the sale
- settlement statements relating to buying the business (or businesses)
- evidence of stamp duty paid

If you established the business or businesses, include documentary evidence of all applicable items below:

- evidence of payment for tenancy fit out or property, plant and equipment
- evidence of entering into a new franchise agreement
- lease agreement associated with the business premises

### Evidence of business ownership

Required Certified

This can include:

- full company extract or certificate of incorporation
- shareholder certificate lodged with the Company Registrar, showing your share of capital annual return of the business
- memorandum and articles of association
- certificate of business registration, business licence or business names extract for the business
- franchise agreement, company registrar, or share transfer documents
- partnership agreements between all partners

If your business is a trust, provide full trust deed and amendments (including the names of all trustees and beneficiaries at the time the trust was formed).

### Business turnover

Required Original

Provide a full set of financial statements for the business:

- for 2 of the 4 fiscal years before we invited you to apply for this visa
- prepared by an independent accountant to International Accounting Standards
- which includes a balance sheet, profit and loss statement and notes to the accounts

Turnover claims must be further supported by submitted VAT or Income Tax Returns for the business.

### Organisational chart and Photographs of the business premises

Provide a one-page organisational chart for each business claimed. The chart should cover the 2 years before you apply and show: • your position • staff attribution • management reporting lines • functional responsibilities Also give us photos of business premises and business activities (maximum 6 photos).

> **Management in the main business or businesses** ✔ Required    📄 Original

You must prove that you: • contributed to the day-to-day management of your nominated main business or businesses • made decisions that affected the direction and performance of the business in the 2 years immediately before you apply Evidence may include • documents prepared or signed by you (supplier contracts, credit applications, eftpos or merchant agreements, insurance policy agreements, employment contracts) • copies of Food Assessment reports • copies of emails, letters, faxes between you and third parties • documents from customers or suppliers addressed to you • statements or references from customers, suppliers, neighbouring businesses, or landlord • a copy of your business' bank authority confirming you as a signatory • documents showing any repair or maintenance work you have managed • council registration and any applicable licenses • business insurance papers • employee PAYG summaries • export shipping summary sheet together with associated evidence for each export if applicable • photos of your business premises and activities If you spent more than 6 weeks overseas during the 2-year period, you must tell us how you managed the business during this period. It is important that you provide all documents and evidence that best supports your claims as processing may be delayed when excessive inconsequential documents are provided. The evidence provided must directly link your management to that of the claimed business and must support activity over the specified period, including periods when you may have been absent from Australia. General correspondence etc, addressed to the company with no reference to you may not be sufficient to demonstrate that this requirement.

> **Evidence of the Employees working in the Business** ✔ Required    📄 Original

For the 12-month period immediately before you apply, show us that your business employed at least 2 employees or part time employees equivalent to 2 full-time employees. Their employment must be equivalent to 2 full-time employees, each working at least 30 hours a week. Employees must have been paid at the federal minimum wage or Award rate. Evidence of employees should include: • hourly wage rates and hours worked • wage books • the most recent PAYG summary for each employee • 3-4 payslips for each employee showing salary details during the relevant 12 month period • employment agreements or contracts workers compensation • statements from your employees' superannuation provider confirming contributions made by you for the 12 months immediately before you applied for the visa • evidence of the business' workers compensation cover Also provide evidence that those employees are Australian citizens, permanent residents or New Zealand passport holders. Evidence can include: • passport • birth certificate • citizenship certificate

> **Business and Personal Assets** ✔ Required    📄 Original

To meet the business and personal assets requirement, provide evidence of combined business and personal assets in Australia equalling no less than AUD250,000 owned by you, your spouse or de facto partner. These can be held together or separately throughout the 12 months ending immediately before you apply for this visa. Use the same 2 dates for calculating both net personal assets and business assets that you used for the business assets requirement. Please provide a 1-page summary statement outlining all your assets and liabilities. Liabilities can include mortgages, credit cards, and loans (including unsecured and third party loans). Note: if claims are not proven by the audited financial statements, or with other evidence recommended above, they may not be accepted. A decision on the visa application may be made without requesting additional documents or information.

## 📄 Character Documents

## > Australian Federal Police Check

 Required  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

## > Overseas Police Clearance Certificate

 Recommend  Original

1) An overseas police certificate from every country, including your home country, where you spent a total of 12 months or more in the last 10 years since you turned 16 2) Military service records or discharge papers if you served in the armed forces of any country

## ⊙ Other Documents

### > Curriculum Vitae or Resume

 Recommend  Original

Your curriculum vitae or résumé should include full employment and educational history, including dates and positions held.

## ⊙ Health Assessment

### > Medical Examination

 Required  Certified

The results of your health assessment are usually valid for 12 months. If we ask you to sign a health undertaking, they are valid for 6 months.

## SECONDARY APPLICANT

## ⊙ English Language Ability Test

### > Evidence of English Ability

 Recommend  Original

Provide proof your dependent has functional English. If you can't show DHA your dependent has functional English, you will need to pay the second installment of the visa application charge when DHA ask you to. Acceptable English Test are: 1) IELTS Academic 2) PTE Academic 3) TOEFL iBt 4) Cambridge English: Advanced 5)Occupational English Test (OET)

## ⊙ Applicant's Personal Details

### > Passport

 Required  Original


Current passport all Pages are required. Provide colour copies of the pages of your current passport showing your photo, personal details, and passport issue and expiry dates.

## > National Identity Document

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## ⊙ Evidence of Change of Name

>  Recommend  Original

### Marriage Certificate or Deed Poll Certificate (Proof of change of name)



If anyone in the application has changed his or her name, certified copies of documents verifying the name change. Documents that prove a change of name include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority • documents that show other names you have been known by • If you have been married, widowed, divorced or permanently separated, provide proof such as marriage certificates, • divorce documents, birth certificate, separation documents or statutory declarations.

## ⊙ Visa Application Forms

>  Recommend  Original

### Personal particulars for assessment including character assessment [Form 80]


Provide Personal particulars for assessment including character assessment

>  Recommend  Original

### Additional personal particulars information [Form 1221]

Provide Additional personal particulars information



## ⊙ Other Documents

>  Recommend  Original

### Curriculum Vitae or Resume

Your curriculum vitae or résumé should include full employment and educational history, including dates and positions held.

## ⊙ Relationship Document

>  Recommend  Original

### Marriage Certificate or Divorce Certificate or Separation Document or Statutory Declaration or Death Certificate

Evidence of your relationship with your spouse/de facto partner include a copy of your marriage certificate, Death certificate, Divorce Certificate, Separation Document or Statutory Declaration or other evidence of family composition.

## > Marriage Photographs

 Recommend  Original

Evidence of Marriage Photographs performing the ceremony.

## CHILD APPLICANT

### ◎ Visa Application Forms

#### > Parental Consent Form [Form 1229]

 Recommend  Original

If you have a child under the age of 18 included in the visa application and one or both parents (or legal guardians) are not applying for an Australian visa, both parents will need to complete and sign the Form 1229 - Consent form to grant an Australian visa to a child under the age of 18 years. If you have sole custody of the child/ren, provide evidence such as a court order.

#### > Required Original

#### Details of a child or other dependent family member aged 18 years or over [Form 47a]

Provide Details of a child or other dependent family member aged 18 years or over

### ◎ English Language Ability Test

#### > Evidence of English Ability

 Recommend  Original

Provide proof your dependent has functional English. If you can't show DHA your dependent has functional English, you will need to pay the second installment of the visa application charge when DHA ask you to. Acceptable English Test are: 1) IELTS Academic 2) PTE Academic 3) TOEFL iBt 4) Cambridge English: Advanced 5) Occupational English Test (OET)

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#### > Birth Certificate or Adoption Letter (if applicable)

 Recommend  Original

For every dependant 18 years old or younger who are applying with you, provide: - Copies of birth certificates or the family book showing the names of both parents of all your dependent children - copies of the adoption paper, if applicable.

## 🕒 Evidence of Change of Name



### Marriage Certificate or Deed Poll Certificate (Proof of change of name)

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