



About this form

Important – Please read this information carefully before you complete your survey. Once you have completed your survey we strongly advise that you keep a copy for your records.

This form should only be completed by people who hold a Business Skills (Provisional) or Business Talent (Migrant) or Business Skills (Residence) visa or Business Skills (Migrant) visa. It should only be completed when you are instructed to do so by the Department of Immigration and Citizenship (the department).

The Australian Government encourages people from overseas with business expertise and a successful business background to come to Australia in order to contribute their expertise to the Australian economy. The Business Skills visa under which you were granted your visa, provides such an avenue.

The Australian Government expects that after a period of time in Australia, people granted a Business Skills (Migrant), Business Talent (Migrant) and Business Skills (Residence) visa, will provide valuable input to the Australian economy by becoming actively involved as owners or part owners at a senior level in business which does one or more of the following:

- develop links with international markets;
- create or maintain employment;
- export Australia's goods and/or services;
- substitute for goods and services currently imported to Australia;
- introduce new or improved technology;
- add to commercial activity and competitiveness in sectors of the Australian economy.

As evidence of your business activities, you are required to provide the department with supporting documents. Examples of evidence that you may provide in support of this monitoring program is available from the department's website www.immi.gov.au/skilled/

Options for receiving written communications

You may authorise another person to receive all communications, both written and electronic, about your Business Skills visa (eg. monitoring and, where appropriate, cancellation) from the department. You will be taken to have received any documents sent to that person as if they had been sent to you.

For an explanation of what a migration agent or exempt agent or authorised recipient can do please read the sections below.

To change or end the appointment of your migration agent or exempt agent or authorised recipient you must promptly advise the department in writing. You can do this by using form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your application with the department.

To appoint a recipient you will need to complete **Part E Communication options** and **Part F Agent or authorised recipient details and consent** in this form. The agent or authorised recipient will need to sign at **Part F**.

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

If you have a migration agent acting on your behalf in relation to your Business Skills visa, you need to complete **Part E Communication options** and **Part F Agent or authorised recipient details and consent**. The agent or authorised recipient will need to sign at **Part F**.

Appointing a migration agent to act on your behalf includes authorising the department to:

- discuss your Business Skills visa (eg. monitoring and, where appropriate, cancellation) with the agent and seek further information from them; and
- send your agent written communications about your Business Skills visa (eg. monitoring and, where appropriate, cancellation) that would otherwise have been sent to you.

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Exempt agents

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a sponsor or nominator for this visa application;
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Partner

'**Partner**' means your spouse or de facto partner (including same-sex partners).

Further information on migration agents

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.mara.gov.au

You can also access information about migration agents on the department's website www.immi.gov.au

Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way.

To process your survey the department may need to communicate with you about sensitive information, for example, your business activities in Australia. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on the form to indicate their consent to this form of communication.

About the information you give

The department is authorised to collect information provided on this form under Section 137 of the *Migration Act 1958*. The information provided will be used by the department in aggregate format to assess whether or not the business skills class visa is meeting the objectives outlined above. It will help the department to identify whether, in an overall sense, the category has been successful. The information will also be used on an individual basis to verify your efforts to engage in business which is a requirement of your visa, to monitor the conduct of migration agents, or for ensuring compliance with the Migration Act.

The information you provide may also be disclosed to other agencies or third party providers which are authorised by law to request specific information relating to business skills, health assessment, health insurance, health services, law enforcement, payment of pensions and benefits, border control, citizenship, education, taxation, review of decisions and regulation of migration agents.

Information form 993i *Safeguarding your personal information*, available from offices of the department, gives details of agencies to which your information might also be disclosed. Form 993i is available from the department's website www.immi.gov.au/allforms/

The state/territory economic development department that sponsored your visa application is interested in the information you provide in this survey. Your agreement is sought to provide a copy of this completed survey to the sponsoring government agency. Please note that providing this information to your state/territory sponsor will not affect your visa status and state/territory governments respect and are bound by privacy principles.

The department has authority under the *Migration Act 1958* to collect a range of personal identifiers from non-citizens in certain circumstances. For more detailed information you should read information form 1243i *Your personal identifying information*, which is available from the department's website www.immi.gov.au/allforms/

'Certified copies' of documents mean copies authorised or stamped as being true copies of originals by a person or agency recognised by the law of your country. In Australia, they must be certified by a Justice of the Peace or Commissioner for Declarations or by a person before whom a statutory declaration may be made.

Please answer all questions as fully and accurately as possible.

The completed survey form should be returned to the address below. This survey form, along with further information about the monitoring process, can be found under information for business people at www.immi.gov.au/skilled/

If you wish to contact us directly, please e-mail us at wa.bss@immi.gov.au

or write to us at:

Perth Business Skills Processing Centre
Department of Immigration and Citizenship
Locked Bag 7
NORTHBRIDGE WA 6865

Please note that you signed a declaration at the time of visa application, acknowledging that you are required to participate in the monitoring of your business activities, including keeping the department advised of your current address and completing regular surveys. The *Migration Act 1958* provides the power to impose penalties if you provide false information or if you fail to return this form by the due date without a reasonable excuse. At present, the penalty is a fine of AUD1,000 or up to AUD5,000 if you are convicted in court. If fined you will still be required to complete and return your form. Further penalties may apply if your form remains unreturned.

Thank you for your cooperation. Your time and effort is greatly appreciated.

Home page www.immi.gov.au

General enquiry line Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference

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Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Part A – Your details

1 Full name

Family name

Given names

2 Date of birth

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|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

3 Date of initial entry into Australia

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|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

4 Number of days spent in Australia since initial entry

5 Current residential address

6 Current address for correspondence
(If the same as your residential address, write 'AS ABOVE')

7 Current contact numbers

Office hours

| | | |
|--------------|-----------|--------|
| COUNTRY CODE | AREA CODE | NUMBER |
| () | () | |

After hours

Fax number

E-mail address

8 Provide the name and residential address for your spouse or de facto partner
(If the address is the same as in Question 5, write 'AS ABOVE')

Name of spouse or de facto partner

Residential address

Name of dependant 1

Address

Name of dependant 2

Address

Name of dependant 3

Address

If there are more than 3 dependants 18 years or over, please attach a separate sheet to this form with further details.

9 Provide the current value of your assets in Australia for each of the following

Funds/cash at bank

Investments

Personal effects

Business and capital equipment
(include machinery, equipment, copyrights, trademarks and patents)

Total value of assets in Australia

Please attach a completed and signed Asset Liabilities Statement with this form.

10 What is the value of your assets in each state and territory of Australia?

| | |
|-----|-----|
| ACT | AUD |
| NSW | AUD |
| NT | AUD |
| QLD | AUD |
| SA | AUD |
| TAS | AUD |
| VIC | AUD |
| WA | AUD |

BUSINESS ONE

20 Describe your business activity

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21 How did you initially identify your business?

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22 What were the 3 key reasons why you became involved with the business?

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23 How many people are **currently** employed in the business?

| | Family | Other |
|---------------------------------------|----------------------|----------------------|
| Full-time (30 hours a week or more) | <input type="text"/> | <input type="text"/> |
| Part-time (less than 30 hours a week) | <input type="text"/> | <input type="text"/> |

24 If you purchased an existing business how many new staff have been employed?

| | Family | Other |
|---------------------------------------|----------------------|----------------------|
| Full-time (30 hours a week or more) | <input type="text"/> | <input type="text"/> |
| Part-time (less than 30 hours a week) | <input type="text"/> | <input type="text"/> |

25 What type of roles are they employed in?

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26 How many hours do you usually work in the business?

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| | hours |
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27 What is your position title, role and main duties in the business?

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BUSINESS TWO (if applicable)

Describe your business activity

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How did you initially identify your business?

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What were the 3 key reasons why you became involved with the business?

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How many people are **currently** employed in the business?

| | Family | Other |
|---------------------------------------|----------------------|----------------------|
| Full-time (30 hours a week or more) | <input type="text"/> | <input type="text"/> |
| Part-time (less than 30 hours a week) | <input type="text"/> | <input type="text"/> |

If you purchased an existing business how many new staff have been employed?

| | Family | Other |
|---------------------------------------|----------------------|----------------------|
| Full-time (30 hours a week or more) | <input type="text"/> | <input type="text"/> |
| Part-time (less than 30 hours a week) | <input type="text"/> | <input type="text"/> |

What type of roles are they employed in?

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How many hours do you usually work each week in the business?

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| | hours |
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What is your position title, role and main duties in the business?

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BUSINESS ONE

28 Is the ownership interest of you and your immediate family in the business less than 100%?

No

Yes What is your and your family's ownership interest? %

Name of other owner 1

Their ownership interest

 %

Position title

Roles and duties in the business

Name of other owner 2

Their ownership interest

 %

Position title

Roles and duties in the business

29 What is the value of assets you have invested in the business to date?

 AUD

30 What is the current net asset value of the business including any paid up capital and less any liabilities?

 AUD

31 Provide the following business details

Annual sales AUD

Annual expense AUD

Extraordinary items AUD

Profit before tax AUD

Attach a copy of the business's latest financial statements.

32 Are you engaged in any form of export business activities?

No

Yes Describe goods or services being exported

Annual value of your export sales AUD

BUSINESS TWO (if applicable)

Is the ownership interest of you and your immediate family in the business less than 100%?

No

Yes What is your and your family's ownership interest? %

Name of other owner 1

Their ownership interest

 %

Position title

Roles and duties in the business

Name of other owner 2

Their ownership interest

 %

Position title

Roles and duties in the business

What is the value of assets you have invested in the business to date?

 AUD

What is the current net asset value of the business including any paid up capital and less any liabilities?

 AUD

Provide the following business details

Annual sales AUD

Annual expense AUD

Extraordinary items AUD

Profit before tax AUD

Attach a copy of the business's latest financial statements.

Are you engaged in any form of export business activities?

No

Yes Describe goods or services being exported

Annual value of your export sales AUD

BUSINESS ONE

33 Are you involved in any form of import business activities?

No

Yes Describe goods or services being imported

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Annual value of your import purchases

34 Please comment on the overall positive outcomes achieved for the Australian economy by you acquiring this business

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35 What have been your top 3 key management contributions to the business?

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36 What is your vision for this business in the coming 5 years?

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Please include 3 photographs of your business

- 1) *External photograph of your business*
- 2) *Internal photograph of our business*
- 3) *Photograph of your products and or services*

BUSINESS TWO (if applicable)

Are you involved in any form of import business activities?

No

Yes Describe goods or services being imported

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Annual value of your import purchases

Please comment on the overall positive outcomes achieved for the Australian economy by you acquiring this business

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What have been your top 3 key management contributions to the business?

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What is your vision for this business in the coming 5 years?

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Please include 3 photographs of your business

- 1) *External photograph of your business*
- 2) *Internal photograph of our business*
- 3) *Photograph of your products and or services*

Authorised recipient details

Title: Mr Mrs Miss Ms Other

Family name

Given names

Business name

Business address

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|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| POSTCODE |

Contact numbers

Office hours

| COUNTRY CODE | AREA CODE | NUMBER |
|--------------|-----------|--------|
| () | () | |

Fax number

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E-mail address

Consent

I understand and accept that I am the person appointed by the visa holder to receive all written and electronic communications and act on their behalf.

Signature of authorised recipient

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| <input type="text"/> |
|----------------------|

Date

| DAY | MONTH | YEAR |
|-----|-------|------|
| / | / | |

