



Australian Government

Department of Immigration and Citizenship

## Business Owner (Provisional) Visa (Subclass 160)

### Application Document Checklist

#### Republic of Korea

This checklist is to assist you in lodging a fully documented application at the Perth Business Skills Processing Centre.

Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.

**See:** [Booklet 7](#) Business Skills Entry

More information about this visa is available.




**See:** [About this Visa](#)



You should ensure that you lodge a complete visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

**Note:** The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

It is important that you folio and present all documents in the order outlined below. It is essential that the pages are numbered from the bottom up. Please use subdividing tabs/flags in your application wherever the flag symbol (🚩) is shown.

**After completing this checklist, please attach it to the front of your application.**

1. Fees, forms and charges	Folio Numbers (Number folios from bottom up)
A completed Form 47BT. <b>See:</b> <a href="#">Form 47BT</a> <i>Application for a Business Skills (Provisional) visa.</i>	
A completed Form 1136 <b>See:</b> <a href="#">Form 1136</a> <i>Business Skills Profile: Business Owner and State/Territory Sponsored Business Owner (Provisional)</i>	
Visa application charge. <b>See:</b> <a href="#">Business Development visa charges</a>	
2. Business documents	
a) Overview of your business career and intentions in Australia Provide details if any of your businesses have operated at a loss or is/has been subject to insolvency, receivership or liquidation.	
b) Evidence of business ownership: <ul style="list-style-type: none"> <li>• Business registration certificate</li> <li>• Evidence of share of ownership. This may include:               <ul style="list-style-type: none"> <li>– evidence of purchase</li> <li>– Statement of Stock Movement for each of the two out of four fiscal years prior to application nominated (if a Limited Company)</li> <li>– Business Registration Certificate (if sole proprietorship)</li> <li>– Business Registration Certificate (if partnership)</li> <li>– partnership/trust/franchise agreements.</li> </ul> </li> </ul>	
c) Evidence that you have participated in the day to day management of the business for two of the four fiscal years prior to application, which may include: <ul style="list-style-type: none"> <li>• business contracts</li> <li>• minutes of meetings</li> <li>• documents initiated or authorised.</li> </ul> Evidence needs to demonstrate involvement in decisions about the management of the whole or substantial part of the business and responsibility for such areas as strategic management, recruitment, price structure, business profitability, expenditure.	
d) Financial statements for your business, prepared by an independent accountant to International Accounting Standards, including balance sheet, profit and loss statement and notes to the accounts. Financial statements must be provided for two of the four fiscal years prior to application.	
e) Other business documents: <ul style="list-style-type: none"> <li>• one page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities</li> <li>• photos of business premises and business activities (maximum six photos)</li> </ul>	

<b>3. Net assets of you and/or your partner (spouse or de facto) available for transfer within two years of grant</b>	
<p>A one page summary statement outlining:</p> <ul style="list-style-type: none"> <li>all assets and liabilities on a single day in the three months preceding your application</li> <li>details of how those assets were acquired (source of funds).</li> </ul>	
<p>Evidence of ownership and net value of total assets (minimum AUD800 000 of assets, excluding liabilities, must be demonstrated, plus further assets sufficient to settle in Australia).</p> <p><b>You must include evidence of liabilities (if any) against each asset (for example mortgages, loans including unsecured and third party loans, and credit cards).</b></p> <p>If you want to include assets held by a trust, you must include a copy of the trust deeds.</p>	
<p>i. For cash assets:</p> <ul style="list-style-type: none"> <li>bank statements (Certificate of Deposit Balance), on a single day in the three months preceding your application. All Certificate of Deposit Balances must have the same date of issue.</li> </ul>	
<p>ii. For real estate assets:</p> <ul style="list-style-type: none"> <li>evidence of ownership (Property Registration Certificate, Sales Agreement of Real Estate)</li> <li>evidence of value (valuation certificate by an accredited property valuer) <b>Note:</b> Valuations by real estate agents who are not accredited property valuers are generally not acceptable</li> <li>lease Contract and evidence of the lease bond being refundable.</li> </ul>	
<p>iii. For business net assets:</p> <ul style="list-style-type: none"> <li>evidence of ownership and value as outlined at 2(b) and 2(c). (Cross reference folios to 2(b) and 2(c) where applicable).</li> </ul>	
<p>iv. For personal or business loans:</p> <ul style="list-style-type: none"> <li>loan agreements, loan statements indicating amount borrowed and repayment schedule, listed in business balance sheet (if loan to/from a business).</li> </ul>	
<p>v. For stocks and bonds:</p> <ul style="list-style-type: none"> <li>share or bond registers, share/fixed interest securities/debentures certificates, transfer certificates, market value.</li> </ul>	
<b>4. Other documents</b>	
<a href="#">Form 927</a> State/Territory Notification: Business Skills Class	
Results of an IELTS test, taken by you not more than 12 months prior to application.	
<b>5. Personal documents</b>	
Certified copies of passport or travel documents of all persons included in the application.	
A completed form 47A for each dependand aged 18 years or over. <b>See:</b> <a href="#">Form 47A</a> Details of child or other dependent family members aged 18 years or over	
Evidence of dependency for all dependants aged 18 or over.	

<p>Family Census Register showing:</p> <ul style="list-style-type: none"> <li>names and birth dates for all persons included in the application</li> <li>details of marriage, divorce or having been widowed</li> <li>evidence of any name change</li> <li>adoption of any children.</li> </ul>	
Household Resident Register and Individual Resident Register.	
If you are living in a de facto relationship, independent evidence that you have been in the relationship for at least 12 months (for example joint bank statements, billing accounts in joint names).	
If any dependant child included in the application is adopted, certified copies of the adoption papers.	
Certified copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents are included in the application.	
<p>For each dependant aged 18 years or over, evidence of English language proficiency:</p> <ul style="list-style-type: none"> <li>if applicant has functional English or higher - provide results of an IELTS test taken not more than 12 months before application or alternative evidence</li> <li>if applicant has less than functional English – provide declaration.</li> </ul>	
<p>Four recent passport sized photographs (45mmx35mm) of anyone included in the application.</p> <ul style="list-style-type: none"> <li>These should be of the head and shoulders only against a plain background.</li> <li>Print the name of the person on the back of each photograph.</li> </ul>	
<p>Form 80 for each person included in the application aged 16 years or over</p> <p><b>See:</b>  <a href="#">Character and Penal Clearance Requirements</a>  <a href="#">Form 80</a> <i>Personal particulars for character assessment</i></p>	<p>1-</p> <p>(Start folio numbers here)</p>