



Australian Government

Department of Immigration and Citizenship

Business Owner (Provisional) Visa (Subclass 160)

Application Document Checklist

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.

If you usually reside in the Republic of Korea please use the country specific checklist.

See: www.immi.gov.au/skilled/business/160/how-to-apply-korea.htm

If you usually reside in the People's Republic of China (including Hong Kong and Macau), please find the checklist on the website of the Australian Consulate-General Hong Kong.



See: www.hongkong.china.embassy.gov.au/

If you usually reside in Taiwan, please find the checklist on the website of the Australian Commerce and Industry Office Taipei.

See: www.australia.org.tw/

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. See: Form 47BT <i>Application for a Business Skills (Provisional) visa.</i>	✚
A completed Form 1136 See: Form 1136 <i>Business Skills Profile: Business Owner and State/Territory Sponsored Business Owner (Provisional)</i>	✚
Visa application charge. See: Business Development Visa Charges	
2. Business documents	✚
<p>a) Overview of your business career and intentions in Australia.</p> <p>Provide details if any of your businesses have operated at a loss or is/has been subject to insolvency, receivership or liquidation</p>	
<p>b) Evidence of business ownership:</p> <ul style="list-style-type: none"> • Business registration certificate or licence • Evidence of share of ownership. This may include: <ul style="list-style-type: none"> – evidence of purchase – share registers/ company registers/ share transfer documents – historical company extracts – annual returns of directors and shareholders – partnership/trust/franchise agreements. 	
<p>c) Evidence that you have participated in the day to day management of the business for two of the four financial years prior to application, which may include:</p> <ul style="list-style-type: none"> • business contracts • minutes of meetings • documents initiated or authorised. <p>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.</p>	
<p>d) Extracts from 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.</p>	
<p>e) Other business documents:</p> <ul style="list-style-type: none"> • one page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities • photos of business premises and business activities (maximum six photos) 	

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

<p>If you or anyone included in the application is, or has been married, certified copies of the marriage certificate(s). 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 account statements, billing accounts in joint names).</p>	
<p>If you or anyone included in the application has been permanently separated, divorced or widowed, a certified copy of a statutory declaration/separation certificate, divorce decree absolute or the death certificate of the deceased partner (as appropriate).</p>	
<p>If anyone in the application has changed their name (for example by marriage or deed poll), a certified copy of evidence of the name change.</p>	
<p>If any dependant child included in the application is adopted, certified copies of the adoption papers.</p>	
<p>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>	
<p>For each dependant aged 18 years or over, evidence of English language proficiency. If applicant has functional English or higher - provide results of an IELTS test taken not more than 12 months before application or alternative evidence as outlined in booklet 7. If applicant has less than functional English – provide declaration. See: Booklet 7 Business Skills Entry</p>	
<p>Four recent passport sized photographs (45mmx35mm) of anyone included in the application.</p> <ul style="list-style-type: none"> • These should be of the head and shoulders only against a plain background. • Print the name of the person on the back of each photograph. 	
<p>If you have served in the armed forces of any country, certified copies of military service record or discharge papers. See: Character and Penal Clearance Requirements</p>	
<p>Form 80 for each person included in the application aged 16 years or over See: Character and Penal Clearance Requirements Form 80 Personal particulars for character assessment</p>	<p>1- (Start folio numbers here)</p>