



Australian Government
Department of Immigration and Citizenship

**Senior Executive (Provisional) Visa
(Subclass 161)**

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/161/how-to-apply-korea.htm




If you usually reside in the People's Republic of China (including Hong Kong and Macau), please use 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 use 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>	
Complete Form 1137 See: Form 1137 <i>Business Skills Profile: Senior Executive and State/Territory Sponsored Senior Executive (Provisional)</i>	
Visa application charge. See: Business Development Visa Charges	
2. Business documents	
a) Overview of your business career and intentions in Australia. *Provide details if any business in which you have been a senior executive has operated at a loss or is/has been subject to insolvency, receivership or liquidation.	
b) Evidence of a major business: <ul style="list-style-type: none"> • extracts, company certified, from published annual report, or audited financial statements, showing balance sheet and profit and loss statement of the company for at least two of the four fiscal years prior to application. 	
c) Evidence of management role and responsibilities: <ul style="list-style-type: none"> • extract, company certified, from annual reports or business organisational chart issued by the human resources area of the business, showing staff attribution, management lines and functional responsibilities. Chart should show all top levels including Board of Directors, Directors, Divisional Heads, etc • letter of appointment to the position or contract of employment • evidence of remuneration - contract of employment or personal tax records • work reference from employer indicating range of responsibilities and management reporting lines. 	
3. Net assets of applicant and/or partner (spouse or de facto) available for transfer within two years of grant	
A one page summary statement outlining: <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). 	

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). You must include evidence of liabilities (if any) against each asset (for example mortgages, loans including unsecured and third party loans, credit cards). If you want to include assets held via a trust, you must include a copy of the trust deeds.	
i) For cash assets: <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. 	
ii) For real estate assets: <ul style="list-style-type: none"> evidence of ownership - title deeds; evidence of value - valuation certificate by an accredited property valuer. (Valuations by real estate agents who are not accredited property valuers are generally not acceptable). 	
iii) For business net assets <ul style="list-style-type: none"> evidence of ownership and value as outlined above at 2(b) and 2(c). (Cross reference folios to 2(b) and 2(c) where applicable). 	
iv) For personal or business loans: <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). 	
v) For stocks and bonds: <ul style="list-style-type: none"> share or bond registers, share/fixed interest securities/debentures certificates, transfer certificates, market value. 	
4. Other documents	
A complete Form 927. See: Form 927 <i>State/Territory Notification: Business Skills Class</i>	
Results of an IELTS test, taken by you not more than 12 months prior to application.	
5. Personal documents	
Certified copies of passport or travel documents of all persons included in the application.	
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>	
Evidence of dependency for all dependants aged 18 or over.	
Certified copies of birth certificates or the family book, showing names of both parents, for all persons included in the application.	
If you or anyone included in the application is or has been married, please provide certified copies of the marriage certificate(s). If you are living in a de facto relationship, please provide 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).	
If you or anyone included in the application has been permanently separated, divorced or widowed, please provide a certified copy of a statutory declaration/separation certificate, divorce decree absolute or the death certificate of the deceased partner (as appropriate).	
If anyone in the application has changed their name (for example by marriage or deed poll), please provide a certified copy of evidence of the name change.	

<p>If any dependant child included in the application is adopted, please provide 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, please provide evidence of English language proficiency.</p> <p>If applicant has functional English or higher - please 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.</p> <p>See: Booklet 7 Business Skills Entry</p>	
<p>Four recent passport sized photographs (45mm x 35mm) of yourself and any other person 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, please provide certified copies of military service record or discharge papers.</p> <p>See: Character and Penal Clearance Requirements</p>	
<p>All applicants must meet character requirements. Form 80 must be completed for each person included in the application aged 16 years or over.</p> <p>See: Character and Penal Clearance Requirements Form 80 Personal particulars for character assessment</p>	<p>1- (Start folio numbers here)</p>