



**Australian Government**  
**Department of Immigration and Citizenship**

**Investor (Provisional) Visa**  
**(Subclass 162)**

**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/162/how-to-apply-korea.htm](http://www.immi.gov.au/skilled/business/162/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](http://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](http://www.australia.org.tw)

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

Forms, fees 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>	
Complete Form 1139. <b>See:</b> <a href="#">Form 1139</a> <i>Business Skills Profile: Investor and State/Territory Sponsored Investor (Provisional)</i>	
Visa application charge. <b>See:</b> <a href="#">Business Development Visa Charges</a>	
Investment/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) If you are seeking to prove your management/ownership in a qualifying business, you should provide: <ul style="list-style-type: none"> <li>i) Statement of management for one of the five fiscal years preceding application, showing direct and continuous involvement in management of a business from day to day making decisions affecting the overall direction of the business.</li> </ul>	
<ul style="list-style-type: none"> <li>ii) Organisational chart of the business for the above year, showing direct management reporting lines and functional responsibilities.</li> </ul>	
<ul style="list-style-type: none"> <li>iii) Business registration certificate or licence.</li> </ul>	
<ul style="list-style-type: none"> <li>iv) Evidence of share of ownership. This may include               <ul style="list-style-type: none"> <li>• evidence of purchase; or</li> <li>• share registers/ company registers/ share transfer documents; or</li> <li>• historical company extracts; or,</li> <li>• annual returns of directors and shareholders; or</li> <li>• partnership/trust/franchise agreements.</li> </ul> </li> </ul>	
c) If you are seeking to prove your management/ownership/value of eligible investments (minimum AUD1.5m in eligible investments), you should provide: <ul style="list-style-type: none"> <li>i) Summary of eligible investments claimed for one of the five fiscal years preceding application, and their net value.</li> </ul>	
<ul style="list-style-type: none"> <li>ii) Summary statement of management of each eligible investment for the above period.</li> </ul>	

<p>iii) Evidence of management for the above period:</p> <ul style="list-style-type: none"> <li>• For ownership interest in a business - evidence that the applicant has measured the performance of the business or has been involved in the management of that business.</li> <li>• For loans to businesses - terms and conditions, interest rate, record of repayments.</li> <li>• For cash on deposit - knowledge of current interest rates and evidence of having monitored returns on this investment against other potential eligible investments.</li> <li>• For stocks and bonds - evidence that applicant has measured the performance of these assets.</li> <li>• For real estate - yield statements in terms of income from investment properties, cash flow statements and disbursements, records of property.</li> <li>• For gold and silver bullion - evidence of regular (at least twice yearly) valuations of bullion.</li> </ul>	
<p>iv) Evidence of ownership of each eligible investment for the above period:</p> <ul style="list-style-type: none"> <li>• For ownership in a business: <ul style="list-style-type: none"> <li>– evidence of purchase; or</li> <li>– share registers/ company registers/ share transfer documents; or</li> <li>– historical company extracts;</li> <li>– annual returns of directors and shareholders; or</li> <li>– partnership/trust/franchise agreements.</li> </ul> </li> <li>• For loans to a business – loan agreements, evidence that the loan is recorded in the financial statements of the debtor business.</li> <li>• For cash on deposit – bank statements.</li> <li>• For stocks and bonds – record of share transactions verified by stockbroker or stock exchange as at the end of the fiscal year.</li> <li>• For real estate – title deeds.</li> <li>• For gold or silver bullion – purchase contract from registered bullion dealer, independent confirmation that you still own the bullion and indicating where it is held (for security purposes).</li> </ul> <p>Each document should be clearly labelled identifying the eligible investment and cross-referencing the investment to the appropriate item in the Statement of Assets and Liabilities Position (SALP) in form 1139.  <b>See: <a href="#">Form 1139</a> Business Skills profile: Investor and State/Territory Sponsored Investor (Provisional)</b></p>	
<p>v) Evidence of <u>net</u> value of each eligible investment for the above period.</p> <p>You must include evidence of liabilities (if any) against each asset (for example mortgages, loans including unsecured and third party loans, credit cards).</p> <p>Each document should be clearly labelled identifying the eligible investment and cross-referencing the investment to the appropriate item in the Statement of Assets and Liabilities Position (SALP) in form 1139.  <b>See: <a href="#">Form 1139</a> Business Skills profile: Investor and State/Territory Sponsored Investor (Provisional)</b></p>	
<p><b>Net assets of applicant and/or partner (spouse or de facto) available for transfer within two years of grant</b></p>	
<p>A Statement of Assets and Liabilities Position (SALP) (see form 1139) completed to the end of the three consecutive fiscal years preceding application. You must include a fourth SALP as at the date of application if you lodge your application more than three months after the end of the fiscal year.  <b>See: <a href="#">Form 1139</a> Business Skills profile: Investor and State/Territory Sponsored Investor (Provisional)</b></p>	

<p>Evidence of ownership and value of assets (minimum \$2,250,000 of assets, excluding liabilities, must be demonstrated).</p> <p><b>You must include evidence of liabilities (if any) against each asset (for example mortgages, loans including unsecured and third party loans, credit cards).</b></p> <p>Evidence must be provided for <b>each point in time</b> as per the Statement of Assets and Liabilities Position (SALP) in form 1139. Each document must be clearly labelled identifying the asset and cross-referencing it to the SALP.</p> <p>If you wish to include assets held via a trust, you must include a copy of the trust deeds.  <b>See: <a href="#">Form 1139 Business Skills profile: Investor and State/Territory Sponsored Investor (Provisional)</a></b></p>	
<p>i) For cash assets: bank statements on a single day for each point in time nominated on your SALP.</p>	
<p>ii) For real estate assets: For each point in time nominated on your SALP:</p> <ul style="list-style-type: none"> <li>- Evidence of ownership (title deeds)</li> <li>- Evidence of value (valuation certificate by an accredited property valuer)</li> </ul> <p><b>Note:</b> Valuations by real estate agents who are not accredited property valuers are generally not acceptable.</p>	
<p>iii) For personal or business loans: For each point in time nominated on your SALP:</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>iv) For ownership of business(es): For each point in time nominated on your SALP:</p> <ul style="list-style-type: none"> <li>- Evidence of ownership. This may include one or more of the following: <ul style="list-style-type: none"> <li>- evidence of purchase</li> <li>- share registers</li> <li>- company registers</li> <li>- share transfer documents</li> <li>- historical company extracts</li> <li>- annual returns of directors and shareholders</li> <li>- partnership/trust/franchise agreements</li> </ul> </li> <li>- Evidence of value ie extract from financial statements for each business, prepared by an independent accountant to international accounting standards, including balance sheet, and notes to the accounts.</li> </ul>	
<p>v) For stocks and bonds: Share or bond registers, share/fixed interest securities/debentures certificates, transfer certificates etc for each point in time nominated on your SALP.</p>	
<b>Source of funds used to make the designated investment</b>	
<p>Evidence that funds proposed to be used to make the designated investment were accumulated from qualifying business or eligible investment activities eg evidence of dividends or retained profit in business available for distribution from the share market etc</p> <p>Please identify on the Statement of Assets and Liabilities Position in form 1139 those funds/assets to be used to make the designated investment.</p> <p><b>See: <a href="#">Form 1139 Business Skills profile: Investor and State/Territory Sponsored Investor (Provisional)</a></b></p>	

<b>Other documents</b>	
A complete Form 927. <b>See:</b> <a href="#">Form 927</a> <i>State/Territory Notification: Business Skills Class</i>	
Results of an IELTS test, taken by you not more than 12 months prior to application.	
<b>Personal documents</b>	
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. <b>See:</b> <a href="#">Form 47A</a> <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, 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 his or her name (for example by marriage or deed poll), please provide a certified copy of evidence of the name change.	
If any dependant child included in the application is adopted, please provide 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.	
For each dependant aged 18 years or over, please provide 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. <b>See:</b> <a href="#">Booklet 7</a> <i>Business Skills Entry</i>	
Four recent passport sized photographs (45mm x 35mm) of you and any other person included in the application.  <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>	
If you have served in the armed forces of any country, please provide certified copies of military service record or discharge papers. <b>See:</b> <a href="#">Character and Penal Clearance Requirements</a>	
All applicants must meet character requirements. Form 80 must be completed for each person included in the application aged 16 years or over. <b>See:</b> <a href="#">Character and Penal Clearance Requirements</a> <a href="#">Form 80</a> <i>Personal particulars for character assessment</i>	1- (Start folio numbers here)