



Australian Government
Department of Immigration and Citizenship

State/Territory Sponsored Regional Established Business in Australia (Residence) Visa (Subclass 846)

Application Document Checklist

This checklist is to assist you in lodging a fully documented application.

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](#)

Complete applications






You should ensure that you lodge a complete visa application. While the department may ask you to provide more information 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.


Important: Please do not undertake a health check unless requested to do so.

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 47BU. See: Form 47BU <i>Application for a Business Skills (Permanent) visa</i>	
A completed Form 1138. See: Form 1138 <i>Business Skills Profile: Established Business in Australia</i>	
A completed Form 949. See: Form 949 <i>State/Territory Sponsorship Business Skills Class</i> The form must be signed by your sponsoring state or territory business development agency.	
A completed Form 950. See: Form 950 <i>Notice of Possible Sponsorship</i>	
Visa application charge. See: Business Development Visa Charges	
Business documents	
a) Overview of your business activities and assets in Australia. Please provide a short summary (no more than two pages) for each business addressing: <ul style="list-style-type: none"> • your overall business career. Provide additional details if you or any of your businesses has operated at a loss or is/has been subject to insolvency, receivership or liquidation • your ownership interest in your business in Australia – size and length of ownership • summary of the your Australian business' activities • your management role in your business over the two years prior to application • your net assets in Australia throughout the two years prior to application • net assets of your business throughout the two years prior to application • the number of employees employed by your business throughout the two years prior to application, their citizenship/residency status and relationship to you, if any. • one of the following <ul style="list-style-type: none"> ○ the turnover of your business for the two years prior to application or ○ the value of exports made by your Australian business throughout the two years prior to application. 	
b) Evidence of business ownership for two years prior to application. This should include one or more of the following: <ul style="list-style-type: none"> • evidence of purchase of business • partnership/trust/franchise agreements (include all pages and related schedules, with evidence of stamp duty paid) • evidence of issue/purchase/transfer of shares showing: <ul style="list-style-type: none"> • date of ownership • if shares purchased/transferred, evidence from the relevant state revenue office that stamp duty has been paid, or that the shares have been registered with the Australian Securities and Investment Commission (ASIC) • historical ASIC company extract. 	

<p>c) Evidence that you have participated in the day to day management of the business for two 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) Financial records:</p> <p>i) Extracts from financial statements for your business, including balance sheet, profit and loss statement and notes to the accounts. The financial statements must:</p> <ul style="list-style-type: none"> • be signed by directors and the accountant; • be prepared by an accountant to Australian Accounting Standards; and • cover the beginning and end of a 24 month period ending no more than three months prior to date of application. 	
<p>ii) Business Activity Statement (BAS) for each business claimed, for the two years prior to application, or your business tax return(s) for the last two fiscal years prior to application.</p>	
<p>e) Evidence of employees:</p> <p>i) Evidence of at least three full-time employees (or several part-time employees who are the equivalent of three full-time employees) throughout a 24 month period ending no more than three months prior to date of application. This period should be the same period covered by the financial statements of the business that you have provided. Evidence should include PAYG summaries, wage books, employee contracts, workers compensation, insurance and superannuation documents.</p>	
<p>ii) evidence of residency/citizenship status of employees for the employment period that you have specified (for example copy of passport, birth certificate, citizenship certificate).</p>	
<p>f) Other business documents:</p> <p>i) One page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities over the two years prior to application.</p>	
<p>ii) Photos of business premises and business activities (maximum six photos).</p>	
<p>Net assets of you and/or your partner (spouse or de facto)</p>	
<p>A one page summary statement outlining all assets and liabilities at the beginning and end of a 12 month period ending no more than three months prior to date of application. This period should be the same period covered by the financial statements and employee records that you have provided for the criteria listed above.</p>	

<p>Evidence of ownership and net value of assets held in Australia (minimum AUD250 000 of assets, excluding liabilities, must be demonstrated.</p> <p>Only include assets held in Australia.</p> <p>You must provide evidence covering the beginning and end of the 24 month period ending no more than three months prior to application. This period should be the same period covered by the financial statements and employee records that you have provided in addition to a summary of assets.</p> <p>You must include evidence of any liabilities against each asset Example: Mortgages, loans including unsecured and third party loans, credit cards.</p> <p>If you want to include assets held in trust, you must include a copy of the trust deeds.</p>	
<p>i) For cash assets in Australia:</p> <ul style="list-style-type: none"> bank statements or term deposit certificates. All bank statements/certificates must have the same date of issue for each point in time. Example: 30/6/2007 and 30/6/2008. 	
<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 mortgage statements (if applicable) showing balance of amount owed. 	
<p>iii) For business net assets in Australia:</p> <ul style="list-style-type: none"> evidence of ownership and value. 	
<p>iv) For personal or business loans in Australia:</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. 	
Personal documents	
Certified copies of passport or travel documents of all persons included in the application.	
<p>Completed Form 47A for all dependants aged 18 years or over. See: Form 47A <i>Details of child or other dependent family member aged 18 years or over</i></p>	
<p>For each dependant included in your application:</p> <p>i) evidence of dependency if aged 18 or over (for example evidence of current studies)</p>	
<p>ii) certified copy of adoption or birth certificate or the family book, showing names of both parents/adoptive parents</p>	
<p>iii) certified copy of the marriage certificate (if applicable).</p>	
<p>A certified copy of evidence of a name change if anyone in the application has changed his or her name. Example: By marriage or deed poll.</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>One recent passport sized photographs (45mm x 35mm) of you 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, certified copies of military service record or discharge papers.</p>	
<p>Form 80 for each person included in the application aged 16 years or over See: Character and Penal Clearance Requirements Form 80 <i>Personal particulars for character assessment</i></p>	
<p>An AFP National Police Check for you and each member of your family unit aged 17 years or over:</p> <ul style="list-style-type: none"> • whether applying or not • who, in the last 10 years, has been in Australia for 12 months or more since turning 16. <p>See: AFP National Police Checks</p>	
<p>Police clearances for you and each member of your family unit aged 17 years and over:</p> <ul style="list-style-type: none"> • whether applying or not • from each country where, in the last 10 years, that person has lived for 12 months or more since turning 16. <p>See: Character and Penal Clearance Requirements</p>	