



Australian Government
Department of Immigration and Citizenship

Business Owner (Residence) Visa
(Subclass 890)

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*

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.

Forms Required for Making a Valid Application	Folio Numbers (Number folios from bottom up)
A completed Form 47BU. The form has been signed in all the relevant places and each person included in the form, who is aged 18 years or over, has signed the Australian values statement. Please complete all questions. See: Form 47BU <i>Application for a Business Skills (Permanent) visa</i>	🚩
Form 1217 <i>Business Skills Profile: Business Owner (Residence)</i> . Please complete all questions.	🚩
Form 927 <i>State/Territory notification: Business Skills class</i>	🚩
Visa application charge. See: Business Development visa charges	

Business Documents	
<p>a) Overview of your business activities and assets in Australia. Please provide a short summary (no more than 2 pages) addressing:</p> <ul style="list-style-type: none"> • your ownership interest in your business(es) in Australia – size and length of ownership • summary of your Australian business' activities • your management role in your business(es) over the two (2) years prior to application • net assets of your business(es) throughout the 12 months prior to application (Regulation 890.212) • turnover of your business(es) for the 12 months prior to application (Regulation 890.213) • number of employees employed by your business(es) throughout the 12 months prior to application, their citizenship/residency status and relationship to you, if any (Regulation 890.214) • your net assets in Australia throughout the 12 months prior to application (Regulation 890.215). 	
<p>b) Evidence of business ownership for two (2) years prior to application. This should include one or more of the following:</p> <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 (2) 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) Evidence of Australian Business Number (ABN) for each business claimed. Evidence must be provided for each business for the two (2) years prior to application.</p>	
<p>e) Business Activity Statement (BAS) for each business claimed. BAS must be provided for each business claimed for each period in the two (2) years prior to application.</p> <p>If you do not have a BAS for any period within the two (2) years, provide evidence from the Australian Taxation Office that you were not required to provide a BAS, plus supporting business documentation (for example most recent business taxation returns).</p>	

<p>f) Extracts from financial statements for your business, including balance sheet, profit and loss statement and notes to the accounts. The financial statements should:</p> <ul style="list-style-type: none"> • be signed by directors and the accountant • be prepared by an accountant to Australian Accounting Standards • cover the beginning and end of a 12 month period ending no more than three (3) months prior to date of application. 	
<p>g) Evidence of employees:</p> <p>i) Evidence of at least 2 full-time employees (or of part-time employees who are the equivalent of two full-time employees) throughout a 12 month period ending no more than 3 months prior to the date of application. This period should be the same period covered by the financial statements at 2(e). 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 provided at 2(f)(i). Evidence should demonstrate that the employees are Australian citizens or permanent residents, or New Zealand passport holders and may include a copy of passport, birth certificate, or citizenship certificate.</p>	
<p>h) Other business documents:</p> <p>i) One page organisational chart for each business claimed, showing your position, staff attribution, management reporting lines and functional responsibilities over the two (2) years prior to application.</p>	
<p>ii) Photos of business premises and business activities (maximum 6 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 for 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 at 2(e) and evidence of employees at 2(f)(i).</p>	
<p>Evidence of ownership and net value of assets held in Australia (minimum \$250,000 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 12 month period ending no more than 3 months prior to application. This period should be the same period covered by the financial statements at 2(c)(i), evidence of employees at 2(d)(i) and summary of assets at 3(a).</p> <p>You must include evidence of liabilities (if any) against each asset eg mortgages, loans including unsecured and third party loans, credit cards etc.</p> <p>If you wish 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 (for 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 as outlined at 2(b) and 2(e). (Cross reference folios to 2(b) and 2(e) where applicable). 	
<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>Form 47A <i>Details of child or other dependent family member aged 18 years or over</i></p> <p>This form needs to be completed for all dependants aged 18 or over.</p>	
<p>For each dependant who is not the holder of a Business Skills (Provisional) visa subclass 160 -165:</p> <p>i. evidence of dependency if aged 18 or over eg 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>If anyone in the application has changed his or her name (for example by marriage or deed poll), a certified copy of evidence of the name change.</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>One recent passport sized photograph (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 in the last 10 years, 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</p> <p>See: Character and Penal Clearance Requirements Form 80 <i>Personal particulars for character assessment</i></p>	

<p>A 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: Character and Penal Clearance Requirements</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>	
<p>Health requirements. Please provide:</p> <ul style="list-style-type: none"> • results of a medical examination, undertaken by you and each member of your family unit, whether applying or not, using form 26. The examination must be for permanent entry and include an HIV/AIDs test for each person aged 15 years and older See: Form 26 Medical Examination for an Australian visa • results of a chest x-ray examination, undertaken by you and each member of your family unit aged 11 years and over, whether applying or not, using form 160. See: Form 160 Radiologist report on chest x-ray of an applicant for an Australian visa Health Requirements <p>Medical and x-ray examinations undertaken in Australia must be undertaken at Health Services Australia. Examinations undertaken outside Australia must be undertaken by a listed Immigration Panel Doctor. See: Health Services Australia Immigration Panel Doctor</p> <p>Provisional Business Skills visa holders will generally not be required to undertake a medical and chest x-ray examination unless one of the following applies:</p> <ul style="list-style-type: none"> • You have spent more than 3 months since grant of your provisional visa in a country of very high risk for tuberculosis, or more than 12 months in a country of high risk for tuberculosis. A list of countries considered high or very high risk is available. See: Form 1163i Health requirement for temporary entry to Australia • The decision maker considers a new health examination is required given current or previous health conditions. 	<p>1-</p> <p>(Start folio numbers here)</p>