



Australian Government

Department of Immigration and Citizenship

## State/Territory Sponsored Business Owner (Residence) Visa

(Subclass 892)

### 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 English translations. English translations must be carried out by an accredited translator.

**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 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 examination unless requested to do so.

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

| Forms, fees and charges   | Folio Numbers<br>(Number folios from bottom up)                                     |
|---|---|
| A completed Form 47BU.<br><b>See:</b> <a href="#">Form 47BU</a> <i>Application for a Business Skills (Permanent) visa</i>   |  |
| A completed Form 1217.<br><b>See:</b> <a href="#">Form 1217</a> <i>Business Skills Profile: Business Owner (Residence)</i>  |  |
| A completed Form 949.<br><b>See:</b> <a href="#">Form 949</a> <i>State/Territory Sponsorship Business Skills Class</i><br>The form must be signed by your sponsoring state/territory business development agency.   |  |
| Visa application charge.<br><b>See:</b> <a href="#">Business Development Visa Charges</a>   |   |
| Business documents  |  |
| a) Overview of your business activities and assets in Australia. Please provide a short summary (no more than two pages) addressing: <ul style="list-style-type: none"> <li>• your overall business career. Provide additional details if your or any of your businesses has operated at a loss or is /has been subject to insolvency, receivership or liquidation</li> <li>• your ownership interest in your business in Australia – size and length of ownership</li> <li>• summary of your Australian business' activities</li> <li>• your management role in your business over the two years prior to application</li> <li>• two of the following:                             <ul style="list-style-type: none"> <li>• number of employees employed by your business throughout the 12 months prior to application, their citizenship/residency status and relationship to you, if any</li> <li>• your net assets in Australia throughout the 12 months prior to application</li> <li>• net assets of your business throughout the 12 months prior to application</li> </ul> </li> <li>• turnover of your business for the 12 months prior to application.</li> </ul> |   |
| 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"> <li>• evidence of purchase of business</li> <li>• partnership/trust/franchise agreements (include all pages and related schedules, with evidence of stamp duty paid)</li> <li>• evidence of issue/purchase/transfer of shares showing: date of ownership</li> <li>• if shares purchased/transferred, evidence from the relevant state revenue office showing:                             <ul style="list-style-type: none"> <li>• stamp duty has been paid</li> <li>• the shares have been registered with the Australian Securities and Investment Commission (ASIC)</li> <li>• historical ASIC company extract.</li> </ul> </li> </ul>  |   |

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| <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"> <li>• business contracts</li> <li>• minutes of meetings</li> <li>• documents initiated or authorised.</li> </ul> <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 business for the two 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 years prior to application.</p> <p>If you do not have a BAS for any period within the two years, provide evidence from the Australian Taxation Office that you were not required to provide a BAS, plus supporting business documentation.</p> <p><b>Example:</b> 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"> <li>• be signed by directors and the accountant</li> <li>• be prepared by an accountant to Australian Accounting Standards</li> <li>• cover the beginning and end of a 12 month period ending no more than three months prior to date of application.</li> </ul>   |  |
| <p>g) If seeking to qualify based on your employment of Australian citizens, permanent residents or New Zealand passport holders:</p> <p>i) Evidence of at least one full-time employee (or two or more part-time employees who are the equivalent of one full-time employee) throughout 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. Evidence should include PAYG summaries, wage books, employee contracts, workers compensation, insurance and superannuation documents.</p> |  |
| <p>ii) Evidence of residency/citizenship status of the employees that you have specified. Evidence should demonstrate that the employees are an Australian citizen or permanent resident, or a New Zealand passport holder and may include 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 years prior to application.</p>   |  |
| <p>ii) Photos of business premises and business activities (maximum six photos).</p>   |  |

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| <p><b>Net assets of you and/or your partner (spouse or de facto)</b><br/> <b>Note:</b> Only required if seeking to meet the criteria regarding business and personal assets</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 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 12 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 liabilities (if any) against each asset such as mortgages, loans including unsecured and third party loans, credit cards etc.</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"> <li>• bank statements or term deposit certificates. All bank statements/certificates must have the same date of issue for each point in time<br/> <b>Example:</b> 30/6/2007 and 30/6/2008.</li> </ul>   |   |
| <p>ii) For real estate assets in Australia:</p> <ul style="list-style-type: none"> <li>• evidence of ownership eg title deeds</li> <li>• evidence of value (valuation certificate by an accredited property valuer)<br/> <b>Note:</b> Valuations by real estate agents who are not accredited property valuers are generally not acceptable</li> <li>• mortgage statements (if applicable) showing balance of amount owned.</li> </ul>   |   |
| <p>iii) For business net assets in Australia;</p> <ul style="list-style-type: none"> <li>• evidence of ownership and value .</li> </ul>  |   |
| <p>iv) For personal or business loans in Australia:</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>v) For stocks and bonds:</p> <ul style="list-style-type: none"> <li>• share or bond registers, share/fixed interest securities/ debentures certificates, transfer certificates, market value.</li> </ul>  |   |

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| <b>Personal documents</b>  |    |
| Certified copies of passport or travel documents of all persons included in the application.   |   |
| A completed Form 47A for all dependants aged 18 years or over.<br><b>See:</b> <a href="#">Form 47A Details of child or other dependent family member aged 18 years or over</a>   |    |
| For each dependant who is not the holder of a Business Skills (Provisional) visa subclass 160 -165:  |   |
| <ul style="list-style-type: none"> <li>i. evidence of dependency if aged 18 or over<br/><b>Example:</b> Evidence of current studies</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>ii. certified copy of adoption or birth certificate or the family book, showing names of both parents/adoptive parents</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>iii. certified copy of the marriage certificate (if applicable).</li> </ul>   |   |
| If anyone in the application has changed his or her name.<br><b>Example:</b> By marriage or deed poll, a certified copy of evidence of the name change.  |   |
| If you want to bring a child under 18 years of age with you to Australia, and that child's other parent is not included in the application, you must provide documentary evidence that you have the legal right to include that child in your application. Evidence may include: <ul style="list-style-type: none"> <li>• certified copies of official legal documents such as a court issued custody, access, or guardianship order</li> <li>• a statutory declaration from each person with a legal responsibility for the child, stating that they have no objection to the child migrating to Australia</li> <li>• a completed form 1229<br/><b>See:</b> Form 1229 <i>Consent form to grant an Australian visa to a child under the age of 18 years</i></li> </ul> |   |
| One recent passport sized photograph (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 in the last 10 years, certified copies of military service record or discharge papers.   |   |
| Form 80 for each person included in the application aged 16 years or over<br><b>See:</b><br><a href="#">Character and Penal Clearance Requirements</a><br><a href="#">Form 80 Personal particulars for character assessment</a>  |   |
| An AFP National Police Check for you and each member of your family unit aged 17 years or over (whether applying or not) who, in the last 10 years, has been in Australia for 12 months or more since turning 16.<br><b>See:</b> <a href="#">AFP National Police Checks</a>  |  |
| Police clearances for you and each member of your family unit aged 17 years and over (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.<br><b>See:</b> <a href="#">Character and Penal Clearance Requirements</a>   |  |