



Australian Government
Department of Immigration and Citizenship

Special Program Visa (Subclass 416)

Sponsorship Document Checklist

This checklist is designed to assist you in submitting a complete sponsorship application which will help to minimise processing times. Please ensure the documents you submit cover your particular circumstances.

More information about this visa is available.

See: [About this Visa](#)

Complete applications

You should ensure that you lodge a completed sponsorship application. While the department may ask you to provide more information in order to determine whether you meet the sponsorship criteria, a decision on the sponsorship application may be made solely on the information provided at the time of application.

Note: The sponsorship application fee will not be refunded if a decision is made to refuse to sponsorship application because the applicant did not satisfy the sponsorship criteria.

Note: It is a serious offence under the Migration Act 1958 to present false or forged documents or to make a false or misleading statement in connection with the entry or stay in Australia of a non-citizen. The penalty is imprisonment for 10 years or 1,000 penalty units (\$110 per unit), or both.

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

Forms, fees and charges	✓
Form 1377 <i>Application for approval as a temporary residence sponsor</i> All relevant sections of the application form must be completed.	
Sponsorship application fee. Full payment of the sponsorship application fee. See: Specialist Entry Visa Charges	

Lawfully and actively operating in Australia	✓
<p>If the sponsor applicant is an organisation that operates for profit, provide one or more of the following pieces of documentation. If none of the below are applicable to your organisation, provide some form of documentation that shows registration of your organisation with an Australian government authority:</p> <ul style="list-style-type: none"> • certificate of registration for tax purposes (ABN) • Business Names Extract (if operating under a trading name) • ASIC Historical Company Extract • relevant pages of the trust deed – pages listing parties to the trust and signature page • relevant pages of the franchise agreement – pages listing parties in the franchise agreement and signature page. 	
<p>If the sponsor applicant is a not-for-profit organisation, provide:</p> <ul style="list-style-type: none"> • a tax exemption certificate. 	
<p>Start-up business (These documents are only required if your organisation has been operating less than 12 months)</p>	✓
<p>Evidence of active operation and ability to comply with sponsorship undertakings. This may include:</p> <ul style="list-style-type: none"> • detailed business plan • contract of sale relating to the purchase of the business • lease agreement relating to the business premises • lease agreement relating to business premises • contracts to provide services • evidence of employment of staff • Business Activity Statements for each complete quarter from commencement of operations to date of lodgement • business banking statements covering the period of operation. 	
Compliance with Australian laws	✓
Information relating to your employment/arrangement over the last 12 months of any person who is not an Australian citizen or permanent resident.	
Ability to comply with obligations listed on Form 1377	✓
<p>Profit and loss statements (statements of performance) and balance sheets (statements of position) for the most recently concluded financial year (with comparative figures for the previous financial year)</p> <p>or</p> <p>Tax returns for the most recently concluded year.</p>	

<p>If the fiscal period relevant to the financial statements or tax returns submitted ended more than three months before the date of lodgement, Business Activity Statements for each lodgement of application (in addition to the documents listed above)</p> <p>or</p> <p>A letter of support from the organisation's accountant. The letter must state that the accountant is external to the organisation or an eligible individual to specify the period of the relationship. The accountant must hold one of the following certifications:</p> <ul style="list-style-type: none"> • Chartered Accountant (CA) • Certified Practising Accountant (CPA) • Professional National Accountant (PNA) • Fellow Professional National Accountant (FPNA). <p>The letter of support must provide:</p> <ul style="list-style-type: none"> • a summary of the nature of the business activity and period of active operation • an unqualified statement that clearly outlines the ability of the proposed sponsor to meet the financial responsibilities specified in the sponsorship obligations • information regarding the most recently concluded fiscal period including: <ul style="list-style-type: none"> ○ turnover ○ net profit ○ expenditure on wages/salary ○ expenditure on training ○ net current assets ○ balance sheet size (total assets). 	
<p>Where the organisation is operated under a trust structure, the above documentation must relate to the trust (to the trustee in their capacity as trustee to the trust).</p>	
<p>No adverse information is known about the organisation and its principles</p>	✓
<p>Provide any information relating to action that has been taken against the organisation by any Australian state or territory government agency in the preceding 12 month period, even if it did not result in a criminal or civil penalty being imposed. This should include any breach notices or infringement notices issued to the organisation.</p>	
<p>Special program agreement</p>	✓
<p>Provide a copy of the special program agreement.</p> <p>Note: Providers of a School to School Interchange Program (SSIP) and School Language Assistants Program (SLAP) do not need to provide a copy of a special program agreement.</p>	