

Subclass 188 - Business Innovation and Investment (Provisional) Visa Application

Please provide **certified copies** of the following documents, which will be used to support your application for a subclass 188 - Business Innovation and Investment (Provisional) – Business Innovation stream visa. Please note that you will need to provide acceptable English translations for any documents that are not in English.

Please tick the boxes on this check sheet to show what documents you have provided. We have stated 'N/A' where you do not need to provide documents for an applicant.

DOCUMENTS REQUIRED: PERSONAL	Primary Applicant	Spouse/ Partner	Dependent Applicants
IDENTITY			
Current passport(s) (certified copies must include the identity details page AND all pages showing visas and stamps)			
Birth certificate (or family register) showing full birth details, including parents' names			
If married, divorced or widowed: Marriage certificate(s), divorce certificate(s), death certificate(s) (as applicable)			
If in a de facto relationship: Evidence that you have been in this relationship for at least 12 months			
If previously changed legal name: Evidence of the legal name change e.g. name change deed			
If previously undertaken military service: Military service discharge Certificate			
Written resume of business career			
Qualification certificates			
OTHER			
If one/both parents of a dependent applicant are not included in this application: custody/guardianship documents and written consent of other parent(s) to child being included in the application	N/A	N/A	
If dependent applicant is 18 years or older: evidence of dependency e.g. studying, living at home, relying on financial support of primary applicant/their spouse	N/A	N/A	
ENGLISH LANGUAGE ABILITY (for all applicants over 18):			
Evidence of functional English which can be evidenced in one of the following ways:			

<ul style="list-style-type: none"> ❖ You are the holder of a passport from United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland. ❖ You have undertaken secondary and/or tertiary studies for at least 5 years where the language of instruction was English. You will be required to provide a letter confirming this from the educational institution. ❖ You may sit for one of the English tests. We will advise you of the tests available and the required scores should you not be able to satisfy either of the above. 			
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Business Documents Checklist for Business Innovation & Investment (Provisional) Visa – Business Innovation Stream

Business Documents:

- a. Overview of your business intentions in Australia, including:
 - A business plan or statement to indicate your intentions to actively participate in and manage a qualifying business; describing your proposed business activities in Australia, how your role in the business requires you to be resident in Australia and indicating how the business will benefit Australia economically
 - A description of the business activities of the business in Australia in which you have an interest, and the period of ownership (if applicable)
- b. Evidence of your ownership or share of ownership of the main business, such as:
 - evidence of purchase
 - share registers, company registers, or share transfer documents
 - historical company extracts
 - annual returns of directors and shareholders
 - memorandum and articles of association
 - partnership, trust and/or franchise agreements
- c. Business registration certificate or licence for your main business. If your business has ever had a change of name, please provide the Change of Name Certificate.
- d. A full set of financial statements for your business for two of the last four fiscal years. The statements must be prepared by an independent qualified accountant to International Accounting Standards and include a balance sheet, profit and loss statement and notes to the accounts.
- e. Company Income Tax Returns **and** Income Tax Assessments for past 4 years.
- f. Evidence that you have participated in the day-to-day management of the business for two of the last four fiscal years, such as business contracts, minutes of meetings and documents initiated or authorised by you. The evidence needs to demonstrate your involvement in decisions about the management of all or substantial part of the business and responsibility for such areas as strategic management, recruitment, price structure, business profitability and expenditure.
- g. A one-page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities.

- h. Photos of business premises and business activities (maximum six photos).
- i. If applicable:
 - Details if any of your businesses have operated at a loss
 - Evidence if any of your businesses are or have been subject to insolvency, receivership or liquidation
 - Evidence of bankruptcy of any of your businesses

Your assets:

- a. Statement of Assets and Liabilities within the last 30 days.
- b. Evidence of net value of business and personal assets, which can include:
 - **For cash assets:** bank statements, showing a balance on a single day in the three months preceding your application. Bank statements must identify the account holder
 - **For real estate assets:** evidence of ownership including the certificate of title, valuation certificate by an accredited Property Valuer and/or mortgage certificate
 - **For personal loans:** loan agreements clearly identifying the borrower and lender, loan statements indicating amount borrowed and repayment schedule
 - **For stocks and bonds:** share or debentures certificates, fixed interest securities, ownership and market value of claimed marketable securities such as bonds.
- c. Personal Income Tax Returns **and** Income Tax Assessments for past 4 years

WE CAN HELP YOU OBTAIN YOUR DOCUMENTS:

Please let us know if you require assistance in obtaining any of these documents, including:

- **English translations of any documents that are not in English:** We can obtain quotes from translators accepted by the Department of Immigration and Border Protection (DIBP).
- **Police clearance certificates for overseas countries:** The Department of Immigration only accepts very specific police clearances from overseas countries. We will advise you which document to apply for, and provide you with instructions on how to obtain the relevant clearances in due course.
- **Health examinations:** We will complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examinations.
- **South African National Defence Force Military Discharge Certificates:** If you, or your spouse, or any dependent secondary applicants served in the South African Defence Force, we are able to apply for a Military Discharge Certificate on your behalf.
- **Unabridged Birth and Marriage Certificates:** we make use of the services of a company who can apply on your behalf at a cost of R600 per application. The certificates are usually available within 30 working days.