

## Standard Business Sponsorship (Subclass 482)

### Documents Required

Please provide the following business information and documents, which will be used to show that your business is lawfully and actively operating in Australia or overseas and meets all other relevant requirements.

**NOTE:** All information provided in relation to your business will be treated confidentially and will **only** be used for the purpose of obtaining the Department of Home Affairs (DOHA) approval of your sponsorship application.

Please tick the boxes on this check sheet to show what documents you have provided.

Registration Documents	
<input type="checkbox"/>	ABN certificate for your business
<input type="checkbox"/>	Certificate of registration of business trading name
<input type="checkbox"/>	<i>If business is a registered company:</i> ASIC company extract (or Australian registered body number of Australian Stock Exchange listing registration, if applicable)
<input type="checkbox"/>	<i>If business is a franchise/franchisor:</i> relevant pages of franchise agreement specifying franchise arrangements
<input type="checkbox"/>	<i>If business is a trust:</i> relevant pages of the trust deed specifying the parties to the trust
Financial Documents	
<input type="checkbox"/>	<b>Audited balance sheet</b> (statement of position) and <b>profit and loss statement</b> (statement of performance) for the <b>last financial year</b> , with a comparison to the previous financial year <b>OR</b> <b>Business tax returns</b> for the <b>last financial year</b> , and the associated <b>tax assessment notice</b>
<input type="checkbox"/>	<i>If the last financial year covered by the financial statements or tax returns that you provide (see above) ended more than 3 months ago:</i> Business Activity Statements (BAS) for each complete quarter since the end of the last financial year
<input type="checkbox"/>	<b>Letter of support from the business accountant</b> stating clearly that your business is a going concern and able to satisfy sponsorship obligations where the company is trading at a loss
<input type="checkbox"/>	<i>If business is a registered company:</i> company's most recent annual report (if available)
<input type="checkbox"/>	<i>For a start-up business ONLY:</i> Business Activity Statements (BAS) for each complete quarter since the business commenced operations; business bank statements for the entire period since the business commenced operations; contract of sale for the business; lease agreement for the business premises; evidence of employment of staff; contracts to provide services; detailed business plan
Organisational Documents	
<input type="checkbox"/>	<b>Organisational chart OR list of your current employees</b> - this should show:

- each employee's position within the business (it is important to use names where practicable, especially when it is a small business)
- whether each position is full-time or part-time
- whether any temporary residents (i.e. NOT an Australian citizen or permanent resident) are employed in any of the positions

## FREQUENTLY ASKED QUESTIONS

### What if I cannot provide all of these documents?

We can lodge your application even if some of your documents are not currently available. However, this may delay the DOHA processing of your application. Where possible, please provide all of the documents listed above that are relevant to your business.

Please contact us if you would like further details regarding the documents that are required for your business.

### Why is all of this financial information required?

The DOHA requires employers to provide the financial documents listed above in support of all sponsorship applications. The DOHA uses these documents to assess whether your business is active, lawful, capable of supporting the employment of overseas workers, and able to meet the relevant training benchmarks.

### Can I email you scanned copies of my documents?

Where possible, please **email** scanned copies of all of your documents to the agent dealing with your application.

When emailing scanned copies of your documents, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (if possible);
- **colour** scans are preferable but black and white scans are also acceptable
- there is no more than **one document per scanned page** (e.g. do not scan company registration and business lease documents on the same page).

### My business has been trading for less than 12 months. What documents do I need to provide?

Additional documents are required for a 'start-up business', to show that the business is financially viable and able to support the employment of overseas workers.

This includes a full set of Business Activity Statements (BAS) and business bank statements for the business's entire period of operations, together with any other applicable documents e.g. commercial lease, contract of sale, business plan. In addition, you will need to provide evidence of a plan to meet the relevant training benchmarks.

Please contact us if you would like further information about exactly what documents to provide for a new business.

### My business is located overseas, not in Australia. What documents do I need to provide?

If your business is located outside Australia (and is not currently trading in Australia), you do not need to provide the Australian business registration documents and training benchmark evidence listed above.

However, you **are** required to show that your business is lawfully operating and active in the relevant overseas country. For instance, if that country has a business registration system, you must provide evidence that your business is registered in accordance with this system.

In addition, you must show that you need to employ an overseas worker to establish a branch or subsidiary for you in Australia; to undertake a business activity (e.g. joint venture or agency distributorship); or to fulfil contractual obligations in Australia on your behalf.

Please contact us if your business is located overseas and you would like further information regarding exactly what documents you are required to provide.

**What are the next steps in the application process?**

Once you have sent us your completed Business Information Questionnaire and your documents, we will complete the application forms and other paperwork required for your sponsorship application.

You will then be asked to review, approve and sign all of the relevant documents before we lodge your application with the DOHA.

Should your sponsorship application be approved, we are then able to prepare nomination applications for any skilled positions that you wish to nominate in your business. We can also prepare subclass 482 Temporary Skill Shortage visa applications on behalf of the overseas workers that you wish to employ in those positions.