

Skilled Employer Sponsored (Subclass 494) Business Sponsor Documents Checklist

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. High quality, colour scanned copies of your documents can be sent to us through the Client Portal or by email.

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' (the DOHA's) approval of your sponsorship application.

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

Registration Documents	
	Australian Business Number (ABN) registration certificate for your business
	If business has a registered business/trading name: Business Names Details extract from ASIC's business name register
	If business is a registered company: ASIC company extract (or ASX listing registration, if applicable)
	If business is a franchise/franchisor: relevant pages of franchise agreement i.e. page(s) listing parties to the agreement, and signature page(s)
	If business is a trust: relevant pages of trust deed i.e. page(s) listing parties to the trust, and signature page(s)
	If business operates under a joint venture arrangement: relevant pages of joint venture agreement i.e. page(s) listing parties to the joint venture, and signature page(s)
Financial Documents	
	Audited balance sheet (statement of position) and profit and loss statement (statement of performance) for the last financial year , with a comparison to the previous financial year
	Business tax return for the last financial year
	Business Activity Statements (BAS) for each complete quarter since the end of the last financial year
	Recent business bank statements
	Letter of support from your accountant to your business , stating clearly that your business is a going concern. We are able to provide a template letter for your accountant, if required NOTE: Though not technically required, a letter from your accountant can be useful to demonstrate the financial stability of your business. Please contact us if you have any queries.

	If business is a registered company: company's most recent annual report (if available)
	For a start-up business ONLY: 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	
	<p>Organisational chart OR list of your current employees – this should show:</p> <ul style="list-style-type: none"> • 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 <p>whether any temporary residents (i.e. <u>NOT an Australian citizen or permanent resident</u>) are employed in any of the positions</p>
Administration Documents	
	<p>Your electronic letterhead, which you should email to us at support@dojolegal.com.au (alternatively, you can provide us with 5 blank sheets of your hard copy letterhead if you prefer)</p> <p>NOTE: This is used to prepare any documents that you are required to sign in support of your application e.g. information letter</p>

WHERE TO SEND YOUR DOCUMENTS

High quality, colour scanned copies should either be provided through the **Client Portal**, or sent by **email** to support@dojolegal.com.au, **as soon as practicable**. As mentioned above, scanned copies of your documents will generally be sufficient to support your application.

Should we require hard copies of your documents for any reason, or should the DOHA request hard copies during the processing of your application, we will notify you and provide instructions on how to send us these documents.

THANK YOU!



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