

## Standard Business Sponsorship (for SID Visa 482) Specialist Skills Stream Business Sponsor & Nomination Documents Checklist

Please provide **high quality, colour scanned copies** of the following information and documents, which will be used to show that your business is lawfully and actively operating in Australia or overseas, genuinely requires the nominated position 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 applying to the Department of Home Affairs (the DOHA) for approval of your sponsorship and nomination applications.

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

Registration & Structure	
	<b>Australian Business Number (ABN) registration certificate</b> for your business
	<b><i>If business has a registered business/trading name:</i></b> Copy of the <b>Business Names Details extract</b> from ASIC's business name register
	<b><i>If business is a registered company:</i></b> ASIC company extract (or ASX listing registration, if applicable)
	<b><i>If business is a franchise/franchisor:</i></b> relevant pages of franchise agreement i.e. page(s) listing parties to the agreement, and signature page(s)
	<b><i>If business is a trust:</i></b> relevant pages of trust deed i.e. page(s) listing parties to the trust, and signature page(s)
	<b><i>If business operates under a joint venture arrangement:</i></b> relevant pages of joint venture agreement i.e. page(s) listing parties to the joint venture, and signature page(s)
Financial	
	<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>Business tax return</b> for the <b>last financial year</b>
	Business Activity Statements ( <b>BAS</b> ) for each complete quarter since the end of the last financial year
	Recent business <b>bank statements</b>
	<b>Letter of support from your accountant to your business</b> , stating clearly that your business is a going concern. <b><i>We are able to provide a template letter for your accountant, if required</i></b> <b>NOTE:</b> 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.

	<b>If business is a registered company:</b> company's most recent annual report (if available)
	<b>For a start-up business ONLY:</b> 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
<b>Organisational</b>	
	<p><b>Organisational chart OR list of your current employees</b> - this should show:</p> <ul style="list-style-type: none"> <li>• each employee's position within the business (small businesses should provide the names of all employees; larger businesses can list the number employed in each role)</li> <li>• reporting lines between the positions</li> <li>• whether each position is full-time or part-time</li> <li>• if any position is held by a temporary resident (i.e. <u>NOT an Australian citizen or permanent resident</u>), include their name AND the type of visa that they hold e.g. <i>subclass 482 Temporary Skill Shortage; subclass 485 Temporary Graduate</i></li> <li>• where the <b>position(s) that you wish to nominate</b> will fit in the organisational structure</li> </ul>
	<p>Details of <b>any adverse information</b> relating to your business (if applicable)</p> <p><b>NOTE:</b> This could include (but is not limited to) investigations or audits regarding workplace relations, occupational health and safety or migration matters during the last five years, that resulted in adverse findings against your business or any associated entity</p>
<b>Nominated Position</b>	
	<p><b>Job description</b> for the nominated position</p> <p><i>We can prepare a job description on your behalf, if required</i></p>
	<p><b>If the nominated position already exists in your business:</b> Evidence that the position has existed and is vacant OR occupied by a temporary resident e.g. <i>payroll information for the person who was previously employed in the role</i></p>
	<p><b>If the nominated position has been newly created:</b> Evidence of an increase in business activity that requires the creation of the nominated position e.g.</p> <ul style="list-style-type: none"> <li>• <i>new contracts</i></li> <li>• <i>evidence of overtime work or an increase in overtime work for staff currently employed in the same position</i></li> <li>• <i>evidence of need for business diversification, such as market research/business plans and evidence of appropriate funding</i></li> </ul>
	<p>Evidence that you have <b>advertised the position</b> in Australia for at least <b>4 consecutive weeks during the last 4 months</b> (this shows that you have attempted to recruit a suitably qualified and experienced Australian worker for the role, and is called '<b>Labour Market Testing</b>')</p> <p><b>NOTE:</b> You are exempt from this requirement if an International Trade Obligation applies. Other nominations may also be exempt, in some circumstances.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please refer to the <b>Labour Market Testing Fact Sheet</b> for full details of the supporting documents and information that you are required to provide.</p> </div>

## Terms & Conditions of Employment

You must supply documents under **EITHER** Category A **OR** Category B below, based on whether a Modern Award or Enterprise Agreement applies to the nominated position

### Category A: Modern Award or Enterprise Agreement Applies

Copy of the **relevant award or agreement** (or a link to an online version of this document). Please indicate the salary level/occupation group for the position

**Offer of employment letter** and associated acceptance, signed by both parties  
*We can prepare an offer of employment for migration purposes on your behalf, if required*

### Category B: Modern Award or Enterprise Agreement Does NOT Apply

**Full-length employment contract**, signed by both parties

**NOTE:** certain occupations are exempt from the requirement to provide an employment contract. Please contact us for further details.

***If you employ Australian citizens/permanent residents in an equivalent position:***

Employment contract(s) and payslips for the relevant Australian workers.

**NOTE:** This does not include Australian workers with more (or less) experience than the person you wish to nominate, who are performing similar work at a different pay grade.

***If you DO NOT employ Australian citizens/permanent residents in an equivalent position:***  
Evidence of how you determined what an equivalent Australian worker would be paid. This should include **at least two** of the following:

- Jobs & Skills Australia's Labour Market Insights information for the relevant occupation
- advertisements from the last 6 months for similar positions in the same location
- remuneration surveys completed by a reputable organisation
- Australian Bureau of Statistics earnings data
- written advice from unions or employer associations

### Occupation-Specific

***If you are nominating a Cook or Chef:*** Evidence that that the position is NOT in a takeaway or fast-food setting, or in a mass-production factory setting e.g. copy of your menu; floor plan; photos of your premises showing the size/type of your café or restaurant; details of your table service, volume of in-restaurant dining and food preparation carried out on-site

**NOTE:** This evidence is only required if there is a possibility that your business may be viewed as operating in a takeaway, fast-food setting or factory setting. Please contact us if you have any queries.

**Nominee (for the visa applicant that you wish to employ) Or we can request the documents directly from the visa applicant**

	<p>Current <b>passport</b> (identity details page)</p> <p><b>NOTE:</b> Please also provide a passport identity details page for each family member that will be included in your nominee's application (if applicable).</p>
	<p>Current <b>residential address</b> (not a PO box) and contact <b>telephone number</b></p>
	<p><b>Australian visa</b> history i.e.</p> <ul style="list-style-type: none"> <li>• Does the nominee <b>currently hold</b> a subclass 482 or 457 visa, or have they <b>applied for</b> a subclass 482 visa (as either the main visa holder, or the family member of the main visa holder)?</li> <li>• Is the nominee currently in Australia?</li> <li>• Has the nominee ever applied for, or been granted, an Australian visa? If so, please provide brief details.</li> </ul>
	<p>Evidence of <b>English language</b> ability e.g. IELTS test results</p>
	<p>Up-to-date <b>resume/CV</b></p>
	<p>Evidence of any relevant formal <b>qualifications</b> (e.g. degree certificates)</p>
	<p>Evidence of any relevant <b>work experience</b> (e.g. written work references)</p>
	<p><b>Skills assessment</b> (if your nominee's skills have been formally assessed)</p>
<p><b>Administration</b></p>	
	<p>Your <b>electronic letterhead</b>, which you should email to us at <a href="mailto:support@dojolegal.com.au">support@dojolegal.com.au</a> (alternatively, you can provide us with 5 blank sheets of your hard copy letterhead if you prefer)</p> <p><b>NOTE:</b> This is used to prepare any documents that you are required to sign in support of your application e.g. information letter, offer of employment, job description</p>

## WHERE TO SEND YOUR DOCUMENTS

Please send us high quality, colour scanned copies of all of your documents **as soon as** practicable, either through the **Client Portal**, or by **email**.

**If using the Client Portal:** Please provide scanned copies of your documents via the Portal, using the login instructions provided in our initial email.

**If using email:** Please email scanned copies of your documents to [support@dojolegal.com.au](mailto:support@dojolegal.com.au).

**NOTE:** When sending scanned copies of your documents to us, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (where possible);
- they are in **colour**, where the original document is in colour;
- there is a **MAXIMUM of one document per scanned page** (e.g. do not scan two different passports onto one page).

We will notify you if we require hard copies of any of your documents before lodging your applications, or if the DOHA requests hard copies during the processing of your applications. Please contact us if you have any issues either with uploading documents to the Client Portal, or with sending your documents to us via email.

**THANK YOU!**



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