

## Skilled Employer Sponsored (Subclass 494) Business Sponsor & Nomination 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, 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 obtaining the Department of Home Affairs's (the DOHA's) approval of your sponsorship application.

Registration & Structure	
	<b>Australian Business Number (ABN) registration certificate</b> for your business
	<b>If business has a registered business/trading name:</b> Copy of the <b>Business Names Details extract</b> from ASIC's business name register
	<b>If business is a registered company:</b> ASIC company extract (or ASX listing registration, if applicable)
	<b>If business is a franchise/franchisor:</b> relevant pages of franchise agreement i.e. page(s) listing parties to the agreement, and signature page(s)
	<b>If business is a trust:</b> relevant pages of trust deed i.e. page(s) listing parties to the trust, and signature page(s)
	<b>If business operates under a joint venture arrangement:</b> relevant pages of joint venture agreement i.e. page(s) listing parties to the joint venture, and signature page(s)
Financial Documents	
	<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>  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.
	<b>If business is a registered company:</b> company's most recent annual report (if available)

	<p><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</p>
<p><b>Organisational Documents</b></p>	
	<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 (it is important to use names where practicable, especially when it is a small business)</li> <li>• whether each position is full-time or part-time</li> </ul> <p>whether any temporary residents (i.e. <u>NOT an Australian citizen or permanent resident</u>) are employed in any of the positions</p>
<p><b>Nominated Position Documents</b></p>	
	<p><b>Signed and dated full-length contract of employment</b> between your business and the visa applicant, signed by both parties, and including the job title and workplace location in a designated regional area of Australia. The contract must not expressly exclude the possibility of extending the period of full-time employment.</p> <p><b>NOTE:</b> The employment contract may be between the visa applicant and an associated entity of your business. There are also exemptions for certain occupations. Please contact us for further details.</p>
	<p><b>Job description</b> for the nominated position. <b><i>We are able to prepare a job description on your behalf, if required</i></b></p>
	<p><b><i>If the nominated position already exists in your business:</i></b> Evidence that the position has existed and is vacant OR occupied by a temporary resident <i>e.g. payroll information for the person who was previously employed in the role</i></p>
	<p><b><i>If the nominated position has been newly created:</i></b> Evidence of an increase in business activity that requires the creation of the nominated position <i>e.g.</i></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> </ul> <p><i>evidence of need for business diversification, such as market research/business plans and evidence of appropriate funding</i></p>
	<p><b>Evidence</b> that you have <b>attempted to recruit a suitably qualified and experienced Australian worker</b> for the nominated position during the last 4 months.</p> <p><b>Please refer to the ‘FAQ’ section of this document for further details.</b></p>
<p><b>Annual Market Salary Rate (AMSR) Evidence</b></p> <p>The AMSR is the amount an equivalent Australian worker earns (or would earn) working in the same occupation as the nominated position. Both the AMSR and the salary you offer for the nominated position must be no less than \$73,150 per year (excluding non-monetary benefits).</p>	
	<p><b><i>If an enterprise agreement or industrial award applies to the nominated position:</i></b> the name of the agreement or award, and the salary level/occupation group that applies to the nominated position</p>
	<p><b><i>If NO agreement/award applies AND you employ any Australian citizens or permanent residents in the same occupation as the nominated position:</i></b> employment contract(s) and payslips for the relevant Australian workers.</p>

	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.
	<b><i>If NO agreement/award applies AND you DON'T employ any Australian citizens or permanent residents in the same occupation as the nominated position:</i></b> show how you determined what an equivalent Australian worker would be paid for the nominated occupation, by providing <b>at least two</b> of the following: <ul style="list-style-type: none"> <li>• Job Outlook information for the nominated occupation</li> <li>• advertisements from the last 6 months for equivalent positions in the same location</li> <li>• remuneration surveys completed by a reputable organisation</li> </ul> written advice from unions or employer associations
	<b><i>If an enterprise agreement or industrial award applies to the nominated position:</i></b> the name of the agreement or award, and the salary level/occupation group that applies to the nominated position
<b>Nominee Documents and information (for the visa applicant that you wish to employ) Or we can request the documents directly from the visa applicant</b>	
	Current <b>passport</b> (identity details page) NOTE: Please also provide a passport identity details page for any family members that will be included in your nominee's visa application. Please provide their relationship to the nominee (spouse, child, etc.).
	Nominee's <b>current residential address</b> (not a post office box) and <b>contact telephone number</b>
	Nominee's <b>visa history including:</b> <ul style="list-style-type: none"> <li>• Does the nominee already hold a primary subclass 494, 457 or 482 visa?</li> <li>• Has the nominee already lodged an application for a subclass 494 visa as a primary applicant?</li> <li>• Is the nominee currently in Australia?</li> </ul> Has the nominee ever applied for, or held a visa to come to Australia?
	Evidence of <b>English language</b> ability e.g. IELTS test results
	Up-to-date <b>resume/CV</b>
	Evidence of any relevant formal <b>qualifications</b> (e.g. degree certificates)
	Evidence of any relevant <b>work experience</b> (e.g. written work references)
	<b>Skills assessment</b> (if your nominee's skills have been formally assessed)
<b>Administration Documents</b>	
	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) NOTE: 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

## 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](mailto: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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