

Standard Business Sponsorship (for SID Visa 482) Specialist Skills Stream Business Sponsor 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, 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 application.

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

Registration & Structure	
	Australian Business Number (ABN) registration certificate for your business
	<i>If business has a registered business/trading name:</i> Business Names Details extract from ASIC's business name register
	<i>If business is a registered company:</i> ASIC company extract (or ASX listing registration, if applicable)
	<i>If business is a franchise/franchisor:</i> relevant pages of franchise agreement i.e. page(s) listing parties to the agreement, and signature page(s)
	<i>If business is a trust:</i> relevant pages of trust deed i.e. page(s) listing parties to the trust, and signature page(s)
	<i>If business operates under a joint venture arrangement:</i> relevant pages of joint venture agreement i.e. page(s) listing parties to the joint venture, and signature page(s)
Financial	
	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. <i>We are able to provide a template letter for your accountant, if required</i> 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	
	<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 (small businesses should provide the names of all employees; larger businesses can list the number employed in each role) • reporting lines between the positions • whether each position is full-time or part-time • 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> <p>where the position(s) that you wish to nominate will fit in the organisational structure (if known)</p>
	<p>Details of any adverse information relating to your business (if applicable)</p> <p>NOTE: 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>
Administration	
	<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

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.

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 application, or if the DOHA requests hard copies during the processing of your application. 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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