



# Australia's Most Trusted Migration Agent

## Checklist for Standard Business Sponsorship

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### **Business registration documents**

1. Australian Business Number (ABN) registration certificate
2. Company registration extract from the ASIC
3. If your business has a registered business or trading name, a copy of the Business Names Details extract.
4. If your business operates under a trust arrangement, provide relevant pages of the trust deed (pages listing parties to the trust and the signature page)
5. If you are a franchisee, provide the relevant pages of the franchise agreement (pages listing the parties to the agreement and the signature page).

### **Documents to show you are lawfully operating a business**

1. Recent financial reports (profit and loss statements, annual report for the most recently concluded financial year).
2. Business tax returns for the most recently concluded financial year;
3. Latest four Business activity statements (BAS);
4. Recent Business account bank statements for last 6 months.
5. For recently establish businesses:
  - a. a detailed business plan with preferably:
  - b. contracts to provide services
  - c. business bank statements covering the period of operation
  - d. If any of these attachments are not provided, a statement should be included as to why they are not available.

6. Contract of sale relating to purchase of the business (if relevant)
7. Lease agreement relating to business premises
8. Completed employer questionnaire (provided separately)

**We Are Here To Serve You**

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