

Checklist for Standard Business Sponsorship

Business registration documents

1. Australian Business Number (ABN) registration certificate
2. If your business has a registered business or trading name, a copy of the Business Names Details extract
3. If your business is a company, provide one of the following:
 - Company registration extract from the ASIC
 - Australian Stock Exchange (ASX) listing registration (if applicable).
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.



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6. Contract of sale relating to purchase of the business (if relevant)
7. Lease agreement relating to business premises
8. Evidence of employment of staff

Cost

\$420*



*current as 23 November 2018



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