

Checklist for 188 Visa

Personal documents

1. identity documents
2. Form 80 and Police clearance from every country where you have lived for more than 12 months in last 10 years
3. documents about other relationships, if applicable
 - your current marriage certificate or
 - enough documents to prove you have been in a de facto relationship with your partner for at least 12 months before you apply

An overview of your business career and intentions in Australia

4. a statement outlining your intended business or investment activities
5. a description of your research or study in relevant sectors in Australia
6. a description of your business's activities in Australia, and the period of ownership, if applicable

Business registration documents

7. Registration certificate
8. If your business has a registered business or trading name, a copy of the Business Names Details extract
9. If your business is a company, provide one of the following:
 - Company registration extract from the relevant department
 - Stock Exchange listing registration (if applicable).
10. 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)



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11. If you are a franchisee, provide the relevant pages of the franchise agreement (pages listing the parties to the agreement and the signature page).

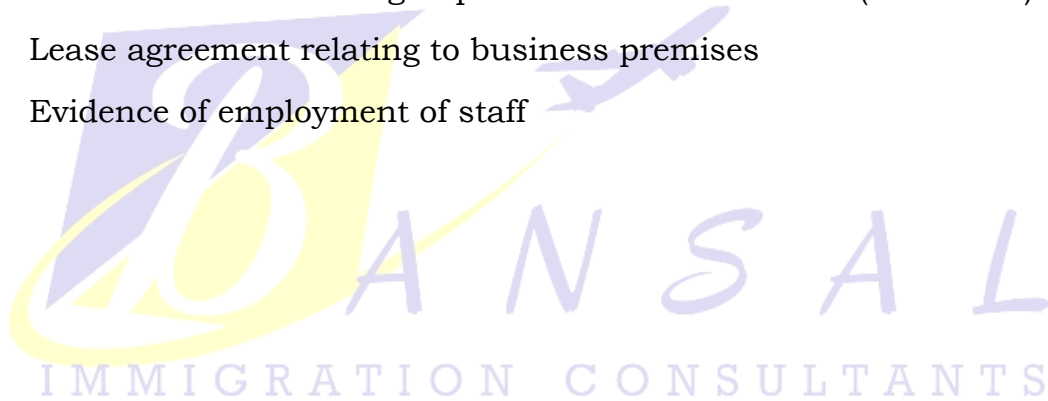
Evidence of net value of your business and personal assets

12. Bank statements or similar records of ownership.
13. For real estate assets: evidence of ownership. This could be a certificate of title, title deed, valuation certificate by an accredited property valuer, or mortgage certificate.
14. For personal loans: loan agreements showing the borrower and lender, loan statements showing the amount borrowed and repayment schedule.
15. For stocks and bonds: share or debentures certificates, fixed interest securities, ownership and market value of claimed marketable securities such as bonds.
16. For business assets: financial statements which include a balance sheet, profit and loss statement and notes to the accounts. They should be dated as at the fiscal year ending immediately before your date of invitation and must be completed to International Accounting Standards
17. If you want to include assets held by a trust, you must include a copy of the trust deed.

Evidence you managed the business

18. Provide evidence that you maintained direct and continuous involvement in management of the business from day to day and in making decisions affecting the overall direction and performance of the business for 2 of the 4 fiscal years before we invited you to apply.
19. The evidence needs to show your involvement in decisions about the management of the business. It must show you are responsible for such areas as:
- strategic management

- recruitment
 - price structure
 - profitability
 - expenditure
20. Recent financial reports of last 2 years (profit and loss statements, annual report for the most recently concluded financial year).
 21. Organisation chart
 22. Business tax returns for
 23. Business activity statements (BAS) (if applicable)
 24. Recent Business account bank statements for last 6 months.
 25. Contract of sale relating to purchase of the business (if relevant)
 26. Lease agreement relating to business premises
 27. Evidence of employment of staff



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