



**Australian Government**

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**Department of Immigration and Border Protection**

**Business Talent (Permanent) visa (subclass 132)**

**Document checklist for visa applications**

Please refer to this checklist if you base your claims on business/es that operate/s in the **People's Republic of China ("the PRC")**.

This checklist is to assist you to ensure all your documents are ready to be included in your application if you are invited to apply for this visa through SkillSelect. You should provide your supporting documents to the Hong Kong Business Skills Processing Centre immediately after you have lodged your online application.

You should provide 'certified copies' of original documents. The certification must be by a person prescribed in clause 2.13(5) of the Migration Regulations 1994. You should not provide original documents unless asked to do so. In addition, any documents not in English must be accompanied by accredited English translations.

It is important that you folio and present all documents in the order outlined below. It is essential that the pages are numbered from the bottom up. To facilitate the filing process, please do not bind the documents.

Please note that claims made in the application and supporting documentation may be subject to verification checks. Site visit to the business premises may be conducted at any time during the assessment process.

**Bogus documents and false or misleading information**

Public Interest Criterion ("PIC") 4020 applies to Business Innovation and Investment visa applications. This means an application may be refused if a bogus document or false or misleading information has been given to the department in relation to a visa application. An applicant refused under PIC 4020 may face a three-year bar on the grant of another visa. For further details on PIC 4020, please refer to information available on the department's website.

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24/F Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong**

## Significant Business History stream

If you are invited to apply for the subclass 132 visa in the Significant Business History stream, please provide the documentation under sections A to C.

A. BUSINESS DOCUMENTS	
<p><b>1) Overview</b></p> <ul style="list-style-type: none"> <li>i) An overview of your business career and business intentions in Australia - this should address clauses 132.211, 132.223, 132.224, 132.225, 132.226 and 132.227 of the Migration Regulations 1994. Note: Where any of your businesses have operated at a loss, please submit a statement providing further details regarding the loss/es, including reasons for the loss/es</li> <li>ii) Organisational chart showing your position in the business, total staff numbers, staff attribution, management reporting lines and functional responsibilities</li> <li>iii) Photos of the business, including premises and business activities (max. six photos)</li> <li>iv) Brochures/promotional materials (optional)</li> <li>v) Business card with current business address and your mobile phone number</li> </ul>	
<p><b>2) Business Ownership</b></p> <ul style="list-style-type: none"> <li>i) Business Licence &amp; Copy Business Licence bearing annual examination chops</li> <li>ii) Set of documents submitted for business registration and subsequent amendments including capital verification reports, share transfer agreements etc, as certified ('chopped') by the supervising Administration for Industry &amp; Commerce (AIC) office</li> <li>iii) Up to date Company Search issued by the supervising AIC office</li> <li>iv) Partnership agreement, Articles of Association, joint venture agreement, Ministry of Commerce approval for establishment of foreign investment enterprises where applicable</li> </ul>	
<p><b>3) Financial Documentation</b></p> <ul style="list-style-type: none"> <li>i) Review report on the financial statements of the business (balance sheet and profit &amp; loss statement) in accordance with International Standard on Review Engagements ('ISRE') 2400 for 2 of the 4 fiscal years immediately before the time of invitation to apply for the visa (see Documentation Guide for details)</li> <li>ii) Certified true copies of Profits/Enterprise Income Tax returns and Business/Value Added Tax returns filed with the Taxation Bureau for the 2 fiscal years under review</li> </ul>	
<p><b>4) Management</b></p> <p>Sample documents to demonstrate your management involvement and decision making for 2 of the 4 fiscal years immediately before the time of invitation to apply for the visa (e.g. business contracts, minutes of meetings, documents authorised by you)</p>	

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<b>B. NET ASSETS OF APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER AVAILABLE FOR TRANSFER WITHIN 2 YEARS OF GRANT</b>	
* All assets should be valued at the same date within 3 months preceding the time of invitation to apply for the visa	
1) A summary statement outlining ALL assets and liabilities position	
2) For cash assets - bank statements, fixed term deposit certificates on one date* within the 3 months preceding the time of invitation to apply for the visa. All bank statements must have the same date of issue	
3) For real estate assets - evidence of ownership and value of properties (title deeds, evidence of purchase, evidence of mortgages or other encumbrances against properties, valuation* in accordance with standards set out in the Documentation Guide)	
4) For business net assets – evidence of ownership as outlined in A2 and the value is to be supported by a review report in accordance with ISRE 2400, the balance date should be a date within the 3 months preceding the time of invitation to apply for the visa *	
<b>C. SOURCE OF FUNDS FOR START UP CAPITAL OF THE BUSINESS, LOANS TO THE BUSINESS OF APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER, AND NET ASSETS OF APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER</b>	
1) A signed declaration made by the applicant on source of funds	
2) Evidence to substantiate claims made in the declaration on source of funds (see Documentation Guide)	

### Venture Capital Entrepreneur stream

If you are invited to apply for the subclass 132 visa in the Venture Capital Entrepreneur stream, please provide the documentation under sections D and E.

<b>D. BUSINESS DOCUMENTS</b>	
1) Overview <ul style="list-style-type: none"> <li>i) An overview of your business career and business intentions in Australia - this should address clauses 132.211 and 132.234 of the Migration Regulations 1994.</li> <li>ii) Business card with current business address and your mobile phone number</li> </ul>	
<b>E. VENTURE CAPITAL</b>	
1) Evidence of a legally binding agreement with an Australian Venture Capital firm showing you are a recipient of capital funding of at least AUD 1 million to commence or expand business in Australia or to commercialise a product. You should also provide a letter accompanying the agreement to explain how much venture capital you will be receiving and for what purposes.	
2) Proof that the venture capital firm from which you are receiving funding is a member of the Australian Private Equity and Venture Capital Association Limited (AVCAL) and holds the venture capital category of membership	

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## Documents for all applications

You should provide the documents in sections F and G regardless of which stream you have been invited to apply.

<b>F. OTHER DOCUMENTS</b>	
<p>1) For each applicant aged 18 years or over claiming functional English, please refer to the following website for the information on how to prove functional English</p> <p><a href="http://www.border.gov.au/about/corporate/information/faqs/how-can-i-prove-i-have-functional-english">http://www.border.gov.au/about/corporate/information/faqs/how-can-i-prove-i-have-functional-english</a></p>	
<b>G. PERSONAL DOCUMENTS</b>	
1) Information page of passport for each applicant (where passport is renewed after application lodgement, certified copy of the renewed passport is required to be submitted)	
2) Identity cards issued by the PRC authority and HKSAR authority where appropriate	
3) Notarial certificates of birth for all applicants (and hospital issued birth certificates where available)	
4) If any applicants have changed their names, provide a notarial certificate of the name change	
5) Household registration	
6) Marriage certificate	
7) Divorce certificate (with divorce agreement) and evidence of custody for children where appropriate	
8) Evidence of permit/penalty paid/social maintenance fee paid for the birth of more than one child	
9) Evidence of dependency for all dependents aged 18 or over	
10) If any dependent child included in the application is adopted, provide the official adoption certificate and adoption papers	
11) If one of the parents of a child under 18 years of age is not migrating, provide a notarial statement of consent from the non-migrating parent for their child to migrate to Australia	
12) 2 recent (not more than 12 months) passport sized photos of each applicant (print the name of the person on the back of each photo)	
13) Applicant's address in Chinese characters	
14) The original military discharge certificate for applicants who have served in the armed forces of any country for any length of time, in either a voluntary or compulsory capacity, in the past 10 years	