



Business Innovation and Investment (Provisional) visa (subclass 188) Document checklist for visa applications

Please refer to this checklist if you base your claims on business/es that operate/s in **Taiwan**.

For information on what this visa let you do and general eligibility, please see [Business Innovation and Investment \(Provisional\) visa \(subclass 188\)](#)

This application document checklist details the information and supporting documents required to assist with the lodgement of a complete visa application. You may be required to provide additional information and documentation after your application was lodged.

This checklist does not highlight all criteria required to be met for the grant of the visa; it only lists what documents are required to support your application.

You should provide your supporting documents to the Hong Kong Business Skills Processing Centre immediately after you have lodged your online application. Due to the volume of evidence requested, we cannot accept these documents by email. All documents must be sent by post or courier to the Australian Consulate-General Hong Kong at

Hong Kong Business Skills Processing Centre
23/F, Harbour Centre
25 Harbour Road
Wan Chai, Hong Kong

Please do not email attachments as this will cause delays in the processing of your application. We do not send acknowledgement advices for the receipt of attachments.

Certifying and translating documents

Unless asked to do otherwise, you should provide 'certified copies' of original documents, rather than the original documents. For further information on certified documents, please refer to [Certifying Documents](#)

Any document in a language other than English must be accompanied by accredited English translations.

- A translator in Australia must be accredited by the National Accreditation Authority for Translators and Interpreters.
- A translator outside Australia does not need to be accredited, but they must endorse the translation with their full name, address, telephone number, and details of their qualifications and experience in the language being translated.

Can someone else assist me in relation to my visa application?

If you require assistance with your visa application you may consider engaging a registered migration agent to help you in your dealings with the department. The Office of the MARA website has a list of all agents with a valid registration. Please see [Registered Migration Agent](#)

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. If you provide us with fraudulent documents or claims, this may result in processing delays and possibly your application being refused.

IMPORTANT: Please provide a selection of documents and supporting evidence that best support your claims, as processing may be delayed when excessive documents are provided.

Business Innovation stream

If you are invited to apply for the subclass 188 visa in the Business Innovation stream, please provide the documentation under sections A to C.

A. BUSINESS DOCUMENTS	
<p>1) Overview</p> <ul style="list-style-type: none"> i) Overview of your business career. If any of your business has operated at a loss, is or has been subject to insolvency, receivership, liquidation or bankruptcy, please provide further details. ii) Overview of your business intentions in Australia: a business plan or statement to indicate your intentions to actively participate in and manage a qualifying business; describing your proposed business activities in Australia; how your role in the business requires you to be resident in Australia and indicating how the business will benefit Australia economically 	
<p>2) Business Ownership</p> <ul style="list-style-type: none"> i) Company registration certificate (if available) ii) Registration Form of Change for Limited Company certified by the Ministry of Economic Affairs (MOEA), with information on the company profile, shareholders and capital contribution for the relevant years 	
<p>3) Financial Documentation</p> <ul style="list-style-type: none"> i) Business Income Tax Return and Financial Statements (Balance Sheet and Profits and Loss Statement) stamped by the tax bureau for at least 2 of the 4 fiscal years preceding application. 	
<p>4) Management</p> <ul style="list-style-type: none"> i) Organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities ii) Photos of the business, including premises and business activities (max. six photos) iii) Business card with current business address and your mobile phone number iv) Evidence that you have participated in the day-to-day management of the business for two of the four fiscal years before you were invited to apply, such as business contracts, minutes of meetings and documents authorised by you <p>The evidence needs to demonstrate your involvement in decisions about the management of all or substantial part of the business and responsibility for such areas as strategic management, recruitment, price structure, business profitability and expenditure</p>	
B. NET ASSETS OF APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER AVAILABLE FOR TRANSFER WITHIN 2 YEARS OF GRANT	
*All assets should be valued at the same date within 3 months preceding the time of invitation to apply for the visa	
<p>1) A Form 1139A Statement of Assets and Liabilities Position (SALP) outlining ALL assets and liabilities position</p>	

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 and valuation report* by an acceptable valuation firm in Taiwan)	
4) For business net assets – evidence of ownership and the value to be supported by a review report in accordance with International Standard on Review Engagements (“ISRE”) 2400, the balance date should be a date within the 3 months preceding the time of invitation to apply for the visa *	

C. SOURCE OF FUNDS FOR START UP CAPITAL OF THE BUSINESS AND NET ASSETS OF APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER	
1) A signed declaration by the applicant on details of how those assets were acquired	
2) Evidence to substantiate claims made in the declaration on source of funds	

Investor stream

If you are invited to apply for the subclass 188 visa in the Investor stream, please provide the documentation under sections D to H.

D. INVESTMENT PORTFOLIO	
1) Overview of your eligible investment activity or qualifying business activity If any of your business has operated at a loss, is or has been subject to insolvency, receivership, liquidation or bankruptcy, please provide further details	

E. EVIDENCE OF MANAGEMENT / OWNERSHIP / VALUE	
1) Applications based on a Qualifying Business <ul style="list-style-type: none"> i) Statement of management for 1 of the 5 fiscal years immediately before time of invitation ii) Organisational chart of the business for the above year. This should show direct reporting lines and functional responsibilities. iii) Company registration certificate (if available) iv) Company Change of Registration Form certified by the Ministry of Economic Affairs (MOEA). with information on the company profile, shareholders and capital contribution v) Business Income Tax Return and Financial Statements (Balance Sheet and Profits and Loss Statement) stamped by the tax bureau vi) Financial statements (Balance Sheet and Profits & Loss statement) prepared to International Standards on Review Engagements (“ISRE 2400”) 	

2) Applications based on Eligible Investments

- i) A summary of eligible investments claimed for 1 of the 5 fiscal years immediately before time of invitation, including their total net value and a statement of your management of each eligible investment
- ii) Evidence of your management of investments for the same year above
- iii) Each document should be clearly labelled identifying the eligible investment and cross-referencing the investment to the appropriate item on the Statement of Assets and Liabilities Position ("SALP")
- iv) If stocks and bonds are claimed as eligible investments, please provide:
 - Report from securities company showing transaction records, opening and closing balances, capital fund movement entries between the capital account and the corresponding bank account and investment performanceFor cash on deposit:
 - bank statements, fixed term deposit certificatesFor real estate:
 - current and historical land search from the Land Register, evidence of any mortgages or other encumbrances against properties, valuation by an acceptable valuation firm in Taiwan

F. NET VALUE OF ASSETS OWNED BY APPLICANT AND/OR SPOUSE OR DE-FACTO PARTNER FOR THE 2 FISCAL YEARS IMMEDIATELY BEFORE TIME OF INVITATION

- 1) A separate Statement of Assets and Liabilities Position (SALP) [Form 1139A](#) should be completed for:
 - the end of the 3 consecutive fiscal years immediately before the time of invitation to apply for the visa; and
 - at the time of invitation (where the date of invitation is 3 months or more after the end of the most recent fiscal year).

- 2) Each asset listed on the SALP should be cross-referenced to evidence of ownership and value. You must include evidence of liabilities (if any) against each asset (e.g. mortgages, loans including unsecured and third party loans, credit cards) (note: evidence of value for each asset / liability must be provided for each point in time as per the SALPs):
 - v) For cash on deposit – bank statements, fixed term deposit certificates
 - vi) For real estate – title deeds, evidence of purchase, evidence of mortgages or other encumbrances against the properties, and valuation report by an acceptable valuation firm in Taiwan
 - vii) For ownership interest in a business/loan to a business – review report on the financial statements of the business (balance sheet and profit & loss statement) in accordance with ISRE 2400
 - viii) For stocks and bonds – statement from Taiwan Depository & Clearing Corporation (TDCC) for each of the years where stocks and bonds have been included as net assets

G. SOURCE OF FUNDS - CAPITAL CONTRIBUTIONS OF QUALIFYING BUSINESS OR ELIGIBLE INVESTMENTS UNDER SECTION E AND NET ASSETS UNDER SECTION F	
1) A signed declaration by the applicant on details of how those assets were acquired	
2) Evidence to substantiate claims made in the declaration on source of funds, e.g. evidence supporting ownership and dividends received from a previous business; evidence of trading and profits gained from the share market, etc.	

H. SOURCE OF FUNDS USED TO MAKE THE DESIGNATED INVESTMENTS (“DI”)	
1) Evidence that funds proposed to be used to make the DI were accumulated from qualifying business and/or eligible investments - e.g. evidence of dividends or retained profit in business available for distribution, purchase and sale contracts of real estate)	
2) Indication in the most recent SALP which assets will be used to make the DI	

Documents for all applications

You should provide the documents in sections I to K regardless of whether you are invited to apply for the subclass 188 visa under the Business Innovation stream or the Investor stream. Provided documents only for items for which you seek to be awarded points.

I. POINTS TEST	
<p>Please provide the documents outlined below to support claims made in your Expression of Interest as relevant. Please cross reference documents for the award of points.</p> <p>** Where references are made to a ‘main business’, please note:</p> <ul style="list-style-type: none"> - For a business to be a main business, there are certain regulatory requirements that the business must satisfy. Please refer to Reg1.11 for the definition of a ‘main business’ - No more than two main businesses may be nominated throughout the application (i.e. an applicant could not nominate another business for the purposes of meeting the points test items if they had already nominated two main businesses in meeting the other visa criteria) - If the main business nominated to meet the points test items is not also nominated for the purposes of meeting the other visa criteria, please provide in relation to the business: a) business ownership records (see section A2); b) Business Income Tax Return and financial statements stamped by the tax bureau for the relevant year/s; and c) sample management documents to evidence your management involvement for the relevant year/s 	
1) Age – refer to personal documents required at section K	
2) English To be awarded points for higher English language ability you must demonstrate that you have either vocational English or proficient English at the time of invitation to apply.	

<p>For documentary requirements on vocational English, please refer to: vocational English</p> <p>For documentary requirements on proficient English, please refer to: proficient English</p>	
<p>3) Educational Qualifications</p> <p>i) For qualifications attained in Taiwan, please provide:</p> <ul style="list-style-type: none"> a) A certified true copy of your bachelor certificate and certificate of graduation; and b) Academic transcripts in relation to the bachelor qualification; or <p>ii) For qualifications attained elsewhere, please provide a certified true copy of the relevant award certificate and associated academic transcripts</p>	
<p>4) Business Experience / Investor Experience</p> <p>i) For business experience, please provide evidence of the number of years you had held your main business** at the time of invitation, including:</p> <ul style="list-style-type: none"> a) Business ownership records – refer to section A2; b) Financial documentation – Business Income Tax Return and financial statements stamped by the tax bureau for the years you have held ownership interest and had management involvement in the business; c) Management – sample documents to demonstrate your management involvement and decision making for each of the years you have held ownership interest and had management involvement in the business <p>ii) For investor experience:</p> <ul style="list-style-type: none"> a) Documentary evidence for the first year that will establish your history of investment experience. E.g. if you are seeking to demonstrate investment experience of greater than 7 years, provide evidence of investment activity for the first year of the 7 years immediately before the time of invitation; b) A SALP for the first and each subsequent year for the claimed period of investment experience to indicate that the eligible investments had a value of not less than AUD100,000 throughout the claimed investment period; and c) A statement signed by you of your management of the investments over the claimed investment period 	
<p>5) Net personal and business assets (held by you and/or your spouse or de-facto partner)</p> <p>i) A SALP for the end of the 3 consecutive fiscal years immediately before the time of invitation to apply for the visa; and</p> <p>ii) For each asset/liability listed on the SALPs, evidence of ownership and value for each of the relevant points in time – refer to sections B2 to B4</p>	
<p>6) Business Turnover</p> <p>i) If you are applying under the Business Innovation stream, please provide cross reference to documents provided at sections A2 to A4.</p> <p>ii) If you are applying under the Investor stream and had an ownership interest in one or more main businesses** that had an annual turnover of at least AUD500 000 in at least 2 of the 4 fiscal years immediately before the time of invitation to apply for the visa, please refer to sections A2 to A4 for supporting documents required</p>	

7) Innovation

i) **Registered Patents / Registered Designs (known as Design Patents in the PRC)**

- a) Documentary evidence issued by the Taiwan Intellectual Property Office (TIPO) in relation to the registered patent/design owned by you or your main business**; and
- b) Where ownership was acquired via transfer, evidence of transfer such as deed of transfer, merger document, endorsed by the TIPO; and
- c) A detailed statement outlining how the registered patent/design is relevant to the operations of the main business** and how it is applied in the day-to-day activities of the business (evidence to support claims made in the statement should be made available upon request)

ii) **Registered Trademark**

- a) Documentary evidence issued by the TIPO in relation to the registered trademark owned by you or your main business**; and
- b) Where ownership was acquired via transfer, evidence of transfer such as deed of transfer, merger document, endorsed by the TIPO; and
- c) A detailed statement outlining how the registered trademark is relevant to the operations of the main business** and how it is applied in the day-to-day activities of the business including actual use of the mark to identify goods and/or services of the business (evidence to support claims made in the statement should be made available upon request)

iii) **Joint Venture**

- a) A copy of the Joint venture agreement between your main business** and other business/es showing: the details of the respective rights and obligations of the parties to the joint venture; and that the agreement was entered into at least one year before you were invited to apply for this visa; and
- b) A detailed statement on how you in the relevant period utilised your skills at a senior level in the day-to-day management of the joint venture business and that the joint venture was operated in accordance with the joint venture agreement (evidence to support claims made in the statement should be made available)

iv) **Export Trade**

- a) Provide evidence to show that at least 50 per cent of the turnover of your main business** relates to export trade for at least two of the four fiscal years before the time of invitation. Evidence may include monthly/annual tax returns showing the cumulative turnover and export sales of the business for the year, representative samples of the associated customs declarations and/or underlying export transaction documents

v) **Gazelle Business**

- a) A business license and Business Registration which show the date of registration of your main business**; and
- b) Financial documentation – Business Income Tax Return and financial statements (Balance Sheet and Profits and Loss Statement) stamped by the tax bureau for 4 consecutive fiscal years prior to the time of invitation showing an average annualised growth in turnover greater than 20 per cent per year over three consecutive fiscal years; and
- c) Evidence that you have had 10 or more full-time employee for at least one fiscal year in the same consecutive three-year period claimed for growth in

<p>turnover, such as taxation records, insurance or superannuation records or similar business records identifying each employee by name</p> <p>vi) Receipt of Grant or Venture Capital Funding</p> <p>a) In relation to government grants:</p> <ul style="list-style-type: none"> - The grant letter issued by the relevant government authority outlining the basis of the grant; and - Bank records showing the transfer of the grant money from the government authority to you or your main business** was made within the 4 years before you were invited to apply for this visa <p>b) In relation to venture capital funding:</p> <ul style="list-style-type: none"> - The final contract entered between you or your main business** and the venture capital firm with a plain English letter to explain the amount and purpose of the venture capital; and - Documents in relation to the transfer of capital into the investee company including but not limited to a business licence, business registration, transcript of alteration cards issued by relevant government authority of the investee company showing the venture capital was received within the 4 years before you were invited to apply for this visa 	
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J. ENGLISH LANGUAGE ABILITY	
<p>1) All applicant aged 18 years or older at the time of application should have at least functional English. “How can I prove I have functional English?” explains how you can demonstrate your language ability.</p> <p>2) If you or your dependants have less than functional English, provide a statement indicating your intention to pay the second visa application charge for each person with less than functional English.</p>	

K. PERSONAL DOCUMENTS	
1) Certified copies of the biographical pages of passports of all people included in the application (where passport is renewed after application lodgement, certified copy of the renewed passport is required to be submitted)	
2) Identity cards	
3) Birth certificates for all applicants	
4) Household registration	
5) Marriage certificate or evidence of defector relationship for at least 12 months (e.g. joint bank account statements, joint ownership of major assets)	
6) Divorce certificate and evidence of custody for children where appropriate	
7) Evidence of dependency for all dependents aged 18 or older	
8) If any dependent child included in the application is adopted, provide the official adoption certificate and adoption papers	
9) If you want to bring a child younger than 18 years of age with you to Australia, and that child’s other parent is not included in the application, provide documentary	

<p>evidence that you have the legal right to bring that child to Australia, including:</p> <ul style="list-style-type: none"> • a notarial statement of consent from the non-migrating parent together with contact number of the parent giving consent; or • a completed form 1229 (consent form to grant an Australian visa to a child under the age of 18 years) with a certified copy of the non-migrating parent's government-issued identification document (e.g. passport) with their photograph and signature; or • Certified copies of official legal documents, such as a court-issued order permitting the removal of the child for settlement in Australia 	
<p>10) 1 recent (not more than 12 months) passport sized photo of each applicant (print the name of the person on the back of each photo)</p>	
<p>11) Certified copy of 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</p>	