

DOCUMENTS FOR BUSINESS APPLICATIONS

State Sponsorship Services Pty Ltd requires these documents if we are to do our work properly. Failure to supply necessary information may cancel any future claim to refunds.

Documents in languages other than English must be translated to English. Photocopies of documents will be accepted.

Documents Required For ALL APPLICATIONS

- Current curriculum vitae (CV) detailing education history, business and professional experience. The curriculum vitae must provide contact address, phone numbers, email address and full details of business history.
- Photocopies of passports so we can spell the names properly.
- Evidence of English language ability (if any), eg: IELTS results.
- A personal balance sheet, summarizing all personal financial assets and liabilities.

Documents For BUSINESS OWNER And BUSINESS TALENT Categories

- Evidence of ownership of business(es) (eg. share registers and transfer documents, company registers, historical company extracts, annual returns of directors and shareholders, business registration documents, partnership agreements, copies of contracts to purchase businesses).
- Financial statements for at least 2 years (preferably audited), including Balance Sheet, Profit and Loss statement, asset and equipment list, notes to the accounts, taxation documents.
- Business / company registration certificate.
- Photographs of the business premises.
- Brochures / promotional material / photographs describing the products and services.
- Evidence of funds available for transfer to Australia within 2 years (eg. Current bank statements, share/stock certificates, property deeds and valuations).

Documents For SENIOR EXECUTIVE Category

- Financial statements for the employer including balance sheet, profit and loss statement.
- Company organisational charts and annual reports confirming position in the 3 highest levels of management of a major business.
- Description of management duties and responsibilities in managing a major business.
- Evidence of funds available for transfer to Australia within 2 years (eg. Current bank statements, share/stock certificates, property deeds and valuations).
- Photographs of the business premises.
- Brochures/promotional material/photographs describing the products and services.

NB - If the Australian business will be doing import/export, we will require product catalogues, price lists, product descriptions, shipping quantities, freight costs, names of suppliers/customers.