



DOCUMENT
CHECKLIST
**INNOVATION &
INVESTMENT (188)
- BUSINESS
INNOVATION
STREAM**



HANNAN
TEW
IMMIGRATION

PLEASE PROVIDE THE FOLLOWING TO PREPARE YOUR **188 VISA** APPLICATION (PAGE 1)

1. Documents to demonstrate your personal identity

- (a) Certified copies of the biographical pages of the current passports of all people included in the application
- (b) Full birth certificates for each family member in the application
- (c) Two recent passport-sized photographs (45 mm x 35 mm) of each person included in the application
- (d) If there has been a name change, evidence of that name change (e.g. marriage certificate, deed poll)
- (e) Evidence of your relationships:
 - i. If married, marriage certificate;
 - ii. If divorced, divorce certificate;
 - iii. If in a de facto relationship, evidence of your de facto relationship.
- (f) If children are between 18 and 23, evidence of financial dependency:
 - i. Proof that they reside in the same household (E.g. correspondence to the same address);
 - ii. Proof that they are financially dependent (e.g. bank statements);
 - iii. Proof that they are studying (E.g. university enrolment).
- (g) If including a child under 18 where a parent is not included,

evidence of custody (legal documents and Form 1229).

2. Documents to demonstrate your skills and experience

- (a) Evidence of "Functional English"
 - i. A valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland;
 - ii. A relevant English test (IELTS 4.5, TOEFL 32, PTE 30)

3. Documents to evidence your intended business in Australia

- (a) Overview of your business career and intentions in Australia, which can include:
 - i. Statement outlining your intended business and/or investment activities
 - ii. Description of your research or study in relevant sectors in Australia
 - iii. Description of the business activities of the business in Australia in which you have an interest, and the period of ownership (if applicable).

4. Documents to evidence your business

- (a) 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 initiated or authorised by you

- (b) Business registration certificate or licence for your main business
- (c) Evidence of your ownership or share of ownership of the main business, such as:
- (d) Evidence of business ownership at the time you are invited to apply, such as:
 - i. Full company extract or certificate of incorporation
 - ii. Shareholder certificate lodged with the Company Registrar, showing your share of capital annual return of the business
 - iii. Memorandum and articles of association
 - iv. Certificate of business registration, business licence or business names extract for the business
 - v. Evidence of purchase
 - vi. Share registers, company registers, or share transfer documents
 - vii. Historical company extracts
 - viii. Annual returns of directors and shareholders
 - ix. Franchise agreement, company registrar, or share transfer documents.



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4. Documents to evidence your business (Contd.)

- i. Partnership agreements
- ii. Full trust deed and amendments (including the names of all trustees and beneficiaries at the time the trust was formed)
- (e) Full set of financial statements for your business for two of the four fiscal years immediately before you were invited to apply for this visa (the statements must be prepared by an independent accountant to International Accounting Standards and include a balance sheet, profit and loss statement and notes to the accounts)
- (f) One-page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities
- (g) Photos of business premises and business activities (maximum six photos)

5. Documents to evidence your net assets

- (a) Evidence that you, your partner, or you and your partner combined hold total net business and personal assets of at least AUD800 000 that are legally acquired and can be transferred to Australia within two years after the visa is granted

- (b) One-page summary statement outlining all your and your partner's assets and liabilities on a day of your choice in the three months before you were invited to apply for this visa, with details of how those assets were acquired, including the source of funds
- (c) Evidence of your ownership of each asset, its value, and liabilities (if any) against the asset (for example, mortgages, credit cards and loans, including unsecured and third-party loans):
 - i. For assets held by a trust: the trust deed
 - ii. For cash assets: bank statements, all less than three months old, with the same date of issue
 - iii. For real estate assets: title deeds, valuation certificates by an accredited property valuer, and mortgages
 - iv. For business assets other than the main business: business registration certificates; evidence of shared ownership; full set of financial statements for two of the four fiscal years before you were invited to apply (prepared by an independent accountant to International Accounting Standards and including a balance sheet, profit and loss statement and notes to the accounts)
 - v. For personal or business

- loan statements indicating the amount borrowed and the repayment schedule, and loans listed in the business balance sheet (for loans to or from a business)
- vi. For personal or business loans: loan agreements, loan statements indicating the amount borrowed and the repayment schedule, and loans listed in the business balance sheet (for loans to or from a business)
- vii. For stocks and bonds: share or bond registers, share/fixed interest securities, debentures or transfer certificates.
- (d) If a publicly listed company operates any of your qualifying businesses: evidence that you, your partner or you and your partner combined own at least 10 per cent of the issued shares of the publicly listed company
- (e) Evidence of a business plan to indicate your intentions and efforts to actively participate in and manage the qualifying business, describing your proposed business activities in Australia and indicating how they will benefit Australia economically



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6. Documents to demonstrate your identity, health and character

- (a) Evidence of your health assessment (if required);
- (b) Police certificates for any country (including Australia) if you have lived for a cumulative period of 12 months or more since turning 16).

For further information, please do not hesitate to contact us directly:

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