



## About this form

Important – Please read this information carefully before you complete your survey. Once you have completed your survey we strongly advise that you keep a copy for your records.

This form should only be completed by people who hold a Business Skills (Provisional) or Business Talent (Migrant) or Business Skills (Residence) visa or Business Skills (Migrant) visa. It should only be completed when you are instructed to do so by the Department of Home Affairs (the Department).

The Australian Government encourages people from overseas with business expertise and a successful business background to come to Australia in order to contribute their expertise to the Australian economy. The Business Skills visa under which you were granted your visa, provides such an avenue.

The Australian Government expects that after a period of time in Australia, people granted a Business Skills (Migrant), Business Talent (Migrant) and Business Skills (Residence) visa, will provide valuable input to the Australian economy by becoming actively involved as owners or part owners at a senior level in business which does one or more of the following:

- develop links with international markets;
- create or maintain employment;
- export Australia's goods and/or services;
- substitute for goods and services currently imported to Australia;
- introduce new or improved technology;
- add to commercial activity and competitiveness in sectors of the Australian economy.

As evidence of your business activities, you are required to provide the Department with supporting documents. Examples of evidence that you may provide in support of this monitoring program is available from the Department's website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

## Partner

'Partner' means your spouse or de facto partner (including same-sex partners).

## What is immigration assistance?

A person gives immigration assistance if he or she uses, or purports to use, his or her knowledge or experience in migration procedure to assist a person with matters related under the *Migration Act 1958*.

The most common times assistance is provided is during visa application processes, visa cancellation processes or sponsorship processes (including monitoring or sanctions).

**Note:** Immigration assistance does not include simply filling in an application form, translating or interpreting or passing on information about an application without comment or explanation.

## Registered migration agents

A registered migration agent is a person who is registered with the Office of the Migration Agents Registration Authority (OMARA) to provide immigration assistance.

If operating in Australia, migration agents must be registered with the OMARA.

Information on registered migration agents, including how to find one, is available on the OMARA website [www.mara.gov.au](http://www.mara.gov.au)

## Legal practitioners

A legal practitioner is a lawyer who holds an Australian legal practising certificate (whether restricted or unrestricted) granted under a law of an Australian state or territory.

Legal practitioners can provide immigration assistance in connection with legal practice.

Information on legal practitioners, including how to find one, is available on the Law Council of Australia website.

Information on legal practitioners can also be sought from the relevant state or territory legal professional bodies.

## Exempt persons

The following people do not have to be a registered migration agent or legal practitioner in order to provide immigration assistance:

- a close family member (spouse, child, adopted child, parent, brother or sister of a visa applicant);
- a sponsor or nominator for a visa applicant;
- a member of parliament or their staff;
- a member of a diplomatic mission, consular post or international organisation.

An exempt person **must not charge a fee** for their assistance. In Australia, if they do charge a fee they are committing an offence and penalties of up to 10 years jail can apply.

## Appointing a registered migration agent/legal practitioner/exempt person

To appoint a registered migration agent/legal practitioner/exempt person you should complete *Part F – Options for receiving written communications*.

Your registered migration agent/legal practitioner/exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*.

Form 956 is available from the Department's website [www.homeaffairs.gov.au/allforms/](http://www.homeaffairs.gov.au/allforms/)

## Options for receiving written communications

If you do not appoint a migration agent/legal practitioner/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

### Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The Department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- *Part F – Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

**Note:** Migration agents/legal practitioners/exempt persons do not need to complete form 956A.

Form 956A is available from the Department's website [www.homeaffairs.gov.au/allforms/](http://www.homeaffairs.gov.au/allforms/)

## Consent to communicate electronically

The Department may use a range of means to communicate with you. However, electronic means such as fax or email will only be used if you indicate your agreement to receiving communication in this way.

To process your application the Department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the Department communicating with you by electronic means, the details you provide will only be used by the Department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the Department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

**Note:** Electronic communication is the fastest means of communication available and the Department prefers to communicate electronically because this results in faster processing.

## Important information about privacy

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department's general information handling practices (including form 1442i) can be found in the Department's Privacy policy at <https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy>

The state/territory economic development Department that sponsored your visa application is interested in the information you provide in this survey. Your agreement is sought to provide a copy of this completed survey to the sponsoring government agency. Please note that providing this information to your state/territory sponsor will not affect your visa status and state/territory governments respect and are bound by privacy principles.

The Department has authority under the *Migration Act 1958* to collect a range of personal identifiers from non-citizens in certain circumstances. For more detailed information you should read information form 1243i *Your personal identifying information*, which is available from the Department's website

[www.homeaffairs.gov.au/allforms/](http://www.homeaffairs.gov.au/allforms/)

'Certified copies' of documents mean copies authorised or stamped as being true copies of originals by a person or agency recognised by the law of your country. In Australia, they must be certified by a Justice of the Peace or Commissioner for Declarations or by a person before whom a statutory declaration may be made.

## Returning your form

**Please answer all questions as fully and accurately as possible.**

The completed survey form should be returned to the address below.

If you wish to contact us directly, please email us at [sa.biip.monitoring@homeaffairs.gov.au](mailto:sa.biip.monitoring@homeaffairs.gov.au) or write to us at:

By post:

Adelaide Business Skills Monitoring Unit  
Department of Home Affairs  
GPO Box 2399  
ADELAIDE SA 5001

By Courier:

Adelaide Business Skills Monitoring Unit  
Department of Home Affairs  
4th Floor  
70 Franklin Street  
ADELAIDE SA 5000

(9am to 4pm Monday to Friday)

Please note that you signed a declaration at the time of visa application, acknowledging that you are required to participate in the monitoring of your business activities, including keeping the Department advised of your current address and completing regular surveys. The *Migration Act 1958* provides the power to impose penalties if you provide false information or if you fail to return this form by the due date without a reasonable excuse. At present, the penalty is a fine of AUD1,000 or up to AUD5,000 if you are convicted in court. If fined you will still be required to complete and return your form. Further penalties may apply if your form remains unreturned.

**Thank you for your cooperation. Your time and effort is greatly appreciated.**

Home page [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

General enquiry line Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

*Please keep these information pages for your reference*



Please open this form using Adobe Acrobat Reader.  
Either type (in English) in the fields provided or print this form  
and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable

## Part A – Your details

**1** Full name  
Family name  
  
Given names

**2** Date of birth  Day Month Year

**3** Date of initial entry into Australia  Day Month Year

**4** Number of days spent in Australia since initial entry

**5** Current residential address  
  
  
 Postcode

**6** Current address for correspondence  
*(If the same as your residential address, write 'AS ABOVE')*  
  
 Postcode

**7** Current contact numbers

	Country code	Area code	Number
Office hours	( )	( )	<input type="text"/>
After hours	( )	( )	<input type="text"/>
Fax number	( )	( )	<input type="text"/>
Email address	<input type="text"/>		

**8** Provide the name and residential address for your spouse or de facto partner  
*(If the address is the same as in Question 5, write 'AS ABOVE')*  
Name of spouse or de facto partner  
  
Residential address  
  
  
 Postcode

Name of dependant 1

Address  
  
  
 Postcode

Name of dependant 2

Address  
  
  
 Postcode

Name of dependant 3

Address  
  
  
 Postcode

*If there are more than 3 dependants 18 years or over, please attach a separate sheet to this form with further details.*

**9** Provide the current value of your assets in Australia for each of the following

Funds/cash at bank	AUD
Investments	AUD
Personal effects	AUD
Business and capital equipment <i>(include machinery, equipment, copyrights, trademarks and patents)</i>	AUD
Total value of assets in Australia	AUD

*Please attach a completed and signed Asset Liabilities Statement with this form.*

**10** What is the value of your assets in each state and territory of Australia?

ACT	AUD
NSW	AUD
NT	AUD
QLD	AUD
SA	AUD
TAS	AUD
VIC	AUD
WA	AUD

- 11** Which of the following is the visa that you currently hold?
- Subclass 127 or 128 or 129 or 130 or 840 or 841 or 842 or 843
- Subclass 131 or 844 or 845 or 846
- Subclass 132
- Subclass 160 or 161 or 162 or 163 or 164 or 165
- Subclass 890 or 891 or 892 or 893

## *Part B – Your business situation in Australia*

- 12** Are you currently engaged in any form of business in Australia?
- No  ► **Go to Part D**  
(You do not need to complete Part C)
- Yes  ► **Go to Part C**

## *Part C – Your business activity in Australia*

### **BUSINESS ONE**

**13** Registered company/business name

**14** Trading name (write 'AS ABOVE' if same as registered name)

**15** Australian Business Number (if applicable)

**16** Business address

Postcode

**17** Business contact numbers

	Country code	Area code	Number
Office hours	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
After hours	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
Fax number	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>		

**18** Type of business

Sole proprietorship                       Company

Partnership     Trust

**19** What date did you purchase an existing business or start a new business in Australia?

	Day	Month	Year
Existing business	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
New business	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

### **BUSINESS TWO (if applicable)**

Registered company/business name

Trading name (write 'AS ABOVE' if same as registered name)

Australian Business Number (if applicable)

Business address

Postcode

Business contact numbers

	Country code	Area code	Number
Office hours	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
After hours	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
Fax number	(    )	(    )	<input style="width: 100%; height: 20px;" type="text"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>		

Type of business

Sole proprietorship                       Company

Partnership     Trust

What date did you purchase an existing business or start a new business in Australia?

	Day	Month	Year
Existing business	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
New business	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

**BUSINESS ONE**

**20** Describe your business activity


**21** How did you initially identify your business?


**22** What were the 3 key reasons why you became involved with the business?


**23** How many people are **currently** employed in the business?

	Family	Other
Full-time (30 hours a week or more)	<input type="text"/>	<input type="text"/>
Part-time (less than 30 hours a week)	<input type="text"/>	<input type="text"/>

**24** If you purchased an existing business how many new staff have been employed?

	Family	Other
Full-time (30 hours a week or more)	<input type="text"/>	<input type="text"/>
Part-time (less than 30 hours a week)	<input type="text"/>	<input type="text"/>

**25** What type of roles are they employed in?


**26** How many hours do you usually work in the business?

<input type="text"/> hours
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**27** What is your position title, role and main duties in the business?


**BUSINESS TWO** (if applicable)

Describe your business activity


How did you initially identify your business?


What were the 3 key reasons why you became involved with the business?


How many people are **currently** employed in the business?

	Family	Other
Full-time (30 hours a week or more)	<input type="text"/>	<input type="text"/>
Part-time (less than 30 hours a week)	<input type="text"/>	<input type="text"/>

If you purchased an existing business how many new staff have been employed?

	Family	Other
Full-time (30 hours a week or more)	<input type="text"/>	<input type="text"/>
Part-time (less than 30 hours a week)	<input type="text"/>	<input type="text"/>

What type of roles are they employed in?


How many hours do you usually work in the business?

<input type="text"/> hours
----------------------------

What is your position title, role and main duties in the business?


**BUSINESS ONE**

**28** Is the ownership interest of you and your immediate family in the business less than 100%?

No

Yes  ► What is your and your family's ownership interest?

%

Name of the other owner 1

Their ownership interest

%

Position title

Roles and duties in the business

Name of the other owner 2

Their ownership interest

%

Position title

Roles and duties in the business

**29** What is the value of assets you have invested in the business to date?

AUD

**30** What is the current net asset value of the business including any paid up capital and less any liabilities?

AUD

**31** Provide the following business details

Annual sales  AUD

Annual expense  AUD

Extraordinary items  AUD

Profit before tax  AUD

*Attach a copy of the business's latest financial statements.*

**32** Are you engaged in any form of export business activities?

No

Yes  ► Describe goods or services being exported

Annual value of your export sales  AUD

**BUSINESS TWO** (if applicable)

Is the ownership interest of you and your immediate family in the business less than 100%?

No

Yes  ► What is your and your family's ownership interest?

%

Name of the other owner 1

Their ownership interest

%

Position title

Roles and duties in the business

Name of the other owner 2

Their ownership interest

%

Position title

Roles and duties in the business

What is the value of assets you have invested in the business to date?

AUD

What is the current net asset value of the business including any paid up capital and less any liabilities?

AUD

Provide the following business details

Annual sales  AUD

Annual expense  AUD

Extraordinary items  AUD

Profit before tax  AUD

*Attach a copy of the business's latest financial statements.*

Are you engaged in any form of export business activities?

No

Yes  ► Describe goods or services being exported

Annual value of your export sales  AUD

**BUSINESS ONE**

**33** Are you involved in any form of import business activities?

No

Yes  Describe goods or services being imported


Annual value of your import purchases

**34** Please comment on the overall positive outcomes achieved for the Australian economy by you acquiring this business


**35** What have been your top 3 key management contributions to the business?


**36** What is your vision for this business in the coming 5 years?


*Please include 3 photographs of your business*

- 1) External photograph of your business*
- 2) Internal photograph of our business*
- 3) Photograph of your products and or services*

**BUSINESS TWO** (if applicable)

Are you involved in any form of import business activities?

No

Yes  Describe goods or services being imported


Annual value of your import purchases

Please comment on the overall positive outcomes achieved for the Australian economy by you acquiring this business


What have been your top 3 key management contributions to the business?


What is your vision for this business in the coming 5 years?


*Please include 3 photographs of your business*

- 1) External photograph of your business*
- 2) Internal photograph of our business*
- 3) Photograph of your products and or services*



