



## 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 Immigration and Border Protection (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.border.gov.au](http://www.border.gov.au)

## Partner

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

## Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

## Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

## Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

**Note:** Some Australian registered migration agents operate overseas.

## Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website [www.mara.gov.au](http://www.mara.gov.au)

You can also access information about migration agents on the department's website [www.border.gov.au](http://www.border.gov.au)

## Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

## Appointing a migration agent/exempt person

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

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

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

## Options for receiving written communications

If you do not appoint a migration agent/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/exempt persons do not need to complete form 956A.

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

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the department's website [www.border.gov.au/allforms/](http://www.border.gov.au/allforms/) or offices of the department. You should ensure that you read and understand form 1442i before completing this form.

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.border.gov.au/allforms/](http://www.border.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@border.gov.au](mailto:sa.biip.monitoring@border.gov.au) or write to us at:

By post:

Adelaide Business Skills Monitoring Unit  
Department of Immigration and Border Protection  
GPO Box 2399  
ADELAIDE SA 5001

By Courier:

Adelaide Business Skills Monitoring Unit  
Department of Immigration and Border Protection  
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.border.gov.au](http://www.border.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 use a pen, and write neatly in English using 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

**6** Current address for correspondence

*(If the same as your residential address, write 'AS ABOVE')*

**7** Current contact numbers

Office hours 

COUNTRY CODE	AREA CODE	NUMBER
( )	( )	

After hours

Fax number

Email address

**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

Name of dependant 1

Address

Name of dependant 2

Address

Name of dependant 3

Address

*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

Investments

Personal effects

Business and capital equipment  
*(include machinery, equipment, copyrights, trademarks and patents)*

Total value of assets in Australia

*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



**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?

	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 each week in the business?

	hours
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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 other owner 1

Their ownership interest

 %

Position title

Roles and duties in the business

Name of 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 other owner 1

Their ownership interest

 %

Position title

Roles and duties in the business

Name of 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*



