

## SKILLED MIGRATION BUSINESS SPONSORSHIP QUESTIONNAIRE

Please indicate the sponsorship type (457, ENS or RSMS) \_\_\_\_\_

*The information in the table below MUST be provided to enable us to prepare your document. Kindly fill in the blanks below and where required provide supporting documents as attachments. Please note, that the quantity and quality of the information provided in this questionnaire will determine the quality of our final document. After we have prepared the document, we allow for minor changes only. Major revisions or rewriting of the plan will incur a new set of fees.*

### Sponsoring Business

Sponsoring Business	Details below MUST be Completed			Supporting Documents MUST be attached if applicable
<b>Company Details:</b>	Company Name:			<ul style="list-style-type: none"> <li>Company Registration</li> <li>Business Name Registration</li> <li>Trust Deed</li> </ul>
	Trading name:			
	ABN:			
	ACN:			
	Address:			
	Website or Photos (inside & outside premises):			
<b>Shareholders Details &amp; Director(s) Names:</b>	Names:	% Shareholding:	<ul style="list-style-type: none"> <li>ASIC report</li> </ul>	
<b>Financial Details:</b>	For an existing Business (trading more than 12 months) please attach most recent Profit & Loss Statement.			<ul style="list-style-type: none"> <li>Profit &amp; Loss statement</li> </ul>
	For a new Business (trading less than 12 months) please attach documents for proof of operation and financial backing.			
<b>Business Activity: (eg Restaurant)</b>				<ul style="list-style-type: none"> <li>Menu/Marketing Brochure</li> </ul>
<b>Provide details of all employees or attach organisation chart showing all details:</b>	Name of Person	Position Title	Full time or Part Time	Citizenship Status
	1.			
	2.			
	3.			



	4.			
Useful for all sponsorships; MANDATORY for RSMS Visa	Please provide evidence of labour market test – attach relevant copies of advertisements for the nominated position, publication dates, website or newspaper name(s) or location advertised & details of responses received.			

## Nominee & Position

Nominated Position	Details	Supporting Documentation MUST be attached
Name of Nominee:		• Resume of nominee
Job Title:		
ANZSCO Code:		
Name of Industry Award for Minimum Wages:		
Salary (min. \$51,400):		
Is nominee currently working in this position? (If yes, are they full time or part time and what date did they start?)		
Is there an Australian employee working in the same/similar position? (If yes, what is the role/salary of this employee?)		

## Training

1. Existing Businesses - Training Plan (trading more than 12 months) based on last 12 months payroll expenditure		
Please choose Option A. OR Option B. below:		Supporting Documentation MUST be attached
Option A.	Deposit 2% of total payroll into an industry training Fund.	• Receipts for Deposit
Option B.	Have spent 1% of total payroll on relevant training of employee (Australian Citizen/PR).	• Receipts for Training undertaken showing date of training, cost and employee name

2. New Businesses - Training Plan (trading less than 12 months) based on forecast 12 months payroll expense an auditable training plan will be prepared				
Please choose Option A. OR Option B. below:				
Option A.	The business intends to deposit 2% of total payroll into an industry training Fund.			
Option B.	The business intends to spend 1% of total payroll on relevant training of employee (Australian Citizen/PR).			
	Employee Name:	Course Title:	Job Title:	Citizenship:

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### **Further Information of Sponsorship:**

1. Relevant business description in 100 words or as an attachment:

2. Please explain Company's strategy & outline future business objectives.

3. Please specify if there are any specific future training requirements that need to be addressed.

4. Explain the background history of the nominated position i.e. is it a newly formed position, attrition or restructuring of the organisation and etc.)

5. Please indicate if the Company has been successfully sponsoring other applicants in the past (APPROVED SPONSOR) or if the Company has been rejected the sponsorship in the past. Provide details in support of the main statement.

6. Please provide any other information that you deem to be relevant for this sponsorship.

### **Additional Supporting Documentation:**

Please supply the following documents if available:

- Employment Contract
- Position Description