



Temporary Skill Shortage (TSS) visa - Employer document checklist for standard business sponsorships

Before you use this document checklist, you must read all information provided in the [TSS visa](#) pages on this website. This is because they contain further information about the requirements and any required documentation which may **not** be specifically listed below.

This page must also be read in conjunction with [Temporary Skill Shortage \(TSS\) visa - Document checklists](#) which provides general information regarding:

- [TSS application forms and costs](#)
- what might happen to your application if it is lodged incomplete or without the required supporting documentation.

Use this checklist to make sure your application is as complete as possible at the time of lodgement.

Document to show your business registration

- Australian Business Number (ABN) registration certificate (if you are an Australian-based employer).
- Australian Registered Body Number (ARBN) registration certificate (if you are an overseas business registered to operate in Australia).
- If you are an overseas business that is not already operating in Australia, you must provide evidence of registration in the country you operate in.
- If your business has a registered business or trading name, a copy of the Business Names Details extract from Australian Securities and Investment Commission's (ASIC) business name register.
- If your business is a company, provide one of the following:
 - Australian Securities and Investment Commission (ASIC) company extract (listing registration details for the Australian Company Number)
 - Australian Stock Exchange (ASX) listing registration (if applicable).
- If your business operates under a trust arrangement, provide relevant pages of the trust deed (pages listing parties to the trust and the signature page).
- If you are a franchisee, provide the relevant pages of the franchise agreement (pages listing the parties to the agreement and the signature page).
- If your business operates under a joint venture arrangement, provide relevant pages of the joint venture agreement (pages listing the parties to the joint venture and the signature page).

Documents to show you are lawfully operating a business

- To show that your business is operating, you should provide the following documents, where relevant:
 - If you are a larger, established business which has been operating over a number of years: recent financial reports (profit and loss statements, annual report for the most recently concluded financial year).
 - If you are a recently established or small business: business tax returns for the most recently concluded financial year; recent business activity statements (BAS); recent bank statements.
- New businesses can show they are operating by providing, at a minimum:
 - a detailed business plan with preferably:
 - contracts to provide services
 - business bank statements covering the period of operation.
- Additional information that can be provided includes:
 - contract of sale relating to the purchase of the business, where settlement has occurred
 - lease agreement relating to business premises
 - evidence of employment of staff
 - business activity statements (BAS) for each complete quarter from commencement of operations to date of lodgement.

Documents for overseas businesses not operating in Australia

- Provide documents to show your intention to set up a business in Australia or that you have a contractual obligation in Australia:
 - a company or business expansion plan
 - an agreement to enter into a joint venture
 - a contract between you and a party in Australia.