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

**SKILLED MIGRATION BUSINESS SPONSORSHIP QUESTIONNAIRE**

***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 |
| **Company Details:** | **Company Name:** |  | * **Company Registration**
* **Business Name Registration**
* **Trust Deed**
 |
| **Trading name:** |  |
| **ABN:** |  |
| **ACN:**  |  |
| **Address:** |  |
| **Website Address or Photos (inside & outside premises):** |  |
| **Shareholders Details & Director(s) Names:** | **Names:** | **% Shareholding:** | * **ASIC report**
 |
|  |  |
|  |  |
|  |  |
|  |  |
| **Financial Details:** | **For an existing Business (trading more than 12 months) please attach most recent Profit & Loss Statement.** | * **Profit & Loss statement**
 |
| **For a new Business (trading less than 12 months) please attach documents for proof of operation and financial backing.** | * **Recent BAS statements**
* **Customer contracts**
* **Bank statements**
* **Copy of lease & monthly lease payment**
 |
| **Business Activity: (eg Restaurant)** |  | * **Menu/Marketing Brochure**
* **For recently purchased business please provide a contract of purchase with the date of purchase**
 |
| **Provide details on the history of the business: is it a start-up, recently purchased business or a going concern (trading longer than 12 months)**  |  |
| **Provide details of all employees or attach organisation chart showing all details:** | **Name of Person** | **Position Title** | **Full time or Part Time** | **Citizenship Status** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **LMT Info -MANDATORY for some 457 and all RSMS Visas** | **Where applicable, please provide evidence of labour market testing – attach relevant copies of advertisements for the nominated position, indicate advertising fees, publication dates, website or newspaper name(s) or location advertised & details of responses received. Please also provide detailed explanation on any retrenchments reflecting the nominated position that may have occurred within the last four months within the same organisation.** |

# Nominee & Position

|  |  |  |
| --- | --- | --- |
| Nominated Position | Details | Supporting DocumentationMUST be attached  |
| **Name of Nominee:** |  | * **Resume of nominee**
 |
| **Job Title:** |  |
| **ANZSCO Code:** |  |
| **Salary (≥ TSMIT 457 $53,900):** |  |
| **Is the 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 (not applicable to RSMS application)

|  |
| --- |
| 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 internal local employee (Australian Citizen/PR).** | * **Receipts for Training undertaken showing date of training, type of training, cost and employee name(s)**
 |

|  |
| --- |
| 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:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Optional: Please provide a copy of the employer’s declaration letter (signed by Company’s Director /representative and written on Company’s letter head) stating the ongoing firm commitment to staff training during the entire term of the sponsorship.**  |

|  |
| --- |
| Further Information of Sponsorship: |
| 1. Relevant business description in 100 words or as an attachment:
 |
| 1. Please explain Company’s strategy & outline future business objectives.
 |
| 1. Please specify if there are any specific future training requirements that need to be addressed.
 |
| 1. Explain the background history of the nominated position i.e. is it a newly formed position, attrition or restructuring of the organisation and etc.)
 |
| 1. Please indicate if the Company has been successfully sponsoring other applicants in the past (Letter of SBS Approval) or if the Company has been rejected the sponsorship in the past. Provide details in support of the main statement.
 |
| 1. 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**
 |

***This business document is treated as PRIVATE & CONFIDENTIAL and its contents will not be released to a third party. The main purpose of this document is to assist BzMark Consulting to prepare a business plan in conjunction with a Migration Agent for the purposes of a Skilled Migration Visa.***

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