



## NEIS Assistance

NEIS assists eligible unemployed people to start new, viable small businesses. If you are a registered job seeker, you can access accredited small business training, which will help to build your skills in setting up a small business. During the training you will also develop a business plan, which will need to be approved by your NEIS provider before you start your business. If approved to operate your NEIS business, you will receive NEIS Assistance which is NEIS Allowance\* for up to 52 weeks, NEIS Rental Assistance for up to 26 weeks (if eligible) and business mentoring and support for the first year of operation of your business.

## Job seeker eligibility

To participate in NEIS you must be eligible for the full range of services with your Job Services Australia (JSA) provider, and you must meet all of the following criteria:

- be at least 18 years of age at the time of commencing NEIS Assistance;
- be available to participate in NEIS training and work full-time in the proposed NEIS business;
- not be an undischarged bankrupt;
- not have received NEIS Assistance for a similar business activity;
- not have received NEIS Assistance in the previous two years; and
- be one of the following:
  - an Indigenous Australian;
  - receiving Stream Services under Streams 3 or 4; or
  - if receiving Stream Services under Streams 1 or 2, proposing a NEIS business that is in an area of skills shortage.

## Business eligibility

Your NEIS business must:

- not currently be operating on a commercial basis;
- be independent, capable of withstanding public scrutiny, and lawful;
- assessed as commercially viable by a NEIS provider;
- not be based on the purchase or takeover of an existing business;
- not compete directly with existing businesses, unless it can be demonstrated that there is an unsatisfied demand for the product or service, or the product or service is to be provided in a new way; and
- be established, located and operated solely within Australia.

\* **Note:** Recipients of Disability Support Pension (DSP), Carer Payment, Parenting Payment Single (PPS) and some Department of Veterans' Affairs pensions may be able to remain on their payment while participating in NEIS Assistance.

## NEIS Allowance

NEIS Allowance is paid to eligible NEIS participants by DEEWR each fortnight for up to 52 weeks. The rate is regularly reviewed and may change during your participation in the activity.

If you are eligible for NEIS Allowance, it will be income tested. If your gross external income (excluding your NEIS business income, NEIS Allowance, NEIS Rental Assistance, approved allowances or pensions from Centrelink or Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) or Department of Veterans' Affairs (DVA), and your partner's income), exceeds twice the basic rate of Newstart Allowance in a given financial quarter, then your NEIS Allowance may be suspended, generally in the following financial quarter.

## Your information and privacy

Personal information is protected under the *Privacy Act 1988* and any disclosure of personal information must be authorised under the Information Privacy Principles.

Disclosure of personal information is authorised if it is obtained for the purposes of social security law, pursuant to the *Social Security (Administration) Act 1999* (for example, if you are receiving income support). In providing employment services to you, your information may be shared between JSA providers, NEIS providers, DEEWR, Centrelink, and other Australian Government departments and agencies. Sharing your information is important as it enables Australian Government departments and agencies to provide you with the most appropriate services to meet your needs.

For more information about your privacy, ask your JSA provider or DEEWR, or visit [privacy.gov.au](http://privacy.gov.au).

## Instructions

*All prospective NEIS participants involved in your proposed NEIS business are required to complete a separate application.*

Giving false or misleading information is a serious offence.

1. Please complete all information on pages 2 and 3, and make a copy of all pages for your records.
2. Give a signed original to your NEIS provider.
3. Keep page 1 with your copy of pages 2 and 3.

### Applicants details

1 (To be completed by referring JSA provider)

Job seeker ID number

Name of applicant

### Referring office

2 Name of JSA provider

Physical address

  
  
 Postcode

Business phone

(STD )

Business fax

(STD )

Email

Contact officer

### Your personal details

3 (To be completed by applicant)

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name/s

Date of birth

 /  / 

Are you an undischarged bankrupt?

Yes  No

4 Your home address and contact details

  
  
 Postcode

Home phone number

(STD )

Mobile phone number

Email address

5 Postal address

For correspondence if different from home address.  
If same as home address, write as above.

  
  
 Postcode

6 Previous period of NEIS

Have you previously participated in NEIS Assistance?

No (go to next section)  
 Yes, please complete the following

Was it for a same/similar business as the proposed business in this application?

Yes  No

What was the name of your previous business?

What type of business was it?

Did you have a partner/s?

Yes  No

Approximate date you finished receiving NEIS Allowance?

 /  / 

With which provider did you previously undertake NEIS?

### Small business training

7 Are you able to participate in small business training?

Yes  No

If accepted for small business training, do you have any special training requirements? (optional)

Yes  No

**Note:** You do not have to answer this question. This information is sought to access the level of service that may need to be provided to you by your NEIS provider to participate fully in small business training.

If yes, please specify.

### Your proposed business

- 8 Have you ever operated this business on a commercial basis?  Yes  No
- Are you operating this business as an agent, subsidiary, franchise or part of a multi-marketing arrangement?  Yes  No
- Is your business a result of a purchase or takeover of an existing business?  Yes  No
- Will you supply your products/services to one business in an exclusive arrangement?  Yes  No
- Will your proposed business comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory, or local authority laws?  Yes  No
- Do you have a Partial Capacity to Work as determined by a Job Capacity Assessment?  Yes  No
- Will you work in your business on a full-time basis, i.e.:
- 35 hours per week (for job seekers without a Partial Capacity to Work or reduced participation requirements under the *Social Security Act 1991*)?  Yes  No
- or**
- In line with your Partial Capacity to Work as determined by a Job Capacity Assessment?  Yes  No
- or**
- In line with your reduced participation requirements under the *Social Security Act 1991*?  Yes  No
- or**
- In line with your voluntary requirements (i.e. DSP, Carer Payment, Parenting Payment Single)?  Yes  No
- Have you discussed with Centrelink whether participating in NEIS may affect your ongoing entitlement to your income support payment (i.e. DSP, Carer Payment, Parenting Payment Single)?  Yes  No
- Are you medically capable of working in your business?  Yes  No
- Do you have any medical conditions that are likely to be exacerbated by working in your business?  Yes  No
- Will you have a controlling interest in your business for the first year of business operation?  Yes  No
- Will your proposed business be established, located and operated solely within Australia?  Yes  No
- If receiving stream services under streams 1 or 2, are you proposing a business that meets the skills shortage area criteria?  Yes  No

Provide a description of your proposed business

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Provide full names of all NEIS business partners (including your partner\* if applicable) applying for NEIS Assistance.

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\* Definition of partner:

For Centrelink purposes a person is considered to be your partner if you and the person are living together, or usually live together, and are married; or in a registered relationship (opposite or same-sex); or in a de facto relationship (opposite or same-sex).

Centrelink considers a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

From 1 July 2009, Centrelink recognises all couples, opposite-sex and same-sex.

### Your declaration

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9 I certify that the information that I have supplied on this form is complete and correct to the best of my knowledge and I acknowledge that false information may lead to refusal, suspension or termination of NEIS Assistance.

Signature

Date

### To be completed by your NEIS Provider

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Does DEEWR's IT Systems confirm that the job seeker is Eligible for NEIS?

Yes  No

Does the job seeker's business idea meet the Business Eligibility Criteria (listed on page 1 and questions answered above)?

Yes  No

Signature of NEIS provider's officer

Name of NEIS provider's officer