



# Help to start a small business: New Enterprise Incentive Scheme

**Eligible job seekers who are interested in starting and running a small business can access assistance through the New Enterprise Incentive Scheme (NEIS).**

NEIS provides accredited small business training, business advice and mentoring for eligible job seekers for up to 52 weeks, as well as ongoing income support for up to 39 weeks.

Your NEIS provider will help you decide whether you should undertake a Certificate III in Micro-business Operations or a Certificate IV in Small Business Management. This will depend on the type of the small business you are planning. During the training you will also develop a business plan which will need to be approved by your NEIS provider.

If your business plan is approved, you will receive NEIS Assistance which includes:

- NEIS Allowance for up to 39 weeks
- NEIS Rental Assistance for up to 26 weeks (if eligible)
- business mentoring and support during your first year of business operation.

Please note: Recipients of Disability Support Pension, Carers Payment, Parenting Payment (Single) and some Department of Veterans' Affairs pensions can choose to remain on these payments while participating in NEIS.

## Can I participate?

To participate in NEIS you must be registered with a Job Services Australia or Disability Employment Services provider. Your provider can tell you if you are eligible.

You also must:

- be at least 18 years old when you begin receiving NEIS Assistance
- be available to participate in required training and work full time\* in your 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.

\* or less hours as allowed where someone has been assessed as having a partial capacity to work, or reduced work participation requirements, or those who are volunteers to employment services.

As well, your NEIS business must be:

- not currently operating on a commercial basis
- independent, capable of withstanding public scrutiny and lawful
- assessed as commercially viable by a NEIS provider
- not based on the purchase or takeover of an existing business
- not competing 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
- established, located and operated solely within Australia.

## Your obligations

You are required to operate your NEIS business in accordance with your NEIS business plan, and meet all the terms of your NEIS Participant Agreement.

If for any reason you want to change the way your business operates (such as your location or hours of operation), you must discuss these changes with your NEIS provider before you take any action.

If you make changes to your business operating arrangements without approval, your NEIS Allowance payments may be suspended.

## Your right to privacy

Your personal information is protected by the *Privacy Act 1988* and information about you may also be protected by the *Social Security (Administration) Act 1999* (for example, if you are receiving income support). Your information may be shared between NEIS providers, Job Services Australia or Disability Employment Services providers, the Department of Employment, the Department of Human Services (Centrelink) and other Australian Government departments and agencies, which enables the organisations to provide you with the most appropriate services to meet your needs.

For more information about your privacy, ask your NEIS provider, Job Services Australia or Disability Employment Services provider, the department or visit [www.oaic.gov.au/privacy/privacy-complaints](http://www.oaic.gov.au/privacy/privacy-complaints).

## Our guarantee of service to you

### Service Guarantee

You will receive NEIS mentoring and support provided by your NEIS provider for the first 12 months of the business operation. These services will be sensitive to your circumstances and background. To view all Service Guarantees visit [employment.gov.au/jobservicesaustralia](http://employment.gov.au/jobservicesaustralia).

### Code of Practice

NEIS providers are contracted to deliver Australian Government funded NEIS services and have agreed and are committed to observe the Employment Services Code of Practice. To view the Code of Practice visit [employment.gov.au/jobservicesaustralia](http://employment.gov.au/jobservicesaustralia).

## For more information

Call 13 62 68 or visit [employment.gov.au/neis](http://employment.gov.au/neis)