



About this form

Important – Please read this information carefully before you complete your nomination. Once you have completed your nomination we strongly advise that you keep a copy for your records.

All forms are available from the Department of Immigration and Border Protection (the department) website www.border.gov.au/allforms/. Forms are available in PDF file format and can be filled in on screen, printed and mailed to the department.

Who should use this form

This form should be used by organisations, government agencies, foreign government agencies or eligible individuals to nominate a person to work or undertake an activity in Australia.

If you have been approved or have applied for one or more of the sponsor classes listed below the approval will allow you to nominate a person who is a holder of the associated visa subclass.

| Sponsor class | Allows you to nominate persons who hold a |
|-------------------------------|---|
| Exchange sponsor | Exchange (subclass 411) visa |
| Sport sponsor | Sport (subclass 421) visa Note: Excluding sports trainees. |
| Occupational trainee sponsor | Occupational Trainee (subclass 442) visa |
| Religious worker sponsor | Religious Worker (subclass 428) visa |
| Long stay activity sponsor | Exchange (subclass 411) visa, Sport (subclass 421) visa, Religious Worker (subclass 428) visa |
| Training and research sponsor | Occupational Trainee (subclass 442) visa |

Nomination arrangement NOT covered by this form

If you want to nominate a sports trainee, you should complete form 1402N *Nomination for an occupational trainee position*. The nominated person will need to apply for a Training and Research (subclass 402) visa.

If you want to nominate a skilled person for long stay temporary business employment in Australia (subclass 457), you should complete form 1196N *Nominating overseas employees to work temporarily in Australia*.

Forms 1402N and 1196N are available from the department's website www.border.gov.au/allforms/

Nomination requirements

The nomination is to assess the nominated primary person's skills and experience to perform the duties of the nominated position.

It is important to ensure that nominations are lodged well before expiry of the approved sponsorship as a nomination can only be approved when the approved sponsorship is valid. If the sponsorship period ceases you will need to reapply and be approved as a sponsor to nominate further visa applicants.

Who should be included in this nomination?

Primary person

The person you consent to sponsor to work or undertake an activity in a nominated position in Australia.

Secondary person

- *Partner*
Partner means the spouse or de facto partner (including same-sex partner) of the primary person.
- *Dependent child (under 18 years of age)*
A dependent child is the child or step-child of the primary person or their partner where the primary person or their partner has legal responsibility for the child.
- *Dependent child (aged 18 years and over) and other relatives*
Dependent children aged 18 years and over, and other relatives of the primary person or their partner may be considered in the nomination if:
 - they are not currently married, engaged to be married or in a de facto relationship;
 - they are usually resident in the primary person's household;
 - they rely on the primary person for financial support for their basic needs;
 - the primary person has supported them for a substantial period;
 - they rely on the primary person more than any other person or source; and
 - they rely on the primary person as they are incapacitated for work.

All secondary persons who intend to accompany the primary person in Australia must be included in the nomination at Part G.

Secondary persons joining a sponsored primary person in Australia

Secondary persons not listed in this nomination who wish to join the primary person in Australia at a later date will be required to provide a letter confirming that the sponsor will accept responsibility for them. As the sponsor, you will need to provide this letter to the secondary person(s) to lodge with their visa application.

Sponsor obligations

The obligations apply to all sponsors unless otherwise indicated.

Obligation to cooperate with inspectors

The sponsor must cooperate with inspectors appointed under the *Migration Act 1958* in determining whether:

- a sponsorship obligation is being, or has been, complied with; or
- circumstances, in which the department may take administrative action, exist or have existed (see page 4).

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 5 years after the day on which the approved sponsorship ceases.

Obligation to keep records

The sponsor must keep records of their compliance with the obligations. All records must be reproducible and some must be capable of verification by an independent person. For a complete list of the records that must be kept, including the manner in which the records should be kept, see www.border.gov.au/trav/work/work/temporary-residence-sponsor-obligations

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

However, no records need be kept for more than 5 years under this obligation.

Obligation to provide records and information

The sponsor must provide records or information relating to the administration of sponsorship requested by written notice if the sponsor is required to keep the records or information:

- under a law of the Commonwealth or a state or territory; or
- the obligation to keep records.

The records and information must be provided in the manner, and within the timeframe, requested in the written notice.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to provide information to the department when certain events occur

The sponsor must provide certain information to the department when certain events occur. This information must be provided by registered post or email, to a specified address and within 28 calendar days of the event occurring. For a complete list of the information and events, see www.border.gov.au/trav/work/work/temporary-residence-sponsor-obligations

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on the day after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation not to recover certain costs from a sponsored person

The sponsor must not recover, or seek to recover, from the sponsored person, all or part of the costs (including migration agent costs):

- in relation to the recruitment of the primary sponsored person;
- in association with becoming or being a sponsor or former approved sponsor.

In addition to the above, if the sponsor is a Domestic Worker Sponsor or Religious Worker Sponsor, the sponsor must not recover, or seek to recover, from the sponsored person, expenditure by the sponsor in relation to financial support of the sponsored person in Australia.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to pay costs incurred by the Commonwealth to locate and remove an unlawful non-citizen

The sponsor must pay costs incurred by the Commonwealth in locating and/or removing a sponsored person from Australia, if requested by written notice. The sponsor is liable to pay the Commonwealth the difference between the actual costs incurred by the Commonwealth (up to a maximum of AUD10,000) and any amount already paid under the obligation to pay travel costs to enable a sponsored person to leave Australia (see below).

This obligation starts to apply on the day on which the sponsored person becomes an unlawful non-citizen.

This obligation ends 5 years after the sponsored person leaves Australia. However, the sponsor is only liable for costs up to the time the sponsored person leaves Australia.

Obligation to ensure primary sponsored person works or participates in the nominated occupation, programme or activity

The sponsor must ensure that the primary sponsored person works or participates in the nominated occupation, programme or activity. If a sponsor wants to employ or engage a primary sponsored person in a different occupation, programme or activity, the sponsor must lodge a new nomination in respect of that occupation, programme or activity for the primary sponsored person.

This obligation starts to apply on the day on which the primary sponsored person is granted a visa, unless he or she already holds a visa in which case the obligation starts to apply on the day the sponsor's nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the primary sponsored person is granted a substantive visa of a different subclass to the one they last held (if the primary sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Sport Sponsor, Religious Worker Sponsor, Occupational Trainee Sponsor, Long Stay Activity Sponsor and Training and Research Sponsor

Obligation to secure an offer of a reasonable standard of accommodation

Where the primary sponsored person is not receiving a salary or wages, the sponsor must secure an offer of a reasonable standard of accommodation for the sponsored persons while they are in Australia. For a guide to what is 'a reasonable standard' see www.border.gov.au/trav/work/work/temporary-residence-sponsor-obligations

This obligation starts to apply:

- if the sponsored person holds a subclass 421, subclass 428 or subclass 442 visa – on the day on which a nomination by the sponsor of an occupation or activity for the primary sponsored person is approved; or
- if the sponsored person does not hold a subclass 421, subclass 428 or subclass 442 visa on the day the nomination is approved – on the day the person is granted a subclass 421, subclass 428 or subclass 442 visa.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the sponsored person is approved;
- on which the sponsored person is granted a substantive visa of a different subclass to the one they last held (if the sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Religious Worker Sponsor and Long Stay Activity Sponsor

Obligation to pay travel costs to enable sponsored persons to leave Australia

The sponsor must pay reasonable and necessary travel costs to enable the sponsored persons to leave Australia if the costs have been requested in writing by the department or the sponsored persons, and the costs have not already been paid by the sponsor in accordance with this obligation.

The costs will be considered reasonable and necessary provided they:

- include travel from the primary sponsored person's usual place of residence in Australia to the place of departure from Australia;
- include travel from Australia to the country (for which the person holds a passport) specified in the request to pay travel costs;
- are for economy class air travel or, where unavailable, a reasonable equivalent; and
- are paid within 30 days of receiving the request (note however, the obligation to pay costs continues beyond the 30 days as specified below).

This obligation starts to apply on the day the sponsored person is granted a subclass 428 visa, unless he or she already holds a visa of the same subclass in which case the obligation starts to apply on the day the nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the sponsored person is granted a substantive visa other than a subclass 428 visa (if the primary sponsored person is granted another visa of the same subclass in order to continue to work for the sponsor, the obligation continues); or

- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Exchange Sponsor and Long Stay Activity Sponsor

Obligation to make same position available to Australian exchange participants

Immediately on completion of the exchange, the Exchange Sponsor must make available to the Australian citizen or Australian permanent resident who is a participant in the exchange, the same position or equivalent position in Australia that was held by the Australian participant at the time the exchange was entered into.

This obligation starts to apply on the day on which the nomination made by the Exchange Sponsor in relation to the exchange is approved.

This obligation ends 30 days after completion of the exchange.

Sanctions for failing to satisfy sponsorship obligations

If the sponsor fails to satisfy a sponsorship obligation, the Minister may take one or more of the following actions:

Administrative

- bar the sponsor, for a specified period, from sponsoring more people under the terms of one or more existing approvals as a sponsor for different kinds of visas;
- bar the sponsor, for a specified period, from making future applications for approval as a sponsor in relation to one or more classes of sponsor;
- cancelling one or all of the sponsor's existing approvals as a sponsor;

Civil

- apply to a Court for a civil penalty order of up to AUD33,000 for a corporation and AUD6,600 for an individual for each failure; or
- issue an infringement notice of up to AUD6,600 for a body corporate and AUD1,320 for an individual for each failure.

Other reasons why administrative action may be taken

There are a number of other circumstances (besides failure to satisfy a sponsorship obligation) in which the administrative actions described in the dot points above may be taken:

- provision of false or misleading information to the Department of Immigration and Border Protection or the Administrative Appeals Tribunal;
- the sponsor no longer satisfies the criteria for approval as a sponsor or for variation of a term of that approval;
- the sponsor has been found by a court or competent authority to have contravened a Commonwealth, state or territory law;
- a primary sponsored person is found to have contravened a law relating to the licensing, registration or membership required in order to work in the nominated occupation;
- unapproved change to a special programme; or
- failure to comply with certain terms of a special programme agreement.

Monitoring

If you are approved as a sponsor you must comply with the sponsorship obligations (as outlined above). The department will monitor compliance with the sponsorship obligations and whether associated visa holders are abiding by their visa conditions.

Routine monitoring is conducted from time to time and monitoring may also be initiated based on information provided to the department. This may take place during the approved sponsorship period and for up to 5 years after the sponsorship ceases.

The department conducts monitoring in 3 main ways:

- exchanging information with other Commonwealth, state and territory government agencies, including the Department of Employment, the Fair Work Ombudsman and the Australian Taxation Office;
- written requests to the sponsor to provide information in accordance with the obligation to provide records and information;
- site visits, usually to the sponsored business premises, with or without notice.

Monitoring may include investigations being conducted by Commonwealth officers called inspectors. Inspectors have certain investigative powers under the *Migration Act 1958*. Failure to cooperate with inspectors is a breach of the sponsorship obligations and the department may take action against the sponsor. For details on the actions the department may take refer to *Sanctions for failing to satisfy sponsorship obligations* in this form.

All written communication about the department's monitoring requirements will be sent directly to you, unless you have authorised another person, including migration agents, to act and receive information on your behalf. The sponsorship obligations (including the obligations to cooperate and provide information to the department) will remain with you as the sponsor even if you have authorised another person to act and receive information on your behalf.

Salary or wages

The salary or wages payable to the primary sponsored person in relation to the proposed work is required to be in accordance with Australian labour laws and practices.

If there is no award, and it is not a volunteer position, the primary sponsored person is to receive at least the minimum Federal award rate.

Unpaid work

A nomination for an unpaid position can only be approved where the work or activity to be undertaken would not attract a salary or wage if undertaken by an Australian citizen or Australian permanent resident.

If the nomination relates to a volunteer position the primary sponsored person will receive no remuneration for doing the work or activity other than:

- reimbursement or reasonable expenses incurred by the person in doing the work; or
- prize money.

Unpaid occupational training nominated for the Occupational Trainee (subclass 442) visa requires acknowledgement from both the sponsor and the nominated trainee that the position is unpaid (see Part K for details).

Integrity of the nomination

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays, your nomination being refused and imposition of one or more of the sanctions listed.

How to apply

Step 1 – Check if a nomination fee is required

Not all nominations attract a fee, but when a prescribed fee is applicable, the nomination will not be valid unless payment has been received.

If a nomination fee is required, payment **must** accompany your nomination. Payment of the fee does not guarantee approval of the nomination and is generally not refundable.

Fees may be subject to adjustment at any time.

To check the nomination fee, refer to the department's website www.border.gov.au/trav/visa/fees or check with the nearest office of the department.

Method of payment

To make a payment, please pay by credit card, bank cheque or money order made payable to the Department of Immigration and Border Protection. Credit card is the preferred method of payment.

Step 2 – How to fill in this form

Use a black or blue pen, and write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, attach a signed and dated sheet with these details.

Use the Checklist at Part K to make sure you have answered all the questions and provided everything required.

Any alterations made before you lodge the form must be dated and initialled.

Step 3 – Lodge your nomination

You will need a separate nomination for each position you are seeking to fill except where you intend to nominate a team of sports people entering into a sporting event. You can include these people in the one nomination by attaching a list of the nominees and their details. However, a separate fee will apply to each nominated position.

If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination for each position to be filled.

You should lodge the nomination, with the payment and any attachments, before or at the same time as the visa application.

Please see the following instructions for lodgement details relevant to your nomination.

Occupational Trainee (subclass 442) visa only

You may lodge the nomination in person, by a representative or send by mail. Your nomination should be lodged at one of the following addresses:

Street address:

Department of Immigration and Border Protection
70 Franklin Street
ADELAIDE SA 5000

Courier address:

Department of Immigration and Border Protection
4th Floor
70 Franklin Street
ADELAIDE SA 5000

Mail address:

Adelaide Occupational Trainee Processing Centre
Department of Immigration and Border Protection
GPO Box 2399
ADELAIDE SA 5001

Pre-lodgement enquiries: otv.adelaide@border.gov.au

Other visa subclasses

An application to nominate a person who holds:

- **an Exchange (subclass 411) visa**
- **a Sport (subclass 421) visa**
- **a Religious Worker (subclass 428) visa**

should be lodged in person, by a representative or sent by mail. Your nomination should be lodged at one of the following addresses:

Mail address:

Department of Immigration and Border Protection
GPO Box 9984
SYDNEY NSW 2001

Street address:

Department of Immigration and Border Protection
26 Lee Street (near Railway Square)
SYDNEY NSW 2000

OR

Department of Immigration and Border Protection
9 Wentworth Street
PARRAMATTA NSW 2150

What happens next?

It is important that you lodge the nomination with all the documents necessary to make an assessment. Lodging a complete nomination assists case officers in making a fair and complete assessment of your claims and results in faster processing times. You may be asked to provide additional information to enable a decision to be made.

You will be advised in writing whether or not the nomination has been approved. If the nomination has not been approved, you will be given a reason for the decision as well as information about your review rights.

Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the department's website www.border.gov.au/allforms/ or offices of the department. You should ensure that you read and understand form 1442i before completing this form.

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.mara.gov.au

You can also access information about migration agents on the department's website www.border.gov.au

Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete *Part I – Options for receiving written communications*.

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Form 956 is available from the department's website www.border.gov.au/allforms/

Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- *Part I – Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

Note: Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website www.border.gov.au/allforms/

Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or email will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

Note: Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

Home page **www.border.gov.au**

General enquiry line

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours).
If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference



Australian Government

Department of Immigration and Border Protection

Nomination for a temporary position

Form
1378

You will need a separate nomination for each position you are seeking to fill except where you intend to nominate a group of sports people entering into a sporting event.

You can include these people in the one nomination by attaching a list of the nominees and their details. A separate fee will apply to each nominated position.

If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination for each position to be filled.

Additional forms are available from the department's website www.border.gov.au/allforms/

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Part A – General information

1 Which visa subclass does the primary person hold?

2 Give details of your approved sponsorship or the application for sponsorship not yet decided

Sponsor name

Business name

Australian Business Number (ABN) (if applicable)

Approval date

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

Sponsor class

Sponsorship Application ID number (if known)

The Sponsorship Application ID number can be found on the approval letter from the department

3 Do you agree to the department communicating with you by fax, email or other electronic means?

No

Yes Give details

Fax number

| | |
|------------|---|
| (AREA CODE |) |
|------------|---|

Email address

4 How will Australia benefit by you nominating the primary person?
(Tick all that apply)

Meeting a critical skill shortage (occupation is listed on Critical Skills list)

Visiting academic contributing to Australian research

Employment and training opportunities for Australian citizens or permanent residents

Expansion of local business and export activity

Improvement of business links with international markets

Introduction and transfer of new skills and technology

Competitiveness within the sectors of the Australian economy

Promotion of cultural enrichment

Advancement of international goodwill/capacity building

Give details explaining the benefits

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

If insufficient space, attach a signed and dated sheet giving details

Part B – Nomination details

5 Is the position covered by a Labour Agreement?

No

Yes Name of the Labour Agreement

6 Details of the position to be filled

Note: If nominating under a Labour Agreement, the job title and position must match one of the occupations approved in the agreement.

Job title/position

Occupation

Australian and New Zealand Standard Classification of Occupations ANZSCO code (if known)

7 Is the position:

full-time

part-time

▶ Number of hours per week

8 What is the proposed period of employment or activity?

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

9 What is the proposed period of stay?

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

10 Street address where the employment or activities will take place

1.

POSTCODE

2.

POSTCODE

If more than 2 addresses, attach a signed and dated sheet giving the additional details

11 Contact officer for enquiries about this nomination

Name

Position in organisation

Office hours telephone

12 Will you be engaging the primary person as an employee of your organisation?

No ▶ Explain the nature of the relationship between you and the primary person

If insufficient space, attach a signed and dated sheet giving details

Yes

13 Will the primary person be employed or engaged in Australia by any other organisation or individual?

No

Yes ▶ Name of organisation or individual

Name of contact officer

Australian Business Number/Australian Company Number

Business address

POSTCODE

Office hours telephone

Give details of the arrangement you have with the organisation or individual for the employment or engagement of the primary person, including the number of hours per week they will spend with the organisation or individual

If insufficient space, attach a signed and dated sheet giving details

14 Will the primary nominated person be paid in accordance with Australian employment conditions, or if there is no award, paid at least the Australian minimum wage?

No Give reasons

| |
|--|
| |
| |

Yes

15 If remunerated, what does the remuneration package include?

Monetary value (AUD)

Salary/wages

Accommodation

Meal allowance

Other living allowance

Travel allowance

Commissions, shares and/or bonuses

Other packaged items or benefits including, but not limited to, cars, phones, laptop computers, airline club memberships, medical cover, child care, clothing and clothing allowances

Provide all relevant details

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

If insufficient space, attach a signed and dated sheet giving details

16 Who will be paying the primary person's salary?

See *Salary or wages* on page 4

Nominee will not be paid

You or your organisation

Another organisation or eligible individual Give details

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

If insufficient space, attach a signed and dated sheet giving details

17 What is the primary person's gross salary excluding any payment of allowances such as superannuation, accommodation, meals etc.?

(See Part K for documentation that must be attached)

| |
|-----|
| AUD |
|-----|

18 Will the primary person receive any scholarship or similar payments?

No If the primary person is a holder of an Occupational Trainee visa and will not receive remuneration, you will need to lodge completed form 1283 *Acknowledgement of unpaid placement – visa applicant* and form 1284 *Acknowledgement of unpaid placement – sponsor* with this nomination.

Yes Who is responsible for paying this?

| |
|--|
| |
|--|

| | |
|--------|-----|
| Amount | AUD |
|--------|-----|

19 Describe the position to be undertaken
(If insufficient space, attach a signed and dated sheet giving details)

Responsibilities

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |

Main duties

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |

Other information about the position

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |

20 Describe the qualifications, essential skills, employment experience and registrations/licenses required to be held by the primary person
(If insufficient space, attach a signed and dated sheet giving details)

Qualifications

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Essential skills

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Employment experience (include number of years skilled experience required)

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Registration/Licensing/Professional membership requirements
(if applicable)

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Part C – Additional nomination assessment

21 Additional information is required for the following visa subclasses. Select a visa and go to the relevant part.

- Exchange visa ► **Go to Part D**
 Sport visa ► **Go to Part E**
 Occupational Trainee visa ► **Go to Part F**
 Religious Worker visa ► **Go to Part G**

Part D – Exchange (subclass 411)

(See Part K for documentation that must be attached)

22 Name of the foreign organisation with which you have a staff exchange arrangement

23 Name of the Australia resident who has been selected under the staff exchange arrangement

Family name

Given names

Telephone number
(AREA CODE)

24 Details of the employment proposed for the Australian resident with the foreign organisation

Commencement date
DAY MONTH YEAR / /

Duration of employment
YEARS MONTHS

Job title

Duties

►► **Go to Part G**

Part E – Sport (subclass 421)

(See Part K for documentation that must be attached)

25 The primary applicant will be a:

- competitor entered into an event(s) ► **Go to Question 26**
 support staff to a competitor ► **Go to Question 27**
 judge or adjudicator ► **Go to Question 30**
 sports person contracted to a sporting organisation ► **Go to Part G**

26 Will the competitor be entered into the event(s) as an amateur?

- No
 Yes ► You will need to provide evidence that the primary person has amateur status

►► **Go to Part G**

27 Name of the competitor who the person will be assisting

Family name

Given names

28 Is the competitor an Australian citizen or permanent resident?

- No
 Yes

29 In what capacity will the primary person be assisting the competitor who is entered into the event?

►► **Go to Part G**

30 Details of the itinerary, listing the engagements as a judge or adjudicator to be undertaken by the primary person

1. Venue

From to
DAY MONTH YEAR / / DAY MONTH YEAR / /

Number of engagements

Duration of each engagement

2. Venue

From to
DAY MONTH YEAR / / DAY MONTH YEAR / /

Number of engagements

Duration of each engagement

►► **Go to Part G**

Part F – Occupational Trainee (subclass 442)

(See Part K for documentation that must be attached)

- 31** Does your organisation receive any Australian Government funding towards this training?

No

Yes Give details

| |
|--|
| |
| |
| |
| |
| |
| |
| |

- 32** How will the primary person utilise the occupational training programme in Australia? (*Tick one box only*)

Occupational training required for registration Stream 1

Structured training to enhance skills specified in the occupations www.border.gov.au Stream 2

Workplace-based training for capacity building overseas Stream 3

- 33** Details and duration of all activities

Duration of full training programme

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

General and on-the-job training (other than initial orientation)

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

Where will this take place

| |
|--|
| |
| |

If more than one on-the-job training period or place, attach a signed and dated sheet giving details

Classroom-based training

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

Where will this take place

| |
|--|
| |
| |

If more than one classroom-based training period or place, attach a signed and dated sheet giving details

Supervised work activities

Type of employment (work activities) involved

| |
|--|
| |
|--|

ANZSCO code (if known)

| |
|--|
| |
|--|

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

How many hours per week will the primary person undertake supervised work activities?

| | |
|--|-------|
| | HOURS |
|--|-------|

Where will the work activities take place

| |
|--|
| |
| |

If more than one training period or place, attach a signed and dated sheet giving details

- 34** What are the objectives of the proposed training and the additional or enhanced skills to be acquired by the primary person?

| |
|--|
| |
| |
| |
| |
| |

- 35** Has the organisation made an assessment of the primary person's English language skills?

No

Yes Are you satisfied that the primary person's English language skills are sufficient to:

undertake all of the occupational training programme?

No Yes

understand and comply with all Occupational Health and Safety requirements?

No Yes

Part G – Details of nominated persons

If you are nominating a group of sports people entering into a sporting event you can attach a list of the primary visa holders, providing each person's full name, date of birth, activity/position, country of citizenship and passport number.

If any primary person is accompanied by secondary persons, include full name, date of birth, relationship to nominated primary person, country of citizenship and passport number.

Note: If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination application for each position to be filled.

36 Primary person's full name

Family name

Given names

37 Sex Male Female

38 Primary person's date of birth

Note: The primary person must have turned 18 if applying for an Occupational Trainee visa.

39 Place of birth

Town/city

Country

40 Primary person's current residential address

Note: A post office box address is not acceptable as a residential address.

41 Primary person's passport number

42 Primary person's country of citizenship

43 Primary person's contact details

Office hours

After hours

Mobile/cell

44 Proposed date of arrival in Australia (if overseas)

45 Provide the primary person's experience, qualifications, training and skills relevant to the proposed occupation or activity in Australia

Attach a copy of relevant qualifications and curriculum vitae (CV)
(If insufficient space, attach a signed and dated sheet giving details)

Experience relevant to position

| |
|--|
| |
| |
| |
| |
| |
| |

Educational qualifications including trade or professional qualifications

| |
|--|
| |
| |
| |
| |
| |
| |

Training (including on-the-job training)

| |
|--|
| |
| |
| |
| |
| |
| |

Other relevant skills

| |
|--|
| |
| |
| |
| |
| |
| |

46 Will the primary person be accompanied by any secondary persons?

See *Who should be included in this nomination?* on page 1 for more information

No

Yes ► Give details of all secondary persons

If there are more than 4 secondary persons, please copy this page and attach it to this form with additional details

1. Family name
Given names
Sex Male Female
Date of birth
Country of birth
Relationship to primary person
Country of citizenship
Passport number

2. Family name
Given names
Sex Male Female
Date of birth
Country of birth
Relationship to primary person
Country of citizenship
Passport number

3. Family name
Given names
Sex Male Female
Date of birth
Country of birth
Relationship to primary person
Country of citizenship
Passport number

4. Family name
Given names
Sex Male Female
Date of birth
Country of birth
Relationship to primary person
Country of citizenship
Passport number

Part H – Assistance with this form

47 Did you receive assistance in completing this form?

No ► **Go to Part I**

Yes ► Please give details of the person who assisted you

Title: Mr Mrs Miss Ms Other

Family name

Given names

Address

 POSTCODE

Telephone number or daytime contact

Office hours
COUNTRY CODE AREA CODE NUMBER
() ()

Mobile phone

48 Is the person an agent registered with the Office of the Migration Agents Registration Authority (Office of the MARA)?

No

Yes ► **Go to Part I**

49 Is the person/agent in Australia?

No ► **Go to Part I**

Yes

50 Did you pay the person/agent and/or give a gift for this assistance?

No

Yes

Part K – Document checklist

53 You need to attach the following documents (where relevant) to this application. Take a copy of the documents for your own records.

Tick when completed

All visas

| Question | Document | Attached? |
|-----------|---|--------------------------|
| 12 | You need to provide evidence of the employment arrangement with the primary person to show: <ul style="list-style-type: none"> • a direct employment relationship; or • that you intend to supply the services of the primary person to another organisation by a contract of service; or • other employment arrangement | <input type="checkbox"/> |
| 15 | Provide a copy of the contract detailing the salary package | <input type="checkbox"/> |
| 19 | Duties description – provide a complete list of duties to be performed and what each duty involves | <input type="checkbox"/> |
| 45 | You must provide a copy of the nominated primary person's relevant qualifications and curriculum vitae (CV) | <input type="checkbox"/> |
| 41 and 46 | You must provide certified copies of the page from the passports showing the photo and details for all nominated people included in this application | <input type="checkbox"/> |
| | Other documentation in support of the nomination | <input type="checkbox"/> |

Exchange visa

| | | |
|----|--|--------------------------|
| 22 | A letter from both the foreign organisation and the sponsor or written agreement providing: <ul style="list-style-type: none"> • purpose of the exchange; • duration of the staff exchange; • benefit of the staff exchange to both participants; • name of the nominated person and Australian resident participant in the staff exchange; and • details of the nominated position in the Australian organisation. | <input type="checkbox"/> |
|----|--|--------------------------|

Sport visa

Competitors

| | | |
|----|--|--------------------------|
| 25 | A copy of the primary person's registration in the event | <input type="checkbox"/> |
| 26 | If the participant is an amateur competitor you will also need to provide evidence that the person does not derive an income from their sport, such as a payslip from their employer | <input type="checkbox"/> |

Support staff

| | | |
|----|---|--------------------------|
| 29 | Evidence of a contractual arrangement between the competitor/team and support staff | <input type="checkbox"/> |
|----|---|--------------------------|

Sports persons contracted to a sporting organisation

| | | |
|----|---|--------------------------|
| 25 | A copy of the contract between the sponsor and nominated primary person in relation to the nominated employment or activities | <input type="checkbox"/> |
| | The letter of endorsement from the relevant Australian national sporting body | <input type="checkbox"/> |

Judge/Adjudicator

| | | |
|----|--|--------------------------|
| 25 | The formal invitation to the nominated primary person to judge or adjudicate at a show or competition in Australia | <input type="checkbox"/> |
|----|--|--------------------------|

Religious Worker visa

| | | |
|----|--|--------------------------|
| 19 | A statement describing: <ul style="list-style-type: none"> • how the position in Australia directly serves the religious objectives of the religious organisation • duties of the position and the number of hours per week spent on each duty | <input type="checkbox"/> |
|----|--|--------------------------|

Occupational Trainee visa

| | | |
|----|--|--------------------------|
| 18 | Attach completed forms 1283 <i>Acknowledgement of unpaid placement – visa applicant</i> and 1284 <i>Acknowledgement of unpaid placement – sponsor</i> if the nominated primary person will not be paid | <input type="checkbox"/> |
| 31 | Training contract or agreement | <input type="checkbox"/> |
| 33 | Details of any multiple periods or places of training, including on-the-job training, classroom-based and supervised work activities | <input type="checkbox"/> |

Stream 1

| | | |
|----|--|--------------------------|
| 32 | Letter from the regulatory body in Australia or the home country advising that the training is necessary for the nominated person to obtain mandatory registration to work in the occupation | <input type="checkbox"/> |
| | A letter from the relevant registration authority advising that the primary person has conditional registration for the nominated persons training (<i>health practitioners only</i>) | <input type="checkbox"/> |

Stream 2

| | | |
|----|---|--------------------------|
| 32 | The structured training programme that is specifically tailored to the training needs of the nominated person | <input type="checkbox"/> |
|----|---|--------------------------|

Stream 3

| | | |
|----|---|--------------------------|
| 32 | Letter from the educational provider in the home country advising that the practical experience, research or observation is a requirement of the nominated person's course (students enrolled in overseas institutions only) (<i>if applicable</i>) | <input type="checkbox"/> |
| | Details of the research to be conducted in Australia and how it relates to the studies or qualifications of the nominated person (<i>if applicable</i>) | <input type="checkbox"/> |
| | A letter of support from a government agency in Australia or the government of the nominated person's home country indicating that the training promotes international capacity building (<i>if applicable</i>) | <input type="checkbox"/> |

Part L – Sponsor declaration

WARNING: Giving false or misleading information is a serious offence.

54 I declare that:

- the details provided on this form are correct.
- I understand the sponsorship obligations and other sponsorship requirements and understand that I/the organisation is bound by the sponsorship obligations and other sponsorship requirements with respect to all primary and secondary persons that I/the organisation consents to sponsor in writing.
- I have read the information contained in form 1442i Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i Privacy notice.

Signature of authorised officer

Date

| | | | | |
|-----|---|-------|---|------|
| DAY | / | MONTH | / | YEAR |
|-----|---|-------|---|------|

Full name (*block letters*)

Position in the business

Office hours telephone

(AREA CODE)

We strongly advise that you keep a copy of your application and all attachments for your records.