



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

Who should use this form?

This form should be used by organisations or lawful residents who wish to sponsor a person for temporary employment or to undertake nominated activities in Australia under one of the following non-business visas:

- Foreign Government Agency (subclass 415);
- Educational (subclass 418);
- Sport (subclass 421);
- Medical Practitioner – Temporary (subclass 422);
- Media and Film Staff (subclass 423);
- Domestic Worker – Executive (subclass 427);
- Religious Worker (subclass 428).

Details about each subclass are on pages 5 and 6.

Other sponsorship arrangements NOT covered by this form

If you want to sponsor a skilled person for long stay temporary business employment in Australia, you should complete a sponsorship form 1196 *Sponsoring temporary overseas employees to Australia*.

If you want to sponsor the entry of an overseas entertainer, you should complete form 148 *Sponsorship for Entertainment visas*.

All forms are available from the Department of Immigration and Citizenship (the department) website
www.immi.gov.au/allforms/

Who can be an approved sponsor?

The criteria to be approved as a sponsor requires that the organisation or lawful resident must:

- be a lawfully established and actively operating entity in Australia (ie. a corporation, incorporated body or government agency); or
- be an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen; and
- have signed the sponsorship undertakings at **Part J**; and
- make and have the capacity to comply with sponsorship undertakings; and
- have a satisfactory record of compliance with immigration laws of Australia.

Further information about who can sponsor for each visa subclass are on pages 5 and 6.

Who should be included in the sponsorship?

The main visa applicant and all their family members need to be listed on the sponsorship application, including family members who may wish to join their family later.

Family members include the main visa applicant's partner (spouse or de facto partner), children under 18 years of age AND children and other relatives 18 years or over who are wholly or substantially reliant on that visa applicant for financial support for their basic needs.

People 18 years or over must show that they have been reliant on the main visa applicant for a substantial period and that they are more reliant on that person than any other person or source. A person may also be considered dependent on the main visa applicant if they rely on that person for financial support because of a disability.

Note: A child of any age who is engaged to be married or who has a partner is not considered dependent.

Sponsorship undertaking

The sponsor must sign the undertaking at **Part J** of the form.

The undertaking is provided to ensure that the entry of temporary residents should not result in financial cost to the Australian community. This means that the Australian Government can request a sponsor to reimburse it for any outstanding debts owed to the Commonwealth which are accrued by the sponsored person during their stay in Australia.

This could include medical costs related to the sponsored person or their dependants, or travel costs if repatriation becomes necessary and the employee is unable or unwilling to pay for the costs involved.

It does not include personal debts that a sponsored person might owe to private individuals or organisations in Australia.

Monitoring of sponsorship undertakings

To ensure that the sponsorship undertakings are being met, the department may require sponsors to provide monitoring information. The department may also undertake site visits to ensure compliance with undertakings. Monitoring may include a site visit by officers of the department.

If a sponsor fails to abide by their undertakings, then the department may take into account the non-compliance when assessing future sponsorships, and/or cancel the visas of persons who are sponsored.

The department may seek to recoup any costs to the Commonwealth incurred by the visa holder during their stay in Australia.

Integrity of application

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 and possibly your application being refused.

Continued on the next page ►

How to apply

Step 1

Check if sponsorship and Labour Market Testing (LMT) are required

Check the details for each visa subclass on pages 5 and 6 to see if sponsorship is required for the proposed length of stay in Australia. In most cases it is needed for a stay of more than 3 months.

Also check to see if LMT is required for the proposed visa subclass and proposed purpose of stay.

If you require further information you should contact the nearest office of the department.

Step 2

Check if a sponsorship fee is required

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

To check the sponsorship fee, see form 990i *Charges* available from the department's website

www.immi.gov.au/allforms/990i.htm or check with the nearest office of the department.

Fees may be subject to adjustment at any time. Visa Application Charges may be subject to adjustment on 1 July each year. This may increase the cost of a visa.

Method of payment

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

Step 3

If required, carry out LMT

If LMT is required, you must:

- lodge the vacancy with a job placement provider for national listing for a minimum of 4 weeks during the 8 weeks before lodging the nomination; or
- obtain a waiver of this requirement from a job placement service provider;

and

- advertise the vacancy in a Saturday and a weekday edition of both a metropolitan and a national daily newspaper (a total of 4 separate advertisements); or
- if the business is outside major metropolitan areas, advertise the vacancy in both the Saturday edition and a weekday edition of both a major local or regional and a national daily newspaper (again a total of 4 separate advertisements);
- advertise the vacancy through other appropriate means. For example, in trade or professional journals, private employment agencies or union consultations. Advertisements in local community language newspapers may also be appropriate.

Advertisements must accurately reflect the duties of the position, salary and other benefits offered. They must be prominently displayed to attract as big a response as possible. You should provide copies of all the advertisements you have lodged and evidence that they have appeared in the last 6 months.

When LMT is complete, the employer must provide with this sponsorship, original advertisements, details of all local applicants including whether they were Australian permanent residents, and reasons for non-suitability of the applicants.

Step 4

Complete your sponsorship application

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

Give all the information requested. If you need more space to answer, attach a sheet giving the required details.

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

Step 5

Lodge your application

Except for Medical Practitioner – Temporary (subclass 422) and Media and Film Staff (subclass 423), your completed sponsorship application, payment and any relevant documentation, may be lodged in person, by a representative or sent by mail or faxed to:

Street address:

Department of Immigration and Citizenship
3 Lonsdale Street
BRADDON ACT 2612

Mail address:

ACT Specialist Temporary Entry Processing Section
Department of Immigration and Citizenship
GPO Box 717
CANBERRA ACT 2601

Fax: 02 6195 6104

Pre-lodgement enquiries: act.specialistentry@immi.gov.au

Medical Practitioner – Temporary (subclass 422) visa only

You can lodge your sponsorship application by post, courier or in person directly to the appropriate centre of excellence. Contact details are available from the department's website www.immi.gov.au/contacts/centres-of-excellence/

Note: If your sponsorship application is lodged at an office that does not process these applications, it will be receipted and forwarded to the appropriate centre for processing.

You should inform the person you intend to sponsor for a Medical Practitioner – Temporary (subclass 422) that the visa application will need to be lodged in Australia at the same office where you lodged the sponsorship application. This applies to all subclass 422 applicants, regardless of whether they are in Australia or overseas.

Media and Film Staff (subclass 423) visa only

In Australia:

All applications are to be lodged at one of the following addresses:

Street address:

Parramatta Office
Department of Immigration and Citizenship
9 Wentworth Street
PARRAMATTA NSW 2150

Mail address:

Department of Immigration and Citizenship
GPO Box 9984
SYDNEY NSW 2001

Fax: 02 8861 4301

Outside Australia:

Information on where to lodge an application outside Australia is available from the department's website www.immi.gov.au/contacts/overseas/

What happens after you lodge the sponsorship application?

It is important that you lodge your application with all the documents necessary to assess your application. Lodging a complete application assists case officers in making a fair and complete assessment of your claims and results in faster processing times. Applications that are not complete may be refused.

You will be advised in writing whether your sponsorship has been approved or not.

If your application for sponsorship is approved, the letter will explain the steps your sponsored person will need to follow to obtain their visa.

If your application for sponsorship is refused, you will be given a reason for the decision as well as information about any review rights.

Step 6

Make sure the person lodges a visa application

You should advise the person you intend to sponsor to lodge form 147 *Application for temporary residence visa (non-business)* as soon as you receive advice that your sponsorship has been approved.

The person you intend to sponsor will need to satisfy certain regulatory criteria in order to have their application for a visa approved. This may include the need to undergo a medical check and satisfy character requirements.

About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. The information provided will be used for assessing your application, and for other purposes relating to the administration of the Migration Act.

The information provided might also be disclosed to agencies who are authorised to receive information relating to adoption, border control, business skills, citizenship, education, health assessment, health insurance, health services, law enforcement, payment of pensions and benefits, taxation, superannuation, review of decisions and registration of migration agents.

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from offices of the department, gives details of agencies to which your personal information might be disclosed.

Options for receiving written communications

You may authorise another person to receive all communications, both written and electronic, about your application with the department. You will be taken to have received any documents sent to that person as if they had been sent to you.

To do this you will need to complete **Part G Options for receiving written communications** and form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*. For an explanation of what a migration agent or exempt agent or authorised recipient can do please read the sections below.

To change or end the appointment of your migration agent or exempt agent or authorised recipient you must promptly advise the department in writing. You can do this by using form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your application with the department.

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.

Continued on the next page ►

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.

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 Migration Agents Registration Authority (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.

Exempt agents

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 sponsor or nominator for this visa application;
- 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.

Further information on migration agents

Information on migration agents, including a list of registered migration agents, is available on the Migration Agents Registration Authority (MARA) website www.themara.com.au

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

Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or e-mail 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 the form 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.immi.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.

SUBCLASS	PURPOSE	SPONSORSHIP AND OTHER REQUIREMENTS
415 Foreign Government Agency	<p>Temporary stay of foreign government employees, who do not have diplomatic or official status in Australia, to conduct representative business or teaching duties on behalf of their government.</p> <p>Includes cultural institutions such as the Alliance Française, Goethe Institute, British Council, Italian Cultural Institute and other tourist offices and cultural institutions, as well as foreign government agencies and departments.</p>	<p>Sponsorship – required for a stay of more than 3 months unless the person intends to:</p> <ul style="list-style-type: none"> direct the operations in Australia of the British Council, the Alliance Française, the Goethe Institute or the Italian Cultural Institute; or enter Australia under an agreement between Australia and another country. <p>Labour Market Testing – not required.</p> <p>Condition 8107¹ is a mandatory condition attached to the visas of all main visa holders in this subclass.</p>
418 Educational	<p>For qualified people to join educational and research institutions to fill academic, teaching or research positions which are unable to be filled from the Australian Labour Market.</p> <p>Note: The Temporary Business (Long Stay) (subclass 457) visa is the preferred visa for this group.</p>	<p>Sponsorship – is required for a stay of more than 3 months.</p> <p>Labour Market Testing – may be required except where the:</p> <ul style="list-style-type: none"> stay is for less than 3 months; position is for senior academic/research staff; or position forms part of a labour agreement. <p>Details that must be attached to the sponsorship application:</p> <p>The employing institute must provide a letter of appointment detailing: the duration and type of employment (ie. full or part-time), title of position offered, duties, remuneration and reason why overseas recruitment is required.</p> <p>Condition 8107¹ is a mandatory condition attached to the visas of all main visa holders in this subclass.</p>
421 Sport	<p>Allows professional and amateur sports people to engage in competition with Australian residents and to improve general sporting standards in Australia through high level competition and training.</p> <p>Note: The Temporary Business (Long Stay) (subclass 457) visa is the preferred visa for professional sports people.</p>	<p>Sponsorship – All sports persons coming to:</p> <ul style="list-style-type: none"> be a player, coach or instructor in relation to an Australian team or organisation; participate in a structured sport-training program; or Australia under a business arrangement to be a sports instructor with an organisation. <p>In other cases, sponsorship is required for stays of more than 3 months.</p> <p>Sponsorship is not required for competitors entered into an event/s with an international reputation regardless of length of stay, or if the applicant intends to enter Australia under an agreement between Australia and another country.</p> <p>Labour Market Testing – may be required where the person intends to be in a business arrangement as a sports instructor with an organisation.</p> <p>Condition 8107¹ is a mandatory condition attached to the visas of all main visa holders in this subclass.</p>
422 Medical Practitioner – Temporary	<p>For qualified medical practitioners where there is a demonstrated need for employing practitioners from overseas.</p>	<p>Sponsorship – required in all cases.</p> <p>Labour Market Testing – is not required if:</p> <ul style="list-style-type: none"> the position is part of a labour agreement, or is in an ‘area of need’ identified by the relevant state/territory health authorities, or the occupation is on the Migration Occupations in Demand List (MODL). <p>Condition 8107¹ is a mandatory condition attached to the visas of all main visa holders in this subclass.</p>

¹ Condition 8107 states you must not:

- i) cease to be employed, or cease to undertake the activity, in relation to which your visa was granted; or
- ii) work in a position, or engage in an activity, that is inconsistent with the position or activity in relation to which your visa was granted; or
- iii) engage in work for another person or on your own account while undertaking the employment or activity in relation to which your visa was granted.

SUBCLASS	PURPOSE	SPONSORSHIP AND OTHER REQUIREMENTS
423 Media and Film Staff	<p>For persons seeking temporary stay as:</p> <ul style="list-style-type: none"> professional media staff members of overseas news organisations (print, radio, TV or film media) assigned to Australia as accredited representatives of that organisation (eg. as their foreign correspondent); media and film staff approved under a country-to-country agreement to which Australia is a party; or television or film crew, including actors, production and support staff and still-photographers, involved in the production of documentary programs (or commercials) exclusively for use <i>outside</i> Australia. <p>Note: Alternative visa option for media staff, ie. journalists, is the Temporary Business (Long Stay) (subclass 457) visa.</p>	<p>Sponsorship – is required for a stay of more than 3 months unless the person intends to enter Australia under an agreement between Australia and another country.</p> <p>Labour Market Testing – is not required.</p> <p>Details that must be attached to sponsorship application:</p> <p>The proposed subject matter and intended locations in Australia; the purpose for which the film/videotape is to be used; where the film is to be processed; conditions of employment for crew members; and Australian technical staff and/or entertainers to be hired (including numbers and positions).</p> <p>Condition 8107¹ is a mandatory condition attached to the visas of all main visa holders in this subclass.</p>
427 Domestic Worker – Executive	<p>For the temporary entry of persons to be employed as domestic workers by certain holders of subclass 457 Long Stay Temporary Business Entry visas (executives only).</p> <p>A visa in this subclass may only be granted where it can be shown that the entry of domestic staff is necessary for the proper discharge of the executive's representational duties.</p>	<p>Sponsorship – is required if the executive is sponsored.</p> <p>If the executive is not sponsored an acceptable employment agreement must be provided. The agreement is between the applicant and the executive and should outline details of the position including the salary package, which must be commensurate with the awards and standards for equivalent positions in the Australian labour market.</p> <p>Labour Market Testing – may be requested by the department.</p> <p>Condition 8107¹ and 8111² are mandatory conditions attached to the visas of all main visa holders in this subclass.</p>
428 Religious Worker	<p>For religious workers, including ministers, priests and spiritual leaders to serve the spiritual needs of people of their faith in Australia.</p>	<p>Sponsorship – required in all cases.</p> <p>Labour Market Testing – is not required.</p> <p>Details that must be attached to sponsorship application:</p> <p>Evidence that:</p> <ul style="list-style-type: none"> the sponsorship is supported by a senior authority of the religious organisation in the relevant state/territory; and a written undertaking guaranteeing provision of applicants travel expenses on leaving Australia if required, and a guarantee not to attempt to recover any costs from the applicant related to any travel costs and support in Australia. <p>Condition 8107¹ and 8303³ are mandatory conditions attached to the visas of all main visa holders in this subclass.</p>

¹ Condition 8107 states you must not:

- i) cease to be employed, or cease to undertake the activity, in relation to which your visa was granted; or
- ii) work in a position, or engage in an activity, that is inconsistent with the position or activity in relation to which your visa was granted; or
- iii) engage in work for another person or on your own account while undertaking the employment or activity in relation to which your visa was granted.

² Condition 8111 states you must not remain in Australia after the permanent departure of your employer.

³ Condition 8303 states you must not become involved in activities disruptive to, or violence threatening harm to, the Australian community or a group within the Australian community.

Please keep these information pages for your reference



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

Tick where applicable

Part A – Category of visa

1 What visa subclass will the sponsored person apply for?

Part B – Details of sponsor

2 Details of sponsoring organisation or person in Australia
 Name of organisation or person

Street address of organisation or person

 POSTCODE

Postal address of organisation or person.
(If same as street address, write 'AS ABOVE')

 POSTCODE

3 Business telephone number (AREA CODE)
 Name of contact person

4 How long has the organisation been operating? *(years, months)*

5 Australian Business Number/Australian Company Number *(if applicable)*

6 Do you agree to the department communicating with you by fax, e-mail or other electronic means?
 No
 Yes Give details
 Fax number (AREA CODE)
 E-mail address

7 Have you previously been refused an application to have a sponsorship approved?
 No
 Yes Give details

8 Have you previously sponsored visa applicants for a temporary visa whose application has been refused?
 No
 Yes Give details

9 Have you previously had a sanction imposed on you as a sponsor for any temporary visa?
 No
 Yes Give details

10 Nature of business

11 Details of employees
 How many people are employed by the organisation/person in Australia?
 How many are in the same occupation as the sponsored position?
 How many employees are not Australian citizens or residents?

Continued on the next page ►

- 12** Provide information that demonstrates your organisation's capacity to meet the sponsorship undertaking at Part J, including evidence that your organisation can fulfil the financial obligations of being a sponsor. (Refer to Part I for documentation that must be attached.)

Part C – Details of sponsored position

- 13** Job title
-

- 14** Occupation (if not described by job title)
-

- 15** Is the position full-time or part-time? Full-time Part-time

- 16** Proposed period of sponsorship
- From

MONTH	YEAR
/	

 to

MONTH	YEAR
/	

- 17** Address of workplace
-
-
- POSTCODE

- 18** Will the sponsored person receive a salary? No Yes Annual salary

Other benefits (Refer to Part I for documentation that must be attached)

- 19** Job description (Refer to Part I for documentation that must be attached)

- 20** Qualifications and essential skills required for the position (Refer to Part I for documentation that must be attached)

Part D – Labour market details

- 21** Is the position part of a Labour agreement?

No
Yes Give details

Labour agreement

▶▶ Now go to Part E

- 22** Was Labour Market Testing required? (Refer to the Notes on pages 5 and 6 of this form which detail the requirements for each visa subclass)

No Give details

Not required for the subclass of visa Visa subclass

Not required for the intended purpose of stay

Other Please attach details

Yes Give details of the efforts you made to obtain suitable staff from the Australian workforce (Refer to Part I for documentation that must be attached)

Part E – Details of sponsored person and all family members included in the sponsorship

23 Details of sponsored person

Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Country of birth

Citizenship

Current residential address

POSTCODE

Office hours () () COUNTRY CODE AREA CODE NUMBER

After hours () ()

24 Where will the sponsored person apply for the visa?

25 Proposed date of arrival in Australia (if overseas)

DAY MONTH YEAR

26 Give details of family members who will accompany or may join the sponsored person in Australia during the term of the sponsorship

1. Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

2. Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

3. Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

4. Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

Part F – Assistance with this form

27 Did you receive assistance in completing this form?

No ► Go to Part G

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 (AREA CODE)

Mobile/cell

28 Is the person an agent registered with the Migration Agents Registration Authority (MARA)?

No

Yes ► Go to Part G

29 Is the person/agent in Australia?

No ► Go to Part G

Yes

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

No

Yes

Continued on the next page ►

Part G – Options for receiving written communications

31 All written communications about this application should be sent to:
(Tick one box only)

Myself All written communications will be sent to the address for communications that you have provided in this form.

OR

Authorised recipient You must complete form 956 *Appointment of a migration agent or exempt agent or other authorised recipient* and attach it to this application form. Form 956 is available from the department's website www.immi.gov.au

OR

Migration agent

OR

Agent exempt from registration

Part H – Payment details

32 How will you make your sponsorship payment?

Note: In Australia, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail.

Bank cheque Please make payable to:
Money order Department of Immigration and Citizenship

Debit card Cannot be used for applications lodged by mail

Credit card Give details below

Payment by (tick one box)

Australian Dollars

MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> Visa <input type="checkbox"/>	<input type="text" value="AUD"/>
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Credit card number

Expiry date MONTH / YEAR

 /

Cardholder's name

Telephone number

Address

Signature of cardholder

Credit card information will be used for charge paying purposes only.

Part I – Documents you must attach

33 Please attach the following documents to this application if you have ticked the 'attached' box in response to any question or if the document is listed as a requirement for your sponsored person's visa subclass.

Take a copy of the documents for your own records.

	Documents	Attached?
Q12	Evidence, such as financial or annual reports, bank statements, audit reports, a statement on company letterhead, or other material to show: <ul style="list-style-type: none"> the type of business the company is operating; recent business undertakings; financial status; the size of the business including the number of employees and the location of offices or plants; and how long the company has been operating. 	<input type="checkbox"/>
Q18	Details of salary package – provide a detailed breakdown of salary/remuneration	<input type="checkbox"/>
Q19	Job description – provide a complete list of duties to be performed and what each duty involves	<input type="checkbox"/>
Q20	Details of qualifications and essential skills required for the position and attach a copy of relevant qualifications and curriculum vitae (CV)	<input type="checkbox"/>
Q22	<ul style="list-style-type: none"> Attach copies of newspaper and other advertisements, the list of applicants and the reasons for non-selection. If you were required to lodge the vacancy with a job placement service provider, attach a printout of the vacancy record, or a lodgement waiver (<i>certified by a job placement service provider</i>). If Labour Market Testing was required but NOT done, attach a statement giving reasons why it was not done and why it is necessary to engage staff from overseas. 	<input type="checkbox"/>
Q26	Details of additional family members	<input type="checkbox"/>
	For religious organisations only: <ul style="list-style-type: none"> evidence of tax exemption status from the Australian Taxation Office; evidence that the organisation is a religious organisation; and written undertaking. 	<input type="checkbox"/>
	Other attachments as listed for the sponsored person's visa subclass	<input type="checkbox"/>

Part J – Sponsorship undertaking

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

34 I/We accept responsibility for:

- all financial obligations to the Commonwealth incurred by the sponsored person arising out of the person's stay in Australia;
- compliance by the sponsored person with all relevant legislation and awards in relation to any employment entered into by the sponsored person in Australia;
- unless the Minister otherwise decides, compliance by the sponsored person with the conditions under which that person was allowed to enter Australia; and
- the provision of information about the sponsorship (or any information relating to the sponsor application or approval) to assist the department in the monitoring process.

**Signature of
sponsor or
delegated
officer of
sponsor**

Date

DAY MONTH YEAR

Name

Job title/
position

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