



Australian Government

Department of Immigration
and Citizenship

Application for approval as a long stay activity sponsor

Form

1401S

About this form

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.

All relevant questions on this form should be answered and any requested information attached. The Department of Immigration and Citizenship (the department) may decide your application on the basis of the information provided on your application.

All forms are available from the department's website www.immi.gov.au/allforms/

Who should use this form?

This form should be used by organisations seeking to sponsor a person(s) to work or undertake an activity in Australia on a Temporary Work (Long Stay Activity) (subclass 401) visa.

The types of employment or activity allowed are:

- **Staff exchange arrangements** – for skilled people entering under exchange arrangements, giving Australian residents reciprocal opportunities to work with overseas organisations;
- **Sports** – for sports people to improve the quality of sport in Australia through participation in high-level competition with Australian residents;
- **Religious work** – for people to undertake full-time religious work that directly serves an institution's religious objectives; and
- **Domestic work** – for people to undertake full-time domestic duties in the private household of an eligible Temporary Work (Skilled) (subclass 457) visa holder or a Temporary Work (International Relations) (subclass 403) visa holder granted in the privileges and immunities stream.

A long stay activity sponsor may also nominate a person who is a holder of an Exchange (subclass 411) visa, Sport (subclass 421) visa or Religious Worker (subclass 428) visa.

Sponsorship arrangements covered by this form

A long stay activity sponsor may be approved for up to 3 years. There will not be a limit on the number of people you can sponsor while you are approved as a sponsor.

A nomination will be required to match the person you wish to sponsor to the proposed position or activity. The nominated position may be for a period of up to 2 years.

It is important to ensure that nominations and visa applications are lodged well before the expiry of the sponsorship approval, as a visa can only be granted when the sponsorship or nomination approval is valid.

If you are approved as a long stay activity sponsor you can apply to vary (extend) your sponsorship before the current sponsorship expires to allow you to continue to nominate people. If the sponsorship period expires you will need to reapply and be approved as a sponsor to nominate further visa applicants.

Nominated persons granted visas may stay in Australia for the length of the visa period – the visa does not automatically expire when your long stay activity sponsorship expires.

To nominate a person who may apply for a Temporary Work (Long Stay Activity) (subclass 401) visa you will need to complete form 1401N *Nomination for a long stay activity position*.

To nominate a person who is a holder of an Exchange (subclass 411) visa, Sport (subclass 421) visa or Religious Worker (subclass 428) visa you will need to complete form 1378 *Nomination for a temporary position*.

Sponsorship arrangements NOT covered by this form

If you want to sponsor a person:

- for long stay temporary business employment (subclass 457) in Australia, you should complete form 1196S *Sponsoring overseas employees to work temporarily in Australia*;
- to participate in a professional development program, undertake a structured training program or an academic who intends to observe or participate in an Australian research project, you should complete form 1402S *Application for approval as a training and research sponsor or professional development sponsor*;
- to work in the entertainment industry, you should complete form 1420S *Application for approval as an entertainment sponsor*;
- to work in Australia as a superyacht crew member on a superyacht, you should complete form 1366 *Application for approval as a Superyacht Crew sponsor*.

Forms 1196S, 1402S, 1420S and 1366 are available from the department's website www.immi.gov.au/allforms/

Who can be an approved sponsor?

To be approved as a long stay activity sponsor, an organisation must be at least one of the following entity types:

- an Australian organisation, government agency or foreign government agency that has an agreement with an overseas organisation for the exchange of staff;
- an Australian organisation, government agency or foreign government agency that administers or promotes sport or sporting events;
- a religious institution that is lawfully operating in Australia;
- a foreign government agency that is the employer of a holder of a Temporary Work (International Relations) (subclass 403) visa in the privileges and immunities stream who is appointed to the position of national managing director, deputy national managing director or state manager of an Australian office of the foreign government agency in Australia; or
- a foreign organisation that is lawfully operating in Australia and is the employer of a holder of a Temporary Work (Skilled) (subclass 457) visa who is appointed to the position of national managing director, deputy national managing director or state manager of an Australian office of the foreign organisation in Australia.

Note: An 'Australian organisation' means a body corporate, a partnership or an unincorporated association (other than an individual or a sole trader) that is lawfully established in Australia.

In addition, an organisation applying to be a sponsor must have:

- the capacity to comply with sponsorship obligations;
- a satisfactory record of compliance with laws of Australia; and
- signed the *Sponsorship declaration* at Part I.

Integrity of the sponsorship application

The department is committed to maintaining the integrity of the visa and citizenship programs. If you provide us with fraudulent documents or claims, this may result in processing delays and/or your application being refused. Providing false or misleading information, documents or statements to an officer is a serious offence, with a maximum penalty of 10 years imprisonment or 1,000 penalty units, or both.

Sponsorship obligations

Note: A primary sponsored person is the person identified in the nomination by the sponsor to undertake the nominated occupation or activity. Secondary sponsored persons are members of the primary sponsored person's family unit.

For precise definitions see form 1401N *Nomination for a long stay activity position*.

The obligations apply to all long stay activity sponsors when the sponsored person holds a Temporary Work (Long Stay Activity) (subclass 401) visa, Exchange (subclass 411) visa, Sport (subclass 421) visa or Religious Worker (subclass 428) visa, 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.

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.

For more information see *Other reasons why administrative action may be taken* on page 4.

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.immi.gov.au/skilled/sponsor-obligations-list.htm

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 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.

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 e-mail, to a specified address and within 10 working days of the event occurring.

For a complete list of the information and events see www.immi.gov.au/skilled/sponsor-obligations-list.htm

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 charge, transfer or recover, or seek to charge, transfer or 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; or
- in association with becoming or being a sponsor or former approved sponsor.

In addition to the above, in relation to a primary sponsored person or secondary sponsored person, when the primary sponsored person holds, or last held, a subclass 401 visa in the religious worker stream or domestic worker (executive) stream, or a subclass 428 visa, 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* (see page 3).

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 the primary sponsored person works or participates in the nominated occupation, program or activity

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

Obligation to secure an offer of a reasonable standard of accommodation – *this obligation applies to a long stay activity sponsor in relation to a primary sponsored person or secondary sponsored person, when the primary person holds a Temporary Work (Long Stay Activity) (subclass 401) visa in the sport stream or in the religious worker stream, or Sport (subclass 421) visa or Religious Worker (subclass 428) visa.*

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.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply:

- if the primary sponsored person holds a subclass 401 visa or a subclass 421 or 428 visa, in relation to a 'volunteer position' – 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 primary sponsored person does not hold a subclass 401 visa on the day the nomination is approved in relation to a 'volunteer position' – on the day the primary sponsored person is granted a subclass 401 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; or
- on which the sponsored person is granted a substantive visa of a different subclass to the one 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.

Obligation to pay travel costs

Religious Work – *this obligation applies to a long stay activity sponsor in relation to a primary sponsored person or secondary sponsored person, when the primary sponsored person holds a Temporary Work (Long Stay Activity) (subclass 401) visa in the religious worker stream or a Religious Worker (subclass 428) visa.*

The sponsor must pay reasonable and necessary travel costs to enable the sponsored person to leave Australia if the costs have been requested in writing by the department or the sponsored person, 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 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:** The obligation to pay costs continues beyond the 30 days as specified below).

Domestic Work – *this obligation applies to a long stay activity sponsor in relation to a primary sponsored person or secondary sponsored person, when the primary sponsored person holds a Temporary Work (Long Stay Activity) (subclass 401) visa in the domestic worker (executive) stream.*

The sponsor must pay reasonable and necessary travel costs to enable the sponsored person to travel to Australia and to leave Australia, if 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 the sponsored person's travel to Australia;
- include travel to the sponsored person's place of residence in Australia from the place of arrival in Australia;
- include travel from the sponsored person's usual place of residence in Australia to the place of departure from Australia;
- include travel from Australia to the country from which the sponsored person came to Australia; and
- are for economy class air travel or, where unavailable, a reasonable equivalent.

Religious Work and Domestic Work – *this obligation starts to apply on the day the primary sponsored person is granted a subclass 401 or 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 primary sponsored person is granted a substantive visa other than a subclass 401 or 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.

Obligation to make same position available to Australian exchange participants – *this obligation applies to a long stay activity sponsor when the sponsored person holds a Temporary Work (Long Stay Activity) (subclass 401) visa in the exchange stream or an Exchange (subclass 411) visa.*

Immediately on completion of the exchange, the long stay activity 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 long stay activity 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;
- cancel 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 AUD51,000 for a corporation and AUD10,200 for an individual for each failure; or
- issue an infringement notice of up to AUD10,200 for a body corporate and AUD2,040 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 above may be taken:

- provision of false or misleading information to the department or the Migration Review 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.

Monitoring

If you are approved as a sponsor you must comply with the *Sponsorship obligations* (as outlined on pages 2–4). 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 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 Education, Employment and Workplace Relations and the Australian Taxation Office;
- written requests to the sponsor to provide information in accordance with the obligation to provide records and information; and
- 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* on this page.

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.

How to apply

Step 1 – How to fill in this form

The form is available as a PDF and can be filled in on screen, printed and mailed to the department or you can print a copy and use a black or blue pen, write neatly in English using BLOCK LETTERS.

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

Use the *Document checklist* at Part H to make sure you have answered all the questions and provided everything required.

Any alterations made on the form must be dated and initialled.

Step 2 – Application fee

A prescribed application fee is required and must accompany the application. Payment of the fee does not guarantee sponsorship approval and is not refundable.

Fees may be subject to adjustment at any time.

Application fees may be subject to adjustment on 1 July each year. This may increase the cost of an application.

To check the sponsorship fee, refer to the department's website www.immi.gov.au/fees-charges or check with the nearest office of the department.

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 – Lodge your sponsorship

The application may be made in person, by a representative or sent by mail. The application should be made at one of the following addresses, otherwise the processing of the application may be delayed.

If you intend to sponsor people to participate in **staff exchange agreements, sporting activities** or undertake **religious work**, the application should be made at one of the following addresses:

Mail address:

Department of Immigration and Citizenship
Specialist Temporary Entry Centre (NSW)
GPO Box 9984
SYDNEY NSW 2001

Street addresses:

Sydney City Office
Department of Immigration and Citizenship
26 Lee Street (near Railway Square)
SYDNEY NSW 2000

or

Parramatta Office
Department of Immigration and Citizenship
Specialist Temporary Entry Centre (NSW)
9 Wentworth Street
PARRAMATTA NSW 2150

If you intend to sponsor a person to undertake **domestic work**, the application should be made at one of the following addresses:

Mail address:

Department of Immigration and Citizenship
Specialist Temporary Entry Centre (ACT)
GPO Box 717
CANBERRA ACT 2601

Street address:

Department of Immigration and Citizenship
Specialist Temporary Entry Centre (ACT)
Ground Floor, 3 Lonsdale Street
BRADDON ACT 2612

What happens next?

It is important that you make the sponsorship application and fee with all the documents necessary to assess the application. Lodging a complete sponsorship application 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 application has been approved. If the application has not been approved, you will be given a reason for the decision as well as information about your review rights.

You may make nominations in anticipation of this application being approved, however, they will not be considered until such time as you are approved as a long stay activity sponsor.

The primary person and any secondary persons cannot make their visa application until the nomination has been made. The visa applicant will also need a copy of the *Sponsorship approval letter* you received from the department or a copy of the *Sponsorship application acknowledgement of receipt letter* if the sponsorship application has not been decided. Their visas will not be granted until the long stay activity sponsorship is in place and the nomination relating to the primary person is approved.

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.immi.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 F – 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.immi.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 F – 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.immi.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 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 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.

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'. Information provided will be used for assessing your sponsorship application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of the visa program, the department has a thorough monitoring process to assist in ensuring compliance with all program requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, state and territory government departments and agencies for the purposes of administering migration legislation, and when it may assist another agency to perform a regulatory function. The departments and agencies include the Fair Work Ombudsman, Department of Foreign Affairs and Trade, Department of Education, Employment and Workplace Relations, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading and trade practices legislation.

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 the department's offices, gives details of agencies to which your personal information will be disclosed. Form 993i is also available from the department's website www.immi.gov.au/allforms/

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.

Please keep these information pages for your reference



Application for approval as a long stay activity sponsor

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

Tick where applicable

Part A – General information

1 Are you, or have you previously been approved as a sponsor?

No

Yes **▶** Sponsor name

Organisation name

Approval date

DAY	MONTH	YEAR

Sponsor class

Sponsorship application ID number (if known)

Note: ID number can be found on the approval letter from the department.

2 Is this an application to vary the terms of an existing long stay activity sponsorship (ie. extend the validity of your sponsorship)?

For further information see *Sponsorship arrangements covered by this form* on page 1.

No

Yes

Part B – Organisation details

3 Legal registered name

4 Trading name

5 Registration type

Australian Business Number (ABN)

Australian Company Number (ACN) *(if applicable)*

Australian Registered Body Number (ARBN) *(if applicable)*

Australian Stock Exchange Code (ASX Code) *(if applicable)*

Certificate of Incorporation *(if applicable)*

6 Which industry sector will you be operating in?

Note: Industry sectors listed below are taken from the Australia and New Zealand Standard Industrial Classification (ANZSIC).

ANZSIC is the standard classification used in Australia and New Zealand for the collection, compilation and publication of statistics by industry.

(Tick one box only)

Agriculture, forestry and fishing

Mining

Manufacturing

Electricity, gas, water and waste services

Construction

Wholesale trade

Accommodation and food services

Transport postal and warehousing

Information media and telecommunications

Financial and insurance services

Rental, hiring and real estate services

Professional, scientific and technical

Administrative and support services

Public administration and safety

Education and training

Health care and social assistance

Arts and recreation services

Other services

7 What is the organisation structure?

Note: A sole trader is not eligible for approval as a sponsor.

- Partnership
- Company
- Commonwealth agency
- Government agency or statutory authority
- Foreign government agency
- Religious institution
- Unincorporated body
- Other type of entity **▶ Give details**

8 Street address where the organisation is located

Note: A street address is required as a post office box address cannot be accepted.

POSTCODE

9 Postal address

(If the same as street address, write 'AS ABOVE')

POSTCODE

10 Contact person in the organisation for enquiries about this application

Family name

Given names

Position

Telephone number

Mobile/cell

11 Do you agree to the department communicating with you by e-mail and/or fax?

This may include receiving notification of the outcome of this application.

Note: We can communicate about this application more quickly using e-mail and/or fax.

- No
- Yes **▶ Give details**

E-mail address

Fax number

Part C – Operations of organisation

12 Date business commenced operations, or organisation established business in Australia

DAY	MONTH	YEAR	

13 For the Australian operations of the organisation, what is the total number of:

Australian employees (Australian citizens and permanent residents)	
Foreign employees (non-Australian citizens or non-permanent residents)	
Full-time employees	

14 What was the annual turnover for the organisation for the last financial year

AUD

15 Description of the organisation

Note: For further information see *Who can be an approved sponsor* on page 1.

Tick all descriptions that apply and answer the relevant questions associated with each description selected.

An Australian organisation, government agency or foreign government agency that is party to a staff exchange agreement with an overseas organisation **▶ Go to Question 16**

An Australian organisation, government agency or foreign government agency that administers or promotes sports or sporting events **▶ Go to Question 19**

A religious institution **▶ Go to Question 20**

A foreign government agency that is the employer of any Temporary Work (International Relations) (subclass 403) visa holder granted in the privileges and immunities stream who is appointed to the position of national managing director, deputy national managing director or state manager of an Australian office of the foreign government agency in Australia **▶ Go to Part D**

A foreign organisation that is the employer of any Temporary Work (Skilled) (subclass 457) visa holder who is appointed to the position of national managing director, deputy national managing director or state manager of an Australian office of the foreign organisation in Australia **▶ Go to Part D**

None of the above **▶ The organisation is not eligible for approval as a long stay activity sponsor**

16 Name of the overseas organisation that is party to the staff exchange agreement

17 Date when the staff exchange agreement was established? DAY MONTH YEAR

18 Have you exchanged any staff under the terms of this agreement?

No

Yes Give details

If insufficient space, give details at Part J

▶▶ Go to Part D

19 How does the organisation administer or promote sports or sporting events in Australia?

If insufficient space, give details at Part J

▶▶ Go to Part D

20 Describe the religious institution's purpose/role within the Australian community

If insufficient space, give details at Part J

21 Does the religious institution have a notification of endorsement for charity tax concessions from the Australian Taxation Office?

No Give details

Yes

22 Does the religious institution have local council approval to carry out religious activities?

No Give details

Yes

If insufficient space, give details at Part J

Part D – Sponsorship information

23 Have you previously been refused an application for any class of sponsorship?

No

Yes Give details

If insufficient space, give details at Part J

24 Have you, or any principal of the organisation, in the last 3 years:

- been found guilty by a court of an offence under a Commonwealth, state or territory law;
(Note: A law refers to a law relating to the following only: discrimination, immigration, industrial relations, occupational health and safety, people smuggling and related offences, slavery, sexual servitude and deceptive recruitment, taxation, terrorism, trafficking in persons and debt bondage.)
- been found by a competent authority to have acted in contravention of a law;
- been the subject of administrative action (including being warned) by a competent authority for possible contravention of a law;
- been under investigation, subject to disciplinary action or legal proceedings in relation to an alleged contravention of a law; or
- become insolvent?

No

Yes Give details

If insufficient space, give details at Part J

25 Are you, or any principal of the organisation, currently awaiting the outcome of any proceedings mentioned at Question 24?

No

Yes Give details

If insufficient space, give details at Part J

26 Is there any adverse information relating to your suitability to sponsor people from overseas?

No

Yes Give details

If insufficient space, give details at Part J

27 Have you taken any action, or sought to take any action, that would result in the **transfer** to another person, some or all of the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including migration agent costs)?

No

Yes Give details

If insufficient space, give details at Part J

28 Have you taken any action, or sought to take any action, that would result in another person(s) **paying** some or all of the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including migration agent costs)?

No

Yes Give details

If insufficient space, give details at Part J

29 Have you **recovered**, or sought to **recover**, from another person, some or all of the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including migration agent costs)?

No

Yes Give details

If insufficient space, give details at Part J

Part E – Assistance with this form

30 Did you receive assistance in completing this form?

No Go to Part F

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/cell

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

No

Yes Go to Part F

32 Is the person/agent in Australia?

No Go to Part F

Yes

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

No

Yes

New or Start-up business (a business that has operated for less than 12 months at the time this application is lodged)

A combination of the following documentation may be submitted, depending on the specific circumstances:	
• detailed Business Plan	<input type="checkbox"/>
• Contract of Sale relating to the purchase of the business	<input type="checkbox"/>
• lease agreement relating to business premises	<input type="checkbox"/>
• evidence of lease or purchase of machinery, equipment, furniture, etc	<input type="checkbox"/>
• contracts to provide services	<input type="checkbox"/>
• evidence of employment of staff	<input type="checkbox"/>
• Business Activity Statements (BAS) for each complete quarter from commencement of operations to date of lodgement	<input type="checkbox"/>
• business bank statements covering the period of operation	<input type="checkbox"/>

Organisation entity assessment

If you intend to nominate people to work or undertake an activity:	
Staff exchange agreement	
• a copy of the exchange agreement that is in place with a reciprocating organisation overseas for the exchange of staff	<input type="checkbox"/>
Religious work	
• a copy of the Australian Taxation Office endorsement	<input type="checkbox"/>
• a letter from the local council confirming that approval has been given to carry out religious activities. This evidence is required if the religious institution is newly formed or recently relocated	<input type="checkbox"/>
Domestic work	
• organisation chart detailing the top structure positions	<input type="checkbox"/>
• details of any subclass 457 or 403 visa holder(s) that you sponsor who are appointed to the relevant positions within your organisation	<input type="checkbox"/>

Part I – Sponsorship declaration

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

As a representative for the organisation listed at Question 3, I declare that I:

- have read and understood the information provided in this application.
- have provided complete and correct information in every detail in this application, and in any attachments to it.
- understand that if I give false or misleading information, the application may be refused.
- will inform the Department of Immigration and Citizenship in writing immediately as I become aware of a change in circumstances (including change of address) or if there is any change relating to information I have provided in or with this application, while it is being considered.
- have read the sponsorship obligations detailed on pages 2–4 of this application.
- 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.

Signature of authorised officer

Date

DAY	MONTH	YEAR
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Full name (block letters)

Position in the organisation

Office hours telephone

(AREA CODE)

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

