



Australian Government

Department of Immigration
and Citizenship

Sponsoring overseas employees to work temporarily in Australia

Form

1196

You may be able to lodge this application on the Department of Immigration and Citizenship (the department) website www.immi.gov.au/e_visa/

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.

Before completing this form you should read the detailed information in booklet 11, *Sponsoring a temporary overseas employee to Australia*. All booklets and forms are available from the department's website www.immi.gov.au/allforms/

Sponsors of medical practitioners can find more information about the entry requirements on the department's website www.immi.gov.au/skilled/

Who should use this form?

This form should be used by businesses seeking to sponsor and/or nominate a person(s) to work in Australia on a Temporary Business (Long Stay) subclass 457 visa for a stay of up to 4 years. This form must be completed by someone with legal authority to act on behalf of the business.

Sponsorship arrangements covered by this form

Standard Business Sponsorship (SBS) allows employers to sponsor and/or nominate a specified number of persons to fill skilled positions in their business. An SBS is valid for either 2 years or until the approved number of nominated positions are filled.

It is important to ensure that nominations and visa applications are lodged well before expiry of the SBS as a nomination and visa can only be granted where the SBS is valid. Nominated persons who are granted a visa may stay in Australia for the length of the visa period – the visa does not automatically expire when the SBS expires.

Labour Agreements (LA) are formal agreements between the Australian Government and an employer, which have generally been negotiated to meet special labour market circumstances that cannot be covered by the SBS arrangements. The LA provides for the entry of persons to fill skilled positions under the terms and conditions of the LA.

Invest Australia Supported Skills (IASS) agreements are formal agreements between the Australian Government and an organisation with its head office outside Australia. The organisation must be making a significant investment in Australia. The IASS agreement provides for entry of staff members of that organisation for the purposes of that investment. IASS agreements replace Regional Headquarters agreements from November 2004.

Sponsorship arrangements NOT covered by this form

If you want to nominate a **permanent** position under a Labour Agreement or an IASS you should complete form 1192 *Employer nomination for a permanent appointment*.

If you want to sponsor non-business temporary entrants you should complete form 55 *Sponsorship for temporary residence in Australia (non-business)*. Forms are available from the department's website www.immi.gov.au/allforms/

Nominated persons

Nominated persons include the following:

Primary person:

The person you consent to sponsor to work in a nominated position in Australia.

Secondary person:

- *Spouse*
A spouse is the person that the primary person lives with as their husband or wife. This relationship may be a legal marriage or a de facto/common law relationship which involves members of the opposite sex.
- *Interdependent partner*
This is usually the primary person's same sex partner. They must be in an interdependent relationship, which includes being aged 18 years and over, not closely related by blood or adoption and have a mutual commitment to a shared life to the exclusion of all others. Their relationship must be genuine and continuing.
- *Dependent child (under 18 years of age) of the spouse or interdependent partner*
A dependent child is the natural, adopted or step-child of the primary person, their spouse or interdependent partner where the primary person, their spouse or interdependent 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 spouse may be considered in the application if:
 - they have never married, are widowed, divorced or separated;
 - 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; and
 - they rely on the primary person more than any other person or source.

Employers should list all secondary persons who will accompany the primary person to, or remain in, Australia at **Part B – Nomination details** (Question 51).

Continued on the next page ►

What is involved?

Businesses that do not have an SBS in place need to complete Parts A and B of this form.

Businesses that already have a sponsorship arrangement in place need only complete Part B of this form to nominate a position(s) they wish to fill and to nominate a person(s) if known.

Sponsorship undertakings

The business must agree to meet certain sponsorship undertakings in relation to overseas employees. The department must be satisfied that the business is able to meet these sponsorship undertakings in relation to all those it has sponsored, including secondary applicants.

Should the business fail to comply with these undertakings the department may take action to:

- bar the business, for a specified period, from nominating a person or activity in relation to a temporary visa;
- bar the business from sponsoring more people under the terms of all or specified existing sponsorship approvals;
- bar the business, for a specified period, from making further applications for approval as a sponsor for all or specified kinds of temporary visas;
- cancel the business's approval as a sponsor for all or specified kinds of temporary visas;
- cancel the visas of those it has sponsored; and/or
- take any failure to comply with these undertakings into account in assessing any future sponsorship applications made by the business or by any other business operated by the same principals.

The term of approval as a Standard Business Sponsor will cease upon the earlier of the following:

- at the end of 28 days after the business notifies the department that the sponsored person has ceased to be in the business's employment;
- if the sponsored person ceases to hold the visa for which he or she was sponsored – when the person leaves Australia or is granted another substantive visa.

Responsibility for the undertakings will commence on the grant of the visa to the sponsored person if that person is in Australia or when the sponsored person enters Australia.

Responsibility for the undertakings will cease when the term of approval as a sponsor ceases, or when the sponsored person ceases to hold the visa for which he or she was sponsored, unless otherwise notified below.

The undertakings are as follows:

The business undertakes to do the following in relation to sponsored persons:

- ensure that the cost of return travel by a sponsored person is met;
- not to employ a person who would be in breach of the immigration laws of Australia as a result of being employed;
- comply with its responsibilities under the immigration laws of Australia;
- notify the department of:
 - any change in circumstances that may affect the business's capacity to honour its sponsorship undertakings; or
 - any change to the information that contributed to the business's ability to be approved as a sponsor or the approval of a nomination;

- cooperate with the department's monitoring of the business or of any sponsored persons;
 - this undertaking continues until the earlier of the following:
 - if the sponsored person ceases to hold the visa for which he or she was sponsored, the earlier of the time when the person leaves Australia and the time when the person is granted a substantive visa; and
 - the time when the sponsor ceases to be an approved sponsor of the sponsored person;
- notify the department within 5 working days after a sponsored person ceases to be in the business's employment;
- comply with laws relating to workplace relations that are applicable to the business and any workplace agreement that the business may enter into with a sponsored person;
- ensure that a sponsored person holds any licence, registration or membership that is mandatory for the performance of work by the person;
- ensure that, if there is a gazetted minimum salary in force in relation to the nominated position occupied by the sponsored person, the person will be paid at least that salary;
- ensure that, if it is a term of the approval of the nomination of a position that a sponsored person must be employed in a particular location, the business will notify the department of any change in the location which would affect the nomination approval;
- pay all medical or hospital expenses for a sponsored person arising from treatment administered in a public hospital (other than expenses that are met by health insurance or reciprocal health care arrangements):
 - this undertaking continues until any such expenses are paid;
- make any superannuation contributions required for a sponsored person while the sponsored person is in the business's employment;
- deduct tax instalments, and make payments of tax, while the sponsored person is in the business's employment;
- pay the Commonwealth an amount equal to all costs incurred by the Commonwealth in relation to a sponsored person:
 - these costs may include those relating to locating and detaining the sponsored person, removing the sponsored person from Australia and processing any application for a protection visa made by a sponsored person;
 - this undertaking continues until all such costs are paid.

Other obligations

The business must also comply with other applicable laws of the Commonwealth, States and Territories. If the Minister believes that the business has breached a law of the Commonwealth, a State or Territory, the Minister may take action to bar the business from accessing further overseas workers for a specified period.

Further information about sponsorship obligations is available from the department's website www.immi.gov.au/skilled/

Monitoring of sponsor's undertakings

To ensure that the sponsorship undertakings are being met, the department will require sponsors to provide monitoring information, including employment records. The department may also undertake site visits to ensure compliance with undertakings. Monitoring may be expected to commence within 9 to 12 months after approval of the sponsorship.

If you authorise a migration agent to act on your behalf and to receive all written communications about the department's monitoring of your sponsorship undertakings, all such written communications will be sent directly to your migration agent. However, the responsibility to provide accurate monitoring information to the department will remain with you as the sponsor.

You may be barred from sponsoring or nominating further employees under this, or future agreements and/or have your sponsorship and/or the visas of any sponsored temporary business entrants cancelled if a sponsor:

- fails to provide information requested during monitoring; or
- does not fulfil sponsorship undertakings; or
- provides incorrect information.

Lodgement of this form

Businesses registered and actively engaged in business in Australia should lodge their application online or at a Business Centre of the department.

Businesses with no formal operating base in Australia should lodge their application at their nearest Australian mission overseas.

Parties to a Labour Agreement or IASS Agreement should lodge as indicated in that agreement.

Charges and method of payment

There is a charge for businesses applying for approval as a Standard Business Sponsor.

Under Standard Business Sponsorship and Labour Agreement arrangements, there is a charge for each nomination application.

To check the application charge, see form 990i *Charges* available from the Forms section of the department's website www.immi.gov.au/allforms/990i.htm or check with the nearest office of the department.

Part E of this form provides assistance for calculating the charge payable for your application.

Payment of the charge **must** accompany your application.

Payment does not guarantee approval of the application, and is generally not refundable. For SBS applicants, if you nominate one or more positions **before** your application for SBS status has been decided, and your application is subsequently refused, the charge(s) which you have paid in respect of your nomination(s) will be refunded to you.

Method of payment

In Australia

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.

Outside Australia

Before making a payment outside Australia, please check with the Australian Government office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

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.

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

All questions must be fully answered.

What happens next?

Your application will be considered and you may be asked to provide additional information to enable a decision to be made.

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

If you are approved for a sponsorship arrangement and your nominated activity is also approved, you should provide a copy of the approval letter to the person you have consented to sponsor to fill the position. You should also provide the person with a job description or duty statement, an outline of the skills required, including any licensing/registration or professional membership requirements, and a letter of employment or contract of service setting out the salary, any other payments and the conditions of employment.

The primary person and any secondary persons may lodge the visa application at the same time as, or subsequent to, the approval of your sponsorship arrangement and/or nomination. The primary person will need to demonstrate that they have the skills and experience to perform the duties of the nominated position among other requirements. They will also be required to provide a copy of the employment offer and/or a contract of service.

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 application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of the subclass 457 visa, the department has a thorough monitoring process to assist in ensuring compliance with all programme requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, State and Territory government departments and agencies in relation to sponsorships arrangements, nominations and for 457 visa monitoring and compliance purposes. These departments and agencies include the Office of Workplace Services, Department of Employment and Workplace Relations, Australian Taxation Office, Department of Education, Science and Training and Commonwealth, State and Territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, 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/

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 D *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.

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, child, adopted 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 methods to communicate with you. Electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way. The department may also contact people by mail, telephone or in person. However, if you have an e-mail address, this may speed up communication.

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 without your consent.

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.

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



1 Are you an approved Standard Business Sponsor **OR** are you party to an approved Labour Agreement (LA) or Invest Australia Supported Skills (IASS) agreement?

No ► Go to Part A
 Yes

2 Indicate the type, the date and the number of the sponsorship or agreement as applicable

Labour Agreement (LA)

Invest Australia Supported Skills (IASS) agreement

2 year, Standard Business Sponsorship (SBS)

Date of sponsorship approval, or date of LA or IASS agreement

DAY	MONTH	YEAR
/	/	

Approval or agreement number

Name of business

►► Now go to Part B

Part A – Sponsorship details

If you are applying for approval as a Standard Business Sponsor you will need to complete **Part A, and other parts as appropriate.**

3 Are you applying as:

a business operating in Australia

a business operating outside Australia

4 What is the business structure? *(tick one box only)*

sole proprietor/sole trader

partnership

company

statutory authority/government department

unincorporated body

other type of entity ► Give details

5 What is the legal registered name of the business, organisation, company or trustee?

Note: All references to 'the business' in this form are made in relation to the person or entity indicated in this question.

6 What is the business name or trading name under which you operate? *(if different from legal name at Question 5)*

7 Australian Business Number (ABN)

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

OR Client ID (provided by the department) *(if applicable)*

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

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

11 Street address of the business *(where the business is physically located)*
Note: Cannot be care of a migration agent.

POSTCODE

12 Postal address of the business
(if same as street address, write 'AS ABOVE')

POSTCODE

13 Contact officer for enquiries

Office hours telephone

(AREA CODE)

14 Do you agree to the department communicating with the business by fax, e-mail or other electronic means?

No

Yes ► Give details

Fax number

(AREA CODE)

E-mail address

Note: If this sponsorship or nomination is refused, you will be notified by mail.

Continued on the next page ►

15 I understand the sponsorship undertakings (on page 2) and other sponsorship requirements and declare that the business will meet the sponsorship undertakings and other sponsorship requirements with respect to all primary and secondary persons the business consents to sponsor in writing.

No
 Yes

Note: Consent may be given by providing details of known primary and secondary persons in this form or by subsequently notifying the department of consent to sponsor primary or secondary persons in writing.

16 If the Standard Business Sponsorship is approved, as the direct employer, how many job positions does the business intend to nominate to be filled by primary persons during the lifetime of the agreement (2 years)?

17 Will the business be engaging all primary persons as employees of the business?

No Explain the nature of the relationship between the business and the primary persons and attach evidence of this relationship at Question 33
 Yes

18 Are you proposing to supply the services of primary persons you consent to sponsor to an unrelated business?

No
 Yes You are not eligible to apply to become a Standard Business Sponsor

19 Will the business be paying the salary of all temporary business entrants sponsored?

No Explain who will be paying the salary of the sponsored temporary business entrants and your relationship with that business
 Yes

20 Which industry sector is the business operating in? (Tick **one** box only)
 Where the business operates in more than one industry sector select the sector which most closely matches the primary activity of the business.

- A – Agriculture, Forestry and Fishing
- B – Mining
- C – Manufacturing
- D – Electricity, Gas and Water Supply
- E – Construction
- F – Wholesale Trade
- G – Retail Trade
- H – Accommodation, Cafes and Restaurants
- I – Transport and Storage
- J – Communication Services
- K – Finance and Insurance
- L – Property and Business Services
- M – Government Administration and Defence
- N – Education
- O – Health and Community Services
- P – Cultural and Recreational Services
- Q – Personal and Other Services

Note: The industry sectors listed above 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.

21 What is the annual turnover for the business for the most recent full financial year?

Attach supporting evidence if required at Question 33

22 How will Australia benefit from the business sponsoring temporary business entrants? (You may tick one or more boxes)

- Employment for Australian citizens or permanent residents
- Expansion of Australian trade in goods or services
- Improvement of business links with international markets
- Competitiveness within the sectors of the Australian economy

Provide details

- 23** Has the business, or any principal of the business been:
- subject to sponsorship cancellation or the imposition of sponsorship or nomination bars;
 - subject to bankruptcy or liquidation proceedings; or
 - found to be in breach of workplace relations laws?

No

Yes ► Give details

- 24** Is the business, or any principal of the business, currently awaiting the outcome of any proceedings mentioned at Question 23?

No

Yes ► Give details

Details of training

Provide the following information in relation to the business operations in Australia. (If the business does not yet have an operating base or representation in Australia and is applying as an overseas business, go to Question 33.)

Employment

- 25** How many employees of the business are Australian citizens or permanent residents?

- 26** How many employees of the business hold a temporary visa?

Of this total, how many are:

- (a) temporary business visa holders
- (b) overseas students
- (c) working holiday makers
- (d) other

Training

- 27** How many Australian citizen and permanent resident employees of the business are:
- (a) professionals
- (b) tradepersons
- (c) recent Australian university graduates with less than 2 year's work experience
- (d) apprentices employed under a training agreement or contract of training
- (e) other trainees employed under a training agreement or contract of training

- 28** What was the gross expenditure on wages and salaries for the most recent financial year?

- 29** What was the expenditure on training Australian citizens or permanent residents for the most recent financial year?

Include paid study leave, accredited training courses, reimbursement of study-related costs, employment of designated training officers and the cost of in-house training which follows a predetermined plan and format.

Attach supporting evidence

- 30** Provide details of the business/organisation's training strategy, listing its aims and how you achieve them (you should also include any involvement in government or industry training schemes)

- 31** What are the business' training plans in respect of its **Australian** employees within the next 2 years?

Continued on the next page ►

Part B – Nomination details

If you are applying to nominate a position to be filled by a temporary business entrant (for up to 4 years) you will need to complete **Part B**, and other parts as appropriate.

A separate nomination application is required for each position you seek to fill. Additional forms are available from the department's website www.immi.gov.au/allforms/

Alternatively, you may photocopy Part B as many times as required and attach to this form.

34 Details of position to be filled

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

Job title/position

Occupation

ASCO Code (if known)

Total remuneration package (per annum)*

The total remuneration package should include the total value of base salary, any additional payments, overtime, holiday and other loadings, superannuation, commissions, allowances, and fringe benefits including cars, accommodation, meals and equipment.

Does the total remuneration package include any of the following items:

- accommodation and/or meal allowances? No Yes
- travel allowances? No Yes
- commissions, shares and/or bonuses? No Yes
- 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? No Yes

If you answered **'Yes'** to any of the above questions, give details

Base salary component (per annum)*

Base salary is the money that will be paid to the primary person, based on a 38 hour week (including any income tax that would be withheld). Do not include any additional payments, allowances, fringe benefits, or superannuation in the base salary component.

* If the term of employment is less than one year, enter the equivalent annual amount (that is, the amount per week multiplied by 313 divided by 6 OR the amount per fortnight multiplied by 313 divided by 12)

35 If a migration agent has been involved with this application, has the sponsoring employer agreed to pay or paid the migration agent's fee?

No

Yes

36 Has the primary person agreed to pay or paid the employer or the employer's agent any amount of money to obtain a visa, for their recruitment or for any other purpose?

No

Yes Give details

37 Street address where the primary person will be employed

POSTCODE

38 Would the services of the primary person who is sponsored to work in this position be supplied to an unrelated business?

No

Yes

Continued on the next page ►

39 Describe the position to be undertaken, including responsibilities and main duties (*attach sheets if necessary*)

Responsibilities

Main duties

Other information about the position

40 Describe the qualifications, essential skills, employment experience and registrations/licenses required to be held by the primary person (*attach sheets if necessary*)

Qualifications

Essential skills (including English language skills)

Employment experience (include number of years skilled experience required)

Registration/Licensing/Professional membership requirements (*if applicable*)

41 How many hours per week will the occupant of this position work?

42 Will the business be paying the primary person's salary?
No Give details
Yes

43 What is the proposed period of employment?
 YEARS MONTHS
If the position is only vacant for a specific date period provide:
From DAY MONTH YEAR To DAY MONTH YEAR

Note: If specific dates are not provided the stay date of any visa granted will be calculated from the date of grant, based on the stated proposed period of employment.

44 Is this an intra-company transfer?
(An intra-company transfer involves a transfer of an employee from one office of a company to another office of the same company in Australia)
No
Yes Provide information on the nature of the transfer

45 If the position is in a regional or low population growth area in Australia, are you seeking exemption from the minimum:
• skill level? No Yes Provide details of why a waiver should be considered and attach supporting evidence
• salary level? No Yes

Note: Where exemption is sought the relevant Regional Certifying Body (RCB) must complete the certification on page 12.

46 Are details of the primary person and any secondary persons known at this time?
No Go to Question 52
Yes

47 Full name of primary person
Family name
Given names

48 Primary person's date of birth DAY MONTH YEAR
/ /

49 Primary person's residential address

 POSTCODE

50 Primary person's contact details
Office hours (AREA CODE)
After hours (AREA CODE)
Mobile

51 Will the primary person be accompanied by any secondary persons? (see *Nominated persons* on page 1)
Not known
No
Yes Give details of all secondary persons

1. Family name
Given names
Date of birth DAY MONTH YEAR
/ /

2. Family name
Given names
Date of birth DAY MONTH YEAR
/ /

3. Family name
Given names
Date of birth DAY MONTH YEAR
/ /

4. Family name
Given names
Date of birth DAY MONTH YEAR
/ /

Note: If more than 4, attach a separate sheet with details

Continued on the next page ►

Sponsor's/Nominator's declaration

- 52** Only answer this question if you are a current Standard Business Sponsor or an applicant for Standard Business Sponsorship.

If you are a party to a Labour Agreement or Invest Australia Supported Skills agreement, go to Question 53.

I understand the sponsorship undertakings and other sponsorship requirements and declare that the business will meet the sponsorship undertakings and other sponsorship requirements with respect to all primary and secondary persons the business consents to sponsor in writing.

No Yes

By consenting to sponsor primary or secondary persons, either by listing them on this form or by subsequently notifying the department of consent to sponsor other primary or secondary persons in writing, the business is bound by the sponsorship undertakings in relation to those persons.

▶ Go to Question 54

- 53** Only answer this question if you are a party to a Labour Agreement or Invest Australia Supported Skills agreement.

By consenting to sponsor primary or secondary persons, either by listing them on this form or by subsequently notifying the department of consent to sponsor other primary or secondary persons in writing, the business is bound by the sponsorship undertakings in relation to those persons to the extent that they are reflected in the agreement.

I declare that the business will meet the sponsorship undertakings to the extent they are reflected in the agreement with respect to all primary and secondary persons the business consents to sponsor in writing.

No Yes

- 54** *I declare that the details provided on this form are correct*

No Yes

Signature of authorised officer*

DAY MONTH YEAR
Date

Full name (*block letters*)

Position in the business

Office hours telephone

E-mail address

* Form must be signed by someone with legal authority to act on behalf of the business.

Certification by approved body

To be completed by the relevant Regional Certifying Body (RCB) for employers seeking exemption from the minimum skill and salary levels. The relevant RCB is one which has coverage of the area in which the proposed nominee will work.

- 55** *As a body approved by the Minister for Immigration and Citizenship (by Gazette Notice) for the purposes of the Temporary Business (subclass 457) programme, it is certified that:*

- *the tasks of the nominated activity correspond to the tasks of an occupation specified in a Legislative Instrument made for the purposes of regulation 1.20GA;*
- *the position is a genuine, full-time position that is necessary to the operation of the sponsor's business;*
- *the position cannot reasonably be filled locally;*
- *the amount of payment is specified in the nomination and that amount is not less than the:*
 - *level of remuneration provided for under relevant Australian legislation and awards; and*
 - *specified minimum salary level that applied at the time of nomination; and*
- *the working conditions of the nominee will be no less favourable than working conditions provided for under relevant Australian legislation and awards.*

Signature of authorised RCB representative

DAY MONTH YEAR
Date

Full name of representative of certifying body

Name of certifying body

Contact address of certifying body

Telephone

Fax number

Stamp of certifying body

Part C – Assistance with this form

56 Did you receive assistance in completing this form?

No ► Go to Part D

Yes ► Please give details of the person who assisted you

Title: Mr Mrs Miss Ms Other

Family name

Given names

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
POSTCODE

Telephone number or daytime contact

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	()	()	

Mobile phone

57 Is the person or agent registered with the Migration Agents Registration Authority (MARA)?

No

Yes ► Go to Part D

58 Is the person/agent in Australia?

No ► Go to Part D

Yes

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

No

Yes

Part D – Options for receiving written communications

60 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

OR

Migration agent ►

OR

Agent exempt from registration

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

Continued on the next page ►

Part E – Payment details

Current charges are detailed on form 990i *Charges*, available on the department's website at www.immi.gov.au/allforms/990i.htm

Payment of the charge **must** accompany your application. Payment does not guarantee approval of the application, and is not refundable.

You can use this section, and form 990i, to calculate the charge for this application.

61 Are you applying for approval as a Standard Business Sponsor (SBS) – Part A of this form?

No

Yes Amount payable

62 Are you nominating a position to be filled by a primary person (Part B of this form)?

No

Yes How many nominations

Amount payable per nomination

Total amount for nominations

Total amount payable overall

63 How will you pay the charge for this application(s)?

If applying **in Australia**, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail. If paying by bank cheque or money order please make payable to the Department of Immigration and Citizenship.

If applying **outside Australia**, please check with the Australian Government office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Bank cheque

Money order

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 /

Cardholder's name

Telephone number

Address

POSTCODE

Signature of cardholder

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

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