



Australian Government

Department of Immigration
and Multicultural Affairs

Sponsorship for temporary residence in Australia (non-business)

Form

55

Who should use this form?

Use this form to sponsor a person for temporary employment in Australia under one of the following non-business visa subclasses:

- foreign government agency
- educational
- sport
- media and film staff
- domestic worker for overseas executive
- religious worker
- temporary medical practitioner.

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 temporary entry of overseas entertainers to perform in Australia*.

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

Who can be a sponsor?

Any business which is a legally operating entity in Australia who needs to recruit non-resident temporary personnel and who will be offering employment to the person can be the sponsor.

A company which is recruiting people from overseas to be employed by another company cannot be the sponsor.

Sponsorship undertaking

The sponsor must sign the undertaking at the end of the form.

The undertaking is provided to support the principle 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 became necessary and the employee was 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.

Who should be included in the sponsorship?

All family unit members (accompanying your sponsored person) need to be listed on the sponsorship form, including family members who may wish to join their family later.

How to apply

Step 1

Check if sponsorship and Labour Market Testing 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 Labour Market Testing (LMT) is required for the proposed visa subclass and proposed period of stay.

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

Step 2

Check if a charge is required

You may be required to pay the non-refundable charge when you lodge the sponsorship application.

Method of payment

Payment must accompany your application and is generally not refunded if the application is unsuccessful. To make a payment in Australia, please pay by credit card, debit card or by bank cheque or money order payable to Department of Immigration and Multicultural Affairs. **Please do not pay by cash or personal cheque.**

Payment of the charge does not guarantee approval of the sponsorship.

Step 3

If required, carry out Labour Market Testing

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.

Continued on the next page ►

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 form

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 L** to make sure you have answered all the questions and provided everything required.

Step 5

Lodge your application

Your completed sponsorship form, charge, and any relevant documentation, may be lodged in person or by a representative or sent by mail, to the office of the Department of Immigration and Multicultural Affairs nearest to your place of business in Australia.

What happens then?

You will be advised in writing whether your sponsorship has been approved or not. The letter will explain the steps your sponsored person will need to follow to obtain their visa.

Your sponsored person 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.

Step 6

Make sure the sponsored person lodges a visa application

The sponsored person should lodge form 147 *Application for temporary residence visa (non-business)* as soon as possible after you receive advice that your sponsorship has been approved.

Medical Practitioner (subclass 422) only

If your sponsored person will be applying for a temporary Medical Practitioner (subclass 422) visa, you should inform them that their visa application (on form 147 *Application for a temporary residence visa non-business*) should be lodged in Australia at the same office of the department where you lodged this sponsorship application. This applies to all 422 applicants, regardless of whether they are in Australia or overseas.

If the sponsored person is overseas

You should advise the sponsored person to lodge their visa application as soon as you receive advice that your sponsorship has been approved.

If the sponsored person is in Australia

It will save time if your sponsored person's visa application (*and appropriate charge*) is lodged when you lodge this sponsorship application. However, you should be aware that if your sponsorship application is refused, there will be no refund of any charges.

About the information you give in this form

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, 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.

The *Freedom of Information Act 1982* also relates to your personal information. Under this Act you can apply for access to documents containing your personal information. You or someone authorised to access information on your behalf can apply to do this at any office of the department in Australia. There is no fee for accessing your own information. If you are overseas, you must provide an address in Australia to which copies of your personal records can be sent. More information on how to make a request under the *Freedom of Information Act 1982* is given on the form 424A *Request for access to documents*. The outcome of this application may be made known to the person/organisation who has submitted a sponsorship form regarding your application.

Authorisation of a person to only receive written communications

You may authorise another person to only receive all written communications about your application with the department. That person will be known as your authorised recipient. To do this, you will need to complete **Part F** *Options for receiving written communications* and **Part G** *Authorised recipient details* in this form. The authorised recipient will need to sign at **Part H**. You can only appoint one authorised recipient at any time. The department will communicate with the most recently appointed authorised recipient.

The department is required under section 494D of the *Migration Act 1958* (the Act) to send your authorised recipient any written communications relating to your application that would otherwise have been sent to you. The department will only send your authorised recipient information which you are entitled to receive. For example, if you are a visa applicant and have a sponsor, your authorised recipient will not receive personal information about your sponsor, unless your sponsor also appointed the same authorised recipient.

If you decide to change your nominated authorised recipient, after you have lodged this application, you must promptly advise the department in writing. You may use form 1231 *Appointment of authorised recipient* for this purpose.

Authorisation of a migration agent to act on your behalf

If you have a migration agent acting on your behalf in relation to your application, you need to complete **Part F Options for receiving written communications** and **Part I Agent details**. The migration agent will need to sign at **Part J Agent consent**.

Appointing a migration agent to act on your behalf includes authorising the department to:

- discuss your application with the agent and seek further information from them; and
- send your agent written communications about your application that would otherwise have been sent to you.

Note: Your migration agent will be your authorised recipient for written communication under section 494D of the Act and you will be taken to have received any documents sent to them.

If you change your migration agent or end his/her appointment, after you have lodged this application, you must promptly advise the department in writing, preferably by using form 956 *Appointment of a migration agent*, which is available on the department's website or from your migration agent.

The department will communicate with your agent about your application, including your personal information such as health, police checks, financial viability and personal relationships. If your agent authorises it **see Part J**, this communication may take place by e-mail or fax.

The department will only send your agent information which you are entitled to receive. For example, if you are a visa applicant and have a sponsor, your agent will not receive personal information about your sponsor, unless your sponsor has also appointed the same agent.

In some situations, the department's staff will need to speak with you directly, rather than with your migration agent - for example, if you are applying for a visa the department may interview you. In some situations, the department's staff will also send documents to you directly (eg. passport) instead of to your agent, but it will inform your agent that it has done so.

If you have appointed a migration agent to act for you, you are still responsible for the accuracy of information and supporting documentation that you give to your agent so that your agent can provide it to the department.

When you provide the details of your migration agent, please make sure you include their 7-digit:

- migration agent registration number (if they are a registered migration agent); or
- offshore agent ID number (if they have been allocated one by the department).

Note: Agents who operate overseas do not need to be registered. They may however, have been allocated an ID number by the department.

Using a migration agent

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 in the lawful best interests of their clients and act professionally.

A list of registered migration agents is available from the Migration Agents Registration Authority (MARA) website: www.themara.com.au

You can contact the MARA at:

E-mail: themara@themara.com.au

PO Box Q1551
QVB NSW 1230
AUSTRALIA

Telephone: 61 2 9299 5446

Fax: 61 2 9299 8448

The MARA investigates complaints against registered agents and may take disciplinary action against them. If you have a concern about a registered agent, you should contact the MARA. A copy of the complaint form is available from the MARA website.

Restrictions on giving immigration assistance

In Australia, anyone (including a lawyer) who uses knowledge of migration procedure to offer immigration assistance to a visa or cancellation review applicant, sponsor or nominator, must be registered, unless exempted from registration requirements by law. There are serious criminal penalties under Part 3 of the Act for breaching the law – including possible imprisonment if the unregistered person asks for, or receives, a fee or reward for their services.

Using an agent exempted from registration

Certain people, such as officials, parliamentarians, diplomats, close family members (ie. only your spouse, child, adopted child, parent, brother or sister), sponsors and nominators, are able to provide you with immigration assistance as long as they do not ask or receive a fee or reward. If you wish to appoint an 'exempted agent', you must complete form 956 *Appointment of a migration agent* and attach it to this application form.

Applications for multiple visas

If you are a dependant applicant (eg. the spouse of a primary applicant) and you wish to appoint a different migration agent to the primary applicant, you must fill out a separate form 956 *Appointment of a migration agent*, or advise the department in writing. Otherwise, the agent appointed by the principal applicant will have the authority to act for all persons included in the application.

Notification of giving immigration assistance

Under section 312A of the Act, a registered agent has a duty to notify the department when lodging an application on behalf of a client, or within 28 days of commencing to act on behalf of a visa applicant. This notification can be done by completing, and your agent signing, the relevant sections of this application form.

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 Commonwealth 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
General enquiry line

www.immi.gov.au
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	For foreign government officials to conduct official business on behalf of their government where the officials do not have diplomatic or official status in Australia. It 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.	Sponsorship – for stays of up to 3 months, or cases involving directors of Alliance Française, Goethe Institute or Italian Cultural Institute a statement of support is required from the Foreign Ministry. In all other cases sponsorship is required. Labour Market Testing – not required. Condition 8107¹ is a mandatory condition attached to all visas in this subclass.
418 Educational	For qualified people to join educational and research institutions or organisations to fill academic, teaching or research positions which are unable to be filled from the Australian Labour Market. Note: The Temporary Business (Long Stay) visa (Subclass 457) is the preferred visa for this group. For stays of under 3 months, the 456 Business (Short Stay) is also an option.	Sponsorship – is required for a stay of more than 3 months. Labour Market Testing – is required except where the: • stay is for less than 12 months; • position is for senior academic/research staff; or • position forms part of a labour agreement. Details that must be attached to the sponsorship application: 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. Condition 8107¹ is a mandatory condition attached to all visas in this subclass.
421 Sport	Temporary stay of sports people who have the ability to participate at national competition level or higher. The Sport visa is to improve the quality of a sport in Australia through participation in high-level competition and training with Australian residents.	Sports people with an international reputation are not required to be sponsored regardless of length of stay. Sponsorship – All persons coming to be a player, coach or instructor in relation to an Australian team or organisation, or to participate in a structured sport-training program. In most other cases, sponsorship is required for stays of more than 3 months. A letter of endorsement from the peak sporting body in Australia is required. Condition 8107¹ is a mandatory condition attached to all visas in this subclass.
422 Medical Practitioner	For qualified medical practitioners where there is a demonstrated need for employing practitioners from overseas.	Sponsorship – required in all cases. Labour Market Testing – is not required if: • 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). Condition 8107¹ is a mandatory condition attached to all visas in this subclass.

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	For correspondents and other professional media staff posted to Australia by overseas news organisations, and photographers and film and television crews making documentaries or commercials for overseas consumption. Note: Media staff (only) can be considered for a 456 Business (Short Stay) for under 3 months or 457 Temporary Business (Long Stay) for over 3 months.	Sponsorship – is required for a stay of more than 3 months. Labour Market Testing – is not required. Details that must be attached to sponsorship application: 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). Condition 8107¹ is a mandatory condition attached to all visas in this subclass.
427 Domestic worker for overseas executive	For domestic staff of holders of visas in subclass 457 Long-stay temporary business entry (executives only). 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.	Sponsorship – is required if the executive is sponsored. 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. Labour Market Testing – may be requested by the department. Condition 8107¹ is a mandatory condition attached to all visas in this subclass. The holder of the visa must not remain in Australia after the permanent departure of their employer.
428 Religious Worker	For religious workers, including ministers, priests and spiritual leaders to serve the spiritual needs of people of their faith in Australia.	Sponsorship – required in all cases. Labour Market Testing – may be requested by the department. Details that must be attached to sponsorship application: Evidence that: - the sponsorship is supported by a senior authority of the religious organisation in the relevant State/Territory; - 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; and - if sponsoring for the first time, evidence that the organisation is a 'religious' organisation. Condition 8107¹ is a mandatory condition attached to all visas in this subclass.

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.



Australian Government

Department of Immigration
and Multicultural Affairs

Sponsorship for temporary residence in Australia (non-business)

Form

55

Part A – Details of sponsor

1 Details of sponsoring organisation or sponsor in Australia

Name of organisation or sponsor

Street address of organisation or sponsor

POSTCODE

Postal address of organisation or sponsor.

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

POSTCODE

2 Australian Business Number / Australian Company Number (if applicable)

--

3 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

--

4 Is this your first sponsorship?

No ☐

Yes ☐ Refer to Part L for documentation that must be attached

5 Nature of business

--

6 Details of employees

How many people are employed by the organisation/sponsor in Australia?

--

How many are in the same occupation as the sponsored position?

--

How many employees are not Australian citizens or residents?

--

Part B – Details of sponsored position

7 Job title

--

8 Occupation (if not described by job title)

--

9 Is the position

Full-time ☐

Part-time ☐

10 Proposed period of employment in Australia (years, months)

--

11 Address of workplace

POSTCODE

12 Will the sponsored person receive a salary?

No ☐

Yes ☐ Give details

--

13 Details of salary package

Annual salary

--

Other benefits

OR tick if details are attached ☐

14 Job description

OR tick if details are attached ☐

15 Qualifications and essential skills required for the position

OR tick if details are attached ☐

Continued on the next page ►

Part C – Labour market details

- 16** Is the position part of a Labour agreement or Religious Worker agreement?

No ☐

Yes ☐ ► Give details

Labour agreement

Religious Worker agreement

►► Now go to Part D

- 17** 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 period of stay ☐

Other ☐ ► Please attach details

Yes ☐ ► Give details of the efforts you made to obtain suitable staff from the Australian workforce

- 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 (*certified by a job placement service provider*).
- 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.

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

- 18** 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

()	()	
-------	-------	--

- 19** Where will the sponsored person apply for the visa?

- 20** Proposed date of arrival in Australia
(if overseas)

DAY	MONTH	YEAR
/	/	/

- 21** Give details of family members who will accompany or may join the sponsored person in Australia during the term of the sponsorship
(*'Family member' includes spouse, unmarried dependent children and certain unmarried dependent relatives*)

Family name

Given names

Sex Male ☐ Female ☐

Date of birth

DAY	MONTH	YEAR
/	/	/

Relationship to sponsored person

Citizenship of passport

Family name

Given names

Sex Male ☐ Female ☐

Date of birth

DAY	MONTH	YEAR
/	/	/

Relationship to sponsored person

Citizenship of passport

Family name

Given names

Sex Male ☐ Female ☐

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

Family name

Given names

Sex Male ☐ Female ☐

Date of birth DAY MONTH YEAR

Relationship to sponsored person

Citizenship of passport

Part E – Assistance with this form

22 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 (AREA CODE)

Mobile phone

23 Is your agent registered with the Migration Agents Registration Authority (MARA)?

No ☐

Yes ☐ ► Go to Part F

24 Is your agent in Australia?

No ☐ ► Go to Part F

Yes ☐

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

No ☐

Yes ☐ ► How much did you pay?

A\$ AND/OR

What kind of gift did you give? (eg. jewellery)

Value of gift (approximately)

A\$

Part F – Options for receiving written communications

26 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. Go to Part K

Australian registered migration agent ☐
OR
Offshore agent ☐ ► Go to Part I

Agent exempted from registration ☐ ► You must complete form 956 *Appointment of a migration agent* and attach it to this application form. Go to Part K

Authorised recipient ☐ ► This is a person authorised to only receive written communications. All written communications that would otherwise have been sent to you in relation to this application will be sent to that person.

Continued on the next page ►

Part G – Authorised recipient details

Note: Do NOT complete this section if you are acting as a migration agent, go to Part I

27 Provide details of the person who is authorised on your behalf to receive all written communications about this application.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

Authorised recipient's postal address

Telephone number or daytime contact

Office hours

Mobile phone

Part H – Authorised recipient consent

28 As the authorised recipient named on this form, do you agree to the department communicating with you by fax, e-mail or other electronic means?

No ☐

Yes ☐ Give details

Fax number

E-mail address

29 I understand and accept that I am the person appointed by the applicant to receive all written communications.

Signature of authorised recipient

Date

►► Now go to Part K

Part I – Agent details

30 Provide the details requested below about the agent who is authorised to act on your behalf and to receive all written communications about this application.

Migration Agent Registration Number (MARN)

OR

Offshore Agent ID Number (if allocated by the department)

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

Business or company name

Postal address

Telephone number or daytime contact

Office hours

Mobile phone

Part J – Agent consent

31 As the agent named on this form, do you agree to the department communicating with you by fax, e-mail or other electronic means?

No ☐

Yes ☐ Give details

Fax number

E-mail address

32 I understand and accept that I am the person appointed by the applicant to receive all written communications and act as his/her agent.

Signature of agent

Date

Part K – Payment details

33 How will you pay your application charge?

Bank cheque ☐ ☐ Please make payable to:
Money order ☐ ☐ Department of Immigration and
Multicultural Affairs

EFTPOS ☐ ► This option is not available for mailed applications.

Credit card ☐ Give details below

Payment by *(tick one box)*

Australian Dollars

MasterCard ☐ Visa ☐

Bankcard		Diners Club	
----------	--	-------------	--

American Express ☐ JCB ☐

Credit card number

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

YEAR

Expiry date

•

•

Cardholder's name

Telephone
number

(AREA CODE)

Address

POSTCODE

**Signature of
cardholder**

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

Part L – Documents you must attach

34 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?
Q4	Evidence, such as financial or annual reports, bank statements, audit reports, a statement on company letterhead, or other material to show: • 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.	☐
Q13	Details of salary package	☐
Q14	Job description	☐
Q15	Details of qualifications and essential skills required for the position	☐
Q16	For religious organisations only – evidence of tax exemption status from the Australian Taxation Office.	☐
Q21	Details of additional family members	☐
	Other attachments as listed for the sponsored person's visa subclass	☐

Continued on the next page ►

Part M – Your sponsorship undertaking

35 I/We accept responsibility for:

- all financial obligations to the Commonwealth incurred by the sponsored person arising out of that 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 sponsorship application or approval) to assist the department in the monitoring process.

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

Date

Name

Job title/
position



If this form was completed by a **business** with fewer than 20 employees, please provide an **estimate** of the time taken to complete this form.

Include:

- the time actually spent reading the instructions, working on the questions and obtaining the information
- the time spent by all employees in collecting and providing this information.

Hours Minutes