

Subclass 186 - Employer Nomination Scheme Nomination Document Checklist (Direct Entry)

Please provide the following business information and documents, which will be used to show that your business is lawfully and actively operating, and genuinely requires the nominated position.

NOTE: All information provided in relation to your business will be treated confidentially, and will **only** be used for the purpose of obtaining the Department of Home Affairs' approval of your nomination application.

Please tick the boxes on this check sheet to show what documents you have provided.

Registration Documents	
	ABN certificate for your business
	Certificate of registration of business trading name
	If business is a registered company: ASIC company extract (or Australian registered body number of Australian Stock Exchange listing registration, if applicable)
	If business is a franchise/franchisor: relevant pages of franchise agreement specifying franchise arrangements
	If business is a trust: relevant pages of the trust deed specifying the parties to the trust
Financial Documents	
	Balance sheet (statement of position) and profit and loss statement (statement of performance) for the last financial year , with a comparison to the previous financial year
	Business tax returns for the last financial year , and the associated tax assessment notice
	If the last financial year covered by the financial statements or tax returns that you provide (see above) ended more than 3 months ago: Business Activity Statements (BAS) for each complete quarter since the end of the last financial year
	Letter of support from your accountant to your business , stating clearly that your business is a going concern and meets the required training benchmarks (required if business not profitable or has negative net asset value)
	If business is a registered company: company's most recent annual report (if available)
Organisational Documents	
	Organisational chart OR list of your current employees - this should show: <ul style="list-style-type: none"> • each employee's position within the business (it is important to use names where practicable, especially when it is a small business) • whether each position is full-time or part-time • whether any temporary residents (i.e. <u>NOT</u> an Australian citizen or permanent resident) are employed in any of the positions

Nominated Position Documents			
	Contract of employment between your business and the visa applicant (to include confirmation that position is intended to be for a minimum of two years with no express exclusion to a possibility of renewal)		
	Job Description		
Human Resources Documents			
	<p>If you employ any Australian citizens or permanent residents in the same occupation as the nominated position: documents showing the terms and conditions of their employment, including their wage/salary level e.g.</p> <ul style="list-style-type: none"> • payslips • PAYG certificates • employment contracts <p>NOTE: This is used to show that the terms and conditions of the nominated position are at least equal to those offered to any other employees working in the same role in your business</p>		
	<p>If you DO NOT employ any Australian citizens or permanent residents in the same occupation as the nominated position: please explain how you determined the nominee's salary, with reference to relevant source materials e.g.</p> <ul style="list-style-type: none"> • Industrial/Modern award salary levels • remuneration surveys • position advertisements 		
Contributions to the Skilling Australians Fund			
	The Australian Government has introduced a new arrangement whereby a levy will be payable in full at the time an employee is nominated. We will advise when payment is required to be made. The amount payable will depend on the annual turnover of the business and will be as follows: -		
	Business Size	TSS Visa	Employer Nomination (186 Visa)
	Turnover less than \$ 10 million per annum	\$1,200.00 <u>per year</u>	\$ 3,000.00 <u>one off</u>
	Turnover over \$ 10 million per annum	\$1,800.00 <u>per year</u>	\$ 5,000.00 <u>one off</u>

FREQUENTLY ASKED QUESTIONS

What if I cannot provide all of these documents?

We can lodge your application even if some of your documents are not currently available. However, this may delay the DOHA processing of your application. Where possible, please provide all of the documents listed above that are relevant to your situation.

Can I email you scanned copies of my documents?

Where possible, please **email** scanned copies of all of your documents to the agent dealing with your application.

When emailing scanned copies of your documents, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (if possible);
- **colour** is preferable if possible

- there is a **MAXIMUM** of **one document per scanned page** (e.g. do not scan two different passports onto one page).

What are the next steps in the application process?

Once you have sent us your completed Business Information Questionnaire (if applicable) and your documents, we will complete the application forms and other paperwork required for your nomination application.

You will then be asked to review, approve and sign all of the relevant documents before we lodge your nomination application with the Department of Home Affairs.