

Subclass 186 - Employer Nomination Scheme Nomination Document Checklist

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.

Financial Documents	
	Business tax returns for the last financial year , and the associated tax assessment notice
	<i>If the last financial year covered by the financial statements or tax returns that you provide (see above) ended more than 3 months ago:</i> Business Activity Statements (BAS) for each complete quarter since the end of the last financial year
Nominated Position Documents	
	Contract of employment between your business and the visa applicant including confirmation that position is held at least 2 years
	PAYG payment summaries for the visa applicant's entire period of employment in the nominated position (AT LEAST the last two years)
	Payslips for the visa applicant's employment in the nominated position (please provide as many payslips as possible from the last two years)
	Extracts of leave records for the visa applicant's entire period of employment in the nominated position (AT LEAST the last two years)
Organisational & Human Resources Documents	
	<p><i>If you employ any Australian citizens or permanent residents in the same occupation as the nominated position:</i> documents showing the terms and conditions of their employment, including their wage/salary level e.g.</p> <ul style="list-style-type: none"> • <i>payslips</i> • <i>PAYG certificates</i> • <i>employment contracts</i> <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><i>If you DON'T employ any Australian citizens or permanent residents in the same occupation as the nominated position:</i> please explain how you determined the nominee's salary, with reference to relevant source materials e.g.</p> <ul style="list-style-type: none"> • <i>Industrial/Modern award salary levels</i> • <i>remuneration surveys</i>

	<ul style="list-style-type: none"> • <i>position advertisements</i> 		
	<p>Organisational chart OR list of your current employees - this should show:</p> <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 <p>whether any temporary residents (i.e. <u>NOT an Australian citizen or permanent resident</u>) are employed in any of the positions</p>		
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.