

Visitor Visa (Business Visitor) (Subclass 600) – Checklist

USE FORM 1415 AND THIS CHECKLIST IF YOU ARE APPLYING FOR A VISA TO VISIT AUSTRALIA:

- TO ATTEND MEETINGS, CONFERENCES OR SEMINARS
- TO UNDERTAKE BUSINESS NEGOTIATIONS OR CONTRACT NEGOTIATIONS
- FOR BUSINESS EXPLORATION OR INVESTMENT
- TO UNDERTAKE PROFESSIONAL EXAMINATIONS AND/OR JOB INTERVIEWS
- TO MAKE GENERAL BUSINESS OR GOVERNMENT ENQUIRIES
- FOR GOVERNMENT VISITS
- AS A NURSE OR DOCTOR UNDERGOING A PRE-QUALIFYING BRIDGING COURSE

WORK ACTIVITY, NO MATTER HOW SHORT, IS NOT PERMITTED ON THIS VISA—THIS INCLUDES PROVIDING OR SUPPLYING TECHNICAL OR PROFESSIONAL SERVICES OR GOODS, INSPECTION OR AUDITS, MEDIA OR ENTERTAINMENT, PROFESSIONAL SPORTS, AND WORK ACTIVITY OF ANY OTHER KIND. FOR THESE ACTIVITIES, SEE THE INFORMATION ON TEMPORARY ACTIVITY WORK VISAS ON THE AVAC WEBSITE.

You should prepare a **complete and well-documented application** to assist the visa decision-maker to reach a clear and favourable decision. If there is information that you are not able to provide, you should include a letter stating why and those reasons will be taken into account. Incomplete or poorly documented applications may be delayed or may be unsuccessful.

Although you are only required to submit photocopies of the supporting information (unless otherwise indicated), you may be asked to produce the originals during assessment. Any foreign language documents must be accompanied by official translations in English.

The current average processing time can be found online at: www.homeaffairs.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times. You should apply well in advance to avoid disappointment. In some cases where additional checking is required, the processing time may be longer and you will be advised.

NOTE—YOU SHOULD TICK THE BOXES TO INDICATE WHAT YOU HAVE INCLUDED WITH YOUR APPLICATION, SIGN AT THE END, AND SUBMIT THIS COMPLETED CHECKLIST WITH YOUR APPLICATION

MANDATORY FOR ALL APPLICANTS

- Fully completed and signed application (**Form 1415**) and application **fee**. If you have paid online through ImmiAccount, include a copy of the receipt.
- Your current original **passport** and a copy of your passport's biodata page (*NB—if you are a first time traveller to Australia you should consider providing copies of the travel pages as well to demonstrate your travel history*)
- One passport-sized **photograph** (see photo specifications in AVAC website)
- A copy of your **NRIC/**Employment Pass/ Dependent Pass/ Social Visit Pass/ Work Permit/ Student Pass
- Full name, nationality and passport number of **others travelling with you** in your group (if you are not applying for your visas together)
- Evidence of a **need for you to be in Australia** for business purposes, e.g. a letter from your employer detailing the reasons for your visit and your proposed duties, a letter of invitation from the host organisation in Australia, with contact details of the business parties **or** conference registration details
- Evidence that your **business background is relevant** to the nature of your proposed business in Australia, e.g. evidence of educational qualifications, evidence of current employment position and your role during the visit, details of any previous contacts with Australian business people or organisations, documentation indicating that the company is an actively operating business (e.g. business registration certificate, annual report)
- Your **flight itinerary** (not ticket—we recommend you do not commit to paying for your flight until your visa application has been decided)

- If seeking **multiple entry**, include reasons why you may need future business visits

MANDATORY FOR FIRST TIME TRAVELLERS TO AUSTRALIA or FOR APPLICANTS NOT RESIDENT IN SINGAPORE (BUT recommended for all applicants)

- Evidence of funds** to support your travel—for example, copy of bank savings book, bank statements, payslips, tax returns. These should show a history of transactions over a period of time and should be current immediately prior to the date of your visa application. If someone else provides your funds (e.g. parents of an applicant who is a student), evidence to support this
- If your current passport is recently issued or is not representative of your travel history, copies of your previous passport/s that may show evidence of your **travel history** to other countries
- Evidence of your **accommodation** arrangements
- Any other information to show that you have an **incentive** and authority to return to Singapore or your country of citizenship, such as property or other significant assets or commitments

IF AGED 75 OR ABOVE (your case officer will initiate a mandatory medical examination after lodgement)

- Evidence of **travel or medical insurance** for the duration of your intended visit

IF SOMEONE ELSE WILL COMMUNICATE WITH THE VISA OFFICE ON YOUR BEHALF

- If you **authorise another person** to receive all written communications about your application with the department:
- completed *Part H of Form 1415—Options for receiving written communications*; and
 - Form 956—*Advice by a migration agent/exempt person of providing immigration assistance*; or
 - Form 956A—*Appointment or withdrawal of an authorised recipient*

I acknowledge that I have provided everything above that is relevant to my application, and acknowledge that if required information has not been provided, this may affect the success or processing time of my application. I also understand that the visa case officer is not obliged to seek additional information before making a decision on the application

Signed (visa applicant)

Date

IF YOU ARE SEEKING AN URGENT DECISION (IF YOU BELIEVE THERE IS A JUSTIFICATION WHY YOUR APPLICATION SHOULD BE ASSESSED AHEAD OF OTHERS WHO APPLIED BEFORE YOU), PLEASE STATE YOUR REASON HERE AND IT WILL BE CONSIDERED. NOTE THAT NOT ALL REQUESTS FOR URGENT PROCESSING CAN BE ACCOMMODATED

OFFICIAL USE ONLY

INITIALS:

STANDARD PROCESSING

URGENT -REVISED DECISION DATE ()