

Australia's Most Trusted Migration Agent

Checklist for Permanent Employer Sponsored Nomination

(186 nomination)

Documents to be provided with your nomination application


1. Current Employment Contract with the nominee.
2. Current and historical registration extracts from the (ASIC)
3. Australian Business Number (ABN) registration certificate
4. Current lease agreement
5. Information about the applicant directly operating an active and lawful business in Australia:
 - a. Tax returns lodged with the Australian Taxation Office (ATO),
 - b. Current Profit and loss statement
 - c. BASs lodged with the ATO for last 12 months.
 - d. Financial statements prepared and certified by an accountant.
6. Account letter stating the viability letter. The letter should state that business will be able to support the nominee/s for two more years.
7. **A detailed organisational structure chart** that includes all the applicant's current and proposed employees, their position title/duties and commencement dates, and whether they are an Australian citizen, permanent resident or visa holder.
8. Position descriptions of nominee
9. Completed Employer questionnaire (provided separately)

If applicable

10. If your business **operates under a trust arrangement**, provide relevant pages of the trust deed (pages listing parties to the trust and the signature page)
11. If you are a **franchisee**, provide the relevant pages of the franchise agreement (pages listing the parties to the agreement and the signature page).
12. If there are Australian citizens or permanent residents performing equivalent work in your business, please provide their award or employment contract details.
13. Copies of all standard business sponsorship approvals.
14. Previous and proposed employment contracts for the nominee that include details about their employer and the nominee's roles, duties and terms and conditions of employment.

We Are Here To Serve You

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