

# Checklist for Permanent Employer Sponsored visa (186 visa)

## **Documents to be provided with your nomination application**

1. Employment contract
2. If there are Australian citizens or permanent residents performing equivalent work in your business, please provide their award or employment contract details.
3. Information about the identity of persons authorised to speak and make decisions on behalf of the applicant; (Name and date of birth)
4. Current and historical registration extracts from the Australian Securities and Investments Commission (ASIC)
5. Information about the applicant directly operating an active and lawful business in Australia and its financial ability to employ the nominee on a full-time bases for at least 2 years;
  - a. tax returns lodged with the Australian Taxation Office (ATO),
  - b. financial statements prepared and certified by an accountant/ financial advisor that include detailed profit and loss statements and balance sheets,
  - c. business activity statements lodged with the ATO for a period that covers at least the last 2 financial years
6. Account letter stating the projections and viability letter. Which states 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. Job descriptions,



**Suite 701, Level 7, 343 Lt Collins Street  
Melbourne VIC - 3000 Australia  
Tel: 03 9602 1330  
Email ID [info@bansalimmigration.com.au](mailto:info@bansalimmigration.com.au)  
Web [www.bansalimmigration.com.au](http://www.bansalimmigration.com.au)**

9. Work samples, emails, correspondence and other examples of the daily tasks to be performed in the nominated position, and
10. Also, the nominated occupation's position description in ANZSCO (see <http://www.abs.gov.au/ausstats/abs@.nsf/mf/1220.0> and type the nominated occupation's 6-digit ANZSCO code number into the 'Search' function)
11. Information about whether:
  12. the nominee has been employed full time in Australia in the position for which they hold a Subclass 457 visa for at least 2 of the 3 years preceding the nomination application, the employment in that position was full-time and in Australia, and they will be employed on a full-time bases for at least 2 years with terms and conditions not expressly excluding the possibility of extension;
    - a. Payslips
    - b. PAYG
    - c. Tax returns
    - d. Superannuation letter
    - e. Reference letter
  13. Copies of all standard business sponsorship approvals and
  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
  15. Information about the applicant's compliance with training commitments and sponsorship obligations.



---

**Suite 701, Level 7, 343 Lt Collins Street  
Melbourne VIC - 3000 Australia  
Tel: 03 9602 1330  
Email ID [info@bansalimmigration.com.au](mailto:info@bansalimmigration.com.au)  
Web [www.bansalimmigration.com.au](http://www.bansalimmigration.com.au)**