



Office Use Only

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DOCUMENT CHECKLIST (457) TEMPORARY WORK VISA (SBS, NOMINATION & VISA APPLICATION)

Important:

***** Indicates IVM can provide assistance in drafting documents if required**

- **Evidence of successful operation,**

Please provide any of the following:

- 1) Certificates, Registration and Awards
- 2) Recent Financial statements
- 3) Company Structure ***
- 4) Training Manual/Strategy ***
- 5) Lease agreement

- **Evidence of Training:** Must provide evidence of invoices and receipts indicating a commitment of 1 % of wages expenditure in last 12 months or 2% payment to a Training superfund.
- **Employment Contract** with Applicant/Nominee
- **Profit and Loss** statements for last financial year\
- **BAS** (Business Activity statement) for last 12 months
- **Organisation chart**
- Details on current employees (No. of full time & part-time staffs & their Nationality)

Applicant/Nominee Documents (Visa & Nomination)

- Nominee's Passport Bio data page (Page with photo)
- Nominee's Visa page/sticker
- All qualifications obtained by Nominee - Diploma and Certificates, etc
- Nominee's detailed Resume or CV showing ALL achievements - Education / Trade qualification (dates & Institute Names required) and Work experience (dates & company name required) ***