



Australian Government
Department of Immigration and Citizenship

Regional Sponsored Migration Scheme

Employer Nomination Decision Ready Checklist



Submitting a complete application will help to minimise processing times associated with assessing your application. This checklist is designed to assist you in submitting a complete application for a Regional Sponsored Migration Scheme (RSMS) employer nomination.

You should submit your application with all the documents that cover your particular circumstances.

While the department may ask you to provide more information in order to determine whether you meet the criteria for approval of the nomination, a decision on the application may be made solely on the information provided at the time of application.

More information about this visa is available on the department's website.
See: <http://www.immi.gov.au/skills/skillselect/index/visas/subclass-187/>

Registered business name:
Nominated occupation:
Name of nominee and date of birth:

Scanned copies of original documents are to be attached online to your application at time of lodgement. Original or hard copy documents already submitted online are not to be again provided by mail unless specifically requested. Documents not in English must be accompanied by accredited English translations. More information about this visa is available on the department's website.

See: <http://www.immi.gov.au/skills/skillselect/index/visas/subclass-187/>

You should ensure that you lodge a completed visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: A refund of the Visa Application Charge (VAC) is generally not available. For example, if the associated Nomination application is refused or withdrawn, the VAC will generally not be refunded.

I _____, MARA No. _____, confirm that all supporting documentation listed above for this application is appended to this checklist and this application is decision ready.
Signature:
Date:

A. Common Criteria for all RSMS employer nominations	
RSMS eligibility	✓
Employment will be located in an area that is eligible for the RSMS.	
Employment terms and conditions	✓
Employment contract for a full-time position for at least two years indicating the base salary and the total remuneration and conditions of employment.	
1. If there are Australian citizens or Australian permanent residents performing equivalent work in the nominator's workplace at the same location <ul style="list-style-type: none"> • Appropriate references to or copies of Certified Agreements (CAs) • Appropriate references to Industrial Award • Copies of relevant employment contracts, payslips or PAYG certificates OR	
2. If there are no Australian citizens or Australian permanent residents performing equivalent work in the sponsor's workplace at the same location <ul style="list-style-type: none"> • Appropriate references to or copies of CAs. • Appropriate references to Industrial awards • Appropriate references to or copies of Remuneration surveys • Similar job vacancy advertisements • Appropriate references to the Australian Government's Job Outlook See: www.joboutlook.gov.au • Appropriate references to ABS Employee Earnings and Hours Survey See: www.abs.gov.au • Written advice from employer associations and unions OR 	
3. Evidence the guaranteed earnings of the person identified by the nominator in the nomination are equal to or greater than the top individual income tax tier as determined by the Australian Taxation Office, which is at AUD180 001 as of 1 July 2011 (provision of contract and signed nomination form).	
Next steps: <ul style="list-style-type: none"> • If you are applying for the approval of an RSMS Direct Entry stream employer nomination please complete Section B. • If you are applying for the approval of an RSMS Temporary Residence Transition stream employer nomination please complete Section C. 	
B. Direct Entry stream employer nomination	
This section should be completed by you if you are applying for the approval of an RSMS Direct Entry stream employer nomination.	
Evidence that the business is actively and lawfully operating	✓
Certificate of registration for tax purposes (Australian Business Number) for all businesses; and	
Certificate of registration of business name (if operating under a trading name); and	
Certificate of registration with ASIC (if a registered company); and	
Relevant pages of the trust deed specifying the parties to the trust (for a trust); and	
Business Activity Statements (BAS) for the last financial year; and	
Bank statements.	

Promotional literature, publicity material and website details.	
Start-up business must provide: Lease agreements, business plan, market analysis and costings, evidence of capital investment in plant, machinery or facilities and details of contracts; and	
Evidence to demonstrate that the business has been actively operating for a period of at least six months .	
The nominated position	✓
The tasks to be performed in the nominated position correspond to the tasks of an occupation with a skill level 1 to 3 by the Australian and New Zealand Standard Classification of Occupations (ANZSCO).	
Need for a paid employee	✓
Detailed organisational structure chart; and	
Detailed position description including specified tasks and duties of the position; and	
An outline of the goods or services produced by the business and how the position contributes to maintaining or enhancing the volume and/or quality of these outputs (this may include detailed and quantifiable plans for future expansion); and	
Evidence that the position has existed and been previously occupied but has become vacant through attrition; and	
Evidence of an increase in business activity (example new contracts won) requiring persons in the nominated occupation.	
Regional Certifying Body advice.	✓
Evidence that a Regional Certifying Body (RCB) has considered the application and provided their advice on whether or not the employer nomination should, or should not, be approved: <ul style="list-style-type: none"> • Completed on Form 1404; or • RCB specific form. 	
C. Temporary Residence Transition stream employer nomination	
This section should be completed by you if you are applying for the approval of an RSMS Temporary Residence Transition stream employer nomination.	
Evidence that the business is actively and lawfully operating	✓
Evidence that the nominator's 457 sponsorship agreement is still valid.	
Certificate of registration for tax purposes (Australian Business Number) for all businesses; and	
Certificate of registration of business name (if operating under a trading name).	
Certificate of registration with ASIC (if a registered company).	
Relevant pages of the trust deed specifying the parties to the trust (for a trust).	
Business Activity Statements (BAS) for the last financial year.	
Bank statements.	
Promotional literature, publicity material and website details.	
Lease agreements, business plan, market analysis and costings, evidence of capital investment in plant, machinery or facilities and details of contracts (for a start-up business).	

If the nominator is a start up business, demonstrate that the business has been actively operating for a period of at least six months .	
The nominated position	✓
Evidence that the nominee is a subclass 457 visa holder, who has worked in their nominated position for the last two years, for example, PAYG payment summaries.	
Evidence that the tasks of the nominated position correspond to the tasks of the position that the nominee currently occupies, or an occupation in the same Australian and New Zealand Standard Classification of Occupations (ANZSCO) four digit unit group.	
Training benchmarks	✓
Evidence that the nominating employer has met or continues to commit to the training benchmarks that they were required to for the life of their standard business sponsorship.	