



BUSINESS (SHORT STAY) - SUBCLASS 456 CHECKLIST MONGOLIAN APPLICANTS

Please ensure that you:

- Provide copies of the following documents.
- Don't send any original documents, except for your passport.
- Provide notarised copy of official documents.
- Attach English translations of any documents in Mongolian,
- **Attach the completed checklist to the top of your application.**

FORM AND FEE	CHECK BOX
Form 456 Application for a Business (Short Stay) Visa http://www.immi.gov.au/allforms/pdf/456.pdf completed in English	☐
Form 54 – Family Composition http://www.immi.gov.au/allforms/pdf/54.pdf Complete in English.	☐
Form 956 – Appointment of a migration agent or other authorised recipient http://www.immi.gov.au/allforms/pdf/956.pdf Only required if you wish to appoint a migration agent or another person to receive information about your application.	
Visa application fee See: Business visa charges http://www.china.embassy.gov.au/bjng/DIACtemp.html	☐
PERSONAL DOCUMENTS	CHECK BOX
Your current passport and any recent passports (Originals)	☐
Passports for all family members included on the application	☐
A copy of the personal details page (biadata page) of your passport	☐
1 passport sized photo, of each person included in the application, attached to the front of the application form	☐
If your spouse or child included in the application, please provide the evidence of your relationship (ie marriage certificate and/or birth certificate)	☐
Certified copy of national identity card of each person included in the application	☐
FINANCIAL DOCUMENTS	CHECK BOX
Evidence of capacity to fund your travel, such as: • Copies of your bank deposit books showing your history of savings or salary • Copies of bank statements or payslips over a period of time • Credit card statements and limits • Letter of financial support from the inviting or sending company	☐
BUSINESS DOCUMENTS	CHECK BOX
Your business card	☐
Evidence of your proposed business in Australia, such as: • Invitation letter, including contact details of the inviter • A letter of support from your company detailing your role in the visit • Itinerary for the visit, with contact details of the parties involved • Conference registration	☐ ☐ ☐ ☐
Evidence that your business background is relevant to your proposed business in Australia, such as: • Details of your current company position • Social insurance booklet • Details of business in Mongolia	☐ ☐ ☐

- Details of contact with Australian/international organisations - Evidence that your company is actively operating, for example: business registration, any special licence, tax statement, shareholder's certificate, annual reports, website address.	☐ ☐
OTHER DOCUMENTS	CHECK BOX
If your address for correspondence is located in Mongolia, please provide two self adhesive labels with the following details - name in Mongolian script - address in Mongolian script - contact phone number	☐
Any additional documents required for certain applicants (See: Additional Requirements for certain applicants)	☐

ADDITIONAL REQUIREMENTS FOR CERTAIN APPLICANTS

OTHER APPLICANTS REQUIRING MEDICAL EXAMINATION	CHECK BOX
See: Health Requirements http://www.china.embassy.gov.au/bjng/DIMA0401.html or contact one of our offices to determine if you need to undergo a chest x-ray or medical check.	☐

APPLICANTS 75 YEARS OR OVER	CHECK BOX
If you are aged 75 or older and not already required to undergo a medical examination you will be required to undergo an Aged Visitor Health Check. This health assessment must be completed by a Panel doctor nominated by the Australian Government For details of the panel doctor in Mongolia See : http://www.china.embassy.gov.au/bjng/DIMA0402.html	☐
Evidence of medical/travel insurance. This may be in the form of travel insurance or medical/hospital cover and must cover the cost of any treatment in Australia. Do not purchase medical/travel insurance until you are requested to provide it.	☐

CHILDREN UNDER 18 YEARS	CHECK BOX
Documentary evidence of the child's relationship to their parents: - copy of the child's birth certificate, showing names of both parents - copy of parents' marriage certificate (if applicable)	☐ ☐
Evidence of the child's enrolment in school (if applicable)	☐
For children travelling without one or both parents or legal guardians, provide: - copy of each non-travelling parent's ID card - signed written authorisation by non-travelling parent(s) advising: - their agreement to permit their child to travel - the approximate date and duration of travel - whether a single visit or multiple trips are permitted - their contact information	☐ ☐
See: Form 1229 <i>Consent form to grant an Australian visa to a child under the age of 18 years</i> http://www.immi.gov.au/allforms/pdf/1229.pdf	
If a child is staying in Australia with someone other than a parent, legal guardian or relative, a declaration of support signed by the person responsible for that child in Australia.	☐
See: Form 1257 <i>Undertaking declaration</i> http://www.immi.gov.au/allforms/pdf/1257.pdf	
<i>If there are custody issues in relation to a child, further documentation may be required</i>	

APPLICANTS TRAVELLING AS GROUPS	CHECK BOX
Organisers of groups should lodge all the applications together, and provide: • a covering letter from the organiser, • the full itinerary of the tour, and • a list of all participants	☐ ☐ ☐