



**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 <i>Application for a Business (Short Stay) Visa</i> http://www.immi.gov.au/allforms/pdf/456.pdf completed in English	<input type="checkbox"/>
Form 54 – <i>Family Composition</i> http://www.immi.gov.au/allforms/pdf/54.pdf Complete in English.	<input type="checkbox"/>
Form 956 – <i>Appointment of a migration agent or other authorised recipient</i> 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	<input type="checkbox"/>
PERSONAL DOCUMENTS	CHECK BOX
Your current passport and any recent passports (Originals)	<input type="checkbox"/>
Passports for all family members included on the application	<input type="checkbox"/>
A copy of the personal details page (biodata page) of your passport	<input type="checkbox"/>
1 passport sized photo, of each person included in the application, attached to the front of the application form	<input type="checkbox"/>
If your spouse or child included in the application, please provide the evidence of your relationship (ie marriage certificate and/or birth certificate)	<input type="checkbox"/>
Certified copy of national identity card of each person included in the application	<input type="checkbox"/>
FINANCIAL DOCUMENTS	CHECK BOX
Evidence of capacity to fund your travel, such as: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
BUSINESS DOCUMENTS	CHECK BOX
Your business card	<input type="checkbox"/>
Evidence of your proposed business in Australia, such as: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Evidence that your business background is relevant to your proposed business in Australia, such as: <ul style="list-style-type: none"> • Details of your current company position • Social insurance booklet • Details of business in Mongolia 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

APPLICANTS TRAVELLING AS GROUPS	CHECK BOX
Organisers of groups should lodge all the applications together, and provide: <ul style="list-style-type: none">• a covering letter from the organiser,• the full itinerary of the tour, and• a list of all participants	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>