

BUSINESS (SHORT STAY) - SUBCLASS 456 CHECKLIST FOR FIRST VISITS TO AUSTRALIA

If you have not previously travelled to Australia, or you have previously only travelled as the holder of a Transit visa or as part of an Approved Destination Scheme (ADS) tour group, please use this checklist to ensure that you have the main documents we require to assess your application.

Please ensure that you:

- Provide copies of the following documents,
- Don't send any original documents, except for your passport,
- Retain a copy of the details page of your passport (You will need this if you are requested to undertake a health examination),
- Attach English translations of any documents in Chinese,
- **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 completed in English and Chinese	<input type="checkbox"/>
Visa application fee (+ EMS return postage fee if lodging to Beijing or Guangzhou) See: Business visits 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 your application	<input type="checkbox"/>
A copy of the personal details page of your passport	<input type="checkbox"/>
1 passport sized photo, of each person included in the application, attached to the front of your application form	<input type="checkbox"/>
A copy of your household registration book (Hukou)	<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"/>
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, • Details of previous business or contact with Australian or international organisations • Evidence that your company is actively operating (such as business registration, shareholder's certificate, annual reports, website address etc), 	<input type="checkbox"/>
OTHER DOCUMENTS	CHECK BOX
An EMS form completed in Chinese, indicating the address in China for the return of your passport and visa decision if lodging to Beijing or Guangzhou.	<input type="checkbox"/>

Your address recorded in Chinese and telephone numbers if lodging to Shanghai.	<input type="checkbox"/>
Any additional documents required for certain applicants (See below)	<input type="checkbox"/>

ADDITIONAL REQUIREMENTS FOR CERTAIN APPLICANTS

Please note that we will notify you of any medical requirements after you lodge your application, after which you should make your own arrangements to attend an approved immigration panel hospital.

CHILDREN UNDER 18 YEARS	CHECK BOX
<p>Documentary evidence of the child's relationship to their parents:</p> <ul style="list-style-type: none"> • copy of the child's birth certificate, showing names of both parents • copy of parents' marriage certificate (if applicable) 	<input type="checkbox"/> <input type="checkbox"/>
Evidence of the child's enrolment in school (if applicable)	<input type="checkbox"/>
<p>For children travelling without one or both parents or legal guardians, provide:</p> <ul style="list-style-type: none"> • copy of each non-travelling parent's ID card • signed written authorisation by non-travelling parent(s) advising: <ul style="list-style-type: none"> • 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 <p>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</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>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.</p> <p>See: Form 1257 <i>Undertaking declaration</i> http://www.immi.gov.au/allforms/pdf/1257.pdf</p> <p><i>If there are custody issues in relation to a child, further documentation may be required.</i></p>	<input type="checkbox"/>

APPLICANTS TRAVELLING AS GROUPS	CHECK BOX
<p>Organisers of groups should lodge all the applications together, and provide:</p> <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"/>