

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

If you have travelled to Australia as an independent traveller in the last 5 years, please use this checklist to ensure that you have the main documents we require to assess your application. If you have only travelled as the holder of a Transit visa, as part of an Approved Destination Scheme (ADS) tour group or you last travelled to Australia more than 5 years ago, you will need to use the **456 First Visit checklist**.

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)</i> Visa 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: <i>Business visits visa charges</i> 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"/>

BUSINESS DOCUMENTS	CHECK BOX
Your business card	<input type="checkbox"/>
Name and contact details of your employer or business	<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, • Itinerary for the visit, with contact details of the parties involved, • Conference registration. 	<input type="checkbox"/>
A statement about, and evidence of, any changes in your personal circumstances since your last visit.	<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) <p>Evidence of the child's enrolment in school (if applicable)</p> <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> <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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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 organizer, the full itinerary of the tour, and a list of all participants. 	<p><input type="checkbox"/></p>