



Australian Government  
Department of Home Affairs

# **Nomination application form – Temporary Skill Shortage visa**

**Guide for applicants – December 2018**

# Document details

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The information in this document is provided as a guide only – it is **not an application form** and cannot be used to apply for a visa or anything else under Migration legislation.

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# Introduction

Applicants often ask for copies of online application forms, however the Department is unable to assist with such requests because these forms are dynamic. Basically, this means that, whether certain questions display or not, depends on the applicant's circumstances and how they answered earlier questions.

Therefore, this guide has been developed to assist applicants in navigating through, and completing, the online form to lodge a nomination for a Temporary Skill Shortage (TSS) visa.

The guide commences at the start of the nomination application process, it is assumed that you are already an approved sponsor (or have applied to become one), and have already created and logged into your *ImmiAccount*.

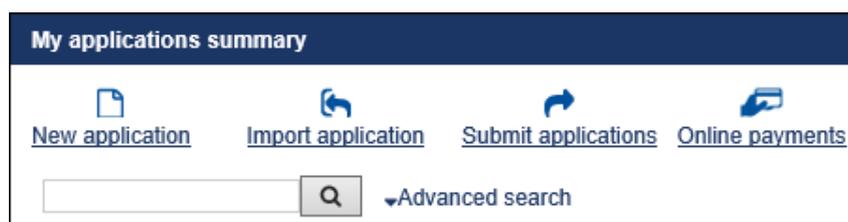
**Important:** help text is also available online to assist you when completing these forms.

An icon next to a question displaying a question mark (?) inside a blue circle indicates that there is additional guidance available to help you understand what the question is asking for. To display this information you just click on the icon.



## Commencing your application

At the top of the page, click on *New application*.



If you click on the arrow next to the **482 – Temporary Skill Shortage** heading, you will see the five application types available.



To start a nomination application, you need to select the second option – i.e. *Nomination for a Temporary Skill Shortage Visa (482)*.

The *Nomination for a Temporary Skill Shortage Visa (482)* application will then appear for you to complete.

# Terms and Conditions

The *Terms and Conditions* page will appear.

Nomination for a Temporary Skill Shortage Visa

1/17

## Terms and Conditions

[View Terms and Conditions](#)

[View Privacy statement](#)

I have read and agree to the terms and conditions



[Print](#) [Go to my account](#) [Next](#)

You should click on the links on this page to view both the *Terms and Conditions* and the *Privacy Statement* before clicking in the check box to confirm you have read and agree to the terms and conditions.

## View Terms and Conditions

### Terms and conditions

By using this website you accept the following conditions:

1. The Commonwealth of Australia accepts no responsibility for the completeness or accuracy of any of the information contained on or accessed through this site and makes no representations about its suitability for any particular purpose. Users should make their own judgments about those matters. To the extent permitted by law, the Commonwealth excludes all liability for loss or damage arising from the use of, or reliance on, the information contained on this website, or not caused by or arising from the use of the Commonwealth website.
2. This website is hosted on a web server in Canberra in the Australian Capital Territory (ACT). These terms are governed by the law in force in the ACT and any dispute about these terms or the contents of this website are subject to the exclusive jurisdiction of the courts of the ACT and the courts of appeal from them.

### Information for sponsors and visa applicants for the TSS and International Relations visas

Sponsors and applicants for the Temporary Skill Shortage (TSS) visas (subclass 482) and the Temporary Work (International Relations) visa (subclass 403) should be aware of the following additional terms and conditions:

- To ensure the integrity of the TSS and International Relations visa programs, the Department has a thorough monitoring process in place to assist in ensuring compliance with all program requirements and all relevant Australian laws.
- The Department will disclose sponsor's and applicant's information to other Commonwealth, State and Territory government departments and agencies in relation to sponsorships, nominations and visa applications for monitoring and compliance purposes. These departments and agencies include the Fairwork Ombudsman, Department of Education and Training, Department of Jobs and Small Business, Australian Taxation Office, Department of Foreign Affairs and Trade and other Commonwealth, State and Territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, fair trading and trade practices legislation.
- Subject to legislation passing, the Department will publish information identifying TSS sponsors who have not complied with their sponsorship obligations and any action taken against them.

You should read through the terms and conditions of use and pay particular attention to the specific information for TSS sponsors and applicants.

## View Privacy statement

### Privacy statement

- [Important information about your privacy](#)
- [Disclosure to other agencies](#)

#### Important information about your privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in [Form 1442i Privacy Notice](#). [Form 1442i](#) is available from the department's website at [www.border.gov.au/allforms/](http://www.border.gov.au/allforms/) or offices of the department. You should ensure that you read and understand [Form 1442i](#) before completing this form.

#### Disclosure to other agencies

The information you provide may be disclosed to:

- agencies who are authorised to receive information relating to:
  - adoption
  - border control

You should then read the privacy statement.

Once you have read the terms and conditions, and the privacy statement, you will be returned to the **Terms and Conditions** page, where you can:

- click the check box to confirm that you had read and agree to the terms and conditions, and
- click on the **Next** button at the bottom right of the screen to proceed with your application.

**Note:** you will **not** be able to navigate to the next page unless you have clicked the check box.

---

# Application context

The **Application context** page will appear for you to complete.

When you first view this page it will appear as shown below. However, as mentioned earlier, the form is dynamic so the questions may change depending on the responses provided.

**Note:** All of the online application forms used in the TSS program start with an **Application context** page. It is extremely important that you answer the questions on this page accurately, as it is the answers to the questions on this page that effectively determine which questions you will see later in the form.

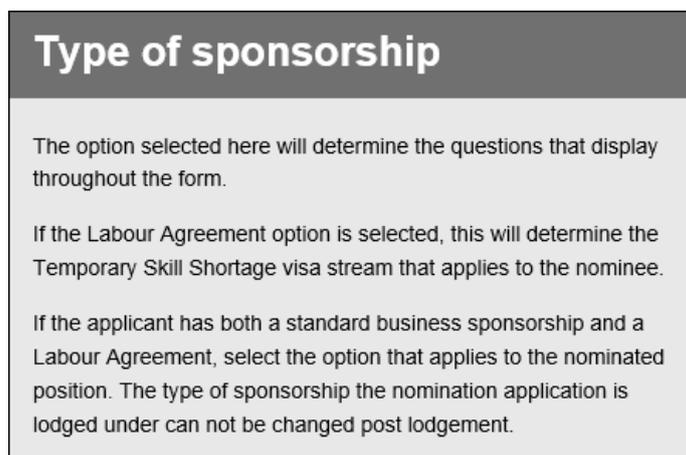


The screenshot shows a form titled "Nomination for a Temporary Skill Shortage Visa" with a progress bar at 2/17. The section is titled "Application context" with a help icon. Below the title, there is a note: "All references to 'the applicant' in this form relate to the legal entity that is nominating the worker/position. Refer to help text for further information." followed by a question: "Select the option which best describes the sponsorship this nomination is being lodged under:". Three radio button options are listed: 1. "The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Australian business provisions." 2. "The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Overseas business provisions." 3. "The applicant is a party to a Labour Agreement or have commenced negotiations with the Department to enter into a Labour Agreement."

You can lodge a nomination if you are already an approved sponsor or if you have applied to become an approved sponsor.

## Type of sponsorship

It is extremely important that you select the correct option in this question as you cannot change the type of sponsorship you have once your nomination has been lodged. There is help text available to help you determine which option to select.



**Type of sponsorship**

The option selected here will determine the questions that display throughout the form.

If the Labour Agreement option is selected, this will determine the Temporary Skill Shortage visa stream that applies to the nominee.

If the applicant has both a standard business sponsorship and a Labour Agreement, select the option that applies to the nominated position. The type of sponsorship the nomination application is lodged under can not be changed post lodgement.

There are three streams in the TSS visa program.

If you have been approved (or have applied) to become a **Standard Business Sponsor (SBS)** [that is, as an **Australian Business Sponsor (ABS)** or an **Overseas Business Sponsor (OBS)**], you can lodge nominations for a:

- Medium-term stream visa, or
- Short-term stream visa.

You will **not** be asked to chose a stream, it will be determined by the occupation you nominate.

If you are a party to, or have commenced negotiations to enter into, a **Labour Agreement (LA)**, you can lodge a nomination in the Labour Agreement stream.

## SBS

If you indicate that your nomination is being lodged under SBS arrangements, the rest of the application context page will appear like this:

Nomination for a Temporary Skill Shortage Visa

2/17

### Application context [?](#)

All references to 'the applicant' in this form relate to the legal entity that is nominating the worker/position. Refer to help text for further information. [?](#)

Select the option which best describes the sponsorship this nomination is being lodged under:

- The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Australian business provisions.
- The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Overseas business provisions.
- The applicant is a party to a Labour Agreement or have commenced negotiations with the Department to enter into a Labour Agreement.

### Legal name

Legal name  [?](#)

### Related sponsorship

Provide the related sponsorship's identification number.

Reference number type

### International trade agreement

Is the applicant seeking concessions under the provisions of an international trade agreement?

Yes  No [?](#)

### Intra-corporate transfer

Is this an intra-corporate transfer?

Yes  No

### Postcode

Enter the postcode where the nominated person will spend most of their working hours. [?](#)

Postcode

## LA

If you indicate that your nomination is being lodged under LA arrangements, the rest of the application context page will appear like this:

Nomination for a Temporary Skill Shortage Visa

2/17

### Application context [?](#)

All references to 'the applicant' in this form relate to the legal entity that is nominating the worker/position. Refer to help text for further information. [?](#)

Select the option which best describes the sponsorship this nomination is being lodged under:

- The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Australian business provisions.
- The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Overseas business provisions.
- The applicant is a party to a Labour Agreement or have commenced negotiations with the Department to enter into a Labour Agreement.

### Legal name

Legal name  [?](#)

### Related labour agreement

Provide the related Labour Agreement's reference number.

Reference number type

### Occupation [?](#)

Occupation code (ANZSCO)

**Note:** this guide will cover both sets of questions, using the SBS and LA headings as applicable.

## Legal name

Irrespective of which option you select in the first question, the next section of the **Application context** page asks you for your **Legal name**.

Legal name

Legal name  

If you click on the help text icon next to this question, you will see additional guidance on how to complete this field if the business is operated under a trust arrangement.

### Legal name

The legal name is the name of the entity operating the business. For example:

- Company - ABC Pty Ltd
- Partnership - C M Andrews and J W Andrews
- Sole Trader - John Wilson

If the business is a trust, the name of the trustee as it appears on the trust deed should be recorded in this field as the legal name (for example, ABC Pty Ltd).

The name of the trust should not be recorded in this field.

Note: For new Sponsorship applications, an opportunity to enter the details of the trust and the associated Australian Business Number (ABN) will be provided later in the application.

It is very important that you ensure your name is entered correctly in this section as typographical errors may result in auto-approval failure for a nomination that would otherwise have been auto-approved. You should also ensure that the name entered is the same as that on your sponsorship. For example, if the approved sponsor is ABC Pty Ltd, but the nominee will be working in a position with an associated entity, you should still enter ABC Pty Ltd in this field. If your name has changed since your sponsorship was approved, you should submit a *Notification of Sponsorship Changes* form.

**Note:** all references to the applicant for a nomination application mean the approved sponsor (or the person who has applied to become an approved sponsor), however the person completing the form might be a representative of the business where the nominee will be working (i.e. an associated entity). In such cases, details relating to the approved sponsor should be completed when answering most questions – you will be given the opportunity later in the form to provide details about the business at the location where the nominee will be working.

The following table gives examples of how we prefer you to enter names for different business structures:

Business structure	Format
Sole Trader	John Smith
Partnership (as listed in the Partnership agreement)	John Smith and Mary Smith J A Smith and M J Smith
Proprietary (Private) Company	ABC Pty Ltd
Public Company	ABC Ltd
Government department	Department of xxxxxxxx

### Do I use '&' or 'AND'?

Wherever you are completing a free text field such as the name fields mentioned above, it is very important that you use the word 'and' if necessary and do **not** use the ampersand (&) symbol. Using the ampersand symbol or any other special character anywhere on the form results in the application failing to lodge correctly into the Department's systems and can take a considerable amount of time for the Department's IT personnel to identify and rectify the problem.

## Related sponsorship

The next section of the **Application context** page asks you to identify the **Related sponsorship**.

### SBS

You will be asked for the relevant identification number. Remember there is no difference between a standard business sponsor for the old subclass 457 program or the new TSS program.

**Related sponsorship**  
Provide the related sponsorship's identification number.

Reference number type

You will see two options in the Reference number type field:

Sponsorship Application Transaction Reference Number (TRN)  
Sponsorship Application ID number

**Note:** If you lodged the sponsorship application via your *ImmiAccount*, you will be able to see the TRN in the list on your *My applications* page. You will also be able to find this information on either the acknowledgement letter or the sponsorship approval letter that we sent you. If you have both numbers, we prefer that you use the TRN in this section.

If you have lodged a sponsorship renewal at any stage, you should still use your original sponsorship TRN in this section (i.e. you only need to remember your original sponsorship identification number).

### LA

You will be asked to enter the relevant identification number.

**Related labour agreement**  
Provide the related Labour Agreement's reference number.

Reference number type

There are two options in the Reference number type field.

Labour Agreement ID number  
Labour Agreement Transaction Reference Number (TRN)

For older agreements, you will only have the ID number that the Department provided to you, however if you lodged your LA request using your *ImmiAccount*, you will have a TRN.

## International trade agreement

The next section of the **Application context** page is **International trade agreement**. This section only appears for SBS related applications.

**International trade agreement**

Is the applicant seeking concessions under the provisions of an international trade agreement?

Yes  No [?](#)

### IMPORTANT

The Department will determine whether any international trade obligations apply in relation to your nomination based on the answers you provide in this section of the form.

If you do not indicate that you are seeking concessions under an international trade agreement in this question, it will be deemed that you are not seeking any concessions in relation to either Visa period or Labour Market Testing and standard requirements will apply – this cannot be changed post-lodgement.

If you indicate that you are seeking concessions under the provisions of an international trade agreement a number of additional questions appear.

A number of provisions in the SBS related streams apply differently if an international trade obligation applies. For example, if you are seeking concessions under the terms of the *China Australia Free Trade Agreement*, Labour Market Testing is not required if your nominee is a citizen of China. For details of concessions available under international trade agreements you should refer to the [Department's website](#).

If you indicate that your nominee is a citizen or permanent resident of another country (in addition to the country that they are a citizen of), you will be asked to add details for each other country as applicable.

**International trade agreement**

Is the applicant seeking concessions under the provisions of an international trade agreement?

Yes  No [?](#)

Citizenship of nominee

Is the nominee a citizen or permanent resident of any other country?

Yes  No

Has the nominee been working for the applicant in Australia, in the nominated position for at least the last two years?

Yes  No

Tables are used throughout our online forms to allow you to add multiple entries. This question is the first example of a table that you will see in this form.

Citizenship of nominee

Is the nominee a citizen or permanent resident of any other country?

Yes  No

[Add details](#)

Country	Status	Actions <a href="#">?</a>
<a href="#">Add</a>		

When you click **Add** a pop-up box will appear, giving you the opportunity to enter the country and your nominee's residence status in that country.

**Nomination for a Temporary Skill Shortage Visa**

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**Nominee's other citizenship or permanent residence**  
Give details of other citizenship or permanent residence that the nominee might hold.

Country

Status

If you indicate that your nominee has been working for you for the last two years in Australia, you will also be asked to enter the date they commenced working in that position.

Has the nominee been working for the applicant in Australia, in the nominated position for at least the last two years?

Yes  No

Date employment commenced

## Intra-corporate transfer

The next section of the **Application context** page is **Intra-corporate transfer**. If you indicate that the position is an intra-corporate transfer you will be asked to provide details about where your nominee is currently working (i.e. the name of the overseas company) and what their current position entails.

**Intra-corporate transfer**

Is this an intra-corporate transfer?  
 Yes  No

Provide details of where the nominee is currently working.

Legal registered name

Country

Current position details

If you are an Australian business, you will be asked whether your nominee will be responsible for a substantial part of your operations in Australia, and if so, to provide further details.

Will the nominee be responsible for a substantial part of the business' operations in Australia?

Yes  No

Give details

If you are an overseas business, you will **not** see this question.

## Postcode

The next section of the **Application context** page is **Postcode**. This section only appears for SBS related applications and your answer will determine which occupations will display in the next question.

**Postcode**

Enter the postcode where the nominated person will spend most of their working hours. [?](#)

Postcode

Where the nominated position involves the nominee regularly working in multiple sites of the nominating business, you should enter the postcode where the nominee will spend the majority of their time.

You will be given the opportunity to provide details of the additional work sites later in the form.

Where the nominated position involves the nominee working in multiple locations that cannot be determined in advance, for example an electrician, enter the postcode where the nominee will be based.

## Occupation

The next section of the **Application context** page is **Occupation**. This question is displayed for all sponsor types but it behaves in slightly different ways depending on which sponsor type applies.

**Occupation** [?](#)

Occupation code (ANZSCO)

## SBS

Nominations can only be lodged where the occupation is listed in the relevant Legislative Instrument that is in effect at the time the application is made.

There are three lists of occupations in this instrument:

- Short Term Skilled Occupation List (STSOL)
- Medium and Long Term Strategic Skills List (MLTSSL)
- Regional Occupation List (ROL)

When you click on the arrow next to this field, a drop-down list of the ANZSCO codes for all occupations contained in the STSOL and MLTSSL will appear and be available for selection. If the postcode entered in the previous question is in a regional area, the additional occupations that are contained in the ROL will also be displayed.

**Related sponsorship**  
Provide the related sponsorship's identification number.

Reference number type

Application ID

**International trade agreement**  
Is the applicant seeking concessions under the provisions of an international trade agreement?

**Intra-corporate transfer**  
Is this an intra-corporate transfer?

**Postcode**  
Enter the postcode where the nominated person will spend their working hours.

**Occupation** ⓘ  
Occupation code (ANZSCO)

111111

111211

131112

131113

132111

132211

132311

132511

133111

133211

133411

133512

133513

133611

134111

134212

134213

134214

134299

134311

134411

134499

135111

135112

135199

Previous Save Print Go to my

Once you have selected a code, the *Occupation name* field will display with the name associated with the code you selected being auto-populated.

**Occupation** ⓘ

Occupation code (ANZSCO)

Occupation name (ANZSCO) Corporate General Manager

You should check this carefully as the nominated occupation determines the stream that applies to the nominee and **cannot** be changed following lodgement of the nomination. If the incorrect occupation code is selected, the lodged nomination application will need to be withdrawn and a new application lodged with the correct occupation code. There are no refunds for a nomination application withdrawn in these circumstances.

**LA**

The drop-down list contains all ANZSCO codes and some departmental codes that have been created to cater for specific Labour Agreement requirements (for example: 070499). You should refer to your Labour Agreement to ensure the occupation code selected is one that is specified for you to use.

**Occupation** ⓘ

Occupation code (ANZSCO)

Occupation name (ANZSCO) As Specified in Labour Agreement

As noted above, you should check this carefully as the nominated occupation cannot be changed following lodgement of the nomination. If the incorrect occupation code is selected, the lodged nomination application will need to be withdrawn and a new application lodged with the correct occupation code. There are no refunds for a nomination application withdrawn in these circumstances.

If you select certain codes such as 070499 or 272211 (Minister of Religion), you will see an additional 'Occupation' field appear where you should enter details of the occupation name as listed in your Labour Agreement as in the examples below.

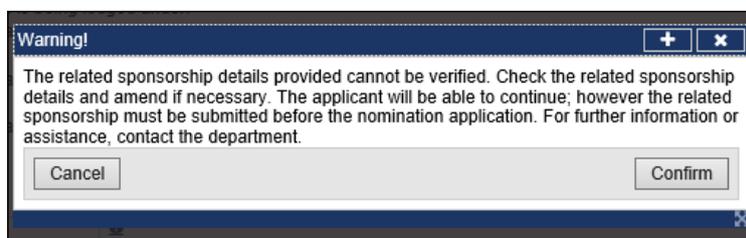
<b>Occupation</b> 	
Occupation code (ANZSCO)	070499 
Occupation name (ANZSCO)	As Specified in Labour Agreement
Occupation	Skilled Meat Worker

<b>Occupation</b> 	
Occupation code (ANZSCO)	272211 
Occupation name (ANZSCO)	Minister of Religion
Occupation	Bishop

Once you have checked the information that you have entered is correct, click on the **Next** button at the bottom right of the screen to continue.

## Sponsor details cannot be verified

When you click on the **Next** button, the system conducts checks on the details you have entered to ensure that you are able to nominate positions under the TSS program. A warning message will display if we are not able to verify the details you have provided and, depending on what the problem is, you may not be able to continue completing the form.



**Note:** While TSS nominations are able to be 'drafted' on the basis of a 'drafted but not submitted' SBS application, this functionality is not currently available for nominations associated with a Labour Agreement request. It will generally take two to three business days between when a Labour Agreement request is lodged online and when TSS nominations will be able to be 'drafted'. If a TSS nomination needs to be urgently lodged (to prevent a visa applicant from becoming unlawful) and you have already submitted a Labour Agreement request, you should contact the Department using the technical support form:

[www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form](http://www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form)

# Caveat on occupation

The third page of this form, the **Caveat on occupation** page only appears for SBS related applications where the occupation selected on the previous page is affected by a caveat.

The screenshot shows the 'Caveat on occupation' page within a 'Nomination for a Temporary Skill Shortage Visa' form. At the top, it displays the Transaction Reference Number (TRN) as EGNN7UAXT9 and the page number as 3/17. Below this, the title 'Caveat on occupation' is followed by the text: 'A caveat applies to the nominated occupation Corporate General Manager'. The applicant is asked to declare if the caveat does not apply, with radio buttons for 'Yes' and 'No'. A section titled 'Add details' contains a table with columns for 'Reason' and 'Actions'. At the bottom of the form, there are navigation buttons: 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'.

This page gives you the opportunity to declare that the caveat does not apply to the nominated position and provide details of the reasons why you believe the caveat does not apply. The occupation you selected on the previous page is detailed in the first line.

When you click **Add** the following pop-up box will appear:

The pop-up box is titled 'Nomination for a Temporary Skill Shortage Visa' and shows the TRN EGNN7UAXT9 and page number 3/17. It features a section titled 'Reason caveat does not apply' with the instruction 'Select the reason the caveat does not apply' and a dropdown menu with a question mark icon.

The following list of reasons are available and if more than one applies you should add each one individually.

- Business turnover more than specified minimum
- Salary more than specified minimum
- Employee numbers more than specified minimum
- Position is not in an excluded location
- Position does not involve low-skilled tasks
- International trade obligation applies
- Other

If you choose 'Other' you will be asked to provide further details.

# Sponsor details

The next page that will appear is the **Sponsor details** page. All questions on this page display for all sponsor types.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNNAJZL6Z 4/17

---

### Sponsor details

#### Annual turnover

Give details of the annual turnover of the applicant for the last financial year.

Annual turnover  AUD 

Range the annual turnover falls into

#### Adverse information

Is there any adverse information to declare about the applicant or a person associated with the applicant, including any information relating to the contravention of Australian laws, insolvency, sponsorship breaches and/or other circumstances which might reasonably be considered adverse information?

Yes  No 

#### Labour hire practices

Is the applicant nominating the position(s) to recruit or hire out overseas workers to an unrelated business?

Yes  No

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

## Annual turnover

The first questions on this page ask you to enter your annual turnover for the last financial year and the range that this amount falls in to.

Give details of the annual turnover of the applicant for the last financial year.

Annual turnover  AUD 

Range the annual turnover falls into

The help text next to this question provides the following guidance:

### Annual turnover

Annual turnover is the total income generated in the ordinary course of carrying on the applicant's business during the last financial year, in Australian dollars (AUD).

Where the applicant has submitted an Australian tax return for the last financial year provide the total income advised to the Australian Taxation Office (ATO).

For example:

- If a Company Tax Return was submitted, this is the answer the applicant provided for 'Total Income'
- If an Individual Tax Return was submitted, this is the answer the applicant provided for 'Total business income'

If an Australian tax return has not yet been submitted for the last financial year provide an estimate of the total income that will be advised to the ATO when the return is submitted.

Overseas businesses who are not required to submit an Australian tax return should refer to the ATO's website for guidance on estimating annual turnover.

#### Format rules

- Whole dollars only
- No symbols allowed
- No negative amounts allowed
- A maximum of 12 numerals allowed
- Only numbers 0 - 9 allowed

Example

An annual turnover of seven million dollars would be entered as 7000000.

Refer to the [Department's website](#) for more information.

The list of options below will appear for you to select from.

**Note:** please make sure you select the correct range or this may impact the processing of your application. If the range selected does not match the annual turnover figure selected, an error message will appear and will not let you proceed until consistent information is entered on this page.

Less than AUD 100,000 AUD 100,000 to less than AUD 1 million AUD 1 million to less than AUD 2 million AUD 2 million to less than AUD 4 million AUD 4 million to less than AUD 10 million AUD 10 million to less than AUD 25 million AUD 25 million and above
--

## Adverse information

The next question on the **Sponsor details** page asks whether there is any adverse information about the background of your business or any principals of your business (including breaches of sponsorship provisions or Australian laws, bankruptcy or liquidation procedures that the business or any principals of the business have been involved in). If you answer **Yes** to this question, you will be asked to provide further details.

### Adverse information

Is there any adverse information to declare about the applicant or a person associated with the applicant, including any information relating to the contravention of Australian laws, insolvency, sponsorship breaches and/or other circumstances which might reasonably be considered adverse information?

Yes  No [?](#)

Give details

**Important:** Where relevant, the Department may check that your business has a satisfactory record of compliance with immigration laws and that there is nothing adverse known about your business or any of its principals. Nomination applications may be refused if the activities of your business are of a nature generally considered unacceptable in Australia.

## Labour hire practices

The last question on the **Sponsor details** page asks whether you will be hiring out the nominated worker to an unrelated business. If you answer **Yes** to this question, you will be asked to provide further details.

### Labour hire practices

Is the applicant nominating the position(s) to recruit or hire out overseas workers to an unrelated business?

Yes  No

Give details

# Business contact details

The next page of the form is the **Business contact details** page. This page displays for all sponsor types.

**Nomination for a Temporary Skill Shortage Visa**

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**Business contact details**

**Business contact person**

A contact person for the applicant must be nominated to whom departmental enquiries may be directed during the nomination application process.

Family name  ⓘ

Given names  ⓘ

Position in business  ⓘ

**Contact telephone numbers** ⓘ

Enter numbers only with no spaces.

Business phone

Mobile / Cell phone

**Email address**

Email address  ⓘ

**Postal address**

Country  ▼

Address  ⓘ

Suburb / Town

State or Province

Postal code

---

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

## Business contact person

The first section on this page asks you to provide the details of a contact person for the business who we may direct enquiries to during the nomination application process. The position in the business could be the person's job title or role within the business.

For example:

- Human resources officer
- Owner
- General manager

These questions will not change who we communicate with if you are represented by a Migration Agent (you get the opportunity to tell us who you want us to communicate with for this application on the next page).

However, we need to collect the details of a 'real person' in the business so that we have someone we can contact in the rare scenario where a Migration Agent might be unable to continue to act on your behalf.

You will also be asked to provide the postal address of the business.

# Nomination contact person

The sixth page of the form is the **Nomination contact person** page. This page displays for all sponsor types.

Nomination for a Temporary Skill Shortage Visa

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### Nomination contact person

Does the applicant authorise another person to receive written correspondence on their behalf?

This authorises the department to send the authorised person all written correspondence that would otherwise be sent directly to the applicant.

No  
 Yes, a migration agent  
 Yes, another person

Previous Save Print Go to my account Next

This is the section of the form where you tell us who you want us to communicate with in relation to your application. You can authorise a Migration Agent to act on your behalf, or you can nominate another person for us to send correspondence to.

## Migration agent contact details

If you indicate that you want a Migration Agent to represent you, additional questions will display. You will be asked to provide the Agent's Migration Agents Registration Number (MARN), family name, given names, and organisation; along with their postal address, contact telephone numbers and email address.

If you are a Migration Agent who is completing the form on behalf of a client and you have logged into your *ImmiAccount* using the Migration Agent role type, a number of your details should auto-populate into this page for you.

## Authorised recipient contact details

Similar to the last page, if you indicate that you want another person to receive written communication about your application, a new page of questions is displayed where you will be asked to provide their details.

Once you have answered the questions, click on the **Next** button on the bottom right hand side of the page.

# Nominated position details

The next page of the form is the **Nominated position details** page. This page displays for all sponsor types.

## Proposed period of employment

The first question on the **Nominated position details** page asks how long you are proposing to employ your nominee for.

The screenshot shows a form titled "Nomination for a Temporary Skill Shortage Visa". It includes a Transaction Reference Number (TRN) of EGNN7UADOW and a progress indicator showing 7/17. The "Proposed period of employment" section is highlighted, with a dropdown menu for the "Proposed period of employment of the nominee" and a help icon.

The proposed period of employment will determine the visa period your nominee may be eligible for, so it is extremely important that you complete this question accurately. You will not be able to change your answer to this question once the nomination has been lodged.

For LA related nominations, the maximum employment period available is specified in the Labour Agreement. **You must ensure that you do not select a longer period.**

For SBS related nominations, the maximum employment period available is determined by the occupation you selected earlier in the form and whether an international trade obligation applies.

If the occupation is a short-term occupation and the answers you provided in the **International trade agreement** section of the form do not indicate that an international trade obligation applies, you will see the following options:

The screenshot shows the "Proposed period of employment" dropdown menu with the following options: "Up to 1 year" and "Up to 2 years". A help icon is visible next to the options.

For all other scenarios, you will see:

The screenshot shows the "Proposed period of employment" dropdown menu with the following options: "Up to 1 year", "Up to 2 years", "Up to 3 years", and "Up to 4 years".

You should refer to the Department's website for details of international trade obligations in relation to visa period.

## Position details

The next section of the **Nominated position details** page asks what the job title is and for a description of position including responsibilities and main duties.

**Position details**

Job title

Describe the position to be undertaken, including responsibilities and main duties.

Note: A reference to supporting documents attached to this application is not appropriate for the completion of these questions. Answers should be provided. In addition, supporting documentation should be considered where appropriate, taking into account the advice provided in the nomination document checklist available on the website.

Responsibilities

Main tasks

Other information about the position, including information about why this position cannot be filled from the local labour market

## Qualifications for the position

The next section of this page asks you to describe the qualifications, skills, employment experience and registration requirements for the nominated position. It is not asking you what your nominee's personal attributes are.

**Qualifications for the position**

Describe the qualifications, relevant skills, employment experience and registrations/licenses required to be held by the nominee.

Note: A reference to supporting documents attached to this application is not appropriate for the completion of these questions. Answers should be provided. In addition, supporting documentation should be considered where appropriate, taking into account the advice provided in the nomination document checklist available on the website.

Relevant qualifications

Relevant skills

Relevant experience

Does the position require the nominee to hold a licence, registration or professional membership?  
 Yes  No

If you indicate that registration or licensing is required, you will be asked to provide details of what those requirements are.

Does the position require the nominee to hold a licence, registration or professional membership?  
 Yes  No

Registration / Licensing / Professional membership requirements

---

## Workforce details

The next page of the form is the **Workforce details** page.

### ABS or LA

The **Workforce details** questions below will appear.

If you are an overseas business operating in Australia, please remember that you are only being asked to provide details of your workforce in Australia.

You must enter a number in each of these fields – they cannot be left blank. Use a zero if you don't have any employees of the type specified.

**Workforce details**

Of the Australian operations of the applicant, what is the total number of:

Australian employees (including Australian citizens and permanent residents)

Foreign employees (i.e. non-Australian citizens or non-permanent residents)

The next section asks you to provide details about the Australian workers that you employ by occupation and experience level.

**Australian employment details**

What is the total number of Australian citizens or permanent residents employed by the applicant as:

Professionals

Tradespersons

Recent Australian university graduates with less than 12 months work experience

Apprentices employed under a training agreement or contract of training

Other trainees employed under a training agreement or contract of training

Other

The final section on this page asks you to provide details about the numbers of foreign workers that you employ in Australia and what sort of visas they hold.

### Foreign employment details

Of the total number of foreign employees, what is the number of:

Temporary Skill Shortage (subclass 482) visa holders and Temporary Work (Skilled) (subclass 457) visa holders

Other temporary work or temporary activity visa holders

Overseas students

Working holiday makers

Other

## OBS

You will only be asked to provide the number of Australian and non-Australian workers you currently employ.

You must enter a number in each of the fields – they cannot be left blank. Use a zero if you don't have any employees of the type specified.

### Sponsorship for a Temporary Skill Shortage Visa

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### Workforce details

What is the total number of:

Australian employees (including Australian citizens and permanent residents)

Foreign employees (i.e. non-Australian citizens or non-permanent residents)

Once you have answered the questions, click on the **Next** button on the bottom right hand side of the page.

## Salary arrangements for an equivalent Australian worker

The next page of the form is the **Salary arrangements for an equivalent Australian worker** page. The page displays for all sponsor types and the first section contains questions relating to what the market salary rate for the position is and how you determined what it is.

### Salary arrangements for an equivalent Australian worker

Give details of salary arrangements for an equivalent Australian worker in the nominated position. [?](#)

Note: Do not include mandatory superannuation payments in amounts provided below. Overtime hours and payments can only be included where guaranteed.

Enter the salary that would be paid to an Australian worker to do the equivalent work for one year (full-time hours).

Market salary rate  AUD [?](#)

Enter the number of full-time hours per week used to calculate this rate.

Number of hours per week  [?](#)

## Details of salary arrangements for an equivalent Australian worker

The 'Details of salary arrangements for an equivalent Australian worker' page relates to demonstrating what the market salary is for the nominated position.

The market salary rate must be determined using a specified method and the method used will depend on whether the applicant currently has an equivalent Australian worker or not.

The market salary rate is the earnings an Australian citizen or an Australian permanent resident earns, or would earn, for performing equivalent work to that of the nominated position:

- on a full-time basis for a year
- in the applicant's workplace
- at the same location.

Refer to the [Department's website](#) for more information.

The first question asks what the market salary rate is. You are then asked how many hours per week that the equivalent Australian worker would work per week that was considered to be full-time, and that you used to calculate the market salary rate.

## Monetary components of the market salary rate

The next section on the *Salary arrangements for an equivalent Australian worker* page asks for details of the monetary components that make up the market salary rate.

**Monetary components of the market salary rate**  
Give details of the monetary components that make up the market salary rate.

**Add details**

Salary component	Description	Amount	Actions
<input type="button" value="Add"/>			
Total monetary components		0AUD	

When you click on the **Add** button the following pop-up box will appear.

**Nomination for a Temporary Skill Shortage Visa**

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**Monetary component details of the market salary rate**

Salary component

Amount  AUD

The salary component options for this table are:

- Wages
- Annualised salary
- Guaranteed allowance
- Guaranteed overtime
- Guaranteed loading
- Other

As with other tables used in this form, multiple entries are possible but you should only include one entry per salary component type (except where there are multiple guaranteed allowances). There is comprehensive help text available for this section.

## Salary component

Details of all guaranteed monetary components included in the market salary rate or the nominee's guaranteed annual earnings should be provided where these amounts can be determined in advance.

Allowances, overtime and loadings should only be included where the payment is guaranteed.

**For example:**

A split shift allowance is provided for in the relevant Industry Award. The equivalent Australian worker's contract indicates their regular weekly hours include a split shift on three days per week. The annual value of three split shift allowances per week should be included as a guaranteed allowance.

Whereas commissions on sales would not be included as the value of the sales and associated commissions can not be determined in advance.

When providing more than one Salary component of the same type, combine the amounts of the individual Salary components, and record under one entry.

**For example**

If attempting to enter two 'Guaranteed overtime' salary components of \$500.00 and \$400.00, create one record and enter \$900.00 in the **Amount**. Use **Give details** to provide context about the two individual components.

If you are entering guaranteed allowances you will also be asked to choose a description.

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### Monetary component details of the market salary rate

Salary component Guaranteed allowance

Description

Amount  AUD

- Living away from home allowance
  - Split shift allowance
  - Shift allowance
  - Tool allowance
  - Motor vehicle allowance
  - Mobile phone allowance
  - Accommodation allowance
  - Other (specify)

Once you have finished adding details to the table, the total of all your entries will be entered for you.

### Monetary components of the market salary rate

Give details of the monetary components that make up the market salary rate.

Salary component	Description	Amount
Wages		68000
Guaranteed allowance	Tool allowance	2000
<input type="button" value="Add"/>		
<b>Total monetary components</b>		<b>70000AUD</b>

## Non-monetary components of the market salary rate

The next section on the **Salary arrangements for an equivalent Australian worker** page asks whether the market salary rate includes any non-monetary components. If you indicate that the market salary rate includes non-monetary components, another table will appear.

**Non-monetary components of market salary rate**

Are there any non-monetary components of the market salary rate?  
 Yes  No

**Add details**

Non-monetary component	Agreed monetary value	Actions
<input type="button" value="Add"/>		

Total non-monetary components 0AUD

When you click on the **Add** button the following pop-up box will appear.

**Nomination for a Temporary Skill Shortage Visa**

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**Non-monetary component details of market salary rate**

Non-monetary component ▼ ⓘ

Give details ▾

Agreed monetary value AUD

- Accommodation
  - Meals
  - Accommodation and meals
  - Car/transport
  - Health insurance
  - Additional superannuation contribution
  - Other

Comprehensive help text is also available for this section of the form.

**Non-monetary component**

Non-monetary components are benefits other than an entitlement to a payment of money to which the person is entitled in return for the performance of work, or for which a reasonable money value has been agreed by the person and their employer.

Details of any non-monetary components included in the market salary rate or the nominee's guaranteed annual earnings should only be provided where the agreed monetary value of the benefit has been specified in the relevant worker's contract.

**Example 1:**

An Australian worker's contract includes provision for a superannuation contribution made by the employer on the worker's behalf to the value of 11.5% of their annual salary.

The 9.5% superannuation contribution is the mandatory component that employers must contribute. This can not be counted as part of the market salary rate.

However, the value of the additional 2% superannuation contribution specified in the contract should be included in this section of the form as a non-monetary component of the market salary rate.

**Example 2:**

The position is located on an island holiday resort.

The nominee's contract (signed by both the employer and the nominee) includes a provision for accommodation and meals at the resort at an annual value of AUD \$20,000. The nominee lives at the resort and has meals provided at no cost – the nominee doesn't receive the money and then have to pay for the accommodation and meals separately.

This amount should be included in this section of the form as a non-monetary component of the nominee's guaranteed annual earnings.

As with the monetary components section, if you enter details into this table the total value will be calculated and entered for you.

**Non-monetary components of market salary rate**

Are there any non-monetary components of the market salary rate?  
 Yes  No

Non-monetary component	Agreed monetary value
Car/transport	5000
<input type="button" value="Add"/>	

Total non-monetary components 5000AUD

## Method of calculating the market salary rate

The final section on the *Salary arrangements for an equivalent Australian worker* page asks how you calculated the market salary rate.

### Method of calculating the market salary rate

Does the applicant already have Australian employee(s) doing the same work as the nominated person?

Yes  No

The first question in this section asks whether you already have Australian employee/s doing the same work as the nominated person. Your answer to this question will determine which set of questions you see next.

### Applicant has an equivalent Australian worker

If you indicate that you have an equivalent Australian worker, you will be asked what type of employment arrangement applies to that worker.

Select the type of employment arrangement that applies to an equivalent Australian employee.

Employment arrangement



The following options are available:

Award  
Collective / enterprise agreement  
Individual arrangement  
Other

If an Award or Collective / Enterprise Agreement applies, you will be asked to provide the relevant name or reference for that arrangement and also the classification or level that applies to the Australian worker.

Employment arrangement

Award



Name/reference

Classification/level

If an Individual or other type of employment arrangement applies, you will be asked to provide further details.

Employment arrangement

Individual arrangement



Give details

The next question asks whether there are any other terms and conditions of employment that apply to your Australian employee/s and if so, to provide further details.

Are there other terms and conditions that apply to the Australian employees?

Yes  No

Give details

You will then be asked to declare whether or not the market salary rate that you provided at the beginning of this page reflects the salary package that is received by your Australian employee/s.

The applicant declares that the market salary rate provided reflects the salary package received by equivalent Australian employee(s). <input checked="" type="radio"/> Yes <input type="radio"/> No
---

The last question in this section asks you to provide details of the evidence you used to demonstrate the salary arrangements for your Australian employee.

Give details of the evidence provided to demonstrate the salary arrangements for this Australian worker.	
Note: if the Australian employee is being paid above the award rate provide copies of relevant employment contracts and pay slips, as well as details of the relevant agreement or award. <a href="#">?</a>	
Evidence type	Actions <a href="#">?</a>
Employment contract	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>	

When you click the **Add** button the following pop-up box will appear.

Nomination for a Temporary Skill Shortage Visa	
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<b>Evidence to demonstrate salary arrangements for Australian worker</b>	
Evidence type	<input type="text" value=""/>
Give details	<input type="text" value=""/>
<input type="button" value="Cancel"/>	<input type="button" value="Confirm"/>

The following options are available and you will need to select at least one of these and provide details.

- Enterprise Agreement
- Industrial award
- Employment contract
- Payslips
- Other

Remember, you must follow the method set out in the relevant Legislative Instrument to determine what the market salary rate for the position is.

### Applicant doesn't have an equivalent Australian worker

If you indicate that you don't have an equivalent Australian worker, you will move straight to the declaration regarding whether or not the market salary rate that you provided at the beginning of this page reflects the salary package that would be provided to equivalent Australian employee/s if you had any.

<b>Method of calculating the market salary rate</b>
Does the applicant already have Australian employee(s) doing the same work as the nominated person? <input type="radio"/> Yes <input checked="" type="radio"/> No
The applicant declares that the market salary rate provided reflects the salary package that would be provided to the equivalent Australian employee(s). <input checked="" type="radio"/> Yes <input type="radio"/> No

You will then be asked to give details of the evidence you used to determine what the market salary rate is.

Give details of the evidence the applicant used to determine the market salary rate.	
<b>Add details</b>	
Evidence type	Actions <a href="#">?</a>
<input type="button" value="Add"/>	

When you click the **Add** button the following pop-up box will appear.

**Nomination for a Temporary Skill Shortage Visa**

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### Evidence to determine market salary rate

Evidence type

Give details

The following options are available and you will need to select at least one of these and provide further details.

- Enterprise Agreement
- Industrial award
- Other
- Job advertisement
- Job Outlook website
- Industry salary survey
- Remuneration survey

For example:

**Nomination for a Temporary Skill Shortage Visa**

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### Evidence to determine market salary rate

Evidence type

Give details

You will need to attach this evidence to your application when you finish completing the form.

The final question in this section asks you to explain how you used the evidence detailed in the previous question to determine what the market salary rate is.

Give details of how the applicant used this information to determine the market salary rate. Include the monetary and non-monetary components, and why a particular salary amount was selected.

Note: if there is a difference between the market salary rate determined and the proposed salary of the nominee, the applicant must explain why.

Give details

You need to provide a detailed explanation of how you used the evidence to determine what the market salary rate is. This should include your reasoning when selecting a particular amount when the evidence included a salary range, such as commonly found in salary surveys.

Remember, you must follow the method set out in the relevant Legislative Instrument to determine what the market salary rate for the position is. If you do not follow the prescribed method, your nomination application will be refused.

Once you have answered the relevant set of questions, click on the **Next** button on the bottom right hand side of the page.

Irrespective of which set of questions you answered, if you didn't add details of the evidence you used to determine the market salary rate, you will be prevented from continuing.

**Add details**

**Evidence type**

 At least one row of data is required in the Evidence to demonstrate salary arrangements for Australian worker table.

In the example below, the total monetary components of the market salary rate entered is less than the Temporary Skilled Migration Income Threshold (TSMIT):

### Salary arrangements for an equivalent Australian worker

Give details of salary arrangements for an equivalent Australian worker in the nominated position. 

Note: Do not include mandatory superannuation payments in amounts provided below. Overtime hours and payments can only be included where guaranteed.

Enter the salary that would be paid to an Australian worker to do the equivalent work for one year (full-time hours).

Market salary rate  AUD 

Enter the number of full-time hours per week used to calculate this rate.

Number of hours per week  

#### Monetary components of the market salary rate

Give details of the monetary components that make up the market salary rate.

Salary component	Description	Amount	Actions 
Wages		51000	<a href="#">Edit</a> <a href="#">Delete</a>
Guaranteed allowance	Tool allowance	2000	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>			
Total monetary components		53000AUD	

#### Non-monetary components of market salary rate

Are there any non-monetary components of the market salary rate?  
 Yes  No

Non-monetary component	Agreed monetary value	Actions 
Car/transport	5000	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>		
Total non-monetary components		5000AUD

In this situation, the following warning message will appear when you click the **Next** button.

**Warning!**  

The total monetary components of the market salary rate is less than the Temporary Skilled Migration Income Threshold (TSMIT). The nomination may not be approved. Review the information on the department's website regarding the TSMIT requirement.

You will not be prevented from continuing, but you should review the Department's website for details of how the TSMIT requirement applies and when it may be disregarded. You will be required to click the **Confirm** button on this message to continue completing the form.

# Salary arrangements of nominated position

The next page of the form is the **Salary arrangements of nominated position** page. The page displays for all sponsor types and is very similar to the previous page, except that this page asks questions about the salary you are proposing to pay the nominated person.

**Nomination for a Temporary Skill Shortage Visa**

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### Salary details of nominated position

Give details of salary arrangements that the applicant proposes will apply to the nominee in the nominated position.

Note: Do not include mandatory superannuation payments in amounts provided below. Overtime hours and payments can only be included where guaranteed.

Guaranteed annual earnings  AUD [?](#)

Number of hours per week

The first question in this section asks you what the nominee's guaranteed annual earnings will be and there is help text available to help you understand what can and cannot be included in this figure.

## Guaranteed annual earnings per annum

Guaranteed annual earnings is the basic salary or wage plus any other guaranteed payments such as guaranteed overtime.

Guaranteed annual earnings include a person's wages, any other monetary payments and the agreed value of any other non-monetary benefits that they are guaranteed to receive.

They cannot include payments where the amount to be paid is not guaranteed or able to be determined in advance.

For example:

- allowances that are not guaranteed at a certain amount
- overtime payments
- performance bonuses or payments determined based on the level of output
- commissions (for example, a real estate agent's employment contract indicating they will receive a commission if they sell a house)
- reimbursements
- mandatory superannuation contributions (for example, those required under the Superannuation Guarantee Charge Act 1992).

Non-monetary benefits are benefits other than an entitlement to a payment of money to which the person is entitled in return for the performance of work, or for which a reasonable money value has been agreed by the person and their employer.

You are also asked to enter the number of hours per week that the nominee will be working to receive this salary.

## Monetary components of the nominee's salary

The next section on the **Salary arrangements of nominated position** page asks for details of the monetary components that make up the nominee's salary. This section works exactly the same as it did on the previous page.

### Monetary components of the nominee's salary

[Add details](#)

Salary component	Description	Amount	Actions <a href="#">?</a>
<input type="button" value="Add"/>			
Total monetary components		0AUD	

## Non-monetary components of the nominee's salary

The next section on the **Salary arrangements of nominated position** page asks whether the nominee's salary has any non-monetary components.

**Non-monetary components of the nominee's salary**

Are there any non-monetary components of the nominee's salary?  
 Yes  No

This section also works exactly the same as it did on the previous page. If you indicate that there are non-monetary components included in the nominee's salary you will see a table appear to enter specific details.

**Non-monetary components of the nominee's salary**

Are there any non-monetary components of the nominee's salary?  
 Yes  No

**Add details**

Non-monetary component	Agreed monetary value	Actions
<input type="button" value="Add"/>		

Total non-monetary components 0AUD

## Other details

The final section on the **Salary arrangements of nominated position** page asks additional questions about the nominee's salary and how it will be paid.

**Other details**

Will the business / organisation be paying the nominated person's salary?  
 Yes  No

Has the nominated person agreed to pay the employer or the employer's agent for any purpose whatsoever included, but not limited to, recruitment, travel, visa application or agent fees?  
 Yes  No

Will the applicant make any deductions from these earnings apart from tax?  
 Yes  No

Will the terms and conditions of employment of the applicant's Australian employee(s) apply to the nominated person?  
 Yes  No

Depending on your answer to each question in this section you might also be asked to give further details as in the examples below.

**Other details**

Will the business / organisation be paying the nominated person's salary?  
 Yes  No

Give details

Has the nominated person agreed to pay the employer or the employer's agent for any purpose whatsoever included, but not limited to, recruitment, travel, visa application or agent fees?  
 Yes  No

Give details

Will the applicant make any deductions from these earnings apart from tax?  
 Yes  No

Give details including amounts and purpose of deductions

Will the terms and conditions of employment of the applicant's Australian employee(s) apply to the nominated person?  
 Yes  No

Give details

# Workplace location

The next page of the form is the **Location of the nominated position** page. The page displays for all sponsor types and the first section asks you for details of the main location where your nominee will be working.

**Nomination for a Temporary Skill Shortage Visa**

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### Location of the nominated position

Give details of the main location where the nominated person will be working. [?](#)

Business name at this location

Business web site / URL

Country AUSTRALIA

Address  [?](#)

Suburb / Town

State / Territory

Postcode

Hours per week at this location

### Business contact person at this location

Family name  [?](#)

Given names  [?](#)

Position in business  [?](#)

### Contact telephone numbers [?](#)

Enter numbers only with no spaces.

Business phone

Mobile / Cell phone

### Email address [?](#)

Email address  [?](#)

### Alternative locations

Will the nominated person be working in any other location?  
 Yes  No

---

There is help text available to assist you in completing this page of the form:

## Workplace location postcode

Where the nominated position involves the nominee regularly working in multiple sites of the nominating business, enter the postcode where the nominee will spend the majority of their time.

Where the nominated position involves the nominee working in multiple locations that cannot be determined in advance, for example an electrician, enter the postcode where the nominee will be based.

## Business contact at this location

The next section on the *Location of the nominated position* page is **Business contact at this location**.

**Business contact person at this location**

Family name  ?

Given names  ?

Position in business  ?

**Contact telephone numbers** ?

Enter numbers only with no spaces.

Business phone

Mobile / Cell phone

**Email address**

Email address  ?

**Note:** as mentioned earlier in this guide, this is the section where you provide the details of the contact at the location where the nominee will actually be working

## Alternative locations

The next section on the *Location of the nominated position* page is **Alternative locations**.

**Alternative locations**

Will the nominated person be working in any other location?

Yes  No

If the nominee is only going to be working in one location, you will be able to move to the next page.

However, if you answer **Yes** to this question, a table will appear for you to add details of the other locations where the nominee will be working.

**Alternative locations**

Will the nominated person be working in any other location?

Yes  No

**Add details**

Business name at this location	Hours per week at this location
<input type="text"/>	<input type="text"/>

**Note:** this section should only be completed if the nominee is going to be regularly working in multiple locations of your business. For example, the nominee will be working two days per week in one office and the other three days each week in a different office. If the nature of the position involves the nominee working at multiple locations that cannot be determined in advance, for example, an electrician, then only the location where the nominee will be based should be entered.

Once you have completed this section, click on the **Next** button on the bottom right hand side of the page.

# Labour Market Testing (LMT)

The next page of the form is the **Labour Market Testing** page. The page displays for all sponsor types but the options available for certain questions may be different.



Nomination for a Temporary Skill Shortage Visa

Transaction Reference Number (TRN): EGN7UADOW 12/17

Labour market testing ?

Was Labour Market Testing required for this position?  Yes  No

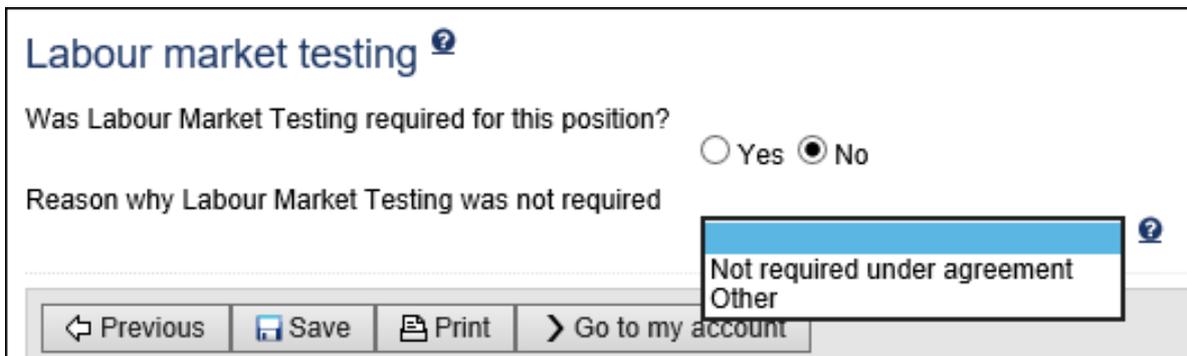
Previous Save Print Go to my account Next

## LMT not required

If you answer **No** to the first question on the **Labour Market Testing** page, you will be asked to provide the reason why you don't think that LMT is required for the nominated position.

### LA

Whether or not LMT is required will be specified in the relevant Labour Agreement. If LMT is not specified in your Labour Agreement as being required for the nominated position, then you should answer **No** and select the **Not required under agreement** option in the reason box.



Labour market testing ?

Was Labour Market Testing required for this position?  Yes  No

Reason why Labour Market Testing was not required

Not required under agreement  
Other

Previous Save Print Go to my account

If you select **Other** you will be asked to provide details.



Labour market testing ?

Was Labour Market Testing required for this position?  Yes  No

Reason why Labour Market Testing was not required

Other

Give details

**Warning:** you should only select **Other** in this section if there has been specific guidance provided by the Department to select this option. Not providing details and evidence of LMT when it is required under your Labour Agreement will result in your nomination application being refused.

## SBS

Whether or not LMT is required for a position nominated by a standard business sponsor is governed by provisions in the *Migration Act*.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNN7UAXT9 12/17

**Labour market testing** ?

Was Labour Market Testing required for this position?  Yes  No

Reason why Labour Market Testing was not required

Occupation exempt  
International trade obligation  
Major disaster (specified by Minister)  
Other

Previous Save Print Go to my...

There are four options available for selection and you may get asked for additional details depending on the option you choose.

The list includes options based on provisions in the legislation where the Minister may, by Legislative Instrument, exempt certain nominations from the LMT requirement.

**As noted in the help text in this section, there are currently no occupation related exemptions. There are also no exemptions related to major disasters.**

**Warning:** We strongly recommend that you check the Department's website for up to date information in relation to exemptions before you select either of these options. Not providing details and evidence of LMT at the time you lodge your nomination application, when LMT is required, will result in your nomination application being refused.

**Labour market testing exemptions**

For information on Labour Market Testing exemptions, refer to the [Department's website](#).

**There are currently no occupation related exemptions.**

If you select **International trade obligation** in this section you will be asked to provide further details, such as in the example below.

**Labour market testing** ?

Was Labour Market Testing required for this position?  Yes  No

Reason why Labour Market Testing was not required

International trade obligation ?

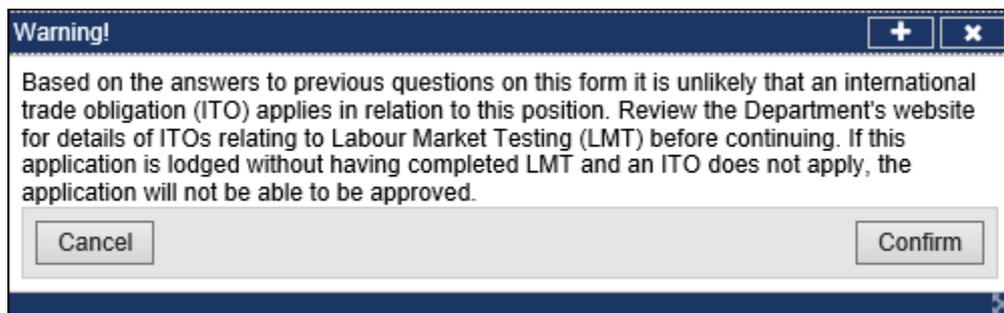
Give details

Nominee citizenship

We strongly recommend that you check the Department's website for up to date information in relation to ITOs before you select this option.

When you click on the **Next** button to move to the next page, our system will run some basic checks to determine whether an international trade obligation (ITO) may apply, based on the answers you provided in the **International trade agreement** section on the **Application context** page at the beginning of the form.

If these checks do not indicate that an ITO applies to this nomination application, a warning message will appear.



**Warning:** These checks do not cover every specific scenario and some subjective assessment may still be required to determine whether an ITO applies or not. However, if you click **Confirm** and continue to lodge the nomination application without providing LMT evidence, and it is subsequently determined that an ITO does not apply, your nomination application will be refused.

**IMPORTANT**

The Department will determine whether any international trade obligations apply in relation to your nomination based on the answers you provided in the **International trade agreement** section on the first page of the form.

If you did not indicate that you are seeking concessions under an international trade agreement in this question, it will be deemed that you are not seeking any concessions in relation Labour Market Testing and standard requirements will apply (irrespective of whether you completed the Intra-corporate Transfer question or not) – indicating that LMT is not required due to an international trade obligation relating to an Intra-corporate transfer on the LMT page will not change this.

**Do not ignore the warning message** – if you are seeking LMT concessions due to an international trade obligation, go back to the first page and make sure you have completed the **International trade agreement** section, including indicating that you are seeking concessions under the provisions of an international trade agreement.

If you select **Other** you will be asked to provide further details.

A screenshot of a web form titled "Labour market testing" with a help icon. The question is "Was Labour Market Testing required for this position?". There are two radio buttons: "Yes" and "No", with "No" selected. Below this is a label "Reason why Labour Market Testing was not required" followed by a dropdown menu showing "Other" and a help icon. At the bottom, there is a label "Give details" and a large text input area with scrollbars.

**Warning:** you should only select **Other** in this section if there has been specific guidance provided by the Department to select this option. Not providing details and evidence of LMT when it is required under your Labour Agreement will result in your nomination application being refused.

## LMT required

If you answer **Yes** to the first question on the **Labour Market Testing** page, a number of additional questions will appear. They are the same for all sponsor types.

### Labour market testing [?](#)

Was Labour Market Testing required for this position?  
 Yes  No

Is the applicant permitted to provide flexible evidence as an alternative to specific advertising details?  
 Yes  No [?](#)

The applicant declares that Labour Market Testing has been conducted in accordance with current Labour Market Testing requirements.  
 Yes  No

## LMT – alternative evidence

In certain specific situations, detailed in a legislative instrument, alternative evidence can be provided to satisfy the LMT requirement. An example of this is a nomination where the nominee has an internationally recognised record of exceptional and outstanding achievement in a profession, a sport, the arts or academia and research.

The first question gives you the opportunity to indicate whether you are permitted to provide alternative evidence rather than specific advertising details. You should only answer 'Yes' to this question if your nomination application relates to a *select occupation* or *select position* as detailed in the relevant legislative instrument.

Is the applicant permitted to provide flexible evidence as an alternative to specific advertising details?  
 Yes  No [?](#)

Reason

Give details

You should select one of the following reasons and then provide provide further details in the 'Give details' box.

- International recognition
- GAE change
- Business structure change
- Intra-corporate transfer
- High salary
- Designated occupation

**Note:** You **MUST** then attach a submission explaining why the specific individual nominated is the only person, or one of very limited persons, who could undertake the nominated position and no Australian worker is available. If you do not provide this submission at the time you lodge your nomination application it will be refused.

The next question in this section asks you to declare whether LMT was conducted in accordance with current LMT requirements.

The applicant declares that Labour Market Testing has been conducted in accordance with current Labour Market Testing requirements.  
 Yes  No

The 'Other details' section contains three questions – if you answer **Yes** to the first question in this section, you will be asked to provide further details.

### Other details

Has the applicant retrenched any Australian citizens or Australian permanent residents in the nominated occupation, or made their positions redundant, in the last four months?  
 Yes  No

Does the applicant operate in the Agricultural sector?  
 Yes  No

Is the nominated person the holder of a Subclass 417 (Working Holiday) visa, or a Subclass 462 (Work and Holiday) visa who is currently employed by the applicant?  
 Yes  No

If you indicated that you were not permitted to provide alternative evidence, you will be asked to make the same declaration as above, and then you will be asked to provide details of the advertising you conducted.

**Labour market testing** [?](#)

Was Labour Market Testing required for this position?  
 Yes  No

Is the applicant permitted to provide flexible evidence as an alternative to specific advertising details?  
 Yes  No [?](#)

The applicant declares that Labour Market Testing has been conducted in accordance with current Labour Market Testing requirements.  
 Yes  No

Review the Department's website for details of Labour Market Testing requirements. If this application is lodged without having advertised the position in accordance with these requirements, it will not be able to be approved.

Commenced date  

Length of Labour Market Testing   [?](#)

The length of LMT question refers to the length of time you advertised the position for, and the following options are available for selection:

- Less than 28 days
  - 28 days to 3 months
  - Up to 6 months
  - Over 6 months
  - Ongoing

## Advertisements for the position

The next section on the **Labour Market Testing** page is **Advertisements for the position**. A table is available for you to add details of each individual advertisement.

**Advertisements for the position**

Provide the details of all advertisements for the position.

**Add details**

Where	When	Actions <a href="#">?</a>
<input type="button" value="Add"/>		

When you click the **Add** button a new page will appear containing three sections:

- Details of position advertisement
- Contents of position advertisement
- Outcome of position advertisement

The first section asks for details about the publishing of the advertisement:

**Details of position advertisement**

Describe where and how the applicant advertised the position

Date advertisement published  

Length of time advertisement published

The next section asks about the contents of the advertisement:

### Contents of position advertisement

Position title of the job advertised

Language the advertisement was published in  English  
 Other

Was the salary being offered included in the advertisement?  
 Yes  No

Was the position advertised as being full-time?  
 Yes  No

If you indicate the advertisement was in a language other than English, you will be asked for further details.

Language the advertisement was published in  English  
 Other

Give details

If you indicate that the salary was included in the advertisement, you will be asked what the advertised salary was.

Was the salary being offered included in the advertisement?  
 Yes  No

Advertised salary  AUD

The third section asks for details of the outcome of the advertisement.

### Outcome of position advertisement

Number of applications received

Number of applicants offered a position (not including nominee)

## Other details

When you have finished adding advertisements to the table, the final section on the **Labour Market Testing** page is **Other details**.

### Other details

Has the applicant retrenched any Australian citizens or Australian permanent residents in the nominated occupation, or made their positions redundant, in the last four months?  
 Yes  No

Does the applicant operate in the Agricultural sector?  
 Yes  No

Is the nominated person the holder of a Subclass 417 (Working Holiday) visa, or a Subclass 462 (Work and Holiday) visa who is currently employed by the applicant?  
 Yes  No

If you answer **Yes** to the first question in this section, you will be asked to provide further details.

**Note:** when you get to the end of the form you be required to attach copies of these advertisements and any associated receipts before you will be able to proceed to the submit and pay section. You should ensure that these are available when you are ready to lodge.

Once you have completed this section, click on the **Next** button on the bottom right hand side of the page.

# Nominee's details

The next page of the form is the **Nominee's details** page. The page displays for all sponsor types and the first section contains questions relating to the **Nominee's personal details**.

The screenshot shows the 'Nominee's details' section of a nomination form. At the top, it says 'Nomination for a Temporary Skill Shortage Visa'. Below that, the Transaction Reference Number (TRN) is 'EGNN7UADOW' and the page number is '13/17'. A progress bar is visible. The section is titled 'Nominee's details' and 'Nominee's personal details'. It includes input fields for 'Family name', 'Given names', and 'Date of birth', and radio buttons for 'Sex' (Female, Male, Other). There are help icons next to the name fields.

It is very important that you enter the nominee's name in this section exactly as it appears on their passport. We recommend that you obtain a copy of the biodata page of the nominee's passport prior to completing this section of the form (and also attach it to your application).

Any typographical error in this section may result in you being prevented from moving past this page, or delay processing of either your nomination application or the nominee's visa application, due to multiple client records being created in our systems.

## Nominee's Australian immigration history

The next section of the **Nominee's details** page is **Nominee's Australian immigration history**. To complete this page you will need to have asked your nominee for details of any previous Australian visas or visa applications they may have lodged.

The screenshot shows the 'Nominee's Australian immigration history' section. It contains two questions with radio button options: 'Does the nominee already hold a primary subclass 457 or 482 visa?' (Yes/No) and 'Has the nominee already lodged an application for a subclass 482 visa as a primary applicant?' (Yes/No).

If you indicate that the nominee currently holds a subclass 457 or 482 visa you will be asked whether this nomination application is only being lodged to facilitate that person changing employer.

You will then be asked for the relevant identification number.

This screenshot shows the 'Nominee's Australian immigration history' section with an additional question: 'Is this nomination being lodged to facilitate the 457 or 482 visa holder changing employer only?' (Yes/No). Below this is a section titled 'Nominee's current 457 or 482 visa details' with a dropdown menu for 'Reference number type'.

You will see the following options:

Transaction reference number (TRN) Application ID
--

If you answer **No** to both of these questions you be asked whether the nominee is currently in Australia, and if they are, to provide the details of their current visa.

Is the nominee currently in Australia?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Nominee's current visa details</b>	
Reference number type	<input type="text" value=""/>

The Reference number type you will be asked for is the Visa grant number..

Visa grant number
-------------------

If you indicate that the nominee is not currently in Australia, you will be asked whether they have ever applied for, or held, a visa to come to Australia.

Is the nominee currently in Australia?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the nominee ever applied for, or held a visa to come to Australia?	<input type="radio"/> Yes <input type="radio"/> No

If you answer **Yes** to this question, you will be asked for their previous visa application details.

Has the nominee ever applied for, or held a visa to come to Australia?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Nominee's previous Australian visa application details</b>	
Reference number type	<input type="text" value=""/>

As in the previous question, the Reference number type that you be asked for is the Visa grant number.

## Place of birth

The next section of the **Nominee's details** page is **Place of birth**. If you indicated in the **Nominee's Australian immigration history** section that the nominee either holds a subclass 457 or 482 visa, or has applied for a subclass 482 visa, you will be asked whether you have the details of the nominee's place of birth.

**Place of birth** 

Are the details of place of birth available to be entered for the nominated person?

Yes  No

If you answer **Yes** to this question, or answered **No** to either of the questions mentioned above, you will be required to enter these details.

**Place of birth** 

Town / City

State / Province

Country of birth   

## Passport details

The next section of the **Nominee's details** page is **Passport details**. As with the last section, if you indicated in the **Nominee's Australian immigration history** section that the nominee either holds a subclass 457 or 482 visa, or has applied for a subclass 482 visa, you will be asked whether you have the nominee's current passport details.

**Passport details**

Are the details of a current passport available to be entered for the nominated person?

Yes  No

If you answer **Yes** to this question, or answered **No** to either of the questions mentioned above, you will be required to enter these details.

**Passport details**

Enter the following details as they appear in the applicant's passport.

Family name  

Given names  

Sex  Female  Male  Other

Date of birth  

Passport number

Country of passport  

Nationality of passport holder  

Date of issue  

Date of expiry  

Place of issue / issuing authority

## Nominee's contact details

The next section of the **Nominee's details** page is **Nominee's contact details** where you will be asked if you have current contact details for your nominee.

**Nominee's contact details**

Are current contact details available to be entered for the nominated person?

Yes  No

If you answer **Yes** to this question, you will be asked to enter these details.

**Nominee's contact details**

Are current contact details available to be entered for the nominated person?

Yes  No

**Residential address** [?](#)

Note that a street address is required. A post office address cannot be accepted as a residential address.

Country

Address  [?](#)

Suburb / Town

State or Province

Postal code

**Contact telephone numbers** [?](#)

Enter numbers only with no spaces.

Home phone

Business phone

Mobile / Cell phone

## Nominee's relationship to the applicant

The next section of the **Nominee's details** page is **Nominee's relationship to the applicant** where you will be asked if the applicant and the nominee are related in any way.

**Nominee's relationship to the applicant**

Is the nominee an owner, director principal or partner of the applicant?

Yes  No

Does the nominee have an existing relationship with any of the owners, directors, principals or partners of the applicant?

Yes  No

If you answer **Yes** to the first question, you will be asked what the role or position held by the nominee is.

**Nominee's relationship to the applicant**

Is the nominee an owner, director principal or partner of the applicant?

Yes  No

Role/position(s) held

Multiple roles or positions held can be entered in this section and the options are:

- Company secretary
- Director
- Owner
- Partner
- Shareholder

If you answer **Yes** to the second question, you will be asked to provide details of the relevant person and their relationship to the nominee.

**Nominee's relationship to the applicant**

Is the nominee an owner, director principal or partner of the applicant?  
 Yes  No

Does the nominee have an existing relationship with any of the owners, directors, principals or partners of the applicant?  
 Yes  No

Give details of the relevant owner, director, principal or partner and their relationship to the nominee.

---

**Add details**

Name	Position / role	Relationship to nominee
<input type="button" value="Add"/>		

Multiple entries can be made in this table and when you click **Add** the following pop-up box appears.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNN7UADOW 13/17

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Relevant owner, director, principal or partner of the applicant

Family name  ?

Given names  ?

Position / role  v

Relationship to nominee  v

Once you have completed this section, click on the **Next** button on the bottom right hand side of the page.

## Nominee's accompanying family members

The next page of the form is the **Nominee's accompanying family members** page. The page displays for all sponsor types and the first section asks you whether the nominee will be accompanied by any family members.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNN7UADOW 14/17

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**Nominee's accompanying members of the family unit**

Will the nominee be accompanied by any members of their family unit?  
 Yes  No  Unknown ?

If you answer either **No** or **Unknown** to this question, you will move straight to the next page of the form.

If you answer **Yes**, a table will appear for you to enter details of each family member.

**Nominee's accompanying members of the family unit**

Will the nominee be accompanied by any members of their family unit?  
 Yes  No  Unknown ?

---

**Add details**

Family name	Date of birth	Passport number
<input type="button" value="Add"/>		

When you click **Add** the following pop-up box will appear.

### Nomination for a Temporary Skill Shortage Visa

Transaction Reference Number (TRN): EGNN7UADOW 14/17

---

#### Accompanying member of the family unit

Family name  ?

Given names  ?

Sex  Female  Male  Other

Date of birth

#### Place of birth ?

Are the details of the accompanying family member's place of birth available to be entered?  
 Yes  No

#### Passport details

Are all the details of a current passport available to be entered for the accompanying family member?  
 Yes  No

#### Secondary sponsored applicants

Does the applicant agree to include the accompanying family member as a secondary sponsored applicant?  
 Yes  No

The first three sections work exactly the same way as they did on the previous page when you were entering the nominee's details.

The final section asks whether you agree to include the relevant family member as a secondary sponsored person.

#### Secondary sponsored applicants

Does the applicant agree to include the accompanying family member as a secondary sponsored applicant?  
 Yes  No

Give details as to why the applicant does not agree to include this family member

If you do not agree to this, a visa will not be able to be granted to this person. Therefore, if you answer **No** to this question, you be asked to give details of why you do not agree to include them.

Once you have completed adding family members to this table, click on the **Next** button on the bottom right hand side of the page.

# Withdrawal of nomination

The next page of the form is the **Withdrawal of nomination** page. The page displays for all sponsor types but the wording of the first question varies slightly.

## SBS

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGN7UAXT9 15/17

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**Nomination withdrawal**

If the associated sponsorship application is refused or withdrawn, does the applicant want to withdraw this nomination application?  
 Yes  No

If the nomination application is withdrawn, does the applicant want to seek a refund of the associated nomination fees?  
 Yes  No

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The first question in this section only covers the specific situation of where the associated sponsorship application is refused or withdrawn. In other situations, you are able to withdraw your nomination application at any time before we make a decision, by advising us in writing.

Whether or not we are able to refund the nomination fee if you withdraw your nomination is governed by legislation and there are only limited circumstances in which we can provide a refund.

## LA

If negotiations to enter into a Labour Agreement fail, does the applicant want to withdraw this nomination application?  
 Yes  No

If the nomination application is withdrawn, does the applicant want to seek a refund of the associated nomination fees?  
 Yes  No

The first question is worded slightly differently if your nomination is associated with a Labour Agreement.

# Certifications

The next page of the form is the **Certifications** page. The page displays for all sponsor types but the certifications vary depending on the type of sponsor.

## ABS

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNNAJZL6Z 16/17

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### Certifications

The applicant certifies that:

The tasks of the position include a significant majority of the tasks of the nominated occupation as listed in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement, and the position is not excluded by a caveat.  
 Yes  No

The qualifications and experience of the nominee are commensurate with the qualifications and experience specified for the nominated occupation in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement.  
 Yes  No

The nominated occupation is a position with the applicant, or an associated entity of the applicant, or the nominated occupation is specified in the relevant Legislative Instrument.  
 Yes  No

The nominated position has not been created solely to secure a migration outcome for the nominee.  
 Yes  No

The nominated occupation fits within the nature, size and scope of the applicant.  
 Yes  No

The proposed salary for the nominated position is the market salary rate for positions in the nominated occupation in the location where the applicant operates.  
 Yes  No

The applicant will be engaging the nominee as an employee under a written contract of employment.  
 Yes  No  The nominated occupation is exempt from this requirement

The written contract of employment will comply with all requirements imposed by Commonwealth, State or territory law relating to employment including, if applicable, the National Employment Standards.  
 Yes  No  The nominated occupation is exempt from this requirement

### Paying for visa sponsorship

Section 245AR of the Migration Act 1958 prohibits asking for or receiving a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - certification requirement](#) for more information.

The applicant certifies that they have not engaged in conduct in relation to this nomination that constitutes a contravention of subsection 245AR(1) of the Migration Act 1958.  
 Yes  No

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## OBS

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNNAJZL6Z 16/17

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### Certifications

The applicant certifies that:

The tasks of the position include a significant majority of the tasks of the nominated occupation as listed in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement, and the position is not excluded by a caveat.  
 Yes  No

The qualifications and experience of the nominee are commensurate with the qualifications and experience specified for the nominated occupation in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement.  
 Yes  No

The nominated occupation is a position with the applicant or the nominated occupation is specified in the relevant Legislative Instrument.  
 Yes  No

The nominated position has not been created solely to secure a migration outcome for the nominee.  
 Yes  No

The nominated occupation fits within the nature, size and scope of the applicant.  
 Yes  No

The proposed salary for the nominated position is the market salary rate for positions in the nominated occupation in the location where the applicant operates.  
 Yes  No

The applicant will be engaging the nominee as an employee under a written contract of employment.  
 Yes  No  The nominated occupation is exempt from this requirement

The written contract of employment will comply with all requirements imposed by Commonwealth, State or territory law relating to employment including, if applicable, the National Employment Standards.  
 Yes  No  The nominated occupation is exempt from this requirement

### Paying for visa sponsorship

Section 245AR of the Migration Act 1958 prohibits asking for or receiving a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - certification requirement](#) for more information.

The applicant certifies that they have not engaged in conduct in relation to this nomination that constitutes a contravention of subsection 245AR(1) of the Migration Act 1958.  
 Yes  No

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**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNNAJZL6Z 16/17

---

**Certifications**

The applicant certifies that:

The tasks of the position include a significant majority of the tasks of the nominated occupation as listed in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement, and the position is not excluded by a caveat.  Yes  No

The qualifications and experience of the nominee are commensurate with the qualifications and experience specified for the nominated occupation in the ANZSCO Dictionary, Legislative Instrument or Labour Agreement.  Yes  No

The nominated occupation is a position with the applicant or the nominated occupation is specified in the relevant Legislative Instrument.  Yes  No

The nominated position has not been created solely to secure a migration outcome for the nominee.  Yes  No

The nominated occupation fits within the nature, size and scope of the applicant.  Yes  No

The proposed salary for the nominated position is the market salary rate for positions in the nominated occupation in the location where the applicant operates.  Yes  No

The nominee identified in this application has the level of English language proficiency specified in the applicant's Labour Agreement (if applicable).  Yes  No  No English requirement in the applicant's Labour Agreement

The written contract of employment will comply with all requirements imposed by Commonwealth, State or territory law relating to employment including, if applicable, the National Employment Standards.  Yes  No  The nominated occupation is exempt from this requirement

**Paying for visa sponsorship**

Section 245AR of the Migration Act 1958 prohibits asking for or receiving a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - certification requirement](#) for more information.

The applicant certifies that they have not engaged in conduct in relation to this nomination that constitutes a contravention of subsection 245AR(1) of the Migration Act 1958.  Yes  No

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You should read and understand all of the certifications on this page before completing them, and clicking on the **Next** button in the bottom right hand corner of the page to continue.

## Declarations

The final page of the form is the **Declarations** page. The page displays for all sponsor types.

**Declarations**

**Warning:**

Giving false or misleading information is a serious offence.

The applicant declares that they:

Have read and understood the information provided to them in this application.  Yes  No

Have provided complete and correct information in every detail on this form, and on any attachments to it.  Yes  No

Will inform the Department of Immigration and Border Protection in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered.  Yes  No

Have read the information contained in the Privacy Notice ([Form 1442i](#)).  Yes  No

Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice ([Form 1442i](#)).  Yes  No

Have read and understand the sponsorship obligations and other sponsorship requirements and understand that they or the organisation is bound by the sponsorship obligations and other sponsorship requirements with respect to all primary and secondary persons that they or the organisation consents to sponsor in writing.  Yes  No

You should read and understand all of the declarations on this page before completing them, and clicking on the **Next** button in the bottom right hand corner of the page.

# Review

The **Review Page** will appear. You will see a list of all of your questions and answers. This is the last chance you will get to review your answers and go back and make any changes if necessary.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNN7UAXT9

[Review Page](#)

Please check that the information provided is correct before you continue.

**Application context** 

[Click here to edit the Application context](#)

Select the option which best describes the sponsorship this nomination is being lodged under:  
The applicant's sponsorship has been approved, or they have applied to become a sponsor, under the Australian business provisions.

**Legal name**

Legal name CAT PTY LTD 

**Related sponsorship**

Provide the related sponsorship's identification number.

Reference number type	Sponsorship Application ID number
Reference number	565502449

**International trade agreement**

Is the applicant seeking concessions under the provisions of an international trade agreement?  
No 

If you notice any incorrect information, click on the **Previous** button in the bottom left hand corner of the page, and return to the relevant page to correct the information.

Otherwise, click on the **Next** button in the bottom right hand corner of the screen to proceed to attach required supporting documentation and then submit your application.

---

## Providing supporting evidence

The **Attach Documents** page will appear. The final step before submitting your application is to attach any supporting documentation.

**Important:**

- Make sure you read the information on this page carefully.
- Processing of your application will be delayed if you don't submit any required documentation and we have to request it when we complete an initial assessment.
- Alternatively, your application may also be decided based on the information provided after two calendar days and could be refused if this information is insufficient to demonstrate that regulatory criteria have been met.

The list of attachments includes guidance as to whether a document is required or whether we recommend you attach it. If the attachment is:

- **Required** - make sure you attach the relevant documentation or you may receive a negative outcome.
- **Recommended** - you may still wish to attach supporting evidence. This is recommended particularly if your case is complex and it may not be clear on the face of the information provided in the form that the regulatory criteria have been met.

## Nomination for a Temporary Skill Shortage Visa

### Attach documents

Transaction Reference Number (TRN):EGNO6CSFWT

Attach the documents listed below then click Next to pay for and submit the application.

If you choose to submit the application without attaching all required documents, you will need to provide a reason.

Applications submitted without all the required documents may take longer to process.

There are specific [quality and formatting](#) requirements when scanning documents.

[+](#) Expand all [-](#) Collapse all

#### - C & D PAVING,

0 attachments received of 60 maximum.

#### Required

[+](#) Labour Market Testing, Evidence of [?](#)  
0 Received

[+](#) Employment Terms and Conditions - Australian Employees, Evidence of [?](#)  
0 Received

#### Recommended

[+](#) Position Details, Evidence of [?](#)  
0 Received

In the above example it appears that some evidence is required and other evidence is recommended.

[+](#) Expand all

You should click on the [+](#) Expand all button or the '+' next to the evidence type for more specific information on the type of document.

Refer to the *Application for approval to become a Standard Business Sponsor and other sponsorship related forms – guide for applicants* for more detailed information on the process for attaching documents to your application.

**Important:** if evidence of LMT is required and you do **not** attach this, **you will not be able to proceed** to the **Submit application** page.

# Submit application

You have reached the end of the application. The **Submit Application** page will now appear. You must click on the **Submit Now** button to lodge your application with the Department.

**Nomination for a Temporary Skill Shortage Visa**

Transaction Reference Number (TRN): EGNO6CSFWT

### Submit Application

This application is now ready to submit. You can submit it now or return to your account and submit it at a later date.

Your application will not be processed until after it is submitted.

### Verify Email

The email address below was specified as the address for all communication about this application:

This address has not been verified by the email account holder.

You can request a [new verification email](#).

# Make a payment

The Make a payment page will appear which will display the applicable fee (including any Skilling Australians Fund levy payable) for your application.

**Make a payment**

### Application charges

Reference no.	Name	Amount (AUD)
EGNNAJZL6Z	CAT PTY LTD	2,730.00

Total application charges: \$2,730.00 (AUD)

### Payment options

If you pay now, your application will be sent to the Australian Government. Your decision to pay will be final, your payment cannot be disputed, even if you change your mind about your application.

Select a payment option  Debit/credit card  PayPal  UnionPay  BPAY (Australian bank accounts only)

You can see the breakdown of your fee by clicking on the amount (red arrow above). This opens a pop-up box with the nomination fee and SAF levy details. Click on the X in the top right hand corner of this box to close and return to the **Make a payment** screen.

**Reference No. EGNNAJZL6Z**

Details		
Name	Description	Price (AUD)
CAT PTY LTD	Nomination - Temporary Skill Shortage	330.00
CAT PTY LTD	TSS-SAF levy-Small business	2,400.00
<b>TOTAL</b>		<b>2,730.00</b>

You will need to indicate how you wish to pay and enter your payment details, before you can submit your application.

Once you have entered your payment details, click on the **Submit** button in the bottom right hand corner of the screen.

A pop up window will appear confirming that you want to submit the payment for the application.

**Confirm payment by debit/credit card** ✕

A successfully submitted payment will be acknowledged by a receipt containing your Reference Number for your debit/credit card payment. The total amount includes GST, when applicable.

Do you want to submit payment of **\$ 2,767.00** for the listed application(s)?

Click on **Submit** to proceed.

The Payment confirmation screen will appear indicating you have submitted your application(s).

**Payment confirmation**

Your payment for \$2,767.00 (AUD) has been completed. Your receipt number is 200000337203. Click here to [View/Print/Email Receipt](#)

**Important information**

- You have submitted your application(s).

Click on the **Next** button to return to *ImmiAccount* and view the PDF of your completed application or your receipt.

## Why has the name changed?

When you first return to *ImmiAccount*, the status of your application is **Submitted** and the applicant's name is displayed in your application list. In the example below, the applicant is Cat Pty Ltd.

<b>CAT PTY LTD</b>	
- 482 - Temporary Skill Shortage - Nomination <b>Submitted</b>	
Reference No	EGNNAJZL6Z
Type	Temporary Skill Shortage - Nomination (482)
Last updated 11 Nov 2018	
Date submitted 11 Nov 2018	
<input type="button" value="View details"/> <a href="#">Copy</a> <a href="#">Remove</a> <a href="#">Share</a>	

However, when we receive your application in our processing systems the status changes to **Received** and the name displayed in your application list in *ImmiAccount* changes to that of the nominee. In the example below, the name has changed to Mike Mouse, but you can see that the TRN is the same as in the screen shot above.

**MOUSE, Mike (05 Nov 1980)**  
 482 - Temporary Skill Shortage - Nomination  
**Received**

Reference No	EGNNAJZL6Z	Last updated	11 Nov 2018
Type	Temporary Skill Shortage - Nomination (482)	Date submitted	11 Nov 2018

[View details](#) [Copy](#) [Update details](#) [Remove](#) [Share](#)

If you click the **View details** button you will see the applicant's name again and not that of the nominee.

Nomination for a Temporary Skill Shortage visa Reference Number: EGNNAJZL6Z

**Menu**

- Application home
- Messages
- Update details

**Actions**

- Attach documents

**Application home**

Application status: **Received**

Applicants

- CAT PTY LTD

**Important information**

This application has been received by the department and will be assessed.

Please ensure you have attached all required supporting documentation. Failure to do so may result in delays in processing and/or a decision may be made on the basis of the information provided. Please refer to the 'Attach documents' link on the left hand side of this page.

**Application history**

Type	Date	Action
Application submitted	11 Nov 2018	<a href="#">View application</a>
Application fee paid	11 Nov 2018	<a href="#">View receipt</a>

## Has my application been received?

When you return to *ImmiAccount*, make sure you check that the status of your application is **Received**. This means that your application has actually been received through to Departmental processing systems and can be processed.

**Important:** If the status is **Submitted**, this has not yet occurred. Please wait one hour and check again. If the status has not changed, and there are no messages displaying on *ImmiAccount* indicating the Department may be experiencing technical issues, contact [Technical Support](#).

## Next steps?

Once your nomination application has been received in our processing system, you will receive an acknowledgement letter from us via email containing your Transaction Reference Number and application ID.

Your nominee will need to use one of these numbers to lodge a visa application.

A separate guide will be available to walk you through the visa application form in the near future.

## Technical support

If you experience any technical problems when trying to lodge your application, you must complete the technical support form on our website. Do not email us or call our offices as they will not be able to assist you.

[www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form](http://www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form)