



**Australian High Commission**  
**Immigration Section**  
**25 Napier Road**  
**Singapore 258507**

## **Standard Business Sponsorship for overseas business checklist**

### **STANDARD BUSINESS SPONSORSHIP for overseas business – Form 1196S**

- ☐ Complete Part A of form 1196S  
**See:** [www.immi.gov.au/allforms/pdf/1196S.pdf](http://www.immi.gov.au/allforms/pdf/1196S.pdf)
- ☐ Application fee: **S\$556** (cash, cheque or credit card (Visa and MasterCard only). Note: NETS is not available. Please allow 5 working days for cheque clearance
- ☐ Company business registration & business profile printout from Accounting & Corporate Regulatory Authority
- ☐ Audited financial statements for the last 2 years
- ☐ Australian business plan
- ☐ Evidence of copies of contracts/work orders
- ☐ A written statement describing the main business activities
- ☐ Evidence of employment of staff

### **NOMINATION – Form 1196N**

- ☐ Complete Part B of form 1196N  
**See:** [www.immi.gov.au/allforms/pdf/1196S.pdf](http://www.immi.gov.au/allforms/pdf/1196S.pdf)
- ☐ Application fee: **S\$112**
- ☐ Sponsorship approval letter if Nomination lodged separately
- ☐ Full name and date of birth of person to fill the nominated position must be provided
- ☐ Provide 6 digit ANZSCO (Australian New Zealand Standard Classification of Occupations) code  
**See:** [www.abs.gov.au/AUSSTATS](http://www.abs.gov.au/AUSSTATS) for the ANZSCO Dictionary and occupation codes.  
Note: Only certain occupations may be nominated. For the full list of occupations  
**See:** [www.immi.gov.au/skilled/skilled-workers/sbs/457occupations.pdf](http://www.immi.gov.au/skilled/skilled-workers/sbs/457occupations.pdf)
- ☐ To provide complete details on duties and qualifications under questions 33 and 34
- ☐ Employment contract
- ☐ A letter of support for the nomination of the person to the position provided by the nominating business

### **APPLICATION FOR SUBCLASS 457 VISA**

- ☐ Complete form 1066  
**See:** [www.immi.gov.au/allforms/pdf/1066.pdf](http://www.immi.gov.au/allforms/pdf/1066.pdf)
- ☐ Application fee: **S\$476**

Telephone: 65 6836 4100 Facsimile: 65 6735 1242  
Websites: [www.singapore.embassy.gov.au](http://www.singapore.embassy.gov.au) & [www.immi.gov.au](http://www.immi.gov.au)  
Counter hours: 9.00am-12.00noon Monday-Friday  
Telephone hours: 2.30pm-4.30pm Monday-Friday except on Wednesday

(Design date:01/13)

- ☐ Nomination approval letter if visa application lodged separately
- ☐ Curriculum vitae
- ☐ Qualifications and any training certificates
- ☐ Letter of appointment or employment contract
- ☐ Employment references (past and current)
- ☐ Personal identification page(s) of the passport (that is: name, date of birth, passport validity and signature page) of the applicant (and family)
- ☐ Birth certificate of applicant (and family)
- ☐ Marriage certificate (if any)
- ☐ Three (3) passport-sized photographs
- ☐ IELTS result (if not an exempt applicant)  
**See:** [www.immi.gov.au/skilled/skilled-workers/changes-eng-reg.htm](http://www.immi.gov.au/skilled/skilled-workers/changes-eng-reg.htm)
- ☐ Evidence of comprehensive health insurance in Australia to cover the applicant and all dependents included in the application. Note: While this must be supplied prior to a decision made on the application, it is recommended that this information be lodged with the visa application in order to facilitate the application process.

After lodging your application, you will be given instruction on the process for obtaining medical clearances.

**You are requested NOT to provide ‘Please refer to attached CV’ in your answers to all questions.**

Applications can be submitted by post or in person during counter hours. Please note that the onus is on you to submit all the supporting documents with the application. Certified photocopies of documents must be submitted with an application.

#### **Singapore, Philippines, Brunei, Indonesia, East Timor**

Photocopies of any documents submitted with your application must be certified as a true copy by a Notary Public. A list of the Singapore Notary Publics can be found in the Yellow Pages. Any foreign language documents must be accompanied by an official translation in English.

#### **Malaysia**

Photocopies of any documents submitted with your application must be certified as a true copy by Commissioner for Oath, Notary Public, Lawyer/Solicitor or Justice of Peace.