



## RCB Internal Documentation Checklist

**Name of Nominee** \_\_\_\_\_

**Name of Sponsoring Company** \_\_\_\_\_

**Position** \_\_\_\_\_ **ANZCO** \_\_\_\_\_

**Migrant Agent (if any)** \_\_\_\_\_

**Contact for Application** \_\_\_\_\_

### Compulsory Forms

Document	Received	Comments
DIAC Form		
Position Description		
Employment Contract		
Salary Comparison		

=====  
Sponsoring Business is a Commerce North West Member

Yes

No

*Internal Use only*

Payment received \_\_\_\_\_ (date)

Document Check \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

Approval \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

*Last updated 11/9/2020 by Emma Harman*