

Required Documentation for Regional Sponsored Migration Scheme (RSMS) Visa Applications

- Payment for certification - \$520 (incl. GST)
- Form 1404 (completed)
(<http://www.border.gov.au/Forms/Documents/1404.pdf#search=form%201404>)

The following list of supporting documentation is required for Council to complete the RSMS Visa assessment (please note that this is a guide only)

- Proof of attempts to source staff locally (proof of advertisements in newspapers / on websites)
- Details of Business activity (nature and scope)
- ABN Number
- Financial or Annual Report
- Bank Statements (to show capacity to expand)
- Organisational Chart
- Letter of Offer (for the nominee, if available)
- Nominee Details (passport, previous VISA (if applicable), qualifications etc)
- Employment Contract (for the nominee, if available)
- For positions being refilled or currently occupied by a temporary resident:
 - Contract of employment for previous employee/s in that position
- For newly created positions:
 - Evidence of business expansion
 - Business or project plan
 - Evidence of increase in work for current employees
- If the employer employs Australian citizens in the same or similar occupation:
 - pay slips of those employees
 - employment contract with wage rates for those employees
 - Agreement or award which identifies the salary rate for those employees
- If the employer does not employ Australian employees in the same or similar work:
 - Agreement or award which identifies the salary rate which would apply if the business employed Australian employees in that position (or similar position)
- If the employer does not employ Australian employees in the same or similar work and there is no award rate, rate covered by an agreement or state industrial agreement that would apply to an Australian citizen in the same workplace:
 - Agreement or award which identifies the salary rate for Australian employees performing the same work in another organisation.

For more information on the RSMS Visa application process, please contact Council's Specialist – Business Development on 1300 007 662.