



TEMPORARY BUSINESS VISAS (form 456) – REQUIREMENTS

A valid application should have the applicable visa application charge, a completed form 456 and a passport size photograph of each applicant. It is in the interest of the applicant to ensure that ALL documentation detailed on this list is provided at the time of lodgement of your application.

**FOR INFORMATION ON THE VISA APPLICATION SEE
<http://www.immi.gov.au/allforms/990i.htm>.**

Please note that we will only accept payment in cash or for US dollars we will accept payment by a bank draft payable to Australian High Commission, Nairobi. The draft should be drawn through a New York bank account. Personal cheques and credit cards are NOT accepted. THE APPLICATION FEE IS NON-REFUNDABLE

Please note that the counter hours are 9am – 11am, Monday to Friday, excluding public holidays.

The processing time for this visa is up to 10 Working Days

REQUIRED DOCUMENTS

Please provide originals and certified copies of the required documents. All original documents provided in support of the application will be returned to the applicant upon finalisation of the application. Documents that are issued in languages other than English must be accompanied with an official English translation.

- ◆ A valid passport for the period of your stay in Australia
- ◆ **If you are employed** :- a letter from your employer stating your income, length of your contract/employment and the purpose of your visit to Australia
- ◆ **If you are representing a company or organisation**: - original and certified copies of company or organisation certificate of registration, certificate of incorporation, articles and memorandum of association where applicable.
- ◆ Evidence of your incentives to return to your home country, to demonstrate that your visit to Australia is genuine. E.g. evidence of land/assets/bank statements, evidence of employment/business registration, evidence of remaining family members in the form of birth certificates/marriage certificate.
- ◆ Evidence of funds available to you such as original and certified copies of bank statements. If the intended travel is being supported by a third person or organisation, an undertaking by that person or organisation to provide the funds must be provided.
- ◆ A signed letter of authorisation for this office to verify any bank statements provided in support of the application. The letter of authorisation should be issued and signed by the account holder of the bank statements provided. Alternatively, the account holder should complete and sign the attached

authorisation letter to enable this office to verify the bank statements provided in support of the application.

- ◆ If your company is funding your visit, please include a letter from all company directors stating that you have permission to use the company funds.
- ◆ **If you intend to visit a business/organisation in Australia** provide a letter of invitation. If accommodation, spending money, fares, food etc. are being provided, this should be stated on the letter of invitation
- ◆ Details of your business appointments and business intentions

Send your application for processing to:

**Immigration Section
P.O. Box 39765 – 00623
NAIROBI**

PLEASE NOTE THAT THE AUSTRALIAN HIGH COMMISSION UNDERTAKES VERIFICATION OF DOCUMENTS SUBMITTED IN SUPPORT OF AN APPLICATION.

RETURN OF PASSPORTS AND DOCUMENTS

Applicants residing outside Nairobi must make arrangements with a courier company to ensure the safe return of their documents. Where an applicant does not make any arrangement for the return of their documents, the Australian High Commission will return the documents via a courier company or through a post office at the applicant's expense. No responsibility shall be taken after the documents are given to the post office or the courier company.

Telephone: (254-20) 4445034-9

PO Box 39765 - 00623, NAIROBI KENYA

Facsimile: (254-20) 4442151

email: Immigration.Nairobi@dfat.gov.au

..... Bank
P. O. Box
.....
.....

Date:

Dear Madam/Sir,

RE: VERIFICATION OF BANK STATEMENTS

I (*Full name*) ID No.

Of account number held at.....branch,

..... bank, confirm that I have given my bank statements to
.....

to present with their visa application. I would like to sponsor them for their purposes in
Australia.

I agree to the bank authorities' disclosure of information to the Australian High
Commission to confirm the authenticity of the bank statements submitted to them.

Thank you for your assistance.

Regards

..... (*Full name*)

..... (*signature*)

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