



**Australian Government**  
**Department of Immigration and Citizenship**

## Employer Nomination Scheme (Subclasses 121 and 856)

### Nomination Document Checklist

This checklist is designed to assist you in submitting a complete nomination application which will help to minimise processing times. Please ensure that the documents you submit with your application cover your particular circumstances.

More information about this visa is available.

**See:** [About this Visa](#)

Original documents are not to be submitted with the application unless specifically requested. Only 'certified copies' of original documents are to be provided.

**See:** [Information to Help Prepare Your Application](#)

You should ensure that you lodge a completed application. While the department may ask you to provide more information in order to determine whether you meet the criteria for nomination approval, a decision on the nomination application may be made solely on the information provided at the time of application.

**After completing this checklist, please attach it to the front of the application.**

<b>Forms, fees and charges</b>	✓
Complete form 785. <b>See:</b> <a href="#">Form 785</a> <i>Employer nomination under the Employer Nomination Scheme</i>	
Complete Form 956 or Form 956A if applicable. <b>See:</b> <a href="#">Form 956</a> <i>Advice by a migration agent/exempt person of providing immigration assistance</i> <a href="#">Form 956A</a> <i>Appointment or withdrawal of an authorised recipient</i>	
Full payment of the nomination charge. <b>See:</b> <a href="#">Employer Sponsored Permanent Visa Charges</a>	
<b>Evidence that the business is actively and lawfully operating in Australia</b>	✓
Certificate of registration for tax purposes (Australian Business Number) for all businesses.	
Certificate of registration of business name (if operating under a trading name).	
Certificate of registration with ASIC (if a registered company).	
Relevant pages of the trust deed specifying the parties to the trust (for a trust).	
Relevant pages of the franchise agreement specifying the franchise arrangements (for a franchise/franchisor).	
Financial or annual report including profit and loss statement and balance sheet. (If operating as a trust, financial statements must be in the name of the trust or the trustee for the trust).	

Business Activity Statements (BAS) for the last financial year.	
Bank statements.	
Promotional literature, publicity material and website details.	
Lease agreements, business plan, market analysis and costings, evidence of capital investment in plant, machinery or facilities and details of contracts (for a start-up business).	
<b>Evidence of the need for a paid employee</b>	✓
Organisational structure chart.	
Details of the position and its duties.	
Statement on how the position contributes to business outputs.	
Evidence that the position has existed and is vacant or occupied by a temporary resident.	
<b>Evidence of a satisfactory record of training Australians</b>	✓
Details of the company's training strategy or evidence of a training program.	
Documentary evidence for claims to Questions 23 – 32 of Form 785.	
Evidence for making adequate provision for quantifiable future training of employees (for a start-up business operating for less than six months).	
<b>Evidence that the position is permanent, on-going and meets the minimum salary level</b>	✓
Employment contract for a full-time position for at least three years indicating the base salary and the total remuneration and conditions of employment.	
<b>Confirmation that the position is on the ENS Skilled Occupation List</b>	✓
Duties of the nominated position including skill and qualification requirements.	
Nominated position in the Gazette Notice list (refer to Skilled Occupation List). <b>See:</b> <a href="#">Skilled Occupation List</a>	