



Australian Government
Department of Immigration and Citizenship

Regional Sponsored Migration Scheme (Subclasses 119 and 857)

Certification and Nomination Document Checklist

This checklist is designed to assist you in submitting a complete nomination application and having this position certified with a Regional Certifying Body. Using this checklist will help to minimise processing times. Please ensure that the documents you submit with your application cover your particular circumstances. 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](#)

It is the responsibility of the applicant to provide a complete application. The department is not required to request additional information and may make a decision based only on the information provided with the application.

Please attach this checklist to the front of the application.

Forms, fees and charges	✓
Form 1054 <i>Employer nomination under the Regional Sponsored Migration Scheme</i> All relevant sections of the application form must be completed. The name of business (Question 1) must be the registered name of the business. If the employer is claiming 'exceptional circumstances' relating to age, skill and English language, these must be outlined in Question 20 and documentation supporting these claims should be included.	
Form 956 <i>Appointment of a migration agent or exempt agent or other authorised recipient</i> To be completed and signed only if the employee is using a migration agent.	
Visa application charge. Full payment of the visa application charge. See: Employer Sponsored Permanent Visa Charges	
Actively and lawfully operating in regional Australia	✓
Location of employment (Question 12 in Form 1054) is in an area covered by the Regional Sponsored Migration Scheme.	
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).	
A need for a paid employee	✓
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.	
Business requires a person with diploma level qualifications or higher	✓
Duties of the nominated position and skill/qualification requirements.	
Submission by the employer for an exceptional appointment for ASCO 1-4 occupations where the nominee only has experience and training equivalent to a diploma or higher qualification and does not have formal qualifications.	
Submission by the employer for exceptional appointment for ASCO 5-7 occupations and evidence that the nominee has worked in the position on a 457 visa for at least two years.	
Requirement for a permanent and on-going position in regional Australia	✓
Details on the nomination form.	
Employment contract for a full-time position for at least two years indicating the base salary and the total remuneration and conditions of employment.	
Certification by a Regional Certifying Body	✓

Question 36 on Form 1054 has been completed (nominated position has been certified by the relevant Regional Certifying Body).	
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