



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.

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.

Forms, fees and charges	✓
Complete form 1054. See: Form 1054 <i>Employer nomination under the Regional Sponsored Migration Scheme</i>	
Complete Form 956 or Form 956A if applicable. See: Form 956 <i>Advice by a migration agent/exempt person of providing immigration assistance</i> Form 956A <i>Appointment or withdrawal of an authorised recipient</i>	
Evidence that the business is actively and lawfully operating in regional Australia	✓
Location of employment (Question 15 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).	
Evidence of the 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.	
Evidence that the 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 ANZSCO skill level 1-5 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 ANZSCO skill level 3-4 occupations and evidence that the nominee has worked in the position on a 457 visa for at least two years.	
Evidence of the 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.	