

This visa is for applicants seeking to engage in business visitor activities including:

- Making general business or government enquiries
- Contract negotiations
- Government visits
- Attending conferences, seminars, job interviews or profession examinations

How to use this checklist

1. Use this checklist to ensure that you have included all necessary documentation to support your claims.
2. Ensure that your application form is completed including residential address, signature and date.
3. Include this completed checklist when you lodge your visa application form and supporting documentation.

Other important information

Please be aware that the decision on your visa application may be decided based on the information and documentation included with your application at time of lodgement.

Please ensure that you;

- Do not include original documents. Should original documents be required you may be requested to provide at a later date.
- Do not include your passport. Only provide a copy of your photo page and any stamps from previous travel.
- If handwriting the answers in the application form ensure they are written in a clear manner and able to be understood.

Please refer to the following page to determine the average processing time for this visa.

See: http://www.philippines.embassy.gov.au/mnla/Visa_Processing_Times2.html

To ensure that your visa application is finalised in a timely manner we strongly encourage applications with all supporting documentation to be included at time of lodgement.

Please provide responses to the following declarations by answering YES or NO to each		
Have you previously been granted an Australian Visa?		
Have you previously travelled to other country (if YES, please provide evidence of such, for example, photocopies of your visas or exit or entry stamps)?		
Have you previously been had an application for an Australian visa refused ?		
FORM AND VISA APPLICATION CHARGE (FEE)	Tick the documents you are including	Official use only
Information on Visitors visa - http://www.immi.gov.au/visas/visitor/600/applicants.htm See: Application Form 1415 <i>Application for a Visitor visa – Business stream</i> http://www.immi.gov.au/allforms/pdf/1415.pdf	<input type="checkbox"/>	<input type="checkbox"/>

<p>Visa application charge See: Visa charges; http://www.immi.gov.au/Visas/Pages/Pricing-Estimator.aspx A managers cheque address to 'Australian Embassy' or a receipt from DIBP in Australia <i>Additional Service charges will apply for application handling through VFS Global.</i> See: Service charge; http://www.vfsglobal.com/australia/philippines/additional_services.html</p>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL DOCUMENTS		
<p>Copy of your passport This includes the photo page of your passport and any pages with amendments, endorsements, visas and entry / exit stamps.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1 passports sized photo attached to the front of the application form</p>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL DOCUMENTS		
<p>Evidence of your financial status and capacity to support yourself during your intended stay in Australia, such as:</p> <ul style="list-style-type: none"> • Copies of your bank deposit books showing your history of savings or salary • Copies of bank statements or payslips over a period of time • Credit card statements and limits • Letter of support from Australian contact with the above evidence of financial capability 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Evidence of current employment or documents supporting business ownership</p>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER SUPPORTING DOCUMENTS		
<p>Evidence of your proposed business activities in Australia, such as:</p> <ul style="list-style-type: none"> • Invitation letter, including contact details of the inviter • A letter of support from your company detailing your role in the visit • Itinerary for the visit, with contact details of the parties involved • Conference registration 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Evidence that your business background is relevant to your stated business purpose for travel, for example:</p> <ul style="list-style-type: none"> • Details of your employment and current company position • Details of previous business or contact with Australian or international organizations • Evidence that your company is actively operating (such as business registration, shareholder's certificate, annual reports, website address etc) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you would like to authorise someone to act on your behalf please submit; See: Form 956 – Advice by a migration agent/exempt person of providing immigration assistance http://www.immi.gov.au/allforms/pdf/956.pdf Form 956A – Appointment or withdrawal of an authorised recipient http://www.immi.gov.au/allforms/pdf/956a.pdf</p>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that:

- I have provided all supporting documentation as requested on this checklist OR
- I have not provided information requested on this checklist that is relevant to my visa application and I am aware that a decision may be made based on the information I have provided.

I also acknowledge that I am responsible for any related mail and courier charges, including cost for providing any additional information that may be requested by the department.

.....
Applicant Name:

.....
Signature:

.....
Date: