

This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Australian High Commission to process your visa application.

How to use this checklist

- Before you sign your visa application form, use this checklist to ensure that you have included all necessary documentation to support your claims.
- When you are satisfied that you have correctly completed your visa application form and all of the necessary documentation is included, you should sign and date your visa application form.
- Include this completed checklist when you lodge your visa application form and all necessary documentation.

Other important information

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

Delivery and courier charges

You are responsible for all of the costs of delivering information to the Australian High Commission by mail or courier, including any additional information that may be requested by the Australian High Commission. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Australian High Commission.

Return of Passport and Documents for applicants residing outside Kenya

You must make arrangements with a courier company to ensure the safe return of your documents. If DHL is your courier company of choice you are required to avail an account number provided by DHL before we can dispatch the documents.

For more information

See the DIAC website www.immi.gov.au/skilled/business/456/ for more information on this visa.

About the documentation that you include:

- You must include either original documents or certified copies of originals
- Documentation must be either in English or a certified translation must be included with the certified original
- For original documents that you would like returned, please include copies and place the originals in a separate envelope

Subclass 456 Visa Application – Necessary Requirements	Tick the documents you are submitting	Official use only
Completed and signed Form 456	<input type="checkbox"/>	<input type="checkbox"/>
Current passport for each person included in the application Note: your passport must have at least six months left before the expiry date.	<input type="checkbox"/>	<input type="checkbox"/>
Two recent passport size photo for each person included in the application.	<input type="checkbox"/>	<input type="checkbox"/>
If you are employed: Letter from your employer – <i>stating your position, income, length of employment and the purpose of your business visit to Australia.</i> Employer information – <i>for example: business registration license, business brochures, trade certificates and trading records with other businesses.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you are self-employed: Certified copies of company documents – <i>for example: business registration license, import and export permit, bank statements.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of your proposed business activity in Australia – <i>for example: letter of invitation from an Australian company, details of business appointments, conference registration details, trade contracts.</i> <i>Please note, your personal attributes or business background must relate to your proposed business activities in Australia. If the relationship is not obvious, please provide an explanation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Details of previous contact with Australian business or organisation – <i>for example: records of trade with Australian companies, evidence of selling products to Australia, previous visits to Australia.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you intend visiting a business in Australia: Letter of invitation and details of any accommodation, fares, food spending money that is being provided	<input type="checkbox"/>	<input type="checkbox"/>

