



## Visa document checklist

### Australia – Business Visa

| Document                               | Description   | Please tick | Office Use |
|--|---|-------------|------------|
| <b>Lodgement Centre Locations</b>      | There are lodgement centres available in the following areas:<br><b>Johannesburg, Pretoria, Durban, Cape Town, Port Elizabeth</b><br>If there is no lodgement centre in your area, please contact our offices for details of where your application needs to be lodged and any additional courier costs that may be incurred.   |             |            |
| <b>Appointment to appear in person</b> | The Issuing Authority requires applicants to present themselves for biometrics ON SUBMISSION. VPU will do a quality check of documents you provide, load the application online, book the visa appointment and pre-pay the visa for lodgement. A VPU representative easily recognizable in our “ <b>Red VPU Shirts</b> ” will meet you and guide you through the visa process on the day of your appointment.   |             |            |
| <b>Passport</b>                        | A certified copy of the <b>BIOMETRIC PAGE</b> of passport(valid for at least 6 months after return date). With a minimum of 2 blank pages facing each other.<br><br>The Australian High Commission is now issuing Label Free visas online for all applicants wishing to travel to Australia. From now on applications no longer need to be accompanied by a physical passport only a clear certified copy, and a certified copy of bio-Metric page of passport<br><br>Please provide copies of previous visas or stamps in your passport.<br><br>Once the application has been finalised the visa authorisation will be mailed to you. Please ensure that your e-mail address is legible on the application form to avoid delays. We further recommend that you include your business card in the application to ensure no errors are made with the e-mail address.<br><br>Please note that should you not provide an email address, or if the email address does not belong to you, then the High Commission will return the grant/refusal letter via ourselves.<br><br>The Australian High Commission reserves the right to request further documentation and/or the physical passport at any time. |             |            |
| <b>Foreign Passport Holder</b>         | Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA)<br>Processing times on foreign passport often vary – please contact our offices for details.<br>Valid Original passport with a minimum of 6 months validity (after the return date of planned trip). Passport must have a minimum of 3 blank pages<br>Photocopy of BIOMETRIC PAGE of passport – preferably in colour<br>Photocopy of any previous SCHENGEN VISAS  |             |            |
| <b>SA Ties</b>                         | Proof of strong ties to South Africa<br>A. Financial – Proof of ownership of assets or investments<br>B. Family – Marriage certificate or Birth of Children   |             |            |
| <b>Military Training</b>               | If you have served in the armed forces (army, navy, air-force, reserved) in any capacity in the last 10 years, a discharge certificate indicating the period you served and the date discharged.  |             |            |
| <b>Application form</b>                | FULLY completed application form, <b>Business Form 1415 &amp; 956 and The Business Checklist</b> . Failure to complete the application form and Checklist in full may result in the visa being delayed or refused.<br>All non-SA Passport holders must have a valid work permit or permanent residency stamp in their passports of which a certified copy needs to be provided.   |             |            |
| <b>Digital Photographs</b>             | A digital photograph is required, please send a formal photograph. <i>(please do not wear a white or light coloured shirt/top when having the photos done, no smiling, no headgear etc)</i>   |             |            |
| <b>Flight Itinerary</b>                | DO NOT CONFIRM OR PAY FOR AIR TICKETS until visa is processed. Copy of Flight Itinerary showing planned routing for trip – including exit from SA and return to SA.   |             |            |

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|-------------------------------------|---|--|--|
| <b>Accommodation</b>                | Proof of confirmed hotel accommodation for <b>each night</b> you are out of RSA.  |  |  |
| <b>Employment letter</b>            | Copy of a letter from employer detailing duration & purpose of travel. Letter must include full business itinerary, training schedule etc. Letter <b>MUST</b> be signed by author and <b>NOT</b> marked pp, Employer must state in letter if all costs and expenses for trip will be covered by the company. If company not covering expenses then last 3 months original bank statements of your personal account must be provided.<br>If you are self employed, A certified copy of your company registration must accompany a letter on official letterhead.   |  |  |
| <b>Invitation letter</b>            | Letter from the company in Australia indicating the purpose of business trip and duration of stay. If a conference is to be attended – proof of conference registration is required   |  |  |
| <b>Proof of Previous Travel</b>     | Copy of any previous visas issued or stamps in your passport  |  |  |
| <b>Travelling with Minors (U18)</b> | New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance. Form 1229 must be completed and signed by both parents. |  |  |

**Please note:**

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: \_\_\_\_\_

Signature \_\_\_\_\_