The Travel Visa Company

Your Dedicated, Worldwide Travel Visa Agency

REFERRED BY

i.e. Travel Agent / Tour Operator / Cruise Line / Search Engine / Repeat Customer / Friend / Other

You **MUST** return this front page with your application.

RETURN ADDRESS

The Travel Visa Company Ltd.
First Floor Unit 10
Alvaston Business Park
Middlewich Road
Nantwich, Cheshire
CW5 6PF

SUPPORT

If you have any queries or would like additional assistance when completing your application, please contact us and one of our team would be happy to assist.

Telephone: **01270 904 907** | Email: **applications@thetravelvisacompany.co.uk**

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Australia Subclass 600 Application Pack

Thank you for requesting an application pack for an Australia Subclass 600 Visa.

Please complete the following three sections and then return the application pack and all supporting documents to The Travel Visa Company Ltd.

1. **Checklist of the documents required**
2. **Service and delivery options**
3. **Address and payment details**

PLEASE NOTE

The Australia Subclass 600 permits stays of up to 3 months, 6 months or 12 months.

A Subclass 600 visa may be required for a number of reasons, including:

- Length of stay exceeds 3 months.
- Applicant has a criminal conviction which means they are not eligible for the eVisitor Visa.
- Applicant holds a passport from a country that is not eligible for the eVisitor Visa.

All applicants over 75 years of age will be required to undergo a medical examination at an authorised clinic. An additional fee will be charged to the applicant by the clinic on the day of the examination.

Please be aware that depending on the applicant's individual circumstances, additional documentation beyond that which is listed below may be requested.

If you are an Australian dual citizen, you must travel to Australia on an Australian passport. Even if you no longer hold a valid Australian passport, you will still be classed as an Australian citizen and will be required to renew your Australian passport in order to travel to Australia.

Tel: +44 (0) 1270 904 907
applications@thetravelvisacompany.co.uk
www.thetravelvisacompany.co.uk

Company No. 07038677 | **VAT Number.** 983 0034 31

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1. Checklist of the documents required

✓ Please tick to confirm you have provided the following:

☐ **AUSTRALIA SUBCLASS 600 VISA APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in **BLOCK CAPITALS** with a **BLACK PEN**. All application forms **MUST** be printed single-sided. Application forms printed double-sided **WILL NOT** be accepted.

☐ **SIGNED 956a APPOINTMENT OF AN AUTHORISED RECIPIENT FORM** – Please find attached at the back of this application form. We have completed some parts of the form for you; please ensure you complete all other sections that are relevant to you.

☐ **COPY OF PASSPORT** – Please include a copy of the photograph page of your passport. Your passport must be valid for at least the entire duration of your proposed stay in Australia.

☐ **PROOF OF FUNDS** - **IF** you are applying for a 12 month visa you must provide a copy of your most recent back statement. The statement must show you name, address and enough available funds to support yourself whilst in Australia.

☐ **PROOF OF NAME CHANGE** – **IF** you have ever changed your name, including through marriage, you MUST provide proof of name change. In the case of marriage, this would be a copy of your marriage certificate.

☐ **POLICE CERTIFICATE (ACRO)** – **IF** you have ever been convicted of any crime, in any country, you MUST provide a copy of an ACRO Police Certificate dated within the last 6 months.

- **DON'T HAVE AN ACRO?** – If you do not already have this document, The Travel Visa Company offer a service to obtain this on your behalf for an additional fee. Please visit www.thetravelvisacompany.co.uk/services/acro

Failure to provide us with these documents will result in delays with your application.

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2. Service and delivery options

✓ Please tick to confirm which service and delivery type you are requesting:

	Service Type	Processing Time	Embassy Fee	Service Fee	VAT	Total
☐	Standard	15 days*	£135.00	£120.79	£24.16	**£279.95**
☐	Priority	5 days*	£135.00	£204.12	£40.83	**£379.95**

*Working days excluding postal days.

PLEASE NOTE

The processing time above refers only to The Travel Visa Company's processing time. Once we have submitted your application, the Australian Immigration Department will process your application. Most applications are processed within several days; however, processing times can be **significantly** longer depending on the circumstances of the application.

Continued overleaf…

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applications@thetravelvisacompany.co.uk
www.thetravelvisacompany.co.uk

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	Delivery Type	Price
☐	Email Confirmation	-
☐	Provide Pre-Paid Envelope*	-
☐	Posted Confirmation	£5.00
☐	Collect from TVC Office	-

DATE OF TRAVEL

..... DD/MM/YYYY

LENGTH OF STAY

..... Days

*If you provide a pre-paid envelope please ensure it has your return address and the correct postage amount.

3. Address and payment details

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

Email: .....

EMAIL MARKETING (not required)

☐ I would like to sign up to the TVC mailing list.

We do not share your data with any third parties. To view our privacy policy, visit:
www.thetravelvisacompany.co.uk/privacy

☐ **Credit/Debit Card**

Name on card:

.....

Card Number:

.....

Expiry Date: ..... CVC: .....

☐ **Paypal** paypal@thetravelvisacompany.co.uk

☐ **Cheque**

☐ **BACS** Reference: .....

Cheque/BACS payments are to be made payable to "The Travel Visa Company Ltd."

Bank Details: 68032405 / 08-92-50

TERMS & CONDITIONS (required)

☐ I have read, fully understood and agree to the Terms & Conditions and Client Declaration.

www.thetravelvisacompany.co.uk/terms www.thetravelvisacompany.co.uk/declaration

Signed: ..... Date: .....

Please contact us if you would like to receive a printed copy of these documents.

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Purpose of Travel

Main purpose of travel:

☐ Tourism ☐ Business ☐ Family visit ☐ Study

☐ Religious event ☐ Other

Is there a significant date on which you need to be in Australia?

☐ Yes ☐ No

If yes

Date: DD/MM/YYYY

Reason:

Applicant Details

Surname:
As shown in passport

Given name(s):
As shown in passport

Gender: ☐ Male ☐ Female ☐ Other

Date of birth: DD/MM/YYYY

Passport type: ☐ Regular ☐ Official ☐ Diplomatic

Passport number:

Issuing country:

Issuing authority:

Issue date: DD/MM/YYYY

Expiry date: DD/MM/YYYY

Applicant Details

Do you hold a national identity card?

☐ Yes ☐ No

If yes

National identity card number:

Issuing country:

Issue date: DD/MM/YYYY

Expiry date: DD/MM/YYYY

Do you hold a Pacific-Australia Card?

☐ Yes ☐ No

Place of birth:

Town/City:

State/Province:

Country:

Marital status: ☐ Married ☐ Divorced ☐ Single ☐ Widowed ☐ Other

Have you ever changed your name?

☐ Yes ☐ No

If yes

Reason for name change:

☐ Marriage ☐ Deed poll ☐ Other

If other

Previous name:

Are you a citizen of any other country?

☐ Yes ☐ No

If yes

Country:

Have you previously travelled to Australia?

☐ Yes ☐ No

Have you previously applied for a visa for Australia?

☐ Yes ☐ No

Have you previously been granted a visa for Australia?

☐ Yes ☐ No

If yes

Previous visa grant number:
If unknown, please indicate

If you need additional help with this application form, please email:
applications@thetravelvisacompany.co.uk

INSTITUTE OF Travel & Tourism

Applicant Details

Do you hold any other passports?

☐ Yes ☐ No

If yes

Issuing country:

Passport number:

Issue date: DD/MM/YYYY

Expiry date: DD/MM/YYYY

Do you hold any other identity documents? (Not including driving license)

☐ Yes ☐ No

If yes

Issuing country:

Identity document number:

Health Examination

Have you undertaken a health examination for an Australian visa in the last 12 months?

☐ Yes ☐ No

If yes

HAP ID:

Travel Companions

Are there other persons travelling with you to Australia?

☐ Yes ☐ No

If yes

Relationship to you:

Surname:

Given name(s):

Gender: ☐ Male ☐ Female ☐ Other

Date of birth: DD/MM/YYYY

If you are travelling with more than one other person, please provide all other additional traveller's information on an additional page.

Applicant Contact Details

Current address:

Phone number:

Email address:

Family Details

Do you have members of your immediate family unit who are **not** travelling with you to Australia?

☐ Yes ☐ No

If yes

1.

Relationship to you:

Surname:

Given name(s):

Gender: ☐ Male ☐ Female ☐ Other

Date of birth: DD/MM/YYYY

Country of birth:

2.

Relationship to you:

Surname:

Given name(s):

Gender: ☐ Male ☐ Female ☐ Other

Date of birth: DD/MM/YYYY

Country of birth:

Please provide details of any other relevant family members on an additional page.

Travel Details

Do you intend to enter Australia on more than one occasion?
☐ Yes ☐ No

Intended length of stay:
☐ Up to 3 months ☐ Up to 6 months ☐ Up to 12 months

If up to 12 months

Are you a parent or step-parent of an Australian citizen or Australian permanent resident?
☐ Yes ☐ No

Do you wish to apply for a longer visa validity period?
☐ Yes ☐ No

Have you applied for an Australian parent visa?
☐ Yes ☐ No

Do you have a queue date?
☐ Yes ☐ No

Are you applying for a multi-entry visa that allows you to stay in Australia for up to 12 months per visit?
☐ Yes ☐ No

Proposed date of entry into Australia: DD/MM/YYYY

Proposed date of exit from Australia: DD/MM/YYYY

Do you intend to undertake a course of study whilst in Australia?
☐ Yes ☐ No

If yes

Course name:

Institution name:

Course start date: DD/MM/YYYY

Course end date: DD/MM/YYYY

Contacts in Australia

Do you intend to visit any relatives, friends or contacts while in Australia?
☐ Yes ☐ No

If yes

Surname:

Given name(s):

Relationship to you:

Gender: ☐ Male ☐ Female ☐ Other

Date of birth: DD/MM/YYYY

Residential address in Australia:

Telephone number:

Email address:

Australian residency status:
☐ Australian citizen ☐ Australian permanent resident
☐ Australian temporary resident (student, visitor or work visa)
☐ Unknown ☐ Other

Employment Details

Employment status:
☐ Employed ☐ Self-employed ☐ Unemployed ☐ Retired
☐ Student ☐ Other

If employed/ self-employed

Please select the category that is most appropriate for your current occupation:
☐ Manager ☐ Professional ☐ Technical & Trade Worker
☐ Community & Personal Service Worker
☐ Clerical & Administrative Worker
☐ Sales Worker ☐ Machinery Operators & Driver
☐ Labourer ☐ Other

If you need additional help with this application form, please email:
applications@thetravelvisacompany.co.uk

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Employment Details

If employed/ self-employed

Employer:

Start date: DD/MM/YYYY

Employer address:

Employer telephone number:

Employer email address:

If retired

Retirement date: DD/MM/YYYY

If unemployed

Date from: DD/MM/YYYY

Last employment position:

If student

Course name:

Institution name:

Course start date: DD/MM/YYYY

Course end date: DD/MM/YYYY

Funding Details

How will your trip to Australia be funded:

☐ Self-funded ☐ Employer ☐ Other organisation

☐ Other individual

Funds available for the trip: £

Health Insurance Details

This section only needs completing if you are applying for a 12 month visa.

Do you have health insurance arranged for your stay in Australia?

☐ Yes ☐ No

If yes

Type of health insurance cover:

Name of health insurer:

Covered from: DD/MM/YYYY

Covered to: DD/MM/YYYY

Health Declarations

In the last five years, have you visited or lived in a country other than the country of your passport for more than 3 consecutive months? Do not include time spent in Australia.

☐ Yes ☐ No

If yes

Country:

Date from: DD/MM/YYYY

Date to: DD/MM/YYYY

Do you intend to enter a hospital or health care facility (including a nursing home) while in Australia?

☐ Yes ☐ No

Do you intend to work as, or study or train to be, a health care worker or work within a health care facility while in Australia?

☐ Yes ☐ No

Do you intend to work, study or train within aged care or disability care while in Australia?

☐ Yes ☐ No

Do you currently have, have you ever had, or been in close contact with a family member with tuberculosis?

☐ Yes ☐ No

During your stay in Australia, do you expect to incur medical costs, or require treatment or medical follow up for blood disorder, cancer, heart disease, hepatitis B or C and/or liver disease, HIV infection, kidney disease, mental illness, pregnancy or respiratory disease?

☐ Yes ☐ No

Health Declarations

Do you require assistance with mobility or care due to a medical condition?

☐ Yes ☐ No

If you have answered yes to any of the above **Health Declaration** questions, you **must** provide further detail:

Character Declarations

Have you ever been charged with any offence that is currently awaiting legal action?

☐ Yes ☐ No

Have you ever been convicted of an offence in any country (including any conviction which is now removed from official records)?

☐ Yes ☐ No

Have you ever been the subject of a domestic violence or family violence order, or any other order, of a tribunal or court or other similar authority, for the personal protection of another person?

☐ Yes ☐ No

Character Declarations

Have you ever been the subject of an arrest warrant or Interpol notice?

☐ Yes ☐ No

Have you ever been found guilty of a sexually based offence involving a child (including where no conviction was recorded)?

☐ Yes ☐ No

Have you ever been named on sex offender register?

☐ Yes ☐ No

Have you ever been acquitted of any offence on the grounds of unsoundness of mind or insanity?

☐ Yes ☐ No

Have you ever been found by a court not fit to plead?

☐ Yes ☐ No

Have you ever been directly or indirectly involved in, or associated with, activities which would represent a risk to national security in Australia or any other country?

☐ Yes ☐ No

Have you ever been charged with, or indicted for: genocide, war crimes, crimes against humanity, torture, slavery, or any other crime that is otherwise of a serious international concern?

☐ Yes ☐ No

Have you ever been associated with a person, group or organisation that has been or is involved in criminal conduct?

☐ Yes ☐ No

Have you ever been associated with an organisation engaged in violence or engaged in acts of violence (including war, insurgency, freedom fighting, terrorism, protest) either overseas or in Australia?

☐ Yes ☐ No

Have you ever served in a military force, police force, state sponsored / private militia or intelligence agency (including secret police)?

☐ Yes ☐ No

Have you ever undergone any military/paramilitary training, been trained in weapons/explosives or in the manufacture of chemical/biological products?

☐ Yes ☐ No

Character Declarations

Have you ever been involved in people smuggling or people trafficking offences?
☐ Yes ☐ No

Have you ever been removed, deported or excluded from any country (including Australia)?
☐ Yes ☐ No

Have you ever overstayed a visa in any country (including Australia)?
☐ Yes ☐ No

Have you ever had any outstanding debts to the Australian Government or any public authority in Australia?
☐ Yes ☐ No

If you have answered yes to any of the above **Character Declaration** questions, you **must** provide further detail:

Please provide as much detail as possible, including dates, locations and resulting sentences where appropriate.

Visa History

Do you currently hold or have you ever held a visa for Australia or any other country?
☐ Yes ☐ No

Have you ever been in Australia or any other country and not complied with visa conditions or departed outside their authorised period of stay?
☐ Yes ☐ No

Have you ever had a visa for Australia or any other country refused or cancelled?
☐ Yes ☐ No

If you have answered yes to any of the above **Visa History** questions, you **must** provide further detail:

Australia eligibility questions

The applicant declares that they:

Have read and understands the information provided to them in this application.

☐ Yes ☐ No

Have provided complete and correct information in every detail.

☐ Yes ☐ No

Understands that if any fraudulent documents or false or misleading information has been provided in this application, or if any of the applicants fail to satisfy the Minister of their identity, the application may be refused and the applicant, and any member of their family unit, may become unable to be granted a visa for a specified period of time.

☐ Yes ☐ No

Understands that if documents are found to be fraudulent or information to be incorrect after the grant of the visa, this visa may be subsequently cancelled.

☐ Yes ☐ No

Understands that if this application is approved, any person not included in this application will not have automatic right of entry to Australia.

☐ Yes ☐ No

Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered.

☐ Yes ☐ No

Have read the information contained in the Australian Privacy Notice (Form 1442i found at https://immi.homeaffairs.gov.au/form-listing/forms/1442i.pdf)

☐ Yes ☐ No

Understand that the Department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice.

☐ Yes ☐ No

Understand that if my visa ceases to be in effect and I do not hold another visa to remain in Australia at that time, I will be an unlawful non-citizen under the Migration Act 1958. As such,I will be expected to depart from Australia, and be subject to removal under the Migration Act 1958.

☐ Yes ☐ No

Australia eligibility questions

Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice (Form 1442i).

☐ Yes ☐ No

Understand that if a no further stay 8503 condition is imposed on this visa, it will limit the ability to remain in Australia beyond the authorised period of stay of the visa.

☐ Yes ☐ No

Agree not to undertake study or training for more than three months.

☐ Yes ☐ No

Agree to leave Australia on or before the expiry of the period of stay of the visa.

☐ Yes ☐ No

Give consent to the collection of their fingerprints and facial image if required.

☐ Yes ☐ No

Understand that, if required to provide their fingerprints and facial image, the applicant's fingerprints and facial image and biographical information held by the Department may be given to Australian law enforcement agencies to help identify the applicant and determine eligibility for grant of the visa being applied for, and for law enforcement purposes

☐ Yes ☐ No

Give consent to Australian law enforcement agencies disclosing the applicant's biometric, biographical and criminal record information to the Department to help identify the applicant, to determine eligibility for grant of a visa and for law enforcement purposes.

☐ Yes ☐ No

Understand that the Visitor visa does not permit them to work in Australia.

☐ Yes ☐ No

Give consent to the Department using the applicant's biometric, biographical and criminal record information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007.

☐ Yes ☐ No

Australian Government

Department of Home Affairs

Appointment or withdrawal of an authorised recipient

Form

956A

Who should use this form?

This form should be used to notify the Department of Home Affairs (the Department) that you are:

- **appointing** an authorised recipient to receive documents that the Department would otherwise have sent to you; or
- **withdrawing the appointment** of your authorised recipient.

Return the completed form to the office where you lodged your application or for any other matter (eg. proposed visa cancellation), to the office of the Department that is responsible for that matter. If you are unsure which office is responsible for your matter, this form may be submitted to the nearest office of the Department.

Do not use this form if:

- you are **appointing a registered migration agent, Australian legal practitioner or exempt person** to provide you with immigration assistance and they will also be your authorised recipient.

In this case the registered migration agent, Australian legal practitioner or exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*.

Who is an exempt person?

The following people do not have to be registered as migration agents or be an Australian legal practitioner in order to provide immigration assistance:

- a close family member (spouse, child, adopted child, parent, brother or sister);
- a sponsor or nominator of a visa applicant;
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance;
- a member of a diplomatic mission, consular post or international organisation.

An exempt person must not charge a fee for their service. It is an offence for an exempt person to charge a fee for providing immigration assistance and penalties of up to 10 years jail can apply.

Australian legal practitioner

Australian legal practitioner means a lawyer who holds a practising certificate (whether restricted or unrestricted) granted under a law of a State or Territory.

Authorised recipient

An authorised recipient is a person appointed to receive documents from the Department relating to matters arising under the *Migration Act 1958* (the Act) or the Migration Regulations 1994 on behalf of another person.

The most common times an authorised recipient would be appointed is during visa application processes, visa cancellation processes, sponsorship processes (including monitoring or sanctions) or ministerial intervention requests.

The Department cannot discuss matters relating to you with the authorised recipient unless they are also acting on your behalf as your registered migration agent, Australian legal practitioner or exempt person, or you have separately provided the Department with consent to disclose your personal information to them.

You may only appoint one authorised recipient at any time for a particular application or matter. The Department will send documents to the most recently appointed authorised recipient.

The Department is required under the Act to send your authorised recipient any documents relating to your matter (eg. visa application or cancellation of a visa), that would otherwise have been sent to you. Under most circumstances, you will not receive a separate copy of the documents. You are taken to have received any documents sent to your authorised recipients as if they had been sent to you.

You should be aware that the documents sent to your authorised recipient might include sensitive information about matters such as your health and character.

If you change your authorised recipient or end their appointment you must promptly advise the Department. You may use this form for that purpose.

Dependent applicants

All persons listed on this form will be considered to have appointed the same authorised recipient.

If a person 16 years of age or older wants to appoint a different authorised recipient they should complete a separate form 956A.

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Consent to communicate electronically

The Department may use a range of means to send documents to your authorised recipient. However, electronic means such as fax or email will only be used if your authorised recipient indicates their agreement to receiving documents on your behalf in this way.

To process your matter with the Department (such as visa application or visa cancellation action), the Department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. This means the information may be contained in the documents that are sent to your authorised recipient. Electronic communications, unless adequately encrypted, are not secure, and any information about you sent electronically to your authorised recipient may be viewed by others or interfered with. If your authorised recipient agrees to the Department sending your documents to them by electronic means, the details they provide will only be used by the Department for the purpose of sending documents. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the Department over the internet or by other electronic means.

Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the Department's website **www.homeaffairs.gov.au/allforms/** or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

Home page	**www.homeaffairs.gov.au**
General enquiry line	Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference

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Australian Government

Department of Home Affairs

Appointment or withdrawal of an authorised recipient

Form **956A**

Please open this form using Adobe Acrobat Reader.
Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable ☑

1 Are you using this form to notify the Department that you are:

appointing an authorised recipient ☐ ▶ **Complete Part A and Part C** You do not need to complete Part B

withdrawing the appointment of an authorised recipient ☐ ▶ **Complete Part B and Part C** You do not need to complete Part A

Part A – New appointment

Your details

2 Are you a: *(tick one only)*

visa applicant ☐
sponsor or sponsor applicant ☐
nominator or nominator applicant ☐
proposer or proposer applicant ☐
visa holder whose visa is being considered for cancellation or has been cancelled ☐
person requesting ministerial intervention ☐

3 Do you have a Home Affairs (HA) Client ID number (CID)?

No ☐
Yes ☐ ▶ HA Client ID number (CID)

4 Full name *(For an organisation, provide the name of the contact person)*

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

5 Date of birth DAY MONTH YEAR

6 Organisation name *(if applicable)*

7 Business or residential address

POSTCODE

8 Address for correspondence
(If the same as business or residential address, write 'AS ABOVE')

POSTCODE

9 Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	( )	( )	
Mobile/cell			

10 Names of **other persons** 16 years of age or older who are appointing the same authorised recipient in relation to the same matter

1. Family name
   Given names
2. Family name
   Given names
3. Family name
   Given names

If there are more than 3 other persons, give details at Question 30

11 Have you appointed a registered migration agent, Australian legal practitioner, or exempt person to provide you with immigration assistance?

No ☐
Yes ☐ ▶ Give details of the registered migration agent, Australian legal practitioner, or exempt person

Family name

Given names

If applicable:

Migration Agent Registration Number (MARN) 7 DIGITS

Note: Your registered migration agent, Australian legal practitioner or exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*

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Appointment details

12 Are you appointing an authorised recipient in relation to an application process, a cancellation process or another matter (eg. a sponsorship monitoring and sanction activity by the Department, or only one stage of a two stage visa application, or ministerial intervention)?

☐ **Application** process

Type of application

Date lodged (DAY MONTH YEAR) ☐ Not yet lodged

☐ **Cancellation** process

Subclass of visa

Date visa granted (DAY MONTH YEAR)

☐ **Another matter** – give details

If insufficient space, give details at Question 30

13 Provide the HA ID number (if known) attached to the matter listed in Question 12 in relation to which you are appointing an authorised recipient

HA Request ID number (RID)

HA Transaction Reference Number (TRN)

Authorised recipient's details

14 Full name

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

15 Date of birth (DAY MONTH YEAR)

16 Business or residential address

The Travel Visa Company Ltd. Unit 2A/B/C, The
Courtyard, Regents Park, London Rd., Nantwich,
Cheshire POSTCODE CW5 6LW

17 Address for correspondence
(If the same as business or residential address, write 'AS ABOVE')

As Above

POSTCODE

18 Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	0044	1270	904 907
Mobile/cell			

19 Does this person agree to the Department communicating with them by fax, email or other electronic means?

No ☐ ▶ **Go to Part C**

Yes ☐ ▶ Give details

	COUNTRY CODE	AREA CODE	NUMBER
Fax number			

Email address

▶▶ **Go to Part C**

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Part B – Withdrawing an appointment

20 Your details

Full name *(For an organisation, provide the name of the contact person)*

Family name

Given names

DAY MONTH YEAR

Date of birth

Organisation name *(if applicable)*

Telephone numbers

COUNTRY CODE AREA CODE NUMBER

Office hours ( ) ( )

Mobile/cell

HA Client ID number (CID) *(if known)*

21 Names of **other persons** 16 years of age or older who are withdrawing the appointment of the same authorised recipient in relation to the same matter

1. Family name

   Given names

2. Family name

   Given names

3. Family name

   Given names

Your contact details

22 Business or residential address

POSTCODE

Telephone number

COUNTRY CODE AREA CODE NUMBER

Office hours ( ) ( )

23 Address for correspondence
(If the same as business or residential address, write 'AS ABOVE')

POSTCODE

24 Do you agree to the Department communicating with you by fax, email or other electronic means?

No ☐

Yes ☐ ▶ Give details

COUNTRY CODE AREA CODE NUMBER

Fax number ( ) ( )

Email address

25 Authorised recipient's details

Full name

Family name

Given names

26 Are you withdrawing the appointment of an authorised recipient in relation to an application process, a cancellation process or another matter (eg. sponsorship monitoring and sanction activity by the Department, or only one stage of a two stage visa application, or ministerial intervention)?

☐ **Application** process

Type of application

DAY MONTH YEAR

Date lodged

☐ **Cancellation** process

Subclass of visa

DAY MONTH YEAR

Date visa granted

☐ **Another matter** – give details

If insufficient space, give details at Question 30

27 Provide the HA ID number (if known) attached to the matter in relation to which you are withdrawing your appointment of the authorised recipient

HA Request ID number (RID)

HA Transaction Reference Number (TRN)

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Part C – Declarations

Authorised recipient declaration

28 *Tick one only*

☐ **Appointment**

I understand that:

- I have been appointed by the persons named in Part A of this form to be their authorised recipient; and
- as the authorised recipient all documents that would otherwise be sent to the persons named in Part A will be sent to me, including by electronic means as indicated in Question 19 (if applicable).

☐ **Withdrawal of appointment**

I understand that I am no longer acting as authorised recipient for the persons named in Part B of this form in relation to the matter indicated in Part B of this form.

Signature of authorised recipient

Date (DAY MONTH YEAR)

Your declaration

29 *Tick one only*

☐ **Appointment**

I declare that I have appointed the authorised recipient named in Question 14 of this form to receive all documents relating to the matter indicated in Question 12 on my behalf.

☐ **Withdrawal of appointment**

I declare that the authorised recipient named in Question 25 of this form is no longer authorised to receive documents relating to the matter indicated in Question 26 on my behalf.

I understand that future correspondence from the Department will be sent to the last address that I have provided in Question 22, 23 or 24.

I will inform the Department of any changes to my address for correspondence.

I declare that:

- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i *Privacy notice*.

Your signature

Date (DAY MONTH YEAR)

Signatures of **other persons** 16 years of age or older who are appointing or withdrawing the appointment of the same authorised recipient in relation to the same matter

Signature

Date (DAY MONTH YEAR)

Signature

Date (DAY MONTH YEAR)

Signature

Date (DAY MONTH YEAR)

We strongly advise that you keep a copy of this form for your records.

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Additional details

30

Question number	Additional information

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