

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.

Unit 2A, 2B, 2C, The Courtyard
Regents Park, London Road
Nantwich, Cheshire
CW5 6LW



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: enquiries@thetravelvisacompany.co.uk

Australia Subclass 400 - Temporary Work Application Pack

Thank you for requesting an application pack for an Australian Subclass 400
Temporary Work visa.

You **MUST** complete the following three sections and then return the application
pack and all supporting documents to The Travel Visa Company:

- 1 Checklist of the documents required
- 2 Price breakdown and delivery options
- 3 Delivery and payment information

PLEASE NOTE

In order to qualify for the Subclass 400 Temporary Work visa, you must have a highly specialised skill, knowledge or experience that can help Australian business and can't reasonably be found in Australia.

If the visa is issued, the holder is then only permitted to work on activities for which the visa was granted.

Subclass 400 visas are generally issued for stays of up to 3 months. The Australian authorities will, in certain circumstances, grant visas for stays up to 6 months but a strong business case must be made.

Please note, as part of this process you **may** be requested to provide an ACRO Police Certificate.



SUPPORT

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



Telephone
01270 904 907



Email:
enquiries@thetravelvisacompany.co.uk

1 Checklist – each individual applicant **MUST** send us the following:

- ☐ **COMPLETED APPLICATION FORM** – It is important to carefully read through the requirements for the visas 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.
- ☐ **COPY OF PASSPORT INFORMATION PAGE** – Please include a copy of the photograph/information page of your passport. Your passport must be valid for at least 6 months upon return to the UK.
- ☐ **LETTER OF INVITATION** – You must provide a letter of invitation, job offer letter, employment contract or another document from an Australian organisation confirming your purpose of travel and that you have been contracted/employed to carry out specialised work in Australia. Please note, invitation letter should include the following:
 - Details of your position, duties or project of work you will undertake.
 - The proposed duration of work.
 - The reason you are required in Australia.
 - Your employment conditions and wages.
- ☐ **BANK STATEMENTS** – You must provide your 3 most recent bank statements showing sufficient funds to support yourself in Australia.
- ☐ **OFFICIAL PROOF OF NAME CHANGE** – **IF** you have ever changed your name, you must provide official documentation detailing this name change.
- ☐ **RELEVANT QUALIFICATIONS** - You must provide copies of any qualification that is relevant to the work you will be undertaking.
- ☐ **UK EMPLOYMENT LETTER** - You must provide a letter from your UK employer detailing your role, duties and responsibilities.
- ☐ **DECLARATION FORM** – Please find enclosed the declaration form pertaining to The Travel Visa Company Ltd. Each individual applicant **MUST SIGN AND DATE** a copy of our client declaration form (with the exception of children).

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

2 Price Breakdown – please select a delivery type:



Visa Type	Processing time	Embassy fee	Service fee	VAT	TOTAL
Subclass 400	6-8 weeks	£210.00	£158.33	£31.67	£400.00

	Delivery Type	Price
<input type="checkbox"/>	1st Class Post	£2.00
<input type="checkbox"/>	2nd Class Post	£1.00
<input type="checkbox"/>	Provide pre-paid envelope	£0.00
<input type="checkbox"/>	Email	£0.00

IMPORTANT

When is your date of travel?

Length of stay:

_____ **Days**

3 You **MUST** provide delivery and payment information:

Delivery Information:

Name: _____

Address: _____

_____ Postcode _____

Tel: _____

Email: _____

EMAIL MARKETING

We would like to keep in touch with you from time to time, in order to provide you with updates about the services that we offer, any special offers and also in relation to any news that we feel may be of interest to you.

☐ I would like to join The Travel Visa Company mailing list

Please note: we do not share your data with any third parties.

Payment Information:



What is your preferred payment method?

☐ Credit/Debit Card

Card Holder: _____

Card Number: _____

Expiry Date: _____ Security Code: _____

☐ PayPal – paypal@thetravelvisacompany.co.uk

☐ Cheque

☐ BACS Reference: _____

Cheques are to be made payable to The Travel Visa Company Ltd.

Account Number: 68032405 Sort Code: 08-92-50

How did you hear about us?

☐ Friend/Family

☐ Repeat Customer

☐ Trade Show/Event

☐ Website

☐ Search Engine

☐ Email Newsletter

☐ TV/Radio

☐ Travel Agent - ABTA

Number: _____

Organisation: _____

Social Media - ☐ Facebook ☐ Twitter ☐ LinkedIn ☐ Instagram ☐ Pinterest ☐ Google+



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.

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



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

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

Part A – New appointment

Your details

2 Are you a: ☐ visa applicant ☐
(tick one only) ☐ 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

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)

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*

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

POSTCODE

- 17** Address for correspondence

(If the same as business or residential address, write 'AS ABOVE')

POSTCODE

- 18** Telephone numbers

Office hours

COUNTRY CODE	AREA CODE	NUMBER
()	()	

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

Fax number

COUNTRY CODE	AREA CODE	NUMBER
()	()	

Email address

►► **Go to Part C**

Part B – Withdrawing an appointment

20 Your details

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

Family name

Given names

Date of birth

Organisation name (if applicable)

Telephone numbers

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

Telephone number

Office hours

23 Address for correspondence

(If the same as business or residential address, write 'AS ABOVE')

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

No ☐

Yes ☐ Give details

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

Date lodged

☐ **Cancellation process**

Subclass of visa

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)

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.

Additional details

30

[illegible]



Application for a Temporary Work (Short Stay Activity) visa

About this form

Important – Please read this information carefully before you complete the application. Once you have completed the application we strongly advise that you keep a copy for your records.

All relevant questions on this form should be answered and any requested information attached. The Department of Immigration and Citizenship (the department) may decide the application on the basis of the information provided on the application form.

All forms are available from the department's website www.immi.gov.au/allforms/

You may also be eligible to apply for this visa online, see www.immi.gov.au

Who should use this form?

This is an application form for a Temporary Work (Short Stay Activity) (subclass 400) visa.

Use this form if you wish to:

- undertake short-term, non-ongoing, highly specialised work in Australia; or
- participate in non-ongoing cultural or social events at the invitation of an organisation in Australia.

You do not require sponsorship to apply for this visa. However, depending on your purpose of stay in Australia, you must be able to demonstrate that you have the support of the business or organisation for which you will be undertaking the proposed work or activity in Australia. This visa allows up to a 3 month stay in Australia.

To be eligible for this visa you must be outside Australia to make an application.

Some of the stay purposes for which this visa is not intended are:

- tourism;
- work in an ongoing position;
- business visits;
- ongoing religious work;
- working in the entertainment industry (unless involved in a production that will not be shown in Australia); or
- training or study.

If your reason for stay is listed above please refer to the department's website www.immi.gov.au to determine the correct visa for your stay.

Who should be included in this application?

As the primary person you should include your details as well as all family members (secondary persons) who will be accompanying you to Australia.

Family members include your partner, children under 18 years of age AND children and other relatives 18 years or over who are wholly or substantially reliant on you for financial support for their basic needs.

'Partner' means your spouse or de facto partner (including a same-sex partner).

People 18 years or over must show that they have been reliant on you for a substantial period and that they are more reliant on you than on any other person or source. A person may also be considered dependent on you if they rely on you for financial support because of a disability.

Note: A child of any age who is engaged to be married or who has a partner is not considered dependent.

Integrity of application

The department is committed to maintaining the integrity of the visa and citizenship programs. In relation to this application, if:

- you;
- a member of your family unit included in your application; or
- a third party acting on your behalf;

provide or have provided in a previous application relating to yourself or a member of your family unit included in this application, false or misleading information or documents (either knowingly or otherwise) this visa application is likely to be refused and you and any members of your family unit included in this application will be subject to a 3 year bar in relation to visas to which the fraud criterion applies.

If information or documents are found to be fraudulent or misleading after the grant of a visa, it may subsequently be cancelled.

Requirements

You may be eligible for this visa if:

- you will be undertaking short-term **highly specialised work** in Australia in a non-ongoing position or role;
- you have been **invited by an organisation** in Australia to participate in one or more specified non-ongoing events, without being paid from a source in Australia for that participation;
- there are compelling circumstances affecting the interests of Australia for granting you a visa; or
- you are a member of the family unit (secondary applicant) of a person who is seeking to be granted a visa on the basis of one of the above. Please note that you will not be able to work in Australia.

Highly specialised work

The application should outline or confirm that:

- the work you are intending to do is highly specialised – that is, it involves skills, knowledge or experience which can assist Australian business and which cannot reasonably be found in the Australian labour market. Typically, people with these skills would be drawn from an occupation in the Australian and New Zealand Standard Classification of Occupations dictionary (ANZSCO) Major Groups 1 to 3. For more information about ANZSCO, including a full list of ANZSCO codes and occupations, see www.abs.gov.au
- the work you are intending to do is non-ongoing. This means you are likely to complete the work or activity within 3 months and you have not been given an expectation of, or made arrangements for, staying in Australia to do the work or activity after that period;
- the work is not related to the entertainment industry (unless you are involved in a production that will not be shown in Australia, see *Working in the entertainment industry* on this page); and
- the work will not have an adverse impact on the employment or training opportunities or conditions of employment of Australian citizens or Australian permanent residents.

Examples of types of work that may meet these criteria are: installers of imported equipment, after-sales service, emergency repair, other highly specialised workers with skills not readily accessible in Australia.

You will need to provide evidence about the nature of the work you will be undertaking. See Part S *Document checklist*.

Invited participant

The application should outline or confirm that:

- you have been invited to participate in an event(s) by an organisation that is responsible for, or has a formal role in, preparing for or conducting the event(s), and you will not be paid for participating in the event(s). If you are being paid for your participation, you must also complete the parts of this form that relate to highly specialised work, see Part H *Australian workplace details*. Appearance fees, prize money, reimbursement for reasonable expenses or payments made by your overseas employer are permitted for invited participants;
- the activities that you are undertaking are not related to the entertainment industry (unless you are involved in a production that will not be shown in Australia, see *Working in the entertainment industry* on this page); and
- the activities will not have an adverse impact on the employment or training opportunities or conditions of employment of Australian citizens or Australian permanent residents.

Examples of types of activity that may meet these criteria are: sports competitors, persons conducting workshops, public lecturers, artists, authors, photographers, promotional activities that do not require a performance.

Emergency workers and other exceptional circumstances

In very limited circumstances, a Temporary Work (Short Stay Activity) (subclass 400) visa may be granted in Australia's interest.

For this visa to be granted in Australia's interest, the department would need to be satisfied that the activity identified in the application was of national significance.

An example of the type of activity that may meet these criteria is emergency workers assisting in a natural disaster.

Other requirements

- You may be intending to participate in an event **and** undertake highly specialised work. You will need to provide information about all your proposed activities in your application.
- Your personal attributes and/or employment background should be relevant to the nature of your proposed activities in Australia.
- There should be a demonstrated need for you to be in Australia for the proposed activity or work.
- You must have adequate funds for your personal support during your stay in Australia.

Working in the entertainment industry

You may be eligible for the Temporary Work (Short Stay Activity) (subclass 400) visa if your proposed work in the entertainment industry involves directing, producing or taking any other part in a production that will **not** be shown in Australia. Also, persons attending promotional activities (eg. actors in Australia for a red carpet premiere, rock band in Australia for a promotional tour but no performances) may be eligible for this visa.

However, you should **not** use this form (form 1400) if you are intending to:

- perform as an entertainer in Australia or support an entertainer or group of entertainers performing in Australia; or
- direct, produce or take any other part in a production that will be shown in Australia (including theatre, film, television, radio, concert or recording).

If you are undertaking these activities, then you should apply for the Temporary Work (Entertainment) (subclass 420) visa. See www.immi.gov.au/visas/temporary-visa/420/

Formal studies or training

This visa cannot be used if you intend to engage in study (other than a language training program) which may be credited towards or accepted as a prerequisite for a course of studies at a higher educational institution in or outside Australia.

Also, applicants must not intend to engage in any course leading to completion of a primary or secondary education program, or leading to a degree, diploma, trade certificate or other formal award.

If you are intending to undertake workplace-based training, the most appropriate visa to apply for is the Training and Research (subclass 402) visa. See www.immi.gov.au/visas/temporary-visa/402/

Residential address

You must provide the address of where you intend to live during the period that your application is being considered. Failure to give your residential address will result in this application being invalid. A post office box address will not be accepted as your residential address.

Passport information

Most visa applicants will be required to hold a valid passport before they can be granted a visa. It is strongly recommended that the passport be valid for at least 6 months.

If you change your passport after you have been granted the visa you must notify the nearest Australian immigration office.

If you do not provide us with the details of any new or additional passport you use to travel to Australia, you may experience significant delays at the airport and may be denied permission to board your plane.

Do NOT send your passport with your visa application.

You must provide with your visa application a certified copy of the page from your passport showing your photo and details. The department will advise you if your application has been approved and where you should go to have a visa label placed in your passport, if required.

Health requirements

All applicants must meet Australia's health requirements. You and any family members included in this application may be required to undergo a chest x-ray and medical examination in order to meet the criteria for the grant of this visa.

Refer to form 1163i *Health requirement for temporary entry to Australia* for further details.

Health insurance

Medical treatment in Australia can be very expensive. It is recommended that you take out health insurance for you and your family for the period of your stay in Australia. You will not be covered by Australia's national health scheme, unless you are covered by a reciprocal health care agreement.

Medicare Levy Exemption

Temporary Work (Short Stay Activity) (subclass 400) visa holders who are not an eligible Australian resident for Medicare benefit purposes and whose country does not have a reciprocal health arrangement with Australia may be eligible to obtain an exemption of the Medicare levy payment in their tax return. Please contact Medicare Australia directly for further advice on 132 011 or by writing to:

Levy Exemption Certification Unit
Medicare Australia
GPO Box 9822
HOBART TAS 7001

Visa conditions

Visa condition 8107

If your visa application is approved, the primary holder will be subject to visa condition 8107.

This requires that you must not, during your period of stay:

- cease to be employed, or cease to undertake the activity in relation to which the visa was granted;
- work in a position, or engage in an activity inconsistent with the position or activity in relation to which the visa was granted; or
- engage in work for another person or on your own account, while undertaking the employment or activity in relation to which the visa was granted.

If you wish to participate in a different activity or undertake work for an organisation which is not one of the organisations you have identified in this application, you will need to make a new visa application.

Visa condition – 8303

If your visa application is approved, it will be subject to condition 8303. You and any family members holding this visa must not become involved in activities disruptive to, or violence threatening harm to, the Australian community or a group within the Australian community.

Visa condition – 8101

If your visa application is approved, family members will be subject to condition 8101. This requires that family members must not engage in work in Australia.

Other conditions which may be applied

If your visa application is approved, the 8503 – No Further Stay condition may be applied after an assessment of your application. This condition means that the holder of the visa on which the condition is imposed will not, after entering Australia, be entitled to be granted any other visa¹, while the holder remains in Australia.

More information about visa conditions is available from the department's website www.immi.gov.au

How to apply

To make your visa application you must provide the completed application, payment and any attachments if required. See Part S *Document checklist* for the list of documents required.

Step 1 – Check your passport(s)

Make sure you and all family member(s) seeking to accompany you have valid passports. It is strongly recommended that passports be valid for at least 6 months.

Note: If you already have a visa for travel to Australia and you are granted another visa, the first visa may cease.

Step 2 – How to fill in this form

This form is available as a PDF file and can be completed on screen, printed and mailed to the department or you can print a copy and use a black or blue pen, write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, give details at Part U *Additional information* or attach a signed and dated sheet giving the required details.

Any alterations made on the form must be initialled and dated.

You will need to supply 2 recent passport-sized photographs of each person included in your application.

Step 3 – Making your visa application

You must be outside of Australia to apply for this visa and at the time a decision is made to grant this visa.

Please check the website of the Australian immigration office in the country where you plan to lodge your application, as additional local requirements may apply.

You can lodge your application by post or in person at the nearest Australian immigration office outside Australia. Information on where to lodge an application is available from the department's website

www.immi.gov.au/contacts/overseas/

You may also be eligible to make an online application. See www.immi.gov.au

If you are lodging a paper-based visa application in certain countries you will need to provide biometrics, see 'Countries and Visa Subclasses included in the Biometrics Program' on the department's website

www.immi.gov.au/allforms/biometrics/offshore

¹ Except in extremely limited circumstances which are outside your control, or to engage Australia's protection obligation under the 1951 UN conventions relating to the status of refugees.

Check if a Visa Application Charge is required

Not all applications attract a charge, but when a prescribed charge is applicable, the application will not be valid unless payment has been received.

A charge is not required if you are:

- acting as a representative of a foreign government;
- an amateur participant or assisting an amateur participant or team in a sporting event(s); or
- in a class of persons participating in an activity specified in an instrument.

If a charge is required, payment must accompany your application. Payment of the charge does not guarantee this application will be successful and is generally not refundable.

Charges are generally subject to adjustment on 1 July each year, but adjustment may occur at any time.

To check the charge, see form 990i *Charges* available from the department's website www.immi.gov.au/allforms/990i.htm or check with the nearest Australian immigration office.

Method of payment

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

Before making a payment outside Australia, please check with the Australian immigration office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Let the department know if you change your address

If you change your residential address for more than 14 days while your application is being processed, you must tell the department your new address and how long you will be there.

The department will send communication about your application to the latest address for correspondence you have provided.

Communication about your application can be sent to another person that you have authorised, but you will be taken to have received the communication that the department sends to that person. The department must be informed (in writing) of any address change for either you or your authorised person.

What happens next?

Your application will be considered and you may be asked to provide additional information to enable a decision to be made.

If you want to change any details after you have made the application, or if you want to withdraw it, please contact the office where you made the application.

You should also advise the office if any of the information you gave in your application changes while your application is being considered.

You will be advised in writing whether your application has been approved or not.

If your application is approved you will be advised that you have been granted a Temporary Work (Short Stay Activity) (subclass 400) visa on the basis of satisfying one of the following streams:

- highly specialised work;
- invited participant; or
- Australia's interest.

Family members who will accompany you will receive advice that they have been granted a Temporary Work (Short Stay Activity) (subclass 400) visa.

If your application is refused, you will be given a reason for the decision.

Visa validity and period of stay

This visa allows up to a 3 month stay in Australia, with the usual grant period being 6 weeks. This period is calculated from your first entry into Australia on this visa. You must arrive in Australia within 3 months of the date the visa is granted.

The visa may be granted for a single entry or multiple entries within a specified period.

If granted, the stay period may be less than the period requested. The applicant should check the *Grant Notification Letter* to confirm their period of stay in Australia.

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.mara.gov.au

You can also access information about migration agents on the department's website www.immi.gov.au

Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete Part Q *Options for receiving written communications*.

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Form 956 is available from the department's website www.immi.gov.au/allforms/

Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- Part Q *Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

Note: Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website www.immi.gov.au/allforms/

Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. 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.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

Note: Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. The information provided will be used for assessing your application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of temporary residence visas, the department has a thorough monitoring process to assist in ensuring compliance with all program requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, state and territory government departments and agencies for the purpose of administering migration legislation, and when it may assist another agency to perform a regulatory function. The departments and agencies include the Fair Work Ombudsman, Department of Education, Employment and Workplace Relations, Department of Foreign Affairs and Trade, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for the regulation of education, health, workplace safety, workplace training, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading, trade practices or registration, licencing in relation to an occupation and review of decisions and regulation of migration agents.

The information provided on this form, including any information on your health, will be used to assess your health for an Australian visa and may be disclosed to the relevant Commonwealth, state and territory health agencies, registration authorities and examining doctor(s).

Form 1163i *Health Requirement for temporary entry to Australia* provides additional information on Australia's visa health requirements. Form 1163i is available at offices of the department or from the department's website www.immi.gov.au/allforms/

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from the offices of the department, gives details of agencies to which your personal information might be disclosed.

The department is authorised under the *Migration Act 1958*, in certain circumstances, to collect a range of personal identifiers including a facial image, fingerprints and a signature, from non-citizens, including from visa applicants. The department requires personal identifiers to assist in assessing your identity.

The department is authorised to disclose your personal identifiers and information relating to your name and other relevant biographical data to a number of agencies including law enforcement and health agencies and, other agencies who may need to check your identity with this department. Where the department obtains personal identifiers they will become part of your official record with the department.

The department is involved in international information exchanges with a number of countries, including the United Kingdom, the United States of America, Canada and New Zealand.

These international information exchanges may involve the sharing of personal identifiers, including facial images and fingerprint data, collected by immigration agencies such as this department. If, as a result of this sharing between countries, there is a match with your personal identifiers, the department will disclose your biographical data, copies of travel and other identity documents or information from such documents, your immigration status and immigration history (which may include any immigration abuse and offences) and any criminal history information relevant to immigration purposes. The purpose of such disclosure would be to help confirm your identity and determine if you have presented to the department and the other agency under the same identity and with similar claims.

For more detailed information you should read form 1243i *Your Personal Identifying Information*, which is available from the department’s website www.immi.gov.au/allforms/ or from any office of the department.

<i>Home page</i>	www.immi.gov.au
<i>General enquiry line</i>	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.



Application for a Temporary Work (Short Stay Activity) visa

Form

1400

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable ☒

PHOTOGRAPH

Please attach 2 recent
passport-sized
photographs of yourself
AND

each person included in
your passport and
travelling with you.

Part A – Application information

- 1 Intended date of arrival

DAY	MONTH	YEAR
/	/	
- 2 How many applicants, including you, are included in this application?
- 3 Are all applicants currently outside Australia?
No ☐ **Important** – Applicants must be outside Australia to submit a valid visa application.
Yes ☐
- 4 If you are required to attend an office, which office would you like to nominate?
- 5 **Note:** In certain circumstances the Visa Application Charge (VAC) may not be required for this visa application.
The following questions will determine if you may be eligible for a VAC exemption.
Are you:
- acting as a representative of a foreign government? No ☐ Yes ☐
 - entering as an amateur participant or assisting an amateur participant or team in a sporting event(s)? No ☐ Yes ☐
 - in a class of persons participating in an activity specified in a Legislative Instrument (Your event organiser will be able to provide you with advice)? No ☐ Yes ☐

If you answered 'Yes' to one of these questions you MAY be eligible for a VAC exemption and may be asked to provide evidence – see Part S Document Checklist.

Part B – Your details

- 6 Give the following details exactly as they appear in your passport
It is strongly recommended that passports be valid for at least 6 months.
- Family name
- Given names
- Sex Male ☐ Female ☐
- Date of birth

DAY	MONTH	YEAR
/	/	
- Passport number
- Country of passport
- Nationality of passport holder
- Date of issue

DAY	MONTH	YEAR
/	/	
- Date of expiry

DAY	MONTH	YEAR
/	/	
- Place of issue/
issuing authority
- 7 Place of birth
- Town/city
- State/province
- Country
- 8 Relationship status
- Married ☐ Separated ☐ Never married or
Engaged ☐ Divorced ☐ been in a de facto
De facto ☐ Widowed ☐ relationship

9 Are you or have you been known by any other name?
(including name at birth, previous married names, aliases)

No ☐

Yes ☐ ► Give details

10 Are you a citizen of any other country?

No ☐

Yes ☐ ► List countries

11 Do you have other current passports?

No ☐

Yes ☐ ► Give details

Passport number

Country of passport

12 Do you hold an identity card or identity number issued to you by your government (eg. National identity card) (if applicable)?

Note: If you are the holder of multiple identity numbers because you are a citizen of more than one country, you need to enter the identity number on the card from the country that you live in.

No ☐

Yes ☐ ► Give details

Family name

Given names

Type of document

Identity number

Country of issue

13 Name in Chinese Commercial Code Number (if applicable)

14 Usual country of residence

15 Your current residential address

Note: A street address is required as a post office box address cannot be accepted.

POSTCODE

Country

16 Date you started living at this address

DAY	MONTH	YEAR
/	/	

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

POSTCODE

Country

18 Contact telephone numbers

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

19 Do you agree to the department communicating with you by e-mail and/or fax?

This may include receiving notification of the outcome of this application.

Note: We can communicate about this application more quickly using e-mail and/or fax.

No ☐

Yes ☐ ► Give details

E-mail address

	COUNTRY CODE	AREA CODE	NUMBER
Fax number	()	()	

Part C – Family members

20 Do you have any family members who will accompany you to Australia and who will be included in this application?

No ☐ ► Go to Part D

Yes ☐

21 Give details of ALL family members who are included in this application and who will accompany you to Australia.

Enter the following details exactly as they appear in their passport.

It is strongly recommended that passports be valid for at least 6 months.

1. Family name	<input type="text"/>
Given names	<input type="text"/>
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Country of birth	<input type="text"/>
Relationship to the primary applicant	<input type="text"/>
Citizenship	<input type="text"/>
Passport number	<input type="text"/>
Country of passport	<input type="text"/>
Date of issue	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Date of expiry	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Place of issue/ issuing authority	<input type="text"/>
Is this family member or has this family member ever been known by any other name?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
<input type="text"/>	
<input type="text"/>	
Is this family member a citizen of any other country?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► List countries	
<input type="text"/>	
<input type="text"/>	
Does this family member have other current passports?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
Passport number	<input type="text"/>
Country of passport	<input type="text"/>
Does this family member have national identity documents?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
Type of document	<input type="text"/>
Identity number	<input type="text"/>
Country of issue	<input type="text"/>
Name in Chinese Commercial Code Number (if applicable)	
<input type="text"/>	

2. Family name	<input type="text"/>
Given names	<input type="text"/>
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Country of birth	<input type="text"/>
Relationship to the primary applicant	<input type="text"/>
Citizenship	<input type="text"/>
Passport number	<input type="text"/>
Country of passport	<input type="text"/>
Date of issue	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Date of expiry	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>
Place of issue/ issuing authority	<input type="text"/>
Is this family member or has this family member ever been known by any other name?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
<input type="text"/>	
<input type="text"/>	
Is this family member a citizen of any other country?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► List countries	
<input type="text"/>	
<input type="text"/>	
Does this family member have other current passports?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
Passport number	<input type="text"/>
Country of passport	<input type="text"/>
Does this family member have national identity documents?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> ► Give details	
Type of document	<input type="text"/>
Identity number	<input type="text"/>
Country of issue	<input type="text"/>
Name in Chinese Commercial Code Number (if applicable)	
<input type="text"/>	

If more than 2 family members, give details at Part U Additional information

Part D – Visa information

- 22** Have you or any other person included in this application previously travelled to or applied to travel to Australia?

No ☐

Yes ☐ Give details

Note: If you already have a visa for travel to Australia, and you are granted another visa, the first visa may cease.

1. Full name

Visa subclass

Date of issue

Place of issue

The visa application was/is: Granted ☐ Refused ☐
Withdrawn ☐ Pending ☐

Visa label number

Visa grant number (if granted a visa without a label, please provide the 13-digit visa grant number, as shown on the letter notifying the applicant of the grant of the visa)

Visa expiry date

2. Full name

Visa subclass

Date of issue

Place of issue

The visa application was/is: Granted ☐ Refused ☐
Withdrawn ☐ Pending ☐

Visa label number

Visa grant number (if granted a visa without a label, please provide the 13-digit visa grant number, as shown on the letter notifying the applicant of the grant of the visa)

Visa expiry date

3. Full name

Visa subclass

Date of issue

Place of issue

The visa application was/is: Granted ☐ Refused ☐
Withdrawn ☐ Pending ☐

Visa label number

Visa grant number (if granted a visa without a label, please provide the 13-digit visa grant number, as shown on the letter notifying the applicant of the grant of the visa)

Visa expiry date

If insufficient space, give details at Part U Additional information

Part E – Entry to Australia

- 23** Give details of the proposed period of stay in Australia

Note: This visa allows up to a 3 month stay in Australia, with the usual grant period being 6 weeks. You may be asked to provide evidence if a stay longer than 6 weeks is requested.

Date from to

- 24** Do you intend to enter Australia on more than one occasion to undertake the work or activity?

No ☐

Yes ☐ Give details

1. Date from to

Reason

2. Date from to

Reason

3. Date from to

Reason

If insufficient space, give details at Part U Additional information

Part F – Event details

- 25** Have you been invited by an organisation in Australia to participate in a specific event?

No ☐ ► Go to Part G

Yes ☐ ► Give details for each event

1. Name of event

Date from

DAY	MONTH	YEAR
/	/	

 to

DAY	MONTH	YEAR
/	/	

Role in event

Role description

Inviting organisation details

Organisation name

Registration identifier

Note: Where available an Australian Business Number (ABN) is the preferred identifier.

Australian Business Number (ABN) ☐

Australian Company Number (ACN) (if applicable) ☐

Australian Registered Body Number (ARBN) (if applicable) ☐

Australian Securities Exchange Code (ASX code) (if applicable) ☐

Certificate of Incorporation (if applicable) ☐

Registration number

Role of inviting organisation in event

Organiser ☐ Other role ☐ ► Give details

Will you receive payment from an Australian organisation or individual for participation in the event?

No ☐ Yes ☐

2. Name of event

Date from

DAY	MONTH	YEAR
/	/	

 to

DAY	MONTH	YEAR
/	/	

Role in event

Role description

Inviting organisation details

Organisation name

Registration identifier

Note: Where available an Australian Business Number (ABN) is the preferred identifier.

Australian Business Number (ABN) ☐

Australian Company Number (ACN) (if applicable) ☐

Australian Registered Body Number (ARBN) (if applicable) ☐

Australian Securities Exchange Code (ASX code) (if applicable) ☐

Certificate of Incorporation (if applicable) ☐

Registration number

Role of inviting organisation in event

Organiser ☐ Other role ☐ ► Give details

Will you receive payment from an Australian organisation or individual for participation in the event?

No ☐ Yes ☐

3. Name of event

Date from

DAY	MONTH	YEAR
/	/	

 to

DAY	MONTH	YEAR
/	/	

Role in event

Role description

Inviting organisation details

Organisation name

Registration identifier

Note: Where available an Australian Business Number (ABN) is the preferred identifier.

Australian Business Number (ABN) ☐

Australian Company Number (ACN) (if applicable) ☐

Australian Registered Body Number (ARBN) (if applicable) ☐

Australian Securities Exchange Code (ASX code) (if applicable) ☐

Certificate of Incorporation (if applicable) ☐

Registration number

Role of inviting organisation in event

Organiser ☐ Other role ☐ ► Give details

Will you receive payment from an Australian organisation or individual for participation in the event?

No ☐ Yes ☐

If insufficient space, give details at Part U Additional information

Attach evidence of invitation to the event(s) – see Part S Document checklist.

Part G – Activity details

- 26** Will you be performing as an entertainer in Australia or supporting an entertainer or group of entertainers performing in Australia?

For further information see *Working in the entertainment industry* on page 2 or go to the department's website **www.immi.gov.au**

No ☐

Yes ☐ ► You should apply for the Temporary Work (Entertainment) (subclass 420) visa

- 27** Will you be directing, producing or taking any other part in a production that will be shown in Australia (including theatre, film, television, radio, concert or recording)?

For further information see *Working in the entertainment industry* on page 2 or go to the department's website **www.immi.gov.au**

No ☐

Yes ☐ ► You should apply for the Temporary Work (Entertainment) (subclass 420) visa

Part H – Australian workplace details

- 28** Will you be:

- undertaking highly specialised non-ongoing work; **OR**
- receiving payment from an Australian organisation or individual for participation in any events listed at Question 25?

No ☐ ► Go to Part I

Yes ☐

Australian organisation details

- 29** Give details of the organisation for whom the highly specialised non-ongoing work will be undertaken in Australia.

Note: If you are doing freelance work, please provide details of the Australian organisation that is hosting you or helping arrange your stay.

If you intend to work for more than one organisation, copy this page and attach it to this form with additional details.

Legal registered name

Trading name

- 30** Which industry sector will you be working in?

(Tick one box only)

Agriculture, forestry and fishing ☐

Mining ☐

Manufacturing ☐

Electricity, gas, water and waste services ☐

Construction ☐

Wholesale trade ☐

Accommodation and food services ☐

Transport postal and warehousing ☐

Information media and telecommunications ☐

Financial and insurance services ☐

Rental, hiring and real estate services ☐

Professional, scientific and technical ☐

Administrative and support services ☐

Public administration and safety ☐

Education and training ☐

Health care and social assistance ☐

Arts and recreation services ☐

Other services ☐

- 31** Organisation's registration identifier

Note: Where available an Australian Business Number (ABN) is the preferred identifier.

Australian Business Number (ABN) ☐

Australian Company Number (ACN) (if applicable) ☐

Australian Registered Body Number (ARBN) (if applicable) ☐

Australian Securities Exchange Code (ASX code) (if applicable) ☐

Certificate of Incorporation (if applicable) ☐

Registration number

- 32** Street address where the organisation is located

Note: A street address is required as a post office box address cannot be accepted.

POSTCODE

- 33** Contact person in the organisation for enquiries about this application

Family name

Given names

Position

Telephone number

(AREA CODE)

Mobile/cell

E-mail

34 Work details

1. Street address where the work will take place

Note: A street address is required as a post office box address cannot be accepted.

(If the same as the organisation address, write 'SAME')

POSTCODE

Period of work from

DAY	/	MONTH	/	YEAR

 to

DAY	/	MONTH	/	YEAR

Position

Name of the occupation as it appears in the ANZSCO Dictionary.
For further information see *Highly specialised work* on page 2.

Duties to be undertaken

2. Street address where the work will take place

Note: A street address is required as a post office box address cannot be accepted.

(If the same as the organisation address, write 'SAME')

POSTCODE

Period of work from

DAY	/	MONTH	/	YEAR

 to

DAY	/	MONTH	/	YEAR

Position

Name of the occupation as it appears in the ANZSCO Dictionary.
For further information see *Highly specialised work* on page 2.

Duties to be undertaken

If insufficient space, give details at Part U Additional information

Attach evidence of the work to be undertaken – see Part S Document checklist.

Part I – Funding for stay

- 35 Will you receive payment for undertaking the work or activity in Australia?

No ☐ ▶ Give details of how you will fund your stay

You may be asked to provide evidence of financial capacity – see Part S Document checklist.

▶▶ Go to Part J

Yes ☐ ▶ Who will pay you?

Current overseas employer ☐

Organisation in Australia to which you will provide services ☐

Another organisation ☐ ▶ Go to Question 36

▶ Go to Part J

- 36 Give details of the organisation who will pay you

Legal registered name

Trading name

- 37 Street address where the organisation is located

Note: A street address is required as a post office box address cannot be accepted.

POSTCODE

- 38 Contact person in the organisation for enquiries about this application

Family name

Given names

Position

Telephone number

(AREA CODE)	
------------	---	--

Mobile/cell

E-mail

Part J – Current overseas employment status

39 What is your current employment status?

Unemployed ☐

Student ☐

Retired ☐

Self-employed ☐

Employed ☐

▶ Go to Part K

Current overseas employment details

40 Name of the occupation

41 Start date with current overseas employer

DAY	MONTH	YEAR
/	/	

42 Give details of current overseas employer

Legal registered name

Trading name

Business registration number (if available)

Website

43 Street address where the business/organisation is located

Note: A street address is required as a post office box address cannot be accepted.

POSTCODE

44 Contact person in the business/organisation for enquiries about this application

Family name

Given names

Position

Telephone number (AREA CODE)

Mobile/cell

E-mail address

Part K – Qualifications, skills and experience

45 Give details of your qualifications, skills, experience and registrations/licenses that are relevant to the proposed work or activity in Australia.

List relevant qualifications

List relevant skills

Give relevant experience

Registration/Licensing/Professional memberships (if applicable)

If insufficient space, give details at Part U Additional information

Part L – Formal studies or training

- 46** Will you or any other person included in this application be undertaking formal studies or training while in Australia?

For further information see *Formal studies or training* on page 2.

No ☐ ► Go to Part M

Yes ☐

- 47** Will the formal studies or training lead to a formal educational qualification within or outside of Australia?

No ☐

Yes ☐ ► Give the name of each applicant and the course they intend to undertake

1.	Name of applicant	<input type="text"/>
		<input type="text"/>
	Course of study	<input type="text"/>
		<input type="text"/>
2.	Name of applicant	<input type="text"/>
		<input type="text"/>
	Course of study	<input type="text"/>
		<input type="text"/>
3.	Name of applicant	<input type="text"/>
		<input type="text"/>
	Course of study	<input type="text"/>
		<input type="text"/>
4.	Name of applicant	<input type="text"/>
		<input type="text"/>
	Course of study	<input type="text"/>
		<input type="text"/>

If insufficient space, give details at Part U Additional information

Part M – Additional information

- 48** Are you currently, or have you previously been, an AusAID subsidised student or recipient?

No ☐

Yes ☐ ► Attach a copy of the letter of support from the AusAID Minister

- 49** Is any other person included in this application currently, or have they previously been, an AusAID subsidised student or recipient?

No ☐

Yes ☐ ► Give the name of each person

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>

Attach a copy of the letter of support from the AusAID Minister – see Part S Document checklist.

- 50** Will Australia's national interest be affected if you do not undertake the work or activity for which you are intending to enter Australia?

Note: The department will only consider the work or activity to be in Australia's interest in limited circumstances (eg. emergency workers assisting in a natural disaster). For further information see *Emergency workers and other exceptional circumstances* on page 2

No ☐

Yes ☐ ► Give details

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Part N – Health details

- 51** In the last 5 years, have you, or any other person included in this application, visited or lived outside your country of passport for more than 3 consecutive months?

Do not include time spent in Australia.

No ☐

Yes ☐ ► Give details

1.	Full name	<input type="text"/>						
	Country(s)	<input type="text"/>						
		<input type="text"/>						
	Date from	<table><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/	
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3.	Full name	<input type="text"/>						
	Country(s)	<input type="text"/>						
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	Date from	<table><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/	
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DAY	MONTH	YEAR						
/	/							

If insufficient space, give details at Part U Additional information

52 Do you, or any other person included in this application, intend to enter a hospital or a health care facility (including nursing homes) while in Australia?

No ☐

Yes ☐ ► Give details

53 Do you, or any other person included in this application, intend to work as, or study to be, a doctor, dentist, nurse or paramedic during your stay in Australia?

No ☐

Yes ☐ ► Give details

54 Do you, or any other person included in this application, intend to work, or be a trainee, at a child care centre (including preschools and creches) while in Australia?

No ☐

Yes ☐ ► Give details

55 Have you, or any other person included in this application:

- ever had, or currently have, tuberculosis?
- been in close contact with a family member that has active tuberculosis?
- ever had a chest x-ray which showed an abnormality?

No ☐

Yes ☐ ► Give details

56 During your proposed visit to Australia, do you, or any other person included in this application, 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, including AIDS;
- kidney disease, including dialysis;
- mental illness;
- pregnancy;
- respiratory disease that has required hospital admission or oxygen therapy;
- other?

No ☐

Yes ☐ ► Give details

57 Do you, or any other person included in this application, require assistance with mobility or care due to a medical condition?

No ☐

Yes ☐ ► Give details

58 Have you, or any other person included in this application, undertaken a health examination for an Australian visa in the last 12 months?

No ☐

Yes ☐ ► Give details (include HAP ID if available)

Part O – Character details

- 59** Have you, or any person included in this application, ever:
- been convicted of a crime or offence in any country (including any conviction which is now removed from official records)? No ☐ Yes ☐
 - been charged with any offence that is currently awaiting legal action? No ☐ Yes ☐
 - been acquitted of any criminal offence or other offence on the grounds of mental illness, insanity or unsoundness of mind? No ☐ Yes ☐
 - been removed or deported from any country (including Australia)? No ☐ Yes ☐
 - left any country to avoid being removed or deported? No ☐ Yes ☐
 - been refused a visa for Australia or any other country? No ☐ Yes ☐
 - been excluded from or asked to leave any country (including Australia)? No ☐ Yes ☐
 - committed, or been involved in the commission of war crimes or crimes against humanity or human rights? No ☐ Yes ☐
 - been involved in any activities that would represent a risk to Australian national security? No ☐ Yes ☐
 - had any outstanding debts to the Australian Government or any public authority in Australia? No ☐ Yes ☐
 - been involved in any activity, or been convicted of any offence, relating to the illegal movement of people to any country (including Australia)? No ☐ Yes ☐
 - served in a military force or state sponsored/private militia, undergone any military/paramilitary training, or been trained in weapons/explosives use (however described)? No ☐ Yes ☐

If you answered **'Yes'** to any of the above questions, you must state who it applies to and give ALL relevant details below.

If the matter relates to a criminal conviction, please give the nature of the offence, full details of sentence and date of any period of imprisonment or other detention.

If insufficient space, give details at Part U Additional information

Part P – Assistance with this form

- 60** Did you receive assistance in completing this form?
- No ☐ ► Go to Part Q
- Yes ☐ ► Please give details of the person who assisted you
- Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
- Family name
- Given names
- Address

 POSTCODE
- Telephone number or daytime contact
- | | COUNTRY CODE | AREA CODE | NUMBER |
|--------------|---------------------|-----------|--------|
| Office hours | () () | | |
| Mobile/cell | | | |
- 61** Is the person an agent registered with the Office of the Migration Agents Registration Authority (Office of the MARA)?
- No ☐
- Yes ☐ ► Go to Part Q
- 62** Is the person/agent in Australia?
- No ☐ ► Go to Part Q
- Yes ☐
- 63** Did you pay the person/agent and/or give a gift for this assistance?
- No ☐
- Yes ☐

Part Q – Options for receiving written communications

- 64** All written communications about this application should be sent to: (Tick one box only)
- Myself ☐
- OR**
- Authorised recipient ☐ ► You should complete form 956A *Appointment or withdrawal of an authorised recipient*
- OR**
- Migration agent ☐ ► Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*
- OR**
- Exempt person ☐

Depending on your purpose of stay you **may** also be asked to provide:

A copy of your qualifications or curriculum vitae	<input type="checkbox"/>
A copy of registration or licences to allow you to undertake the proposed work	<input type="checkbox"/>
Letter of support from the relevant union	<input type="checkbox"/>
Indication of the Australian labour award under which you will be working	<input type="checkbox"/>
Evidence of financial capacity to support your stay in Australia (eg. bank statements or a letter of support from your financial institution stating your financial position). Allowances, accommodation and other assistance can also be considered when looking at your ability to support yourself and any family members	<input type="checkbox"/>

To establish **your identity**

You **must** provide:

Identity page (showing photo and personal details) of your passport	<input type="checkbox"/>
Passport size photograph	<input type="checkbox"/>
Full birth certificate	<input type="checkbox"/>

Depending on your circumstances, you **may** also be required to provide:

Family Register Document	<input type="checkbox"/>
Identity card	<input type="checkbox"/>
Details of any name change (eg. by marriage or deed poll)	<input type="checkbox"/>

To establish the identity of **family members included in this application**, for each family member

You **must** provide their:

Identity page (showing photo and personal details) of their passport	<input type="checkbox"/>
Passport size photograph	<input type="checkbox"/>
Full birth certificate	<input type="checkbox"/>

Depending on their circumstances, you **may** also be required to provide:

Marriage certificate	<input type="checkbox"/>
Family Register Document	<input type="checkbox"/>
Identity card	<input type="checkbox"/>
Details of any name change (eg. by marriage or deed poll)	<input type="checkbox"/>
Evidence if in a de facto relationship	<input type="checkbox"/>
If a child under 18 years of age will be travelling without one or both parents/guardians, the non-accompanying parent(s)/guardian(s) should provide a completed and signed form 1229 <i>Consent to grant an Australian visa to a child under the age of 18 years</i>	<input type="checkbox"/>
Completed form 47A <i>Details of a child or other dependent family member aged 18 years or over</i> , for each dependant listed in this application who has turned 18 and who is not married or in a de facto relationship with the principal applicant. Form 47A is available from the department's website www.immi.gov.au/allforms/	<input type="checkbox"/>

Part T – Declaration

WARNING: Giving false or misleading information is a serious offence.

67 This declaration must be signed by the primary applicant and each person aged 18 years or over who is included in this application. If the person is under 18 years, the parent or guardian may sign on their behalf.

I declare that I:

- have read and understood the information provided in this application;
- have provided complete and correct information in every detail on this application, and on any attachments to it;
- understand that if any fraudulent or misleading document or information is found, this application is likely to be refused and I may become ineligible to be granted a visa for a period of time;
- will inform the Department of Immigration and Citizenship in writing immediately as I become aware of a change in circumstances (including change of address) or if there is any change relating to information I have provided in or with this application, while it is being considered.

For offshore applicants who are required to provide their fingerprints and facial image.

I declare that I:

- understand that my fingerprints and facial image and my biographical information held by the Department of Immigration and Citizenship may be given to Australian law enforcement agencies to help identify me, to help determine my eligibility for grant of the visa I have applied for, and for law enforcement purposes.

I consent to:

- Australian law enforcement agencies disclosing my biometric, biographical and criminal record information to the Department of Immigration and Citizenship for any of the purposes outlined above;
- the Department of Immigration and Citizenship using the information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007.

If a visa is granted, I understand that:

- I must abide by the conditions of the visa;
- 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.

For the primary applicant, I understand that:

- I will be responsible for any registration or licensing that is required before I can begin employment in Australia;
- I must abide by Australian employment conditions and awards.

For family members, I understand that:

- I am not allowed to undertake any work while in Australia.

Signature of primary person

DAYMONTHYEAR
/ /

Signature of family members included in this application

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Where the applicant is under 18 years of age, I am not aware of any reason why the applicant should not travel to Australia (the custody/ access rights of another person are not affected).

Signature of parent/ guardian

DAYMONTHYEAR
Date / /

We strongly advise that you keep a copy of your application and all attachments for your records.

Part U – Additional information

68	Question number	Additional information
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If insufficient space, attach additional details.

I accept that I should read and fully understand the Terms & Conditions shown on the website www.thetravelvisacompany.co.uk of The Travel Visa Company Ltd (hereafter referred to as 'the Company'). Before signing this declaration I am aware that if I do not fully understand any of the Terms & Conditions, I can ask any member of staff of the Company [telephone 01270 904 907] or email enquiries@thetravelvisacompany.co.uk.

I am fully aware that the Company has no involvement in the visa assessment and decision-making process. Whether a visa is to be issued or not and what type of visa is issued, as well as its period of validity, number of entries and duration of stay shall be wholly up to the discretionary decision of the relevant Embassy, High Commission or Consulate General. I will fully accept any decision made by said Embassy, High Commission or Consulate General.

I agree to pay the application fee in full, which is non-refundable, to the Company, according to the price initially quoted to me by a registered company staff member, regardless of whether my visa is granted or not by the relevant Embassy, High Commission or Consulate General. If the Company have received and checked the documents, but have not yet submitted the application to the relevant Embassy, High Commission or Consulate General, upon cancellation the Company will debit an administration fee proportionate to the amount of work undertaken by staff members of the Company up to the point of cancellation. Also, I understand that if the Company is required to re-send any application documents, as a result of my own doing, I will be required to pay an additional fee per re-sent document.

I am fully aware that all time-frames quoted by staff members of the Company are predictions based upon experience and previous applications. Embassies can extend the processing time on individual applications at their discretion and the Company shall not be held responsible or liable for any delay experience during the application process. I am also aware that I might have to provide additional supporting documentation at the request of the relevant Embassy, High Commission or Consulate General.

I agree that I will carefully check all the information on the visa when I receive my passport/confirmation and I am aware that any queries I have about the visa should be addressed to a staff member of the Company immediately.

I understand that if I apply by post, or request return delivery by post of my processed application, the Company shall not be held responsible or liable for any delay, delivery to a wrong address, damage to or loss of the documents, as a result of the negligence of any mail service or company.

I agree that the Company shall not be responsible or liable for any consequences as shown below:

- a) The visa becoming invalid and cannot therefore be used as a result of my own fault or any act by a third party acting on my behalf; or,
- b) In the event that I am refused to board an aircraft or to enter my proposed destination due to my failure to check all the information printed on my visa; or,
- c) My visa cannot be used due to any other reasons of my own doing; or,

In the event that I am refused to board an aircraft or to enter my proposed destination due to reasonable denial made by the authority concerned or an immigration officer.

To provide you with your chosen visa application services we, The Travel Visa Company Limited, need to collect certain information about you, which we do via this application process. We will also need to disclose the information that you give to us to the embassy and other relevant bodies who are required to receive the data as part of the visa application process.

Some of the information that we collect and need to give to the embassy or other relevant body can be considered 'special' due to its sensitive nature. This will be the case where you provide us with information relating to your health, race, religious or philosophical beliefs or relating to any trade union that you may be a member of.

We need to disclose your sensitive information to the embassy and other relevant bodies so that they can produce data to determine whether you can be granted a visa and, if so, to then grant the visa itself; however, we can and will only distribute your sensitive information if you are happy for us to do so.

Consent to process your personal data

To perform your application, we will need to:

- Disclose information relating to your health, race, religious or philosophical beliefs or any trade union membership to the embassy of the country you are travelling to.

We will always treat all of the information that we receive from you with the utmost care. You can read about our data protection practices more generally in our privacy policy www.thetravelvisacompany.co.uk/privacy.

You are not under any obligation to agree to us or the above third parties using your sensitive information in the manner described above. However, if you do not agree, you will not be able to proceed with your booking as, without your consent, we will not be able to provide the visa application services you have booked and the above third parties will not be able to process, assess and action your application.

If you are happy to consent to our use of your sensitive information, you will also be able to withdraw your consent at any time. However, as this will prevent us from providing the visa application services you have booked and the above third parties from processing, assessing and actioning your application, we will be required to treat any withdrawal of consent as a cancellation of your application. As we will have performed services for you, no refund will be payable in such circumstances.

IMPORTANT

I consent to The Travel Visa Company Limited processing my sensitive personal data, in accordance with the above statement, to provide me with my chosen visa application services and I have read, fully understood and agree to the Declaration and Terms & Conditions of The Travel Visa Company Limited.

Signature:

Date:

(DD/MM/YYYY)

Printed full name (BLOCK CAPITALS):

**A copy of the Declaration form
MUST be signed and dated by
each individual applicant.**

Permission to contact another individual on your behalf

You should complete this section of the Declaration Form if you would like to give us permission to contact another individual on your behalf for this application. Please provide details if this individual below or call us on 01270 904 907:

Full name:.....

Address:.....

Telephone:.....

.....

Email:.....

.....

Relationship to applicant:.....

These terms and conditions, together with the Data Protection Policy, Privacy Policy, Website Terms of Use, Client Declaration Form and any other information brought to your attention before you submit your application, form the basis of your contract with The Travel Visa Company Limited, company number 07038677, whose registered address is Gloucester House, Church Walk, Burgess Hill, West Sussex RH15 9AS, hereafter "the Company", "we", "us", "our". Please read these carefully as they set out our respective rights and obligations, and all services offered and accepted are subject to these terms and conditions. References to "you" and "your" include all persons named on the visa application and for whom the visa application is to be made ("the User"). References to "Embassy" include embassies, consulates, High Commissions and Passport offices, as well as any third-party visa application agent. In these terms and conditions, unless the context otherwise requires, words in the singular shall include the plural and vice versa.

By instructing the Company to undertake services on your behalf, the User is deemed to have accepted these terms and conditions.

The services offered by the Company consists of but is not limited to the processing of visa applications and/or other documents for Users for the purposes of travel and tourism (including business use) ("Offered Service"). The Company is not an advisory service. 'Necessary Information' means the information required from a User to allow the Company to complete an online-application for a Visa, such information may include, but is not limited to, the Users name, address, holiday destination, and any other information which the Company considers necessary for the purposes of processing the User's visa application. The Service Charge per visa application is required to cover the cost of providing the Offered Service; payment of the Service Charge must be made by way of Cash, Cheque, Postal Order, Credit, Debit card or via the payment function provided on our Website, as approved by the Company. The Company will request payment of the Service Charge upon instruction by the User. Embassy fees and the availability of services are subject to change by the Embassy without prior notice to the Company and the Company cannot be held liable for this.

Upon submitting the Application form with the Necessary Information and making payment of the Service Charge, a contract will be formed between the User and the Company; such contract is subject to and governed by these Terms and Conditions. Because we begin preparing your visa application and performing the Offered Service upon receipt of your Application, once the contract has been created no refund is available, regardless of whether the visa application is successful or not.

The issue of visas is different from Country to Country. The processing of a visa is subject to the individual processing times set by each Embassy, the processing time quoted by the Company refers only to completion of the Offered Service. Embassies can also extend the processing time both generally and on individual applications at their discretion and with no prior notice to the Company. Fees and services may differ between the time the visa application order has been placed and the application has completed. The Company cannot be held liable for any delay experienced during the application process or increases in fees as a result, except for where such a delay and/or increase is a result of our negligence. The User is under an obligation to pay any increase in fees.

The Company reserves the right to select the most appropriate service available given the time constraints or other requirements specified by the User, the Company will not be held responsible for taking any steps which the Company considers as reasonable in fulfilling the instructions of the User (whether express or implied) and/or in the best interests of the User, and the User will be wholly responsible for any charges incurred for such services. The Company reserves the right to retain any and all visa application documents, including passports, until payment of all requested fees has been made in full by the User.

Liability and Limitations

By instructing the Company for the provision of the Offered Service, the User accepts all requirements, restrictions and limitations of liability set out in all documentation forming the contract between the parties. We do not accept any responsibility if you cannot travel, or incur any other loss because you have not complied with any passport, visa, immigration requirements or health formalities. You agree to reimburse us in relation to any fines or other losses which we incur as a result of your failure to comply with any passport, visa, immigration requirements or health formalities. The Company cannot be held liable for any decision made by an Embassy with regards to a User's visa application, and the User accepts that the Company has no involvement in or control over the decision making process of the Embassy. The Company cannot accept any responsibility or be held liable for the actions of any Embassy in delaying or not issuing visas or any other failure or error on the part of the Embassy for any reason whatsoever nor can the Company be held liable for any expenses or delays incurred as a result.

The Company cannot be held liable for any of the following: a) incomplete applications forms; b) incorrectly or falsely completed applications forms; c) inaccurate or incomplete supporting documentation d) damaged documentation, including but not limited to damaged passports, photographs or application forms. The User is under an obligation to provide correct and accurate information to the Company and the Company cannot be held liable for any failure by the User to do so.

You are responsible for making yourself aware of any official warnings in regard to the safety of the countries and areas in which you will be travelling and to make your decisions accordingly. Save where the Company is negligent, the company will not be held liable for any loss or damage to any documents, including applications and passports which are in the possession of the Company. Third party delivery companies will be subject to their own terms and conditions. The Company cannot be held liable for any delay or failure on behalf of a third party delivery company in delivering the completed application to the User, for whatsoever reason.

Should the Company accept liability for the failure to obtain a requested visa, or return a requested visa to the User in a timely manner, the user's sole and exclusive remedy against the Company for damages is the return of any Service Charge actually paid by the User to the Company, minus any Embassy fees or third party delivery charges. Any claims for damages must be made to the Company, in writing, within 30 days of the notice of the refused visa application or return of delayed visa. Please note, we cannot accept any liability for any damage, loss or expense or other sum(s) of any description which on the basis of the

information given to us by you concerning your visa application prior to our accepting it, we could not have foreseen you would suffer or incur if we breached our contract with you (consequential losses); or (b) any business losses. We will not accept responsibility for services or facilities which do not form part of our agreement with you. We do not exclude liability for any cause of action, loss or damage prohibited by English law.

Events Outside our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under these terms that is caused by an Event Outside Our Control.

An Event Outside Our Control means any act or event beyond Our reasonable control, including without limitation strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunications networks.

If an Event Outside Our Control takes place that affects the performance of Our obligations under these terms:

- (a) We will contact you as soon as reasonably possible to notify you; and
- (b) Our obligations under these terms will be suspended and the time for performance of our obligations will be extended for the duration of the Event Outside Our Control.

Website

The User's use of the Website and or the Offered Service is on the strict understanding that the Website and or the Offered Service is not engaged in rendering advice and should not be relied upon when making any related travel or other decision. The information contained within the Website and or the Offered Service is provided without warranties expressed or implied relating to the accuracy, fitness for purpose, compatibility or security of any components of the Website and or the Offered Service. The Company does not guarantee uninterrupted availability of the Website and or the Offered Service.

The Company endeavours to ensure that all the information and prices displayed on the Website are accurate, however occasionally changes and errors occur and the Company reserves the right to correct prices and other details in such circumstances. You must check the current price and all other details relating to the Offered Service that you wish to book before submitting your Application form.

Complaints

We will make all reasonable endeavours to ensure your visa application goes smoothly. However, in the rare event that you are not happy with the service you have received and wish to make a complaint, we request that you notify the Company of your complaint in writing as soon as possible, but in any event within 28 days of being notified of the outcome of your visa application. Please note, we are only able to deal with complaints received from the specific visa applicant. We will be unable to deal with any complaints received from individuals other than the visa applicant, except in cases where the applicant is a minor or is unable to pursue a complaint as a result of a disability.

Complaints should be marked for the attention of: Complaints Department at The Travel Visa Company Ltd, The Quadrangle, Crewe Hall, Weston Road, Crewe, Cheshire, CW1 6UY. We will endeavour to acknowledge receipt of your complaint within 14 days of receiving your written complaint and respond fully to your complaint within 28 days of receipt. Should we not be able to respond to you within these time periods, we will advise you accordingly. It is a condition of our acceptance of liability under these conditions that you notify any claim to the Company strictly in accordance with the complaints procedure set out in these conditions. It may affect your rights under this contract if you fail to do so.

Data Protection

We process your personal data in accordance with the practices set out in our Privacy Policy, a copy of which can be found at: <http://www.thetravelvisacompany.co.uk/privacy>

Severance

If any (singular or plural) provision of these Terms and Conditions is held to be invalid or unenforceable, such provision(s) shall be struck out and the remaining provisions shall remain in force. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

Law and Jurisdiction

These Terms and Conditions and any agreement to which they apply are governed in all respects by English law. We both agree that any dispute, claim or other matter which arises between us out of or in connection with your contract, the Visa Application or the Offered Services will be dealt with by the Courts of England and Wales only.