

Government of the People's Republic of Bangladesh
Ministry of Public Administration
Foreign Training Section
www.mopa.gov.bd

No.05.00.0000.202.00.023.16-89

Date: 31/10/2016

To : The Chief Accounts Officer
Ministry of Public Administration
22, Purana Paltan, Dhaka.

Dear Sir,

The undersigned is directed to convey the Government's approval to the following officers for participating in the Training Course to be held at Macquarie University, Australia from 05/12/2016 to 16/12/2016 or nearer date under the terms and conditions described in para- 02:

Course Management

Sl.no	ID No.	Name	Designation	Place of posting
1.	4012	Mr. Md. Rakib Hossain, nde	Additional Secretary	Ministry of Public Administration
2.	6894	Syeda Farhana Kawnine	Deputy Secretary	Ministry of Public Administration
3.		Dr. Md. Shafiqul Haque	Director	BPATC, Savar, Dhaka

Participants


Sl.No.	ID No.	Name	Designation	Place of Posting
1.	17041	Ms. Farhana Jahan Upama	Assistant Commissioner	Office of the Deputy Commissioner, Comilla
2.	BP-8312147543	Mr. Nur-e-Alam Siddique	Assistant Superintendent of Police	8 APBN, Uttara, Dhaka.
3.	BP-8712147665	Mr. M.M. Mohaimenur Rashid	Assistant Superintendent of Police	KMP
4.		Mr. Shahriar Arafat	Joint District and Session Judge	District and Session Judge Court, Tangail
5.		Mr. Md. Nasim Haque Palash	Assistant Commissioner of Taxes	Tax zone-11, Dhaka.
6.	BP-8612147742	Mr. Rubayct Zaman	Assistant Superintendent of Police	Welfare & Force Division, DMP, Dhaka.
7.	1912000487	Ms. Gouri Mandal	Upazila Fisheries Officer	Nawabganj, Dhaka.
8.	-	Mr. Manjur Kader	Joint Session Judge	Dhaka
9.	17048	Ms. Sabrin Chowdhury	Assistant Commissioner	Office of the Deputy Commissioner, Manikganj
10.	-	Mr. Md. Kamrul Islam Bhuiyan	Information Officer	Attached to Ministry of Science and Technology
11.	17091	Mr. Md. Nazmus Sakib	Assistant Commissioner	Office of the Deputy Commissioner, Sherpur.
12.	17205	Mr. Prottoy Hasan	Assistant Commissioner	Office of the Deputy Commissioner, Bogra
13.	BP-8212147714	Mr. Md. Alamgir Kabir	Assistant Superintendent of Police	Office of the DIG, Tourist Police, Dhaka
14.	17098	Ms. Papia Sultana	Assistant Commissioner	Office of the Deputy Commissioner, Barisal
15.	BP-8212147643	Mr. Shahadat Hossain	Assistant Superintendent of Police	DMP
16.	BP-8012147718	Mr. Tapos Kumar Paul	Assistant Superintendent of Police	DMP
17.	602269	Mr. Md. Tanvir Rahman Chowdhury	Assistant Engineer	Programming Division, Sarak Bhaban, RSD, Dhaka
18.	-	Mr. Md. Sanuwarul Kabir	Assistant Commissioner (Customs & Excise)	Customs & Excise Commissionerate, Khulna
19.	17109	Mr. Md. Shohag Howlader	Assistant Commissioner	Office of the Deputy Commissioner, Shariatpur
20.	17042	Mr. A.N.M. Abuzar Giffary	Assistant Commissioner	Office of the Deputy Commissioner, Rajbari
21.	17242	Mr. Mohammad Hashib Sarker	Assistant Commissioner	Office of the Deputy Commissioner, Sirajganj
22.		Ms. Iffath Jahan	Assistant Commissioner of Taxes	Office of the Deputy Commissioner of Taxes, Circle-158, Tax Zone-08, Dhaka.
23.		Mr. Md. Khaled Ibne Malek	Assistant Superintendent of Police	Police Headquarter, Dhaka.
24.	17139	Syed Asrafujaman	Assistant Commissioner	Office of the Deputy Commissioner, Kustia
25.	001001637	Ms. Hia Paul	Assistant Chief Accounts Officer	CAO, IRD, Dhaka
26.	17124	Mr. Rafiquazzaman	Assistant Commissioner	Office of the Deputy Commissioner, Rangamati Hill District
27.	17344	Mr. Muhammad Musabbirul Islam	Assistant Commissioner	Office of the Deputy Commissioner, Gaibandha

Cont. Page-2

28.	17170	Mr. Bashir Ahmed	Assistant Commissioner	Office of the Deputy Commissioner, Jhenaidah
29.	17394	Dr. Raktim Chowdhury	Assistant Commissioner	Office of the Deputy Commissioner, Rajshahi.
30.	0313	Mr. Md. Showeb Abdullah	Assistant Secretary	Ministry of Foreign Affairs
31.	17409	Mr. Mohammad Nahidul Karim	Assistant Commissioner	Office of the Deputy Commissioner, Barisal
32.	17555	Khondakar Md. Ikhtiar Uddin Arafat	Assistant Commissioner	Office of the Deputy Commissioner, Moulvibazar
33.	17150	Mr. Prosanta Kumar Biswas	Assistant Commissioner	Office of the Deputy Commissioner, Sunamganj
34.		Mr. Md. Ifte Khaer Alam	Assistant Commissioner of Police	RMP, Rajshahi.
35.	17372	Mr. Md. Enamul Hoque	Assistant Commissioner	Office of the Deputy Commissioner, Kurigram.
36.	17132	Mr. Mohammad Iqbal Hossain	Assistant Commissioner	Office of the Divisional Commissioner, Dhaka.
37.		Ms. Fatematu Zohra	Assistant Director	External Service Bangladesh Betar
38.	17397	Mr. Sabbir Ahmed Akunjce	Assistant Commissioner	Office of the Deputy Commissioner, Pirojpur.
39.		Mr. Sujit Majumder	Deputy Director	Bangladesh Railway, Rail Bhahan, Dhaka.
40.	17490	Mr. Sujan Sarker	Assistant Commissioner	Office of the Deputy Commissioner, Nilphamari.
41.		Mr. Tapan Kumar Chakrabarty	Assistant Commissioner (Custom & Excise)	Customs House, Chittagong.
42.	BP-8713159401	Mr. Hafizul Islam	Assistant Superintendent of Police	RA13-12, Sirajganj.

02. Terms & Conditions:

- They will start their journey for Australia on a convenient date near to December 5, 2016;
 - The period of this training and the time spent for travel and transit will be treated as on duty;
 - They will draw their pay and allowances in local currency;
 - Under the head of training budget, the Ministry of Public Administration will bear all expenses of the said training;
 - They will not be allowed to stay abroad more than the approved period;
 - Change in the address of place of posting shall not hamper their participation in the said programme;
 - They will have to submit a report on the Training to the Foreign Training Section of the Ministry of Public Administration within five days after their return from the Training.
03. This order is issued with the approval of the competent authority.


(Dr. Abdul Hamid)
Deputy Secretary
Phone: +880-2-9574426
sasft.mopa@gmail.com

No.05.00.0000.202.00.023.16-89(80)


Date: 31/10/2016

Copy for Kind Information and Necessary Action: (not according to seniority)

- Cabinet Secretary, Cabinet Division, Dhaka.
- Principal Secretary, Prime Minister's Office, Dhaka.
- Senior Secretary/Secretary/Secretary in Charge,.....Ministry/Division.
- Commissioner, Division.
- Chairman/Director General,
- Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
- Deputy Commissioner,
- The Australian High Commission in Bangladesh, 184 Gulshan Avenue, Gulshan-2, Dhaka.
- The Bangladesh High Commission in Australia, 43 Culgoa Circuit, O'Malley, ACT 2606, Canberra, Australia.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Accounts officer, Ministry of Public Administration.
- Mr/Ms.....

Copy for Kind information:

- Additional Secretary/Additional Secretary (CPT/APD), Ministry of Public Administration.
- Joint Secretary (Training/PACC/Budget & Audit/CR), Ministry of Public Administration.
- PS to Hon'ble Minister, Ministry of Public Administration.
- PS to Hon'ble Minister of State, Ministry of Public Administration.
- PS to Senior Secretary, Ministry of Public Administration.
- Senior Systems Analyst, PACC, Ministry of Public Administration.


(Dr. Abdul Hamid)
Deputy Secretary

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
বিদেশ প্রশিক্ষণ অধিশাখা
www.mopa.gov.bd

নং- ০৫.০০.০০০০.২০২.০০.০২৩.১৬-৫৬৮

তারিখ: ৩১/১০/২০১৬ খ্রি.

বিষয়: সরকারি আদেশের পরিশ্রেণিতে প্রয়োজনীয় কার্যক্রম প্রসঙ্গে।

সূত্র: ০৫.০০.০০০০.২০২.০০.০২৩.১৬-৮৯, তারিখ: ৩১/১০/২০১৬ খ্রি.

উপর্যুক্ত বিষয় ও সূত্রের পরিশ্রেণিতে জানানো যাচ্ছে যে, বিপিএটিসিসহ বিভিন্ন প্রতিষ্ঠানে অনুষ্ঠিত ৫৮, ৫৯ ও ৬০তম বুনিয়াদী প্রশিক্ষণের অংশ হিসেবে অস্ট্রেলিয়ার Macquarie University-তে বিদেশ প্রশিক্ষণে অংশগ্রহণের জন্য নিম্নবর্ণিত কর্মকর্তাগণের অনুকূলে সরকারি আদেশ জারি হয়েছে:

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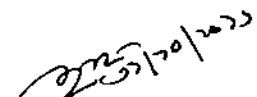
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চলমান পাতা-২

24.	17139	Syed Asrafujjaman	Assistant Commissioner	Office of the Deputy Commissioner, Kushtia
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42.	BP-8713159401	Mr. Hafizul Islam	Assistant Superintendent of Police	RAB-12, Sirajganj.

২। এমতাবস্থায়, উল্লিখিত কর্মকর্তাগণকে বর্ণিত বিদেশ সফরের সংশ্লিষ্ট অগ্রিমের বিলে স্বাক্ষর এবং অস্ট্রেলিয়ার ভিসার জন্য প্রয়োজনীয় কার্যক্রম সম্পাদনের লক্ষ্যে মেশিন রিডেবল অফিসিয়াল (জুন, ২০১৭ পর্যন্ত মেয়াদ সম্পন্ন) মূল পাসপোর্ট, সাদা ব্যাকগ্রাউন্ডের ২ কপি পাসপোর্ট সাইজের রঙিন ছবি ও পুরণকৃত ভিসা ফরমসহ আগামী ০৩/১১/২০১৬ খ্রি. তারিখের মধ্যে নিম্নস্বাক্ষরকারী অফিসসকলকে উপস্থিত হওয়ার জন্য নির্দেশক্রমে অনুরোধ করা হলো। এতদসংশ্লিষ্ট ভিসা ফরম ও নির্দেশনাবলী এসাথে সংযুক্ত করা হলো।

সংযুক্তি: বর্ণনামতে।


(ড. আবদুল হামিদ)

উপসচিব

ফোন: ৯৫৭৪৪২৬

sasft.mopa@gmail.com

প্রাপক

.....

..... কোর্স ম্যানেজমেন্টের জন্য মনোনীত কর্মকর্তা/প্রশিক্ষার্থী

অনুলিপি: অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য

১. অতিরিক্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।
২. অতিরিক্ত সচিব (সিপিটি), জনপ্রশাসন মন্ত্রণালয়।
৩. যুগ্মসচিব (প্রশিক্ষণ), জনপ্রশাসন মন্ত্রণালয়।
৪. যুগ্মসচিব, নিরাপত্তা-২ অধিশাখা, স্বরাষ্ট্র মন্ত্রণালয় (তালিকায় উল্লিখিত কর্মকর্তাগণকে উক্ত সময়ে একবার করে সচিবালয়ে প্রবেশের অনুরোধসহ)।
৫. সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।
৬. সিনিয়র সিস্টেমস এনালিস্ট, পিএসসি, জনপ্রশাসন মন্ত্রণালয়।



Australian High Commission Dhaka

Immigration Office

DETAILS OF RELATIVES

Please list all your family members and their country of residence. If any member is dead, write "deceased" in country of residence column. If family members are in Australia please state whether they hold permanent or temporary visas. If temporary, please specify the type of visa e.g., student, visitor etc.

FULL NAME	DATE OF BIRTH	COUNTRY OF RESIDENCE (& VISA STATUS IF LIVING ABROAD)
Your parents		
All your brothers and sisters (including full, half, step and adopted brothers and sisters)		
Your husband/wife (including previous marriages/relationships)		
Your children (including from previous marriages/relationships)		

Applicant's Name

Signature

Date

Ø This form must be completed properly and submitted with the application.



Australian High Commission Dhaka

Immigration Office

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Applicant's Name

Signature

Date

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Australian Government

Department of Immigration
and Border Protection

Application for a Visitor visa – Business Visitor stream

Form

1415

About this form

Important – Please read this information carefully before you complete your application. Once you have completed your 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 Border Protection (the department) may decide your application on the basis of the information provided in your application.

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

Who should use this form?

Use this form if you are outside Australia and you are applying for a **Visitor visa – Business Visitor stream** to visit Australia to undertake business visitor activities. Business visitor activities include:

- attending meetings, conferences and negotiations;
- investigating personal investment or job opportunities;
- representing a foreign government on official business; and
- representing a overseas entity in negotiations and investigations of business opportunities.

Visitor visas (Business Visitor stream) do **NOT** allow for work to be undertaken in Australia.

If you intend to:

- visit Australia for tourism purposes you should use form 1419 *Application for a Visitor visa – Tourist stream*.
- visit Australia to visit family members, and you have a family member who is eligible and willing to sponsor you, you should use form 1418 *Application for a Visitor visa – Sponsored Family stream*.
- visit Australia for medical treatment you should use form 48ME *Application for a Medical Treatment visa*.
- study in Australia for more than 3 months you should apply for a student visa. Please contact the nearest Australian Visa Office or office of the department for information on student visa applications, including the correct application form.

Each applicant, including dependent children, must apply on their own Visitor visa (tourist or business visitor) form. You must complete all questions in all sections. Failure to answer any question completely and accurately may result in the application being refused, or the visa may be cancelled at a later date.

Integrity of application

The department is committed to maintaining the integrity of the visa and citizenship programmes. In relation to this application, if you or a member of your family unit:

- provide, or have provided in a previous application, fraudulent documents or false or misleading information (knowingly or not); and/or
- fail to satisfy, or have failed to satisfy in a previous application, the Minister of your or their identity;

this visa application may be refused and you, and any members of your family unit, may become unable to be granted a visa for specified periods of time, as set out in migration legislation.

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

Visa validity

This visa generally allows stays of up to 3 months in Australia. However, the visa period is determined on a case by case basis and may be less than the period you requested

A visa may be granted for a single entry or multiple entries within a specified period. Generally, this visa allows people to enter Australia within 12 months from the date of grant.

Conditions for a Visitor visa – Business Visitor stream

Visitors to Australia must be willing and able to abide by the conditions listed below while in Australia. If you are unwilling or unable to abide by these conditions you should not apply for a visa. If you do not abide by these conditions, your visa may be cancelled or you may be subject to other penalties. If you have any questions or concerns about the conditions, you should ask for more information from an Australian Visa Office or office of the department in Australia.

If you are granted a visa, carefully check the details and conditions on the letter advising you of the grant of your visa.

If you have any concerns or questions about the requirements or limitations, you should contact the office that granted that visa. You should not assume that any changes to your immigration status can be made while in Australia.

Visa conditions

The following conditions will be applied to your visa:

Visa condition 8115

You may undertake business visitor activities while in Australia but you must NOT work.

Visa condition 8201

You must NOT study for more than 3 months while in Australia

The following condition may be applied to your visa:

Visa condition 8503

No further stay.

Following an assessment of your application, a visa officer may decide to apply the 8503 condition on your visa. The 8503 (or No Further Stay) condition means that the holder of the visa on which the condition has been imposed will not, after entering Australia, be entitled to be granted any other visa, while the holder remains in Australia.

The effect of this visa condition is that it will not be possible for you to apply to remain in Australia beyond the authorised period of stay of your visa. It is particularly important, if your visit to Australia is to attend a specific event, that you organise your travel so that you can attend these events within your authorised period of stay as you will not be able to extend your period of stay in Australia.

If the 8503 condition is imposed on your visa, it will be indicated on the letter advising you of the grant of your visa, with the words 8503 – NO FURTHER STAY.

Visa Application Charge

Refer to *Part J – Payment details* of this form to calculate the correct charge and make payment.

Refer to www.border.gov.au/trav/visa/fees for a complete and current list of applicable fees and charges.

Fees and charges may be subject to change at any time and this may increase the cost of a visa application.

Generally, Visa Application Charges are reviewed on 1 July each year, and the exchange rates used to calculate the amount payable in a foreign country are updated on 1 January and 1 July each year.

If you do not pay the full Visa Application Charge amount, your visa application will not be valid.

Charges are generally not refundable, even if the application is withdrawn or refused.

Methods of payment

Payment or evidence of payment must accompany your application.

Please check the *How to apply* information to find out how and where you need to lodge the application before you choose your payment method.

Note: Personal and travellers' cheques are not accepted.

Outside Australia

Before making a payment outside Australia, please check with the Australian Government 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.

Information on where to lodge an application outside Australia is also available from the department's website www.border.gov.au/about/contact/offices-locations

Ways to apply

You, or your representative, can submit your application, visa application charge and supporting documents in one of the following 3 ways:

- Electronically over the internet if you are eligible. To check your eligibility please visit the department's website www.border.gov.au/trav/visa-1/600-
- In person or by mail at the nearest Australian Visa Office or office of the department; or
- Through a Service Delivery Partner (SDP). SDPs provide visa application services on behalf of the department in some countries. For more detailed information, and to check if an SDP is available in your country, please visit the *Contact Us* web page on the department's website www.border.gov.au/about/contact/offices-locations

You may arrange for another person to help you complete this application form, but you must sign it. If you have been assisted in completing the application form, you should only sign the declaration(s) if the information in it is true and correct.

Supporting documents and additional information

Part K – Application checklist on page 13 contains information about supporting documentation. If you are lodging your application overseas, you should also check the website of your nearest Australian Visa Office

www.border.gov.au/about/contact/offices-locations

Extending your stay in Australia

If you are applying for a new visa while in Australia you must apply for a new visa before your current visa expires. You cannot apply for a further Visitor visa – Business Visitor stream in Australia. The best time to apply for a new visa is about 2 weeks before the expiry of your current visa. Please bear in mind that the grant of a new visa will cease any visa currently held and the entitlements attached to that visa. If, for example, you currently have work rights or formal study entitlements, those entitlements will cease when a Visitor visa is granted.

Health requirements

All applicants must meet Australia's health requirements. You may be required to undergo a chest x-ray and medical examination in order to meet the criteria for the grant of a subclass 600 visa.

Please follow any directions given by the visa processing officer as to medical or x-ray examinations that may be required.

Additional information regarding the health requirement for temporary entry into Australia is available on the department's website

www.border.gov.au/trav/visa/health/meeting-the-health-requirement/arranging-a-health-examination

Health insurance requirements

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

If you are 75 years of age or over

You may be asked to provide evidence with your application that you have health insurance to cover your stay in Australia. More information about health insurance is available from the department's website www.border.gov.au/trav/visa/visa

Vaccinations

If it is your intention to enrol your children in an Australian school or childcare centre (crèche or preschool) during your visit to Australia, you are strongly encouraged to carry certification of your child's vaccination status. Certification may be sought at time of enrolment.

Vaccination is recommended against polio, tetanus, measles, mumps, rubella, diphtheria, pertussis (whooping cough), Haemophilus influenzae hypo (Hib) and Hepatitis B.

Note: Vaccination against rubella is also recommended for women of child bearing age.

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 Visa Office or office of the department.

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. Provide with your visa application a certified copy of the page from your passport showing your photo and details. Please keep a copy of the Visa Grant Notification in a safe place for your reference.

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.

Change of 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.

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.border.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 1 – 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.border.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 1 – 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.border.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 email 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.

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.border.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.border.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



Application for a Visitor visa – Business Visitor stream

Form
1415

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

PHOTOGRAPH
Please attach a recent passport-sized photograph of yourself.

1 When do you wish to visit Australia?

Date from

DAY	MONTH	YEAR
/	/	

 to

DAY	MONTH	YEAR
/	/	

Note: The stay period granted may be less than the period requested. You should check the terms of any visa granted.

2 Do you intend to enter Australia on more than one occasion?

No
Yes ► Give details

4 Place of birth

Town/city
State/province
Country

5 Relationship status

Married Separated Never married or
Engaged Divorced been in a de facto relationship
De facto Widowed

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

No
Yes ► Give details

Part A – Your details

3 Give the following details exactly as they appear in your passport
Make sure your passport is valid for the period of stay you are applying for.

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 Do you currently hold an Australian visa?

No
Yes ► **Note:** If this visa application is approved, your current visa may cease.

8 Do you currently hold, or have you applied for, an APEC Business Travel Card (ABTC)?

No
Yes ► **Note:** If this visa application is approved, the Australian visa associated with your ABTC will cease.

9 Are you a citizen of any other country?

No
Yes ► List countries

Part E – Health details

25 In the last 5 years, have you 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. Country(s)

Date from DAY MONTH YEAR to DAY MONTH YEAR

2. Country(s)

Date from DAY MONTH YEAR to DAY MONTH YEAR

3. Country(s)

Date from DAY MONTH YEAR to DAY MONTH YEAR

If insufficient space, give details at Part M

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

No

Yes ► Give details

27 Do you intend to work as, or study to be, a doctor, dentist, nurse or paramedic during your stay in Australia?

No

Yes ► Give details

28 Have you:

- 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

29 During your proposed visit to Australia, do you expect to incur medical costs, or require treatment or medical follow up for:

- blood disorder;
- cancer;
- heart disease;
- hepatitis B or C and/or liver disease;
- HIV infection, including AIDS;
- kidney disease, including dialysis;
- mental illness;
- pregnancy;
- respiratory disease that has required hospital admission or oxygen therapy;
- other?

No

Yes ► Give details

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

No

Yes ► Give details

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

No

Yes ► Give details (including HAP ID if available)

Part J – Payment details

39 IMPORTANT: You must refer to the department's website at www.border.gov.au/trav/visa/fees to complete this part of your application. The website shows reference tables with the Visa Application Charges applicable to each visa subclass.

Visa subclass you are applying for

▶▶ **Base Application Charge**

Write the amount shown on the reference table for your visa subclass AUD (1)

▶▶ **Non-internet Application Charge (if applicable)**

AUD (2)

▶▶ **Additional Applicant Charge aged 18 years or over** at the time your application is lodged

Write the amount shown on the reference table for your visa subclass AUD X (multiplied by) = AUD (3)

▶▶ **Additional Applicant Charge under 18 years of age** at the time your application is lodged

Write the amount shown on the reference table for your visa subclass AUD X (multiplied by) = AUD (4)

▶▶ **Subsequent Temporary Application Charge (if applicable)**

Write the amount shown on the reference table for your visa subclass AUD X (multiplied by) = AUD (5)

▶▶ **Total (1) + (2) + (3) + (4) + (5)**

AUD **Total**

You must pay the **total amount** or your visa application will not be valid.

Note: A second instalment of the Visa Application Charge must also be paid before we can grant some visas.

40 How will you pay your application charge?

Note: A surcharge may apply to payments made by credit card. Further information is available from www.border.gov.au/trav/visa/fees/how-to-pay-for-an-application

If applying in **Australia**, credit card is the preferred method of payment. If paying by bank cheque or money order please make payable to the Department of Immigration and Border Protection.

If applying **outside Australia**, please check with the Australian Government 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.

Bank cheque

Money order

Credit card ▶▶ Give details below

Payment by (tick one box)

Australian Dollars

MasterCard Diners Club
 American Express JCB
 Visa

Credit card number

Expiry date MONTH YEAR /

Cardholder's name

Telephone number

Address

POSTCODE

As the cardholder I acknowledge and accept that a credit card surcharge may apply to the transaction.

Signature of cardholder

Credit card information will be used for charge paying purposes only.

Part K – Application checklist

- 41** With your completed and signed application form 1415, you must include:

<ul style="list-style-type: none"> a certified copy of relevant pages of your passport, as necessary 	<input type="checkbox"/>
<ul style="list-style-type: none"> a recent passport photograph (not more than 6 months old) of yourself 	<input type="checkbox"/>
<ul style="list-style-type: none"> the Visa Application Charge (if applicable) 	<input type="checkbox"/>
<p>if you authorise another person to receive all written communications about your application with the department:</p> <ul style="list-style-type: none"> completed <i>Part I – Options for receiving written communications</i>; and form 956 <i>Advice by a migration agent/exempt person of providing immigration assistance</i>; or form 956A <i>Appointment or withdrawal of an authorised recipient</i> 	<input type="checkbox"/>

When you have lodged your application, you should attach your receipt to this sheet.

Additional documents

Under the *Migration Act 1958*, decision-makers are not obliged to seek additional information from the application before making a decision on a visa application. It is therefore in your best interest to submit the following documentation, if applicable, with your application:

<ul style="list-style-type: none"> evidence of access to funds to support your stay 	<input type="checkbox"/>
<ul style="list-style-type: none"> evidence of your medical/travel insurance (if asked) 	<input type="checkbox"/>
<ul style="list-style-type: none"> medical examination or tests (if asked) 	<input type="checkbox"/>
<ul style="list-style-type: none"> evidence that there is a need for you to be in Australia for business purposes eg. a letter from your employer detailing the reasons for your visit and your proposed duties, a letter of invitation from the host organisation in Australia, an itinerary with contact details of the business parties or conference registration details 	<input type="checkbox"/>
<ul style="list-style-type: none"> evidence that your business background is relevant to the nature of your proposed business in Australia eg. evidence of educational qualifications, evidence of current employment position and your role during the visit, details of any previous contacts with Australian business people or organisations, documentation indicating that the company is an actively operating business (business registration certificate, annual report) 	<input type="checkbox"/>
<ul style="list-style-type: none"> other information to show that you have an incentive and authority to return to your country of residence such as a history of international travel 	<input type="checkbox"/>
<ul style="list-style-type: none"> other information to show that you have an incentive and authority to return to your country of residence, such as property or other significant assets in your home country 	<input type="checkbox"/>

Important: Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English should be accompanied by accredited English translations.

Part L – Signatures

42 BIOMETRICS DECLARATION AND CONSENT

This declaration and consent is for offshore visa applicants.

If I am requested or required to provide my fingerprints and facial image:

I consent to:

- the collection of my fingerprints and facial image.

I declare that:

- I understand that my fingerprints and facial image and my biographical information held by the department 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 for any of the purposes outlined above; and
- the department using the information obtained for the purposes of the Migration Act 1958 or the Australian Citizenship Act 2007.

Signature of applicant

/

Date

DAY	MONTH	YEAR
/	/	/

43 DECLARATION

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

Having read the 'Conditions for a Visitor visa – Business Visitor stream' on page 1 of this form, I declare that:

- the information in this form is complete, correct and up-to-date;
- I understand that the visa I am applying for does not permit me to work in Australia;
- I understand that the visa I am applying for does not permit me to study for longer than 3 months in Australia;
- my intention to visit Australia is genuine and I will abide by the conditions and period of stay of the visa;
- I understand that if I do not abide by the conditions imposed on my visa, my visa may be cancelled or I may be subject to other penalties;
- I have adequate funds to meet all costs associated with the visit to and from Australia;
- I have never had tuberculosis or any serious condition likely to endanger or be a cost to Australia (otherwise, I attach details);
- I understand that if a no further stay B503 condition is imposed on this visa, it will limit my ability to remain in Australia beyond the authorised period of the visa;
- in any part of this form which has been completed with the assistance of another person, that the information as set down is true and correct and has been included with my full knowledge, consent and understanding;
- if granted a visa, I will advise the Australian Visa Office should my circumstances change prior to my travel to Australia;
- I have truthfully declared all relevant details requested of me in this application;
- 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;
- I understand that if any fraudulent documents or false or misleading information has been provided with this application, or if I fail to satisfy the Minister of my identity, my application may be refused and I, and any other member of my family unit, may become unable to be granted a visa for specified periods of time;
- if documents are found to be fraudulent or information to be incorrect after the grant of a visa, the visa may subsequently be cancelled.

Signature of applicant

/

Date

DAY	MONTH	YEAR
/	/	/

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



Australian Government
Department of Immigration and Border Protection

Visitor Visa (subclass-600)
Business Stream
Application Document Checklist

This document lists the information and supporting documents required to lodge a complete application. It also lists additional documents that you may need to provide depending on your individual circumstances.

More information about this visa is available.

See: [About this Visa](#)

Important: Do not provide original documents unless requested. You should provide certified copies of original documentation. Documents not in English must be accompanied by accredited English translations.

You should ensure that you lodge a completed visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

After completing this checklist, please attach it to the front of your application.

Forms, fees and charges	✓
A completed form 1415. See: Form 1415 Application for a Visitor Visa – Business Visitor Stream Details of relatives form	
Visa application charge. See: Visa Charges (93KB PDF file) Or provide the following documents to show that you do not need to pay the charge: <ul style="list-style-type: none">to act as a representative of a foreign government: a Third Party Note from your ministry	
Personal documents	✓
Copies of all pages of your current and previous passport. These are to be photocopied at VFS Global at time of lodgement.	
Certified copies of birth certificate, showing names of both parents.	

One recent passport sized photograph (45mm x 35 mm)	
Children younger than 18 years of age	✓
<p>If you are younger than 18 years of age: evidence that every person with a legal right to decide where you live consents to your travel to Australia on this visa. If you will not have one or both parents come with you, provide:</p> <ul style="list-style-type: none"> • a statutory declaration giving their permission • <u>Form 1229</u> Consent form to grant an Australian visa to a child under the age of 18 years (125 kB PDF). If you use this form, you will have to attach a certified copy of your parent's or guardian's government-issued identification document (such as a passport or driver's licence) with their photograph and their signature. 	
<p>If you are younger than 18 years of age and you will stay in Australia with someone other than a parent, legal guardian or relative: a declaration signed by the person who will be responsible for you Australia</p> <ul style="list-style-type: none"> • <u>Form 1257</u> Undertaking declaration (125 kB PDF). 	
Health and Character documents	✓
All applicants must meet character requirements. See: <u>Character and penal clearance requirements</u>	
You may be asked to undergo medical and x-ray examinations. See: <u>Health requirements</u>	
Aus AID student or recipient	✓
A letter of support from the Aus AID Minister.	
Financial documents	✓
You should provide evidence of sufficient funds (bank statements, a bank solvency letter is not acceptable).	
Other Documents	✓
<p>Evidence of why you need to visit Australia on business, such as:</p> <ul style="list-style-type: none"> • A letter of invitation from the host organisation in Australia • Conference registration details • A letter from your employer stating the reasons for your visit • Your itinerary, with contact details of the business parties involved • Your employment contract. 	
Your educational or professional qualifications.	
Your current employment and your role during your visit to Australia.	
Details of previous contacts with Australian businesspeople or organisations in Australia.	
Documents to show that the company you work for is an actively operating	

business, such as a business registration certificate or annual report.

I acknowledge that:

I have provided all necessary documentation as requested on this checklist.

Or

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

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

Note: This must be signed by parent(s) or guardian if applicant is under 18.

Applicant name:

Signature:

Submitted Date:

.....

Visa Application Centre Use Only

Processing officer name: