

# **CHECKLIST (SALARIED)**

## **Documents Required**

- 1) All Passports (Expired & Current)
- 2) 1 Photograph (70-80 % Face, White Background)
- 3) \*Invitation/Hotel Booking
- 4) Salaried/job Documents: ID card, 6 months' pay slips, No Objection Certificate, Letter from the employer (about your Current Role/position, income, working since etc) in the company, visiting card(if any)  
Form 16 (if Govt. Employee)
- 5) Income tax Returns – latest 3 Years.
- 6) Bank statement – 6 months (up to date, Stamped & signed by the bank)
- 7) Financial supports (LIC-fund/Surrender value, Public Provident Fund Statement, Fixed Deposits, Mutual Funds SIP - statement, Property Valuations, National Savings Certificates or any other Investments)
- 8) Adhaar card & Driving Licence
- 9) Birth Certificate (if possible)
- 10) If Name change: Certificate is required.

## Details Required

- 1) Current job start/join date.....
- 2) Personal Contact No.....Email id.....
- 3) Purpose of travel.....
- 4) Date of travel: From..... To .....
- 5) If any country visa refused, Mention Country & Year  
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- 6) Travel history: 3 consecutive months stay in any country (except Australia) for last 5 years. If yes  
Country..... From..... To.....
- 7) Applied earlier for Australia??
- 8) Previous travel to Australia? If yes, Please provide Australian Grant number.....
- 9) Will the applicant visit any relatives, friends or contacts while in Australia?  
If yes
  - a) Relationship..... Given name.....  
Date of birth..... family name .....
  - b) Address.....  
.....  
Suburb/Town..... State.....  
Post code.....Phone no.....
  - c) Email.....
  - d) Status: Permanent Resident, Work Visa, Study Visa, Temporary visa,  
Unknown.....

### 10) Travel History

Country	From	To

11) Given name, Surname, Date of birth, Marital status, Home Address, Previous visits to Australia (Date/month/year), place of birth of the following:-

- a) Spouse.....  
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- b) Mother.....  
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- c) Father.....  
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- d) Brother/s.....  
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- e) Sister/s.....  
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- f) Son/s.....  
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- g) Daughter/s.....  
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12) Family Member/s Living with You (Mention names)

- a) .....
- b) .....

**Details:**

- i. \*If **Invitation**- Invitation letter(signed), 6 Months Bank Statement, Tax Returns for 3 Years, Passport, Status proof, Electricity bill, Water Bill, Tv bill.  
**In Case of Employment or Salaried:** 6 Latest Salary Slips, ID card, Letter from Employer about current employment.  
**In Case of Business:** Mention the Details (current role, income, years spend in business) of Business in the Letter Head (Stamped & Signed)
- ii. Processing time: 20 to 25 Days, Fees: 20000 INR