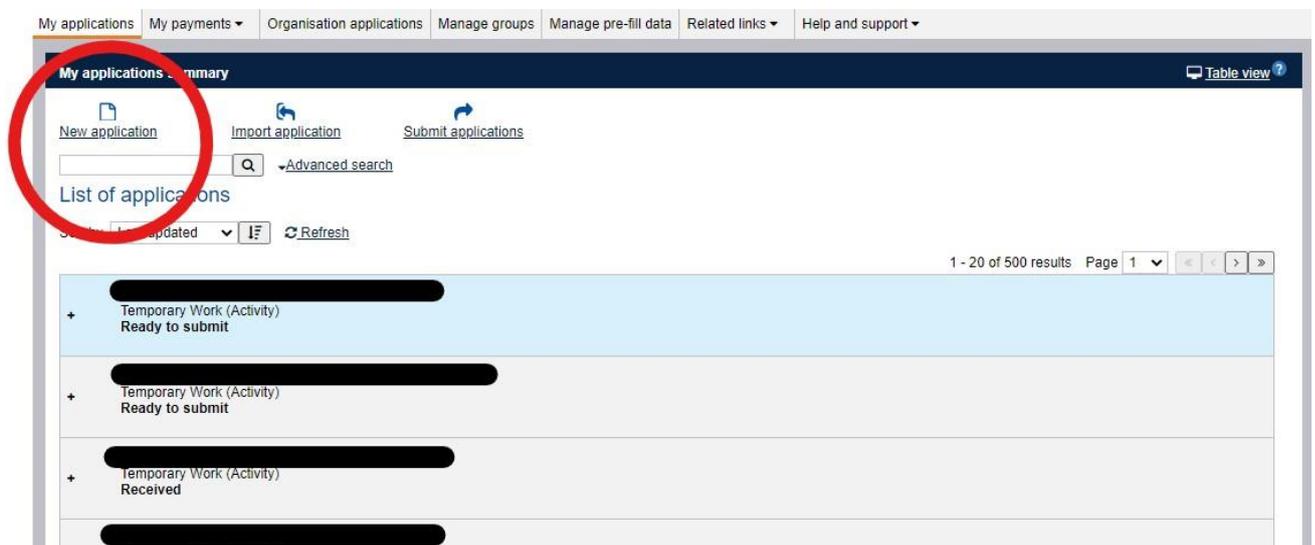


Sponsorship Application Guide

This Guide has been produced by Live Performance Australia (LPA) to provide a step-by-step Guide to completing an online application for Sponsorship for Temporary Activities (403, 407, 408) on an Australian Government-Department of Home Affairs Immi Account.

Log in to your Immi Account (<https://online.immi.gov.au/lusc/login>)

Select new application in the top left corner of the page

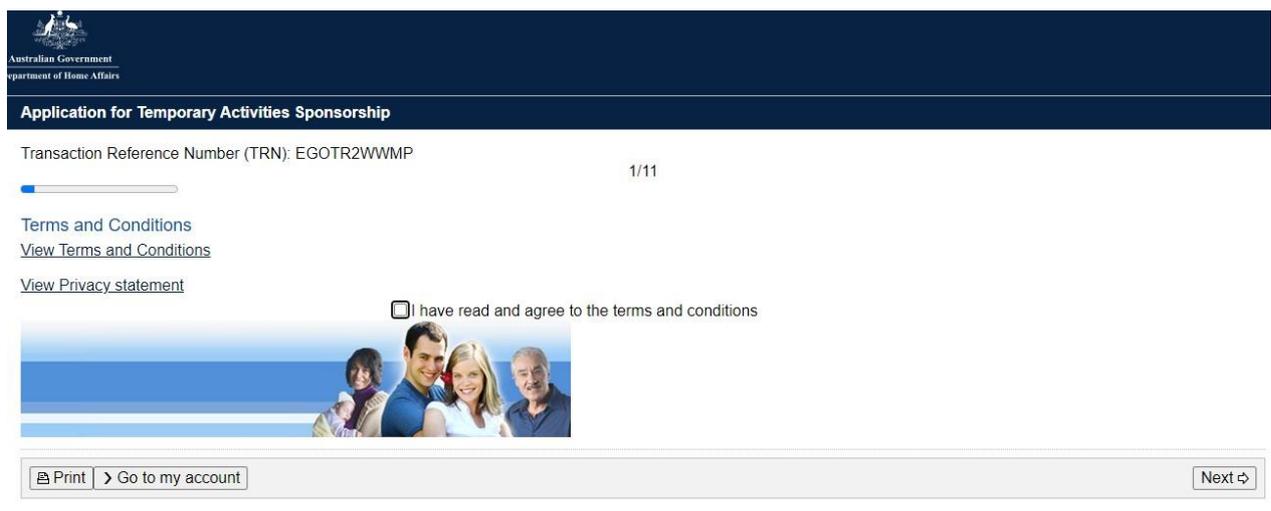


Select the arrow that says “Temporary Work (Activity)” and then select “Sponsorship for Temporary Activities (403, 407, 408)”



Page 1/11 Terms and Conditions

On this page, you will be able to read Immi Account’s Terms and Conditions of use and Privacy Statement. Before proceeding, you are required to tick the box indicating that you have read and agreed to these terms and conditions.



Page 2/24 Application Context

In this section, you are required to enter preliminary information about the application.

- Select “Australian Organisation”

You will then be asked if the applicant is currently approved as a sponsor

- Select “No”

You will then be asked “Has the applicant previously been approved as a sponsor”

- If you are aware that you have previously held sponsorship, please select yes and if you have the reference number of the previous sponsorship approval, please enter the number
- If this does not apply, please select “No”

You will then be asked “Is the applicant a DFAT endorsed sponsor for the Australian Agriculture Worker (AAW) program or Pacific Australia Labour Mobility (PALM) Scheme?”

- Select “No”

Page 3/11 Sponsorship Organisation

On this page, you are required to enter basic information about your organisation such as:

- Legal registered name
- Trading name
- Industry type
- Is it a government agency?
- Date commenced operations or established business in Australia

You will then need to add in your business registration type and Business registration ID.

You will need to select if your organisation is Australian income tax exempt.

Application for Temporary Activities Sponsorship

3/11

Sponsoring organisation

Organisation details

Legal registered name

Trading name

Industry type

Is the sponsor a government agency? Yes No

Date commenced operations or established business in Australia

Registration identifiers

Give details of all registration identifiers for the organisation.

Add details		
Business registration type	Business registration ID	Actions
Add		

Income tax exemption

Is this organisation Australian income tax exempt? Yes No

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Page 5/11 Contact Details

Give details of the organisation's office address (in Australia), contact person and contact telephone numbers

Note that a street address is required. A post office address cannot be accepted as an organisation address.

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Contact details

Office address

Give details of the organisation's office address in Australia.

Note that a street address is required. A post office address cannot be accepted as an organisation address.

Country

Address

Suburb / Town

State / Territory

Postcode

Postal address

Is the postal address different from above? Yes No

Contact person

Give details of the contact person within the organisation.

Family name

Given names

Position

Contact telephone numbers

Enter numbers only with no spaces.

Business phone

Mobile / Cell phone

Page 7/11 Authorised recipient

On this page, you must authorise LPA to act on your behalf in respect of the application. There are three options at the top of the page. Select 'Yes, another person' (LPA is not a registered migration agent).

Ensure you enter the following information into the relevant fields:

Authorised person

- Eloise Gandolfo (please check this with LPA first)

Postal address

- Country: AUSTRALIA
- Address: Level 1, 15-17 Queen Street
- Suburb/Town: Melbourne
- State/Territory: Victoria
- Postcode: 3000

Contact telephone numbers

- Business: 0386142000

Electronic communication

- Immigration@liveperformance.com.au (Ensure that you do not put Eloise's email address)

Application for Temporary Activities Sponsorship

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Authorised recipient

Does the applicant authorise another person to receive written correspondence on their behalf?

This authorises the department to send the authorised person all written correspondence that would otherwise be sent directly to the applicant.

No
 Yes, a registered migration agent
 Yes, a legal practitioner
 Yes, another person

This person is referred to as the 'authorised recipient'.

Authorised recipient contact details

Family name: Gandolfo
Given names: Eloise

Postal address

Country: AUSTRALIA
Address: Level 1, 15 Queen St
Suburb / Town: Melbourne
State / Territory: Victoria
Postcode: 3000

Contact telephone numbers

Enter numbers only with no spaces.

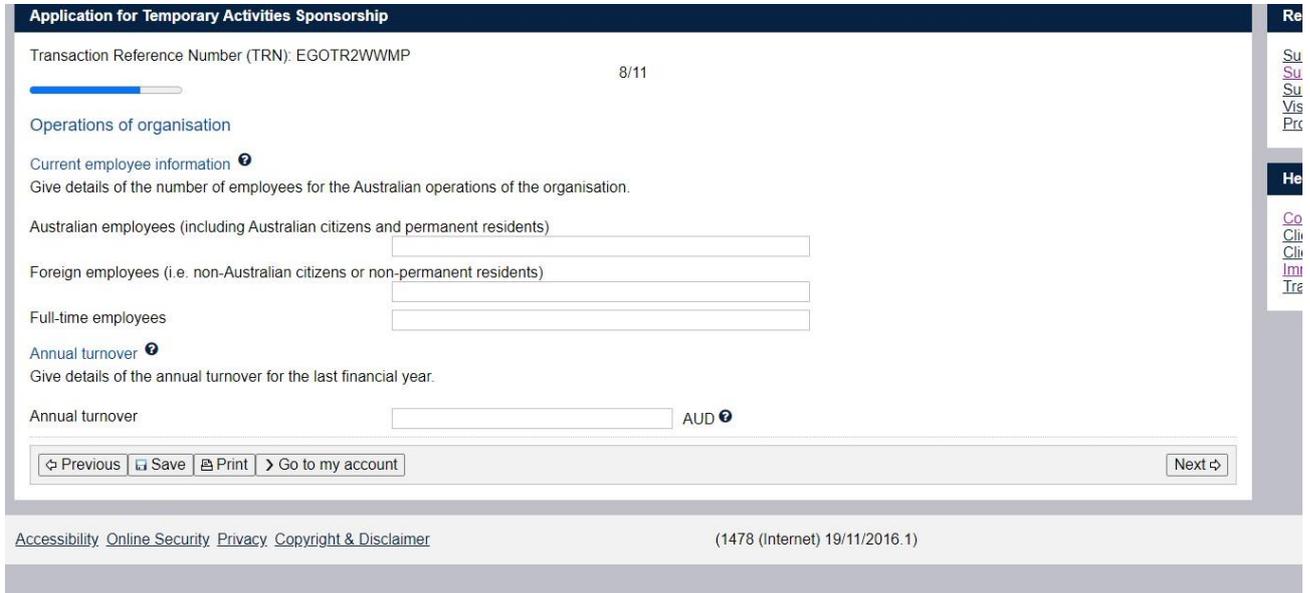
Business phone: 0386142000
Mobile / Cell phone:

Electronic communication

The Department prefers to communicate electronically as this provides a faster method of communication

Page 8/11 Operations of Organisation

On this page, you should enter the details of the number of employees for the Australian operations of the organisation and annual turnover.



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Operations of organisation

Current employee information ⓘ
Give details of the number of employees for the Australian operations of the organisation.

Australian employees (including Australian citizens and permanent residents)

Foreign employees (i.e. non-Australian citizens or non-permanent residents)

Full-time employees

Annual turnover ⓘ
Give details of the annual turnover for the last financial year.

Annual turnover AUD ⓘ

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Page 9/11 Sponsorship of Organisation

Give details of the intended activities to be undertaken by non-Australian persons under this sponsorship

For example

“Music promoter that tours contemporary music throughout Australia”



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Sponsoring activity

Give details of the intended activities to be undertaken by non-Australian persons under this sponsorship

300 characters remaining

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Page 10/11 Sponsorship Information

On this page, you must declare if

- you or any of the organisation's business associates previously been refused an application for any class of sponsorship
- You or any of the organisation's business associates previously been refused an application for any class of sponsorship

You or any principal of the organisation, in the last three years:

- been found guilty by a court of an offence under a Commonwealth, state or territory law
- been found by a competent authority to have acted in contravention of a law
- been the subject of administrative action (including being warned) by a competent authority for possible contravention of a law
- been under investigation, subject to disciplinary action or legal proceedings in relation to an alleged contravention of a law
- become insolvent?

You or any principal of the organisation, currently awaiting the outcome of any proceedings mentioned at the question above?

Is there any adverse information relating to your suitability to sponsor people from overseas?

Have you or any principal of the organisation taken any action, or sought to take any action, that would result in the transfer to another person, some or all of the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?

Have you or any principal of the organisation taken any action, or sought to take any action, that would result in another person(s) paying some or all of the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?

Have you or any principal of the organisation recovered, or sought to recover from another person, some or all the costs associated with you becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?

Application for Temporary Activities Sponsorship

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Sponsorship information

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

Has the applicant or any of the organisation's business associates previously been refused an application for any class of sponsorship?
 Yes No

Has the applicant or any principal of the organisation, in the last three years:

- been found guilty by a court of an offence under a Commonwealth, state or territory law
- been found by a competent authority to have acted in contravention of a law
- been the subject of administrative action (including being warned) by a competent authority for possible contravention of a law
- been under investigation, subject to disciplinary action or legal proceedings in relation to an alleged contravention of a law
- become insolvent?

Yes No

Is the applicant or any principal of the organisation, currently awaiting the outcome of any proceedings mentioned at the question above?
 Yes No

Is there any adverse information relating to the applicant's suitability to sponsor people from overseas?
 Yes No

Has the applicant or any principal of the organisation taken any action, or sought to take any action, that would result in the transfer to another person, some or all of the costs associated with the applicant becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?
 Yes No

Has the applicant or any principal of the organisation taken any action, or sought to take any action, that would result in another person(s) paying some or all of the costs associated with the applicant becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?
 Yes No

Has the applicant or any principal of the organisation recovered, or sought to recover from another person, some or all of the costs associated with the applicant becoming an approved sponsor or that relate to the recruitment of a person from overseas (including registered migration agent/legal practitioner costs)?
 Yes No

Page 11/11 Declarations

On this page, you must make a number of declarations in relation to your application, including having read and understood the information provided to you in this application. Ticking 'No' to any of the declarations will mean that you cannot proceed with the application.

Application for Temporary Activities Sponsorship

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Declarations

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

The applicant declares that they:

Have read and understood the information provided to them in this application.
 Yes No

Have provided complete and correct information in every detail on this form, and on any attachments to it.
 Yes No

Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered.
 Yes No

Have read the information contained in the Privacy Notice ([Form 1442i](#)).
 Yes No

Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice ([Form 1442i](#)).
 Yes No

Have read and understand the sponsorship obligations and other sponsorship requirements and understand that they or the organisation is bound by the sponsorship obligations and other sponsorship requirements with respect to all primary and secondary persons that they or the organisation consents to sponsor in writing.
 Yes No

Yes No

Attach documents/Provide supporting evidence

You will need to attach evidence that shows

- **Non Financial Business Operations-** evidence that you are currently operating a business. This may include a certified copy of a registered Australian business name, a business licence or registration, or business insurance documents.
- **Business financial status-** Provide evidence of the current financial status of the business. This may include a certified copy of your bank statements, balance and/or profit and loss statements for the most recent financial year.
- **Form 956A Appointment or withdrawal of an authorised recipient-** Please upload a 956A form that has been signed by Eloise Gandolfo and yourself

Application for Temporary Activities Sponsorship

Attach documents

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Attach the documents listed below then click Next to pay for and submit the application.

If you choose to submit the application without attaching all required documents, you will need to provide a reason.

Applications submitted without all the required documents may take longer to process.

There are specific [quality and formatting](#) requirements when scanning documents.

If the applicant does not meet the requirements below, the applicant will be able to lodge but may not be granted a visa.

[Expand all](#) [Collapse all](#)

- dfgdg
0 attachments received of 60 maximum.

Required

+ Business Operations - Non Financial, Evidence of 
0 Received

+ Business Financial Status, Evidence of 
0 Received

+ Form 956A Appointment or withdrawal of an authorised recipient 
0 Received

For further information, please contact Eloise Gandolfo, LPA's Immigration Services Coordinator at Immigration@liveperformance.com.au or **(03) 8614 2000**.