



Notification of address or change of address for Business Skills visa holders

About this form

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

Each holder of a Business Skills (Provisional) visa or a Business Innovation and Investment (Provisional) visa (including members of the family unit who are 18 years of age or over) must notify the Department of Home Affairs (the Department) of their residential address within 6 months of their first arrival in Australia (if visa is granted outside Australia) or within 28 days from visa grant (if visa is granted in Australia).

Each holder of a Business Skills (Residence) visa or a Business Innovation and Investment (Permanent) visa (including members of the family unit who are 18 years of age or over) must notify the Department of their residential address within 28 days of visa grant.

Each holder of Business Talent visa (including members of the family unit who are 18 years of age or over) must notify the Department of their residential address within 28 days of first arrival (if visa is granted outside Australia) or visa grant (if visa is granted in Australia).

All groups must also advise the Department of any further changes of residential address within 28 days during the first 3 years after arrival or visa grant, respectively. Failure to do so may render the visa holder liable to penalties.

If you are notifying either your initial address or a change of address, please complete this form and return it to:

By mail:

Adelaide Business Skills Processing Centre

Department of Home Affairs
GPO Box 2399
ADELAIDE SA 5001
AUSTRALIA

By courier:

Adelaide Business Skills Processing Centre

Department of Home Affairs
70 Franklin Street
ADELAIDE SA 5000
AUSTRALIA
(9am to 4pm Monday to Friday)

What is immigration assistance?

A person gives immigration assistance if he or she uses, or purports to use, his or her knowledge or experience in migration procedure to assist a person with matters related under the *Migration Act 1958*.

The most common times assistance is provided is during visa application processes, visa cancellation processes or sponsorship processes (including monitoring or sanctions).

Note: Immigration assistance does not include simply filling in an application form, translating or interpreting or passing on information about an application without comment or explanation.

Registered migration agents

A registered migration agent is a person who is registered with the Office of the Migration Agents Registration Authority (OMARA) to provide immigration assistance.

If operating in Australia, migration agents must be registered with the OMARA.

Information on registered migration agents, including how to find one, is available on the OMARA website www.mara.gov.au

Legal practitioners

A legal practitioner is a lawyer who holds an Australian legal practising certificate (whether restricted or unrestricted) granted under a law of an Australian state or territory.

Legal practitioners can provide immigration assistance in connection with legal practice.

Information on legal practitioners, including how to find one, is available on the Law Council of Australia website.

Information on legal practitioners can also be sought from the relevant state or territory legal professional bodies.

Exempt persons

The following people do not have to be a registered migration agent or legal practitioner in order to provide immigration assistance:

- a close family member (spouse, child, adopted child, parent, brother or sister of a visa applicant);
- a sponsor or nominator for a visa applicant;
- a member of parliament or their staff;
- a member of a diplomatic mission, consular post or international organisation.

An exempt person **must not charge a fee** for their assistance. In Australia, if they do charge a fee they are committing an offence and penalties of up to 10 years jail can apply.

Appointing a registered migration agent/legal practitioner/exempt person

To appoint a registered migration agent/legal practitioner/exempt person you should complete Question 15.

Your registered migration agent/legal practitioner/exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*.

Form 956 is available from the Department's website www.homeaffairs.gov.au/allforms/

Options for receiving written communications

If you do not appoint a migration agent/legal practitioner/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:

- Question 15; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

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

Form 956A is available from the Department's website www.homeaffairs.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

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department's general information handling practices (including form 1442i) can be found in the Department's Privacy policy at <https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy>

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.



Notification of address or change of address for Business Skills visa holders

A separate form 922 *Notification of address or change of address for Business Skills visa holders* must be completed by each visa holder who is 18 years of age and over.

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 What subclass of visa do you currently hold?

2 Are you the:

Primary Business Skills visa holder

Spouse or de facto partner of a Business Skills visa holder
Name of primary visa holder

Dependent 18 years and over of a Business Skills visa holder
Name of primary visa holder

Your details

3 Title: Mr Mrs Miss Ms Other

4 Full name

Family name

Given names

5 Date of birth

Day Month Year

6 Passport/travel document number

7 Residential address in Australia

Postcode

8 Date address effective from

Day Month Year

9 Your telephone numbers

Office hours

After hours

(Area code)

10 Business address in Australia

Postcode

11 Date address effective from

Day Month Year

12 Contact business telephone numbers

Office hours

After hours/mobile cell

(Area code)

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

No

Yes Give details

Fax number

Email address

(Area code)

14 Do you want to authorise another person to act on your behalf for Business Skills monitoring purposes? *(For further information on authorisation of an agent/legal practitioner/exempt person to act on your behalf, read the information at the front of this form)*

No

Yes After you have completed this form, complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*

15 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

OR

Legal practitioner Your migration agent/legal practitioner/exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*

OR

Exempt person

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

Signature of applicant

Day Month Year

Date

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