



Australian Government  
Department of Home Affairs

# **Labour Agreement request form – Dairy Industry Labour Agreement**

**Guide for applicants – June 2022**

# Document details

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The information in this document is provided as a guide only – it is **not an application form** and cannot be used to apply for a visa or anything else under Migration legislation.

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# Introduction

Applicants often ask for copies of online application forms, however the Department is unable to assist with such requests because these forms are dynamic. Basically, this means that, whether certain questions display or not, depends on the applicant's circumstances and how they answered earlier questions.

Therefore, this guide has been developed to assist applicants in navigating through, and completing, the online Labour Agreement request form. A Labour Agreement (LA) is required if you wish to sponsor overseas workers in the Labour Agreement stream of either the Temporary Skill Shortage (TSS) visa program (subclass 482), the Skilled Employer Sponsored Regional Visa (SESR) (subclass 494) or the Employer Nomination Scheme (subclass 186).

There are various types of Labour Agreements – while many of the characteristics of labour agreement request forms are standardised irrespective of the type of agreement being requested, this guide focusses on requests for the Dairy Industry Labour Agreement.

The guide commences at the start of the application process, it is assumed that you have already created and logged into your *ImmiAccount*.

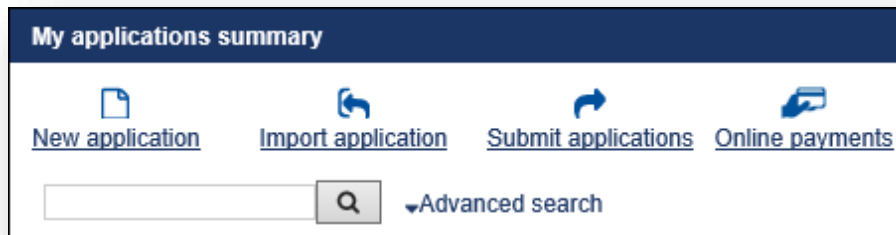
**Important:** help text is also available online to assist you when completing our online forms.

An icon next to a question displaying a question mark (?) inside a blue circle indicates that there is additional guidance available to help you understand what the question is asking for. To display this information you just click on the icon.



# Commencing your application

At the top of the page, click on *New application*.



If you click on the arrow next to the **Labour Agreement** heading, you will see one option. The same form is used to request a Labour Agreement for either the temporary (482), the SESR (494) or permanent (186) program and for all of the various types of Labour Agreements available.

You will be given the opportunity to advise which type of Labour Agreement you are requesting once you start completing the form.

To start a Labour Agreement request, you need to select *Request for a Labour Agreement (482, 494, 186)*.



The *Request for a Labour Agreement* form will then appear for you to complete.

# Terms and Conditions

The *Terms and Conditions* page will appear.



You should click on the links on this page to view both the *Terms and Conditions* and the *Privacy Statement* before clicking in the check box to confirm you have read and agree to the terms and conditions.

## View Terms and Conditions



You should read through the terms and conditions of use, and pay particular attention to the specific information for TSS, SESR and ENS sponsors and applicants.

## View Privacy statement

### Privacy statement

- [Important information about your privacy](#)
- [Disclosure to other agencies](#)

#### Important information about your 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 at [www.border.gov.au/allforms/](http://www.border.gov.au/allforms/) or offices of the department. You should ensure that you read and understand [Form 1442i](#) before completing this form.

#### Disclosure to other agencies

The information you provide may be disclosed to:

- agencies who are authorised to receive information relating to:
  - adoption
  - border control

You should then read the privacy statement.

Once you have read the terms and conditions, and the privacy statement, you will be returned to the **Terms and Conditions** page, where you can:

- click the check box to confirm that you had read and agree to the terms and conditions, and
- click on the **Next** button at the bottom right of the screen to proceed with your application.

**Note:** you will **not** be able to navigate to the next page unless you have clicked the check box.



# Application context

The **Application context** page will appear for you to complete.

When you first view this page it will appear as shown below. However, as mentioned earlier, the form is dynamic so the questions may change depending on the responses provided.

**Note:** All of the online application forms used in the subclass 482, 494 and subclass 186 programs start with an **Application context** page. It is extremely important that you answer the questions on this page accurately, as it is the answers to the questions on this page that effectively determine which questions you will see later in the form.

The screenshot shows a web form titled "Labour Agreement request" with a progress indicator at 2/20. The "Application context" section includes a note: "All references to 'the applicant' in this form relate to the legal entity that is requesting a Labour Agreement." Below this are several sections with questions and radio button options:

- Business / organisation details:** "Legal name" (text input field with a help icon), "Does the applicant have a trading name?" (radio buttons for Yes and No).
- Type of agreement:** "Will this agreement be associated with an overarching agreement?" (radio buttons for Yes and No with a help icon).
- Labour Agreement history:** "Does the applicant currently have a Labour Agreement?" (radio buttons for Yes and No).
- Sponsorship history:** "Is the applicant currently a standard business sponsor?" (radio buttons for Yes and No).
- Registration details:** "Is the applicant currently registered with the Australian Taxation Office (ATO)?" (radio buttons for Yes and No with a help icon), "Is the applicant registered with the Australian Securities and Investments Commission (ASIC) or the Australian Stock Exchange (ASX)?" (radio buttons for Yes and No with a help icon).

At the bottom, there are navigation buttons: "Previous", "Save", "Print", "Go to my account", and "Next".

## Business / organisation details

The first section of the **Application context** page is **Business / organisation details**.

This close-up shows the "Business / organisation details" section. It includes the "Legal name" text input field with a help icon, and the question "Does the applicant have a trading name?" with radio buttons for "Yes" and "No".

The first question on this page asks for the name of the legal entity that is requesting a Labour Agreement.

If you answer 'yes' to the trading name question, you will be prompted to enter your trading name. Trading names are sometimes described as registered business names.

If you click on the help text icon next to this question, you will see additional guidance on how to complete this field if the business is operated under a trust arrangement.

## Legal name

The legal name is the name of the entity operating the business. For example:

- Company - ABC Pty Ltd
- Partnership - C M Andrews and J W Andrews
- Sole Trader - John Wilson

If the business is a trust, the name of the trustee as it appears on the trust deed should be recorded in this field as the legal name (for example, ABC Pty Ltd).

The name of the trust should not be recorded in this field.

Note: For new Sponsorship applications, an opportunity to enter the details of the trust and the associated Australian Business Number (ABN) will be provided later in the application.

The following table gives examples of how we prefer you to enter names for different business structures:

Business structure	Format
Sole Trader	John Smith
Partnership (as listed in the Partnership agreement)	John Smith and Mary Smith J A Smith and M J Smith
Proprietary (Private) Company	ABC Pty Ltd
Public Company	ABC Ltd
Government department	Department of xxxxxxx

### Do I use '&' or 'AND'?

Wherever you are completing a free text field such as the name fields mentioned above, it is very important that you use the word 'and' if necessary and do **not** use the ampersand (&) symbol.

Using the ampersand symbol or any other special character anywhere on the form results in the application failing to lodge correctly into the Department's systems and can take a considerable amount of time for the Department's IT personnel to identify and rectify the problem.

## Type of agreement

The next section of the **Application context** page is **Type of agreement**. The questions in this section change depending on the responses provided and will determine what type of Labour Agreement you are requesting.

The first question asks whether the agreement will be associated with an overarching agreement.

**Type of agreement**

Will this agreement be associated with an overarching agreement?

Yes  No [?](#)

Examples of overarching agreements are Designated Area Migration Agreements (DAMA) and Project Agreements. If you are requesting a Dairy Industry Labour Agreement you should answer 'No' to this question.

The next question asks whether you are seeking to use the Global Talent Scheme.

**Type of agreement**

Will this agreement be associated with an overarching agreement?

Yes  No [?](#)

Is the applicant seeking to use the Global Talent Scheme?

Yes  No [?](#)

Global Talent Scheme (GTS) agreements are for accredited employers who are seeking to fill a small number of niche highly-skilled roles, where their needs cannot be met under existing skilled entry programs.

Compared to traditional labour agreements, the GTS provides fast processing and flexible concessions for approved participants via an Established business stream and Startup business stream.

Unless you are requesting an agreement under the GTS you should also answer 'No' to this question.

You will then be asked which of the remaining types of labour agreement types best suits your needs.

**Type of agreement**

Will this agreement be associated with an overarching agreement?

Yes  No [?](#)

Is the applicant seeking to use the Global Talent Scheme?

Yes  No [?](#)

Select the option that best describes the applicant's requirements.

Labour agreement type

Minister of Religion

On-hire

Other existing industry arrangement

Company specific

This is where you should select 'Other existing industry arrangement.'

The final question in this section lets you select the type of visas you are seeking access to under the agreement.

Visa type(s) the applicant is seeking under this agreement

There are five options for you to select from.

Temporary (TSS) Visa Provisional (SESR) Visa Permanent (ENS) Visa Temporary and Provisional Temporary and Permanent
---

Note: There are no application charges to lodge a labour agreement request. There are, however, charges associated with lodging any nomination and visa applications under a labour agreement, and there are differences between each visa and the cost varies.

For the latest information on TSS, ENS and SESR nomination and visa application charges see:

- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-skill-shortage-482/labour-agreement-stream>
- [Employer Nomination Scheme \(subclass 186\) Labour Agreement stream \(homeaffairs.gov.au\)](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/employer-nomination-scheme-subclass-186/labour-agreement-stream)
- [Skilled Employer Sponsored Regional \(Provisional\) visa \(subclass 494\) Labour Agreement stream \(homeaffairs.gov.au\)](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/skilled-employer-sponsored-regional-provisional-visa-subclass-494/labour-agreement-stream)

Note: The Skilling Australia Fund (SAF) levy is payable at nomination stage for the TSS, SESR and ENS visas. The current SAF rate for the TSS visa is \$1,200 per year (\$4,800.00 for 4 years) for businesses with turnover of less than \$10m and \$1,800.00 (\$7,200.00 for 4 years) for businesses with turnover of more than \$10m.

If you are seeking a permanent visa via the ENS pathway the SAF levy payable is a one-off payment of \$3,000.00 for businesses with turnover of less than \$10m and \$5,000.00 for businesses with turnover of more than \$10m

For the SESR visa the SAF levy payable is a one-off payment of \$3,000.00 for businesses with turnover of less than \$10m and \$5,000.00 for businesses with turnover of more than \$10m. There is no extra fee for the permanent residence visa.

For further information on the SAF levy, see: <https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/learn-about-sponsoring/cost-of-sponsoring>

## Labour Agreement history

The next section of the **Application context** page is **Labour Agreement history**. The questions in both this and the next section **Sponsorship history**, change depending on the responses provided. Your responses in these sections might result in you being asked to enter details of current agreements or previous applications.

**Note:** It is essential that you enter this information accurately as this is how we match your application to your client record. Remember that the questions relate to the legal entity that is requesting a Labour Agreement (e.g. if the applicant is ABC Pty Ltd, then only details relating to applications lodged for ABC Pty Ltd should be entered).

The questions in this section relate to whether you currently have, or have previously had, a Labour Agreement.

Common mistakes made by applicants in this section include:

- entering details of a previous visa application for one of the owners of the business
- entering details of a previous application for a different business (even though that business may be an associated entity of the applicant)
- entering a 'made-up' number just to get to the next page.

If you enter incorrect details in these sections you will corrupt the Department's records and your application may be linked to the wrong client record. The first indication that this may have occurred is when you receive the letter acknowledging receipt of your request – if the letter has someone else's name on it you should immediately contact the Department so we can start the process to rectify the issue.

In such cases, processing of your request will be delayed as it can take a significant period of time for the Department's IT personnel to correct the records before processing can re-commence.

If you indicate that you currently have a Labour Agreement in the first question in this section, you will be asked to provide the relevant reference number.

### Labour Agreement history

Does the applicant currently have a Labour Agreement?  
 Yes  No

Provide a reference number to identify the current Labour Agreement.

Reference number type

You will see two options in the Reference number type field:

Labour Agreement ID number  
Labour Agreement Transaction Reference Number (TRN)

**Note:** As an online channel for lodging Labour Agreement requests has not been previously available, you will not have a TRN for your current Labour Agreement. The Labour Agreement ID number is the number you have been given by the Department to use when you lodge nominations under your existing Labour Agreement – it is sometimes referred to as a *Permission Request ID* or *PRID*.

### Labour Agreement history

Does the applicant currently have a Labour Agreement?  
 Yes  No

Provide a reference number to identify the current Labour Agreement.

Reference number type

Labour Agreement ID

If you indicate that you do not currently have a Labour Agreement, you will be asked if you have previously had a Labour Agreement.

If this is the case you will be asked to provide the relevant reference number for the previous Labour Agreement (TRN or application ID).

### Labour Agreement history

Does the applicant currently have a Labour Agreement?  
 Yes  No

Has the applicant previously had a Labour Agreement?  
 Yes  No

Provide a reference number to identify the previous Labour Agreement.

Reference number type

## Sponsorship history

The next section of the **Application context** page is **Sponsorship history**. This section is similar to the **Labour Agreement history** section and your answers will help us to identify your client record and determine whether questions later in the form will display or not.

The first two questions only relate to whether you are currently, or have previously been, a standard business sponsor. As in the previous section, if you enter incorrect details here you will corrupt the Department's records and your request may be linked to the wrong client record.

If you indicate that you are currently a standard business sponsor in the first question in this section, you will be asked to provide the relevant sponsorship application reference number (remember there is no difference between a standard business sponsor for the old 457 program or the new 482 program).

### Sponsorship history

Is the applicant currently a standard business sponsor?  
 Yes  No

Provide a reference number to identify the current sponsorship application.

Important: Ensure that only details of applications relating to the legal entity are entered and not details of visa applications of any of the owners or directors of that legal entity.

Reference number type

You will see two options in the Reference number type field:

<b>Sponsorship Application ID number</b>
<b>Sponsorship Application Transaction Reference Number (TRN)</b>

**Note:** If you lodged the previous application via your ImmiAccount, you will be able to see the TRN in the list on your *My applications* page. You will also be able to find this information on either the acknowledgement letter or the sponsorship approval letter that we had previously sent you. If you have both numbers, we prefer that you use the TRN in this section.

If you indicate that you are not currently a standard business sponsor you will be asked if you have previously been a standard business sponsor.

If this is the case you will be asked to provide the relevant application reference number for the previous sponsorship (TRN or application ID) - remember there is no difference between a standard business sponsor for the old 457 program or the new 482 program.

**Sponsorship history**

Is the applicant currently a standard business sponsor?  
 Yes  No

Has the applicant been a standard business sponsor in the past?  
 Yes  No

Provide a reference number to identify the previous sponsorship application.

Important: Ensure that only details of applications relating to the legal entity are entered and not details of visa applications of any of the owners or directors of that legal entity.

Reference number type

If you indicate that you have never been a standard business sponsor you will be asked if you have ever lodged any other type of application with the Department. As mentioned earlier, it is important to remember that this question relates to applications lodged by the legal entity that is lodging the Labour Agreement request and not to visa applications lodged in relation to owners or employees of the business.

**Sponsorship history**

Is the applicant currently a standard business sponsor?  
 Yes  No

Has the applicant been a standard business sponsor in the past?  
 Yes  No

Has the applicant's business previously lodged a different type of application with the Department?  
 Yes  No

Provide a reference number to identify the previous application.

Important: Ensure that only details of applications relating to the legal entity are entered and not details of visa applications of any of the owners or directors of that legal entity.

Reference number type

If you answer 'Yes' to this question you will be asked to provide the relevant application reference number (TRN or application ID).

If you answer 'No' to all of the questions in the **Sponsorship history** section you will go straight to the **Registration details** section.


## Registration details

The last section of the **Application context** page is **Registration details**. Your answers to these questions will determine what registration identifiers you will be asked to provide.

In the example below, the applicant has advised that they are not currently registered with the ATO – this has led to a new question being displayed asking them to declare whether the ATO requires them to have an ABN.

**Registration details**

Is the applicant currently registered with the Australian Taxation Office (ATO)?  
 Yes  No

Is the applicant registered with the Australian Securities and Investments Commission (ASIC)  Yes  No    Yes  No

Does the applicant declare that they are not required by the Australian Taxation Office to have an Australian Business Number (ABN)?  
 Yes  No

Remember, the answers in this section relate to the legal entity who is lodging the Labour Agreement request.

Where the business is operated under a trust arrangement this is the trustee. In such situations, if the trustee does not have their own individual ABN the appropriate answer to the ATO question is 'No'. You will then be able to declare that you are not required by the ATO to have an ABN and then later in the form, you will be given the opportunity to enter the details of the trust name and the trust's ABN.

**Note:** It is important to note that the ASIC / ASX question relates to company registration only. Registration of a business / trading name with ASIC does not constitute registration with ASIC for the purpose of this question. Consequently, if the legal entity lodging the Labour Agreement request is not a company the appropriate answer to this question is 'No'.

Tables are used throughout our online forms to allow you to add multiple entries. The **Registration details** question is the first example of a table that you will see in this form.

The **Registration details** question only appears if you indicated in either, or both, of the first two questions that you are registered with the ATO, ASIC or ASX.

### Registration details

Is the applicant currently registered with the Australian Taxation Office (ATO)?  
 Yes  No ?

Is the applicant registered with the Australian Securities and Investments Commission (ASIC) or the Australian Stock Exchange (ASX)?  
 Yes  No ?

Give details of all registration identifiers for the business / organisation.

**Add details**

Business registration type	Business registration ID
<input type="button" value="Add"/>	

When you click on the 'Add' button a pop-up box appears:

#### Sponsorship for a Temporary Skill Shortage Visa

2/11

### Registration details

Give details of a registration identifier for the business / organisation.

Business registration type

If you click on the drop-down arrow a list of options is displayed depending on how you answered earlier questions. If you answered 'Yes' to both the ABN and ASIC / ASX questions, you would see the list below. If you only answered 'Yes' to the ATO question then you will only see the ABN option.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Australian Registered Body Number (ARBN)
- Australian Securities Exchange (ASX)

In the example below, the applicant has chosen ABN as the registration type, so a new field has been displayed where the ABN can be entered.

### Registration details

Give details of a registration identifier for the business / organisation.

Business registration type  ?

Australian Business Number (ABN)



Once you click on 'Confirm' you will be taken back to the **Registration details** section where you will see that the details of the ABN entered are now displayed. You also have the option of editing or deleting that information. You can also click on the 'Add' button again to add all of your other applicable registration numbers (such as an ACN).

**Registration details**

Is the applicant currently registered with the Australian Taxation Office (ATO)?  
 Yes  No [?](#)

Is the applicant registered with the Australian Securities and Investments Commission (ASIC) or the Australian Stock Exchange (ASX)?  
 Yes  No [?](#)

Give details of all registration identifiers for the business / organisation.

Business registration type	Business registration ID	Actions <a href="#">?</a>
Australian Business Number (ABN)	66015433780	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>		

In the example below, the applicant has entered both an ABN and an ACN so both sets of details are displayed.

**Registration details**

Is the applicant currently registered with the Australian Taxation Office (ATO)?  
 Yes  No [?](#)

Is the applicant registered with the Australian Securities and Investments Commission (ASIC) or the Australian Stock Exchange (ASX)?  
 Yes  No [?](#)

Give details of all registration identifiers for the business / organisation.

Business registration type	Business registration ID	Actions <a href="#">?</a>
Australian Business Number (ABN)	66015433780	<a href="#">Edit</a> <a href="#">Delete</a>
Australian Company Number (ACN)	015433780	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>		

Once you have checked the information that you have entered is correct, click on the **Next** button at the bottom right of the screen to continue.

## Sponsor details

The next page that will appear is the **Sponsor details** page. However, if you indicated on the **Application context** page that you currently have a Labour Agreement, or are currently a standard business sponsor, and this is confirmed with the ID number that you provided, you will not see this page at all and you will move directly to the **Adverse information** page. This is because the Department already has your current details on file.

### Australian Trusted Trader

You first need to indicate whether or not you are an approved Australian Trusted Trader.

An Australian Trusted Trader (ATT) is a partnership between Australian businesses and the Australian Government to streamline legitimate trade.

**Australian Trusted Trader**

Is the applicant an approved Australian Trusted Trader?  
 Yes  No [?](#)

## Trading details

The next section of the **Sponsor details** page asks questions about how long your business has been trading and what you do.

### Trading details

Length of time the applicant has been trading in Australia

Less than 12 months  
 More than 12 months

Business structure

Give a brief description of the business operation

Does the applicant have a webpage?  Yes  No

If you indicate you have been trading for more than 12 months, you be asked how many years you have been operating in Australia.

### Trading details

Length of time the applicant has been trading in Australia

Less than 12 months  
 More than 12 months

Number of years operating in Australia

However, if you indicate that you have been trading for less than 12 months, you be asked to provide the date you commenced trading in Australia.

### Trading details

Length of time the applicant has been trading in Australia

Less than 12 months  
 More than 12 months

Date established or commenced trading in Australia

The next questions ask about your business structure and for a brief description of how your business operates.

Business structure

Give a brief description of the business operation

The business structure options are as follows.

- Incorporated association
- Partnership
- Proprietary company
- Public company
- Sole proprietor/Sole trader
- Statutory Authority/Government Department
- Unincorporated Body
- Other

If you indicate you have a webpage, another 'table' appears and you can add details of as many websites as required. Provide your business name and the relevant website URL and then click on the 'Confirm' button to return to the **Sponsor details** page.

### Business website / URL

Business name

Business website / URL

**Note:** if you have multiple websites to record, use the 'Add' button to repeat the above process and add additional websites to the table.

Does the applicant have a webpage?  Yes  No

Business name	Business website / URL	Actions
Amandas Italian Restaurant	www.amandasitalian.com.au	<a href="#">Edit</a> <a href="#">Delete</a>

**Should I use HTML tags (< >) in this section?**

No – you should **not** use HTML tags.

Just like the ampersand symbol, using HTML tags anywhere on the form results in the application failing to lodge correctly into the Department's systems and can take a considerable amount of time for the Department's IT personnel to identify and rectify the problem.

## Franchise details

If you indicate that your business operates as a franchise, you will see another table displayed where you should enter additional details about the franchise/s.

### Franchise details

Franchise name

Franchise location (suburb and postcode)

Franchise agreement end-date  

### Franchise details

Does the applicant operate as a franchise?  
 Yes  No

**Add details**

Franchise name	Franchise location	Actions 
<input type="button" value="Add"/>		


## Trust details

If you indicate that the legal entity lodging the Labour Agreement request is the trustee for any other business activities, you will see another table displayed where you can enter the details associated with the trust arrangement (Trust name and Trust ABN).

### Trust details

Is the applicant the trustee for any other business activities?  
 Yes  No

**Add details**

Trust name	Trust ABN	Actions 
<input type="button" value="Add"/>		

### Business trust details

Trust name  

Trust Australian Business Number (ABN)  

As with other tables used in this form, if you are the trustee for multiple trusts, additional entries can be made here so that details of all trusts are provided.

It is important that you attach a copy of the Trust Deed- there is an opportunity to do this at the end of the document.


## Owners, directors, principals and / or partners

The next section of the **Sponsor details** page asks you to enter the details of the owners, directors, principals and / or partners of the business.

### Owners, directors, principals and / or partners

Give details of the owners, directors, principals and / or partners.

**Add details**

Position / role	Name	Company name	Actions 
<input type="button" value="Add"/>			

Given that a company can be the owner of another company, before being asked for the details in this section, you are asked to indicate whether the owner, director, principal and / or partner is a person or an organisation.

### Owners, directors, principals and / or partners

Select whether the owner, director, principal and / or partner is a person or organisation.

Person  
 Organisation

If you select 'Organisation' you will be asked to enter the Company name.

### Owners, directors, principals and / or partners

Select whether the owner, director, principal and / or partner is a person or organisation.

Person  
 Organisation

Position / role

Company name

The Position / role options available are Company secretary, Director, Owner, Partner and Shareholder.

If you select 'Person' you will be asked for their personal details.

### Owners, directors, principals and / or partners

Select whether the owner, director, principal and / or partner is a person or organisation.

Person  
 Organisation

Position / role

Family name  

Given names  

Sex  Female  Male  Other

Date of birth  

In the case of a publicly listed company, only major shareholders details should be entered.

Complete the fields and click on the 'Confirm' button on the bottom right of the screen to return to the **Sponsor details** page.

## Industry details

The next section asks you to select the 'Industry type' of your business and whether you are a member of any industry association/s.

### Industry details

Industry type  ▼ 

Is the applicant a member of any industry association(s)?  
 Yes  No

List the name(s) of the association(s)

The list of options below will appear for you to select from.

You should select Agriculture Forestry and Fishing

- Accommodation and Food Services
- Administrative and Support Services
- Agriculture, Forestry and Fishing
- Arts and Recreation Services
- Construction
- Education and Training
- Electricity, Gas, Water and Waste Services
- Financial and Insurance Services
- Health Care and Social Assistance
- Information Media and Telecommunications
- Manufacturing
- Mining
- Other Services
- Professional, Scientific and Technical Services
- Public Administration and Safety
- Rental, Hiring and Real Estate Services
- Retail Trade
- Transport, Postal and Warehousing
- Wholesale Trade

**Important:** Please do not select 'Other services' from this list unless there is no other appropriate category as this may impact the processing of your application. It also reduces the accuracy of departmental reporting. If you do select 'Other services', you will be asked to give further details.

If you indicated that you are a member of any industry association/s, you will be asked to list the name/s of the association/s.

## Annual turnover

The next questions ask you to enter your annual turnover for the most recent full financial year and the range that this amount falls in to.

### Annual turnover

Give details of the annual business turnover of the applicant for the last financial year.

Annual turnover  AUD 

Range the annual turnover falls into

The help text next to this question provides the following guidance:

**Annual turnover**

Annual turnover is the total income generated in the ordinary course of carrying on the applicant's business during the last financial year, in Australian dollars (AUD).

Where the applicant has submitted an Australian tax return for the last financial year provide the total income advised to the Australian Taxation Office (ATO).

For example:

- If a Company Tax Return was submitted, this is the answer the applicant provided for 'Total Income'
- If an Individual Tax Return was submitted, this is the answer the applicant provided for 'Total business income'

If an Australian tax return has not yet been submitted for the last financial year provide an estimate of the total income that will be advised to the ATO when the return is submitted.

Overseas businesses who are not required to submit an Australian tax return should refer to the ATO's website for guidance on estimating annual turnover.

**Format rules**

- Whole dollars only
- No symbols allowed
- No negative amounts allowed
- A maximum of 12 numerals allowed
- Only numbers 0 - 9 allowed

Example  
An annual turnover of seven million dollars would be entered as 7000000.

Refer to the [Department's website](#) for more information.

When entering the annual turnover range, the list of options below will appear for you to select from.

- Less than AUD 100,000
- AUD 100,000 to less than AUD 1 million
- AUD 1 million to less than AUD 2 million
- AUD 2 million to less than AUD 4 million
- AUD 4 million to less than AUD 10 million
- AUD 10 million to less than AUD 25 million
- AUD 25 million and above

**Note:** please make sure you select the correct range or this may impact the processing of your application. If the range selected does not match the annual turnover figure selected an error message will appear and will not let you proceed until consistent information is entered on this page.

## Payroll

The last section on the **Sponsor details** page is about payroll, and the question you see next depends on how long you have been trading for.

If you indicated that you have been trading for more than 12 months, you will be asked to provide your payroll for the most recent full financial year.

**Payroll**  
Give details of the applicant's gross payroll for the most recent full financial year.

Gross payroll  AUD

If you indicated that you have been trading for less than 12 months you will be asked for your projected payroll for the next 12 months.

**Payroll**  
Projected payroll for next 12 months  AUD

# Adverse information

The next page that will appear is the **Adverse information** page.

## Adverse information

This section requires you to tell the Department of Home Affairs if there have been any adverse findings regarding workplace relations, workplace health and safety or migration compliance in the last 5 years.

The Department of Immigration and Border Protection has advised Dairy Australia that it does not require you to provide information about investigations, such as an investigation by the Fair Work Ombudsman or the taxation office unless there was an actual finding that you had breached the law or if there is an ongoing investigation at the time of your application

If you answer 'Yes' to this question, you will be asked to provide further details.

### Adverse information

Is there any adverse information to declare about the applicant or a person associated with the applicant, including any information relating to the contravention of Australian laws, insolvency, sponsorship breaches and/or other circumstances which might reasonably be considered adverse information?

Yes  No [?](#)

Give details

**Important:** Where relevant, the Department may check that your business has a satisfactory record of compliance with immigration laws and that there is nothing adverse known about your business or any of its principals. Labour agreement requests may be refused if the activities of the business are of a nature generally considered unacceptable in Australia.

## Unsuccessful Labour Agreement requests

The second question asks whether you have previously lodged a Labour Agreement request which has been returned to you or declined. If you indicate that you have, then you be asked for further details.

### Unsuccessful Labour Agreement requests

Has the applicant previously sought a Labour Agreement which has been returned or declined?

Yes  No

Give details



# Business contact details

The next page of the form is the **Business contact details** page.

## Business contact details

### Business contact person

A contact person for the applicant must be nominated. The contact person may receive departmental enquiries during the Labour Agreement request process and for the duration of the Labour Agreement.

Family name

Given names

Position in business

### Contact telephone numbers

Enter numbers only with no spaces.

Business phone

Mobile / Cell phone

### Email address

Email address

### Head office address

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

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

Country

Address

Suburb / Town

State / Territory

Postcode

### Postal address

Is the postal address the same as the head office address?  
 Yes  No

## Business contact person

The first section on this page asks you to provide details of a contact person for the business who we may direct enquiries to during the Labour Agreement request process, **and** for the duration of any Labour Agreement that may be entered into.

The position in the business could be the person's job title or role within the business. For example:

- Human resources officer
- Owner
- General manager

These questions will not change who we communicate with if you are represented by a Migration Agent (you get the opportunity to tell us who you want us to communicate with for this application on the next page). However, we need to collect the details of a 'real person' in the business so that we have someone we can contact in the rare scenario where a Migration Agent might be unable to continue to act on your behalf.

## Head office address

The second section on this page asks you to provide the details of your head office address in Australia.

## Postal address

If you indicate that your postal address is different to your head office address, you will be asked to provide these details as well.

# Labour Agreement contact person

The next page of the form is the **Labour Agreement contact person** page.

**Labour Agreement request**

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**Labour Agreement contact person**

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 migration agent  
 Yes, another person

← Previous   Save   Print   Go to my account   Next →

This is the section of the form where you tell us who you want us to communicate with in relation to your request. You can authorise a Migration Agent to act on your behalf, or you can nominate another person for us to send correspondence to.

## Migration agent contact details

If you indicate that you want a Migration Agent to represent you, additional questions will display. You will be asked to provide the Agent's Migration Agents Registration Number (MARN), family name, given names, and organisation; along with their postal address, contact telephone numbers and email address.

If you are a Migration Agent who is completing the form on behalf of a client and you have logged into your *ImmiAccount* using the Migration Agent role type, a number of your details should auto-populate into this page for you.

## Communication relating to compliance with sponsorship obligations

A Migration Agent's authority to act on your behalf will cease when we make a decision on your request unless you advise otherwise. The next section on this page gives you the opportunity to authorise them to continue to act on your behalf in relation to our monitoring of your compliance with your sponsorship obligations.

**Communication relating to compliance with sponsorship obligations**

Does the applicant wish to authorise this migration agent to act on their behalf and to receive all written communications about the Department's monitoring of their compliance with their sponsorship obligations?

Yes  No

If you answer 'No' to this question, all written communication about the Department's monitoring of your compliance with your sponsorship obligations will be sent to the nominated business contact person (the person you provided details of on the previous page).

## Authorised recipient contact details

Similar to the last page, if you indicate that you want another person to receive written communication about your request, a new page of questions is displayed where you will be asked to provide their details.

Once you have answered the questions, click on the **Next** button on the bottom right hand side of the page.

# Position details

The next page of the form is the **Position details** page.

The questions in the top section of this page relate to the type/s of occupations you are requesting under the Labour Agreement, the number of positions you need to fill each year and the visa type (temporary or permanent).

### Position details

The applicant will be required to enter a six digit code for each occupation they are requesting (six digit ANZSCO code or a code previously provided by the Department).

#### Add details

Occupation	Visa type	Year 1	Year 2	Year 3	Year 4	Year 5	Actions
<input type="button" value="Add"/>							

You will need to add an entry to the table for each occupation you are seeking and for each visa type. Each time you click 'Add' you be asked for the following information.

### Ceiling details

#### Occupation

Occupation code

Visa type

Year 1

Year 2

Year 3

Year 4

Year 5

The Occupation code for the Dairy Industry Labour Agreement is 070499.

Once you enter the ANZSCO code into the first box, the occupation name will automatically appear in the field below it.

You will either choose Senior Dairy Cattle Farm Worker or Dairy Cattle Farm Operator.

You can then select the visa type and the nomination ceiling you are requesting for that occupation for each year of the agreement.

### Ceiling details

#### Occupation

Occupation code

Occupation name

Visa type

Year 1

Year 2

Year 3

Year 4

Year 5

Once you click 'Confirm' you will be taken back to the **Position details** page and the information will be visible in the table, along with a new section that details how many nominations you have requested (nomination ceiling) for each year in total.

## Position details

The applicant will be required to enter a six digit code for each occupation they are requesting (six digit ANZSCO code or a code previously provided by the Department).

Occupation	Visa type	Year 1	Year 2	Year 3	Year 4	Year 5	Actions
Small Engine Mechanic	Temporary (TSS visa)	5	5	3	2	1	<a href="#">Edit</a> <a href="#">Delete</a>

## Nominations requested for a temporary visa (TSS visa) per year

Year 1	5
Year 2	5
Year 3	3
Year 4	2
Year 5	1

## Total nominations requested

Temporary visa (TSS visa)	16
---------------------------	----

If you have previously had a Labour Agreement and the Department issued you a 'special' code because the occupation did not have a specific ANZSCO code, when you enter that code you will see an extra field appear called 'Occupation'. You should enter the name associated with this occupation from your last Labour Agreement in this field as in the example below.

## Ceiling details

### Occupation

Occupation code	070499
Occupation name	As Specified in Labour Agreement
Occupation	Skilled meat worker
Visa type	

If you are seeking permanent visas under your Labour Agreement, you will need an additional entry in the table for each occupation you want the permanent pathway for. Note: the SESR visa is a provisional visa, and while there is a pathway to permanent residency to the Permanent Residence (Skilled Regional) visa (subclass 191), for SESR visa holders who have lived and worked in designated regional areas of Australia, the subclass 191 visa does not have a nomination application component. Therefore, requesting regional businesses need only request the SESR visa to be included in the labour agreement.

## Ceiling details

### Occupation

Occupation code	321214
Occupation name	Small Engine Mechanic
Visa type	Permanent (ENS visa)
Year 1	0
Year 2	0
Year 3	0
Year 4	5
Year 5	5

A summary of all the details you have entered into this table will be visible on the **Position details** page, and you will be able to edit or delete this information before continuing.

**Position details**

The applicant will be required to enter a six digit code for each occupation they are requesting (six digit ANZSCO code or a code previously provided by the Department).

Occupation	Visa type	Year 1	Year 2	Year 3	Year 4	Year 5	Actions
Small Engine Mechanic	Temporary (TSS visa)	5	5	3	2	1	<a href="#">Edit</a> <a href="#">Delete</a>
As Specified in Labour Agreement - Skilled meat worker	Temporary (TSS visa)	10	10	10	10	10	<a href="#">Edit</a> <a href="#">Delete</a>
Small Engine Mechanic	Permanent (ENS visa)	0	0	0	5	5	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

**Nominations requested for a temporary visa (TSS visa) per year**

Year 1	15
Year 2	15
Year 3	13
Year 4	12
Year 5	11

**Nominations requested for a permanent visa (ENS visa) per year**

Year 1	0
Year 2	0
Year 3	0
Year 4	5
Year 5	5

**Total nominations requested**

Temporary visa (TSS visa)	66
Permanent visa (ENS visa)	10

## Location of positions

The bottom section on the **Position details** page asks you for details of where you want to locate these positions.


If the positions will be located in more than one State / Territory you will be able to add extras by clicking on the light green '+' button.




**Location of positions**

Select all States and/or Territories where positions requested under this agreement will be located.

State/Territory

Australian Capital Territory  

New South Wales  

Will positions be restricted to a specific region?

Yes  No

If you indicate that the positions will be restricted to a specific region, you will be asked to provide further details.

Will positions be restricted to a specific region?

Yes  No

Give details

Once you have answered the questions, click on the **Next** button on the bottom right hand side of the page.

# Workforce details

The next page of the form is the **Workforce details** page.

The first section on this page asks for the total number of Australian and foreign employees that you have.

You must enter a number in each of these fields – they cannot be left blank. Use a zero if you don't have any employees of the type specified.

**Workforce details**

What is the total number of:

Australian employees (including Australian citizens and permanent residents)

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

## Australian employment details

The next section asks you to provide details about the Australian workers that you employ, by occupation and experience level.

**Australian employment details**

What is the total number of Australian citizens or permanent residents employed by the applicant as:

Professionals

Tradespersons

Recent Australian university graduates with less than 12 months work experience

Apprentices employed under a training agreement or contract of training

Other trainees employed under a training agreement or contract of training

Other

## Foreign employment details

You are then asked to provide details about the numbers of foreign workers that you employ in Australia and what sort of visas they hold.

**Foreign employment details**

Of the total number of foreign employees, what is the number of:

Temporary Skill Shortage (subclass 482) visa holders and Temporary Work (Skilled) (subclass 457) visa holders

Other temporary work or temporary activity visa holders

Overseas students

Working holiday makers

Other

**Note:** for very large organisations the information in this section will change on a regular basis so an estimate is acceptable.

## Expected changes to Australian workforce

The last section on the **Workforce details** page asks you for an explanation of any significant increases or decreases of Australian workers that you expect during the life of your requested Labour Agreement.

**Expected changes to Australian workforce**

Provide an explanation of any significant increases or decreases of Australian workers expected during the life of the requested Labour Agreement

Once you have provided this explanation, click on the **Next** button on the bottom right hand side of the page.

---

## Salary details

The next page of the form is the **Salary details** page. The first question on this page asks if you are seeking any concessions from the salary requirements that apply in the standard skilled visa program.

You should enter NO to each question regarding concessions.

**Salary details**

Is the applicant seeking any concessions from standard skilled visa program salary requirements?  
 Yes  No

The applicant will be required to attach a business case detailing reasons why the applicant is seeking concessions to standard salary arrangements.

If you answer 'Yes' to this question you will be reminded that you will need to attach a business case to your request detailing the reasons why.

If you answer 'No', you will be asked to make two declarations relating to the standard skilled visa program salary requirements.

**Salary details**

Is the applicant seeking any concessions from standard skilled visa program salary requirements?  
 Yes  No

The applicant declares that:

Overseas workers will not be paid less than the Annual Market Salary Rate (AMSR).  
 Yes  No

The monetary components of both the AMSR and the nominee's earnings will not be less than the Temporary Skilled Migration Income Threshold (TSMIT).  
 Yes  No

Once you have answered the questions click on the **Next** button on the bottom right hand corner of the page.

---

# Salary arrangements for an equivalent Australian worker per occupation

The next two pages ask you to provide specific salary details. The first of these two pages relates to the Market salary for each occupation that you requested on the **Position details** page, and the questions are repeated for each of these occupations.

When you get to this page you will see the questions for the first occupation you requested, you can click on the 'Expand all' link to see the questions for every requested occupation.

## Salary arrangements for an equivalent Australian worker per occupation

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

**Small Engine Mechanic**

### Salary arrangements for an equivalent Australian worker

Give details of salary arrangements for an equivalent Australian worker in the nominated requested occupation Small Engine Mechanic. Do not include mandatory superannuation payments in amounts provided below. Overtime hours and payments can only be included where guaranteed.

Enter the salary that would be paid to an Australian worker to do the equivalent work for one year (full-time hours).

Market salary rate  AUD [?](#)  
Enter the number of full-time hours per week used to calculate this rate.

Number of hours per week  [?](#)

Total monetary component of the market salary rate  AUD [?](#)

Total non-monetary component of the market salary rate (if applicable)  AUD [?](#)

### Method of calculating the market salary rate

Does the applicant already have Australian employee(s) doing the same work as the nominated person?  
 Yes  No

**As Specified in Labour Agreement - Skilled meat worker**

Once you have entered the salary details, you will also be asked for information describing how you calculated the Market salary rate.

If you indicate that you already have Australian employees in that occupation, you will be asked questions about their salary arrangements.

### Method of calculating the market salary rate

Does the applicant already have Australian employee(s) doing the same work as the nominated person?  
 Yes  No

Select the type of employment arrangement that applies to an equivalent Australian employee.

Employment arrangement  [v](#)

Are there other terms and conditions that apply to the Australian employees?  
 Yes  No

The applicant declares that the market salary rate provided reflects the salary package received by equivalent Australian employee(s).  
 Yes  No



If you indicate that you don't have any Australian employees in that occupation, you will be asked questions about how you determined what the Market salary rate is and what evidence you used to make this determination.

### Method of calculating the market salary rate

Does the applicant already have Australian employee(s) doing the same work as the nominated person?  
 Yes  No

Give details of how the applicant used this information to determine the market salary rate. Include the monetary and non-monetary components, and why a particular salary amount was selected.

Give details of the evidence the applicant used to determine the market salary rate.

The applicant declares that the market salary rate provided reflects the salary package that would be provided to the equivalent Australian employee(s).  
 Yes  No

**Add details**

Evidence type	Actions
<input type="button" value="Add"/>	

**Remember:** You need to enter this information for every occupation that you requested, if you click 'Next' without completing this you will get an error message and will not be able to continue.

## Salary arrangements of the nominated position per occupation

This page is similar to the last, but it asks you to provide details of the salary that you are proposing to pay the nominated worker for each occupation that you have requested.

You can also add details of non-monetary benefits such as accommodation and vehicles or fuel if these are guaranteed as part of the salary.

### Salary details of the nominated position per occupation

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

**Small Engine Mechanic**

#### Salary details of the nominated position

Give details of salary arrangements that the applicant proposes will apply to the nominated requested occupation Small Engine Mechanic. Do not include mandatory superannuation payments in amounts provided below. Overtime hours and payments can only be included where guaranteed.

Guaranteed annual earnings  AUD

Number of hours per week

Total monetary component of the earnings for the nominated position  AUD

Total non-monetary component of the earnings for the nominated position (if applicable)  AUD

Will the terms and conditions of employment of the applicant's Australian employee(s) apply to the nominated position?  
 Yes  No

**As Specified in Labour Agreement - Skilled meat worker**

**Remember:** You need to enter this information for every occupation that you requested, if you click 'Next'

without completing this you will get an error message and will not be able to continue.

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# Labour market need

The next page is the **Labour market need** page. The first section is about how you tested the Australian labour market and the first question asks you to explain why you think you have a genuine labour market need to utilise the Labour Agreement program.

You need to write a short piece about why your business needs to engage an overseas worker.


Explain why you are not able to find Australian workers to fill the position and how this impacts upon your business.

**Labour market need**

Explain why the applicant believes they have a genuine labour market need to utilise the Labour Agreement program

The second question on the **Labour market need** page asks whether you are able to submit flexible evidence as an alternative to providing specific advertising details – requests for Dairy Industry Labour Agreements are not eligible to do this, so you should answer 'No' to this question.

Is the applicant permitted to provide flexible evidence as an alternative to specific advertising details?

Yes  No 

You will then be asked to declare that you have tested the Australian labour market in accordance with standard LMT requirements and to provide details of all advertisements you have published relating to the requested occupations.


Go to this link for further information about advertising:

[https://thepeopleindairy.org.au/wp-content/uploads/2019/07/DILAFAQ\\_Nov2021.pdf](https://thepeopleindairy.org.au/wp-content/uploads/2019/07/DILAFAQ_Nov2021.pdf)

Go to this link for information about Labour Market Testing requirements

[https://thepeopleindairy.org.au/wp-content/uploads/2019/07/DILAFAQ\\_Nov2021.pdf](https://thepeopleindairy.org.au/wp-content/uploads/2019/07/DILAFAQ_Nov2021.pdf)

Is the applicant permitted to provide flexible evidence as an alternative to specific advertising details?

Yes  No 


The applicant declares that Labour Market Testing has been conducted in accordance with current Labour Market Testing requirements.

Yes  No

**Advertisements for the position**

Provide the details of all advertisements for each position included in the request.

**Add details**

Where	When	Actions 
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

You will be asked for the following details for each advertisement you have published.


**Labour Agreement request**

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**Details of position advertisement**

Describe where and how the applicant advertised the position

Date advertisement published  

Length of time advertisement published

**Contents of position advertisement**

Position title of the job advertised

Language the advertisement was published in  English  Other

Was the salary being offered included in the advertisement?  Yes  No

Was the position advertised as being full-time?  Yes  No

**Outcome of position advertisement**

Number of applications received

Number of applicants offered a position (not including nominee)

## Other details

The final section on the **Labour market need** page is **Other details** and asks whether you have participated in any *Department of Jobs and Small Business* job placement programs to fill any of the requested positions.

If you indicate that you have, you will be asked which programs you participated in.

**Other details**

Has the applicant participated in any Department of Jobs and Small Business job placement programs to fill any of the requested positions?  
 Yes  No

Select all programs that apply.

Program

- Transition to Work - program
- Youth Jobs PaTH
- Seasonal Workers Incentives Trial
- Restart Program
- Relocation Assistance to Take Up a Job
- Empowering YOUTH initiatives
- Targeted wage subsidies

If you indicate that you haven't, you'll be asked to explain why.

You might state that there are none of these programmes in your region or that the programmes are not suitable for your workforce.

**Other details**

Has the applicant participated in any Department of Jobs and Small Business job placement programs to fill any of the requested positions?  
 Yes  No

Explain why

Once you have answered the questions click on the **Next** button on the bottom right hand corner of the page.

---

# Impact on the labour market

The next page is the **Impact on the labour market** page. The first question asks whether you have any strategies in place to train and retain Australian workers in the requested occupations in the future. If you indicate that you have, you will be asked to provide details.

**Impact on the labour market**

Does the applicant have strategies in place to train and retain Australian workers in these occupations in the future?

Yes  No

Give details

If you indicate that you haven't, you will be asked to explain why.

You will then be asked to explain how you plan to reduce reliance on overseas workers in the future. For instance you might be planning to use the overseas worker to help train Australian workers.

Give details of how does the applicant plan to reduce their reliance on overseas workers in the future

The next two questions ask about your future use of the Labour Agreement program.

Will the nominated overseas workers enable the applicant to train local Australians to fill such positions in the future?

Yes  No

Does the applicant anticipate a further Labour Agreement will be required in the future?

Yes  No

The final question on the **Impact on the labour market** page asks about recent retrenchments / redundancies in your business. You will be asked to provide details if you answer 'Yes' to this question.

Has the applicant retrenched any Australian citizens or Australian permanent residents in the nominated occupation, or made their positions redundant, in the last four months?

Yes  No

Give details

Once you have answered the questions click on the **Next** button on the bottom right hand corner of the page.

# Stakeholder consultation

The next page is the **Stakeholder consultation** page. This is where you provide details of the stakeholders you have consulted before seeking a Labour Agreement, such as Industry bodies and Unions.

The Department of Home Affairs has agreed that applicants for the Dairy Industry Labour Agreement do not have to consult with the industry body (Dairy Australia) as Dairy Australia has played an integral part in the establishment of the Dairy Industry labour Agreement.

You can tick the YES box here and If the online form prompts you to attach a letter you can simply attach a blank page.

### Stakeholder consultation

Provide details of each stakeholder the applicant has consulted.

[Add details](#)

Stakeholder type	Stakeholder name	Actions
<input type="button" value="Add"/>		

You will be asked for the following details for each stakeholder that you have consulted.

### Stakeholder details

Stakeholder type

Stakeholder's name

### Organisation address

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

Country

Address

Suburb / Town

State or Province

Postal code

### Contact telephone numbers

Enter numbers only with no spaces.

Home phone

Business phone

Mobile / Cell phone

### Email address

Email address

### Consultation details

Date the applicant provided initial information to the stakeholder

Follow-up dates

Date response from stakeholder was received

Does the stakeholder support the applicant's request for a Labour Agreement?  
 Yes  No  No response received

Once you have answered the questions click on the **Next** button on the bottom right hand corner of the page.

---



# Standard requirements and concessions

The next page is the **Standard requirements and concessions** page. There are four sections on this page and they require you to indicate whether you are seeking concessions from the standard skilled visa program requirements, and if so, on what basis.

**Note:** If you are seeking concessions, you will be required to attach a business case to this request detailing the reasons why you are seeking such concessions.

The Dairy Industry Labour Agreement contains its own concessions so you answer **'Already agreed in Industry template'** to these questions unless you are seeking further concessions.

### Standard requirements and concessions

#### Skills and qualifications

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the skills and qualifications requirements?  
 Yes  No

#### English language

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the English language requirements?  
 Yes  No

#### Permanent residence

Type of permanent visa pathway the applicant is requesting  
 Already agreed in industry template arrangement  
 Company specific

#### Age

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the age of the nominees?  
 Yes  No

## Skills and qualifications

The Dairy Industry Labour Agreement contains its own concessions so you answer **'Already agreed in Industry template'** to these questions unless you are seeking further concessions

### Skills and qualifications

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the skills and qualifications requirements?  
 Yes  No

Type of concession  
 Already agreed in industry template arrangement  
 Company specific

The applicant will be required to attach a business case detailing reasons why the applicant is seeking concessions to standard program requirements.

If you are not seeking this type of concession you will be asked to make the following declaration.

### Skills and qualifications

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the skills and qualifications requirements?  
 Yes  No

The applicant declares that the skills and qualifications required are consistent with those outlined in ANZSCO for the nominated occupation and a formal skills assessment will be undertaken where required.  
 Yes  No

## English language

The Dairy Industry Labour Agreement contains its own concessions so you answer **'Already agreed in Industry template'** to these questions unless you are seeking further concessions

**English language**

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the English language requirements?  
 Yes  No

Type of concession  
 Already agreed in industry template arrangement  
 Company specific

The applicant will be required to attach a business case detailing reasons why the applicant is seeking concessions to standard program requirements.

If you are not seeking this type of concession you will be asked to make the following declaration.

**English language**

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the English language requirements?  
 Yes  No

The applicant declares that the English language proficiency requirement of the standard skilled visa program will be satisfied by the nominees  
 Yes  No

## Permanent residence

If you have requested a permanent pathway, you will need to select 'Already agreed in Industry template arrangement' in this section.

**Permanent residence**

Type of permanent visa pathway the applicant is requesting  
 Already agreed in industry template arrangement  
 Company specific

The applicant will be required to attach a business case detailing reasons why the applicant is seeking concessions to standard program requirements.

## Age

The Dairy Industry Labour Agreement contains its own concessions so you answer **'Already agreed in Industry template'** to these questions unless you are seeking further concessions.

**Age**

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the age of the nominees?  
 Yes  No

Type of concession  
 Already agreed in industry template arrangement  
 Company specific

The applicant will be required to attach a business case detailing reasons why the applicant is seeking concessions to standard program requirements.

If you are not seeking an age concession, you will be asked to make the following declaration.

**Age**

Is the applicant seeking a concession from standard skilled visa program requirements in terms of the age of the nominees?  
 Yes  No

The applicant declares that the age requirement of the standard skilled visa program will be satisfied by the nominees  
 Yes  No

Once you have answered the questions click on the **Next** button on the bottom right hand corner of the page.

# Declarations

The final page of the form is the **Declaration** page.

## Declarations

**Warning:**

Giving false or misleading information is a serious offence.

The applicant declares that they:

Have read and understood the information guide about requesting a Labour Agreement available on the Department's website.  
 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

Consent to information provided in this request being shared by the Department, with the Department of Jobs and Small Business as part of the request assessment process.  
 Yes  No

Consent to limited information about this request being shared, including the name of the organisation, the type of agreement and the date this request was lodged.  
 Yes  No

Understand that if a Labour Agreement is approved, limited information about this agreement will be published on the Department's website.  
 Yes  No

Understand that the Department does not intend to release any more detailed information about this request or any future agreement except where required to meet disclosure obligations under law (as will be outlined in the terms of any future Labour Agreement).  
 Yes  No

Understand that if a Labour Agreement is approved they will be bound by the sponsorship obligations that apply to standard business sponsors as outlined on the Department's website.  
 Yes  No

Have the financial capacity to meet all applicable sponsorship obligations and will attach a statement from a registered chartered accountant or Certified Practising Accountant (CPA) to this request confirming this.  
 Yes  No

Will attach all documents identified as 'Required' on the 'Attach documents' page at the end of this Labour Agreement request.  
 Yes  No

Understand that if this Labour Agreement request is incomplete it will be refused by the Department.  
 Yes  No

Understand that if a Labour Agreement is approved there is no guarantee that related nomination or visa applications will be successful as relevant regulatory criteria are still required to be satisfied.  
 Yes  No

You should read and understand all of the declarations on this page before completing them, and clicking on the **Next** button in the bottom right hand corner of the page.

## Review

The **Review Page** will appear. You will see a list of all of your questions and answers. This is the last chance you will get to review your answers and go back and make any changes if necessary.

If you notice any incorrect information, click on the **Previous** button in the bottom left hand corner of the page, and return to the relevant page to correct the information.

Otherwise, click on the **Next** button in the bottom right hand corner of the screen to proceed to attach required supporting documentation and then submit your request.

# Providing supporting evidence

The **Attach Documents** page will appear. The final step before submitting your request is to attach supporting documentation.

**Important:**

- Make sure you read the information on this page carefully.
- You will not be able to proceed past this page if any 'Required' documents are not attached.

The list of attachments includes guidance as to whether a document is required or whether we recommend you attach it. If the attachment is:

- **Required** - you must attach the relevant documentation to be able to submit your request
- **Recommended** - you may still wish to attach supporting evidence. This is recommended particularly if your case is complex and it may not be clear on the face of the information provided in the form that the regulatory criteria have been met.

Remember that you need to attach the Trust Deed if a Trust is the applicant

**Labour Agreement request**

### Attach documents

Transaction Reference Number (TRN): EGOSWNHYM6  
Attach the documents listed below then click Next to pay for and submit the application.  
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](#)

**ABC123**  
0 attachments received of 60 maximum.

**Required**



- + **Business Operations - Non Financial, Evidence of - Australian Business Register** ⓘ  
0 Received
- + **Business Operations - Non Financial, Evidence of - Organisation Structure** ⓘ  
0 Received
- + **Business Financial Status, Evidence of** ⓘ  
0 Received
- + **Stakeholder Consultation - test** ⓘ  
0 Received
- + **Labour Market Testing, Evidence of** ⓘ  
0 Received
- + **Position Details, Evidence of - Labourers nec** ⓘ  
0 Received
- + **Position Details, Evidence of - Corporate General Manager** ⓘ  
0 Received

[Print](#) [Go to my account](#)

 Expand all

You should click on the button or the '+' next to the evidence type for more specific information on the type of document.

**Attach documents**  
Transaction Reference Number (TRN):EGNNAHR1R5  
Attach the documents listed below then click Next to pay for and submit the application.  
There are specific [quality and formatting](#) requirements when scanning documents.

 Expand all  Collapse all

---

- COMPANY SPECIFIC LA PTY LTD,  
0 attachments received of 60 maximum.

**Required**

- + Business Operations - Non Financial, Evidence of - Organisation Structure ?  
0 Received
- + Business Financial Status, Evidence of ?  
0 Received
- Business Case - Permanent pathway ?  
0 Received

**Add documents**

Document Type	Permanent pathway submission
Description	<input type="text"/>
File names	<input type="button" value="Browse..."/>

You can now see that, in the above example, a Permanent pathway submission is required.

For each type of attachment listed, you need to:

- add a **Description**, and
- click on the **Browse** button to select the file you want to attach.

**Required**

---

- Business Operations - Non Financial, Evidence of ?  
0 Received

**Add documents**

Document Type	Trust Deed
Description	<input type="text" value="Trust deed"/> <input type="button" value="x"/>
File names	<input type="button" value="Browse..."/> <a href="#">Trust deed - Brush Family Trust.jpg</a>

If you then click on the **Attach** button, the screen will refresh and a table will appear. If you have attached the document correctly, it will appear in a table with a green tick next to it as per the below screen shot.

Where this process has been completed correctly and you proceed to submit your request, do not email the Department to tell us which documents you have attached, or email the documents 'just in case'. This will slow down the processing of your request and those lodged by everyone else.

**Attach documents**

Transaction Reference Number (TRN): EGNN7IMXH9

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.

Expand all    Collapse all

---

**Fox Pty Ltd**

1 attachments received of 60 maximum.

**Required**

**Business Operations - Non Financial, Evidence of** ?

1 Received

**Add documents**

Document Type: Trust Deed

Description:

File names:

Document Type	File Name	Date Received	Action
✔ Trust Deed	Trust deed - Brush Family Trust.jpg	14 Feb 2018	<input type="button" value="X"/>

**Recommended**

**Business Operations - Non Financial, Evidence of** ?

Once you have attached all of your documents, click on the **Next** button at the bottom right hand of the screen to continue.

**Note:** if you have not provided all the required attachments an error message will appear and you will not be able to proceed.

**Labour Agreement request**

**An error has occurred**

The required **Business Operations - Non Financial, Evidence of** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Business Financial Status, Evidence of** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Business Case** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Stakeholder Consultation** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Labour Market Testing, Evidence of** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Position Details, Evidence of** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

The required **Position Details, Evidence of** document has not been attached. The applicant **COMPANY SPECIFIC LA PTY LTD**, must provide at least one attachment of this type before continuing.

# Submit application

You have reached the end of the request process. The **Submit Application** page will now appear. You must click on the **Submit Now** button to lodge your request with the Department.

### Sponsorship for a Temporary Skill Shortage Visa

Transaction Reference Number (TRN):

## Submit Application

This application is now ready to submit. You can submit it now or return to your account and submit it at a later date. Your application will not be processed until after it is submitted.

## Verify Email

The email address below was specified as the address for all communication about this application:

██████████

This address has not been verified by the email account holder.

You can request a [new verification email](#).

# Payment confirmation

There is no charge to submit a Labour Agreement request. The following payment confirmation screen will appear confirming your request has been submitted.

Australian Government  
Department of Home Affairs

RICHARDS, Nadine

## Online payments

### Payment confirmation

Your application has been submitted. No payment is required. Your Reference Number is 9000113519. [Print Tax Invoice](#)

Click on the **Next** button to return to *ImmiAccount* and view the PDF of your completed application or your receipt.

### Labour agreement request Reference Number: EGNAHR1R5

#### Menu

- Application home
- Messages
- Update details

#### Actions

- Attach documents

### Application home ?

**Application status: Submitted**

**Applicants**

- Company specific LA Pty Ltd

**Important information**

This application has been successfully submitted to the department.

#### Application history

Type	Date	Action
Application submitted	03 Nov 2018	<a href="#">View application</a>
Application fee paid	03 Nov 2018	<a href="#">View receipt</a>

## Has my application been received?

When you return to *ImmiAccount*, make sure you check that the status of your application is **Received**. This means that your application has actually been received through to Departmental processing systems and been processed.

**Important:** If the status is **Submitted**, this has not yet occurred. Please wait one hour and check again. If the status has not changed, and there are no messages displaying on *ImmiAccount* indicating the Department may be experiencing technical issues, contact [Technical Support](#).

## Next steps?

Once your request has been received in our processing system, you will receive an acknowledgement letter from us via email containing your Transaction Reference Number and application ID.

You will need to use one of these numbers to lodge a nomination application.

A separate guide is available to walk you through the nomination application form.

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## Technical support

If you experience any technical problems when trying to lodge your request, you must complete the technical support form on our website. Do not email us or call our offices as they will not be able to assist you.

[www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form](http://www.homeaffairs.gov.au/about/corporate/information/forms/online/immiaccount-technical-support-form)