



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)

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The Department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the Department on your behalf.

If you appoint a migration agent, the Department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the Department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the Department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.mara.gov.au

You can also access information about migration agents on the Department's website www.homeaffairs.gov.au

Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Appointing a migration agent/exempt person

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

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

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

Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The Department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

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

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

Form 956A is available from the Department's website

www.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

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*.

Form 1442i is available from the Department's website www.homeaffairs.gov.au/allforms/ or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

Home page www.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.

Please keep these information pages for your reference



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 (Area code)
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 (Area code)
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 (Area code)
Email address

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 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 migration agent or exempt agent or other authorised recipient*

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 Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*

OR

Exempt person

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

Signature of applicant

Date Day / Month / Year

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