



Visitor visa Subclass 600 (Business Stream)

Application Checklist (Thailand and Laos)

Who should apply for a Subclass 600 Visitor visa (Business Stream)?

This visa is for people travelling to Australia for a short business visit. This includes going to a conference, trade fair, seminar, negotiation or meeting. **You cannot work** for or provide services to a business or organisation in Australia or sell goods or services to the public.

See: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/visitor-600/business-visitor-stream>

If you are intending to do short-term work in Australia you should consider the Temporary work (short stay activity) visa (subclass 400). Please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-work-400>.

I am taking my family with me; can they be included in my application?

You cannot include your family as dependants on your application; they must apply for a visa in their own right and pay the applicable visa application charge (VAC). Generally, if they are accompanying you but not 'engaged in business activity', they should apply for a Visitor Visa Tourist Stream (subclass 600).

What if I want repeat visits and long stays in Australia?

If you would like spend longer periods in Australia, you should explore more appropriate visa options. For more information, please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder>.

How do I lodge my application?

You can apply online for most Australian visas and citizenship through ImmiAccount. This is the preferred and most efficient way to apply.

Online lodgement

You can lodge your application online through ImmiAccount, which you can access via <https://online.immi.gov.au/lusc/login>.

If you lodge your application online through [ImmiAccount](#), you **must** upload all supporting documents into the system **at the time** of lodgement.

Australian Visa Application Centre (AVAC)

Applications can also be lodged at an Australian Visa Application Centre (AVAC) in Thailand, operated by VFS Global, where your biometrics (generally photo and fingerprint) can be collected simultaneously. Applicants should make an appointment for the lodgement of a visa application or collection of biometrics at VFS Global.

Bangkok	Chiang Mai
The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua,	Siriphanich Building 6 th floor, 191 Huaykaew Road,

Bangkok	Chiang Mai
Wattana, Bangkok 10110 (NANA BTS station, exit 3)	Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)
Telephone: 02 118 7100 Email: info.auth@vfshelpline.com	Telephone: 02 118 7100 Email: info.auth@vfshelpline.com
Further information on the Australia Visa Application Centres in Thailand, please see: www.vfsglobal.com/Australia/Thailand	

Lodging from Laos

If you are lodging a visa application from Laos, you can lodge your application online through ImmiAccount. Some visa applications can be posted to the AVAC in Thailand, or you can visit the AVAC in person. More information about posting your application from Laos can be found on the VFS Global website here: www.vfsglobal.com/australia/Laos.

Biometrics collection

Most applicants lodging visa applications in Thailand, regardless of nationality, need to attend in person to provide their biometrics (fingerprints and a digital facial photograph) as part of the visa application process. The collection of biometrics is conducted at an AVAC in Bangkok or Chiang Mai. Please take your original passport with you. For further information on biometrics, see: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/biometrics>.

How much will this application cost?

There is a charge for this application. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it.

VFS Global will charge fees for lodgement and biometrics collection in addition to the scheduled fee charged by the Australian Government for visa applications.

For Australian Government fees, see: <https://immi.homeaffairs.gov.au/visas/visa-pricing-estimator>.

For VFS Global fees, see: www.vfsglobal.com/Australia/Thailand

What happens after I have lodged my application with an Australian Visa Application Centre (AVAC)?

Once you have lodged your application an AVAC, it is forwarded to the Department for assessment. The AVAC issues you with a receipt of your payment and tracking number so you can track your application.

How long will it take?

Global visa and citizenship processing times will be updated monthly, providing you with an indicative timeframe for processing applications. Processing times are impacted each month by changes in application volumes, seasonal peaks, complex cases, and incomplete applications. Processing times include applications lodged online and by paper.

For current processing times, please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-processing-times/global-visa-processing-times>.

If you wish to travel during a peak period such as February, March or April, we strongly encourage you to apply for your visa as early as possible, at least one month before your intended travel date.

Please note that we are unable to provide any updates on the progress of your application if it is within the global processing time.

Do not make arrangements to travel to Australia until you are advised in writing that you have been granted a visa. We are unable to expedite visa applications on the grounds of pre-booked travel commitments.

Should I provide original documents?

Do not provide original documents unless specifically requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations. 'Certified copies' are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside.

For further information on certifying or translating documents see: <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy>.

What if my circumstances change after I lodge my visa?

If there are any changes in your circumstances following lodgement of your application, you are obliged to inform us about them. You may use Form 1022 Notification of Changes in Circumstances for this purpose.

What will help me get my application processed faster?

You should ensure you lodge a complete application with all relevant information and supporting documents.

A decision on your application may be made without further requests for information.

Note: the Visa Application Charge (and any other associated service fees) will not be refunded if a decision is made to refuse to grant the visa because you did not satisfy the criteria for grant of the visa.

Do I need to have a health examination?

Generally, applicants for this visa are not required to have a medical examination. A medical may be requested if you:

- are likely to enter a hospital or health care area, including nursing homes, for any purpose
- are over the age of 75
- present any indications you may not meet the health requirement
- wish to stay in Australia for 6 months or more.

The Department uses an online health system to record your health examination results and conduct your health assessment. Generally, medical examinations can be conducted only after a visa application has been validly lodged. After the application is lodged, the case officer will provide you with a "Health Assessment" letter (by email, mail or fax). The Panel Physician will need to see this letter as part of the medical examination process and you should take the letter with you when you go to the Panel Physician for your examination.

Medical examinations must be undertaken by a doctor from a list of approved doctors provided by the Department of Home Affairs. A list of these doctors is on the Department's website:

<https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>.

Do I need to provide police clearances?

You may be requested to provide police clearances, depending on your circumstances. If requested, applicants need to provide, police clearance certificate(s) from every country the applicants (if aged 16 years and over) have resided in for a total of 12 months or more during the last 10 years. For instructions on obtaining a certificate from an overseas government or law enforcement authority, refer to the relevant country information on our website: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>.

If you are required to provide an Australian police clearance certificate, you must complete the Australian Federal Police (AFP) National Police Check application form which is available at the AFP National Police Checks page on the AFP website: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>.

About your visa

We electronically record all visas issued to non-citizens providing them permission to travel, enter and/or remain in Australia. The Australian Government does not provide visa labels.

When you receive your Australian visa you are issued with a visa grant notification letter that explains the conditions of your visa including period of validity and entry requirements. You should retain this for your own reference and may wish to carry it with you when you travel as it contains important information about your visa. The information contained within the visa grant notification letter will help you check your visa details online using the Department's Visa Entitlement Verification Online service, known as VEVO.

Can I ask another person to deal with the Department on my behalf?

Australian privacy law prevents the Department from responding to enquiries from people not authorised by the visa applicant. This includes the person providing support to the application. If you want to authorise another person to be able to discuss your application with this office, or receive correspondence about your application, you must do so in writing. If you have not advised of an authorised recipient appointment in your visa application form you can:

- Submit a completed Form 956 or 956A which **must be** signed by the both applicant and authorised person, or,
- Advise the Department in writing (for example, by email or letter) and include the name and address of the authorised recipient.

For further information on appointment an authorised recipient visit: <https://immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/overview>

For more information on appointing a Migration Agent visit: <https://immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/using-a-migration-agent>

Application Document Checklist

You must provide all relevant documents when you apply. Some documents could take time to obtain. You should have them ready and submit them when you apply. We can make a decision using the information you provide when you lodge your application. It is in your interest to provide as much information as possible with your application.

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application.

You may also need to provide additional information if the Department requests it.

If you lodged online, you should submit (upload) additional documentation online via your ImmiAccount. To attach documents to your application, please login to your ImmiAccount, find the application details page and click on the Attach Document button on the right hand side of the screen. **The maximum size for each file you attach is 5MB.** Additional information regarding the attachment process can be found here:

<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online>.

If you lodged your application at the AVAC, we will advise you how you can submit additional documents at the time it is requested.

Checklist

- Online form for Visitor Visa – Business stream, if applying online.
- [Form 1415](#) Application for a Visitor Visa – Business Visitor Stream to Visit Australia to undertake Business Visitor activities. Please ensure that the application form is completed in English and signed by you, the applicant.
- Visa Application Charge. See: <https://immi.homeaffairs.gov.au/visas/visa-pricing-estimator>.
- A clear photocopy of your passport biodata page (the page with your photo), along with all stamped pages in your passport. Your passport should be valid for the total period of your stay in Australia, or for a minimum of 6 months.
- One recent passport sized photograph (45mmx35mm), no more than six months old, of you this should be of the head and shoulders only against a plain background. Print your name on the back of your photograph.
- Copy of your National Identification Card.
- Evidence of why you need to visit Australia business, such as:
 - a letter of invitation from the host organisation in Australia
 - conference registration details
 - letter from your employer stating the reason for your visit
 - your itinerary, with contact details of the business parties involved.
- Your educational or professional qualifications.
- Your current employment and your role during your visit to Australia.
- Details of previous contacts with Australian business people or organisations in Australia.
- Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report.
- Evidence of family (copy of House Registration Certificate, Family book or similar), employment and other ties to your country of usual residence.
- If your company isn't funding your trip: evidence that you have adequate personal funds, or access to adequate funds to support yourself (and any family members travelling with you) during the period of intended stay, for example, a current bankbook or bank statement with at least 6 months history of transactions.

Applicants under 18 years of age

Where children under 18 years of age intend to travel to Australia, their non-accompanying parent(s) or person(s) with parental responsibility (anyone who can lawfully determine where the child/children is/are to live) may be required to sign a consent form to give permission for the child/children to be granted an Australian visa for the purpose of travel to stay temporarily or permanently in Australia. If one parent, or person(s) with parental responsibility, has lawfully been made solely responsible for making decisions as to where the child/children is/are to live, then only that parent or person needs to sign the consent form.

See: <https://immi.homeaffairs.gov.au/form-listing/forms/1229.pdf>.

Applicants under 18 years of age may need to provide:

- Form 1229 to be completed by both parents (or persons with parental responsibility), with evidence of their signatures (ie bio-data pages of passport or other document containing evidence of their signature).
- If Form 1229 cannot be signed by both parents (or persons with parental responsibility), the following should be included:
 - Evidence of sole custody, or permission from the relevant court authority permitting removal of the child from Thailand or Laos for example:
 - A court order from Thailand or Laos permitting the removal of the child, or
 - A Por Kor 14 covering the custodial circumstances of the applicant, or
 - Death certificate, or
 - Divorce certificate with memorandum covering the custodial circumstances of the applicant.

Applicants over 75 years of age

- Requires a medical assessment (see above)
- Medical insurance to cover your full stay in Australia

Department of Home Affairs

Australian Embassy, Bangkok

www.thailand.embassy.gov.au