



DOCUMENT CHECKLIST
REGIONAL SPONSORED MIGRATION SCHEME
PERMANENT RESIDENCY

Employers must submit the following seven documents to the RCB for assessment.

1. **Cover letter**

The letter should include a brief description of the type of business, how the position will support the business and why the position cannot be filled from the local labour market.



2. **DIAC Form I054**

Ensure that each applicable question on the form is completed and the form is signed. Remember to include the correct ANZCO code for the position. If you're unsure about the correct code, you can search the titles *here*.

3. **Employment contract**

The position description in the contract should include required qualifications, skills, and experience as well as the duties and responsibilities of the position. It is vital that some specific information is worded in a way suitable for migration purposes. Please read the RSMS Employment Contract Information sheet at www.migration.tas.gov.au/forms before submitting your documents.

4. **Organisational chart**

This should show where the nominated position fits within the business.

5. **Evidence the position cannot be filled from the local labour market**

If the nominated occupation is on the Tasmanian SMP Occupations List, evidence of a skills shortage is not required. If the occupation is not found on the list, provide one of the following:

- A supporting letter, report or study from an independent industry body to verify the occupation is in demand/shortage or that recruitment difficulties are currently being experienced in your industry; or
- An explanation why the position cannot be filled by an Australian citizen or resident (the position is unusual/highly specialised such that suitable local candidates are unlikely); and

The RCB may request proof of local advertising for the role. Details should include the date, format and publications of the advertising. Details should also be provided on the number of applications received and their suitability for the position.

6. **Curriculum Vitae**

If the employer has already found a skilled worker to sponsor, include a CV that outlines the qualifications, skills, employment experience and referees of the nominee. It should demonstrate that the person is able to perform the duties of the nominated position. CV's should not exceed four pages in length.

7. **Financial documents**

This can include the most recent profit and loss statement or the most recent balance sheet. Please do not submit annual reports, Business Activity Statements, bank statements or other lengthy documentation. If you are unsure on which financial documents to submit, please *contact us*.