

## REGIONAL DEVELOPMENT AUSTRALIA MURRAY

### RSMS Assessment Document Checklist

All requests for RSMS assessment should be submitted electronically to

[skilledmigration@rdamurray.org.au](mailto:skilledmigration@rdamurray.org.au)

Original documents are not be submitted unless specifically requested. All documents should be 'certified copies' of the original documents

To have a nomination certified under the RSMS employers may be asked to provide relevant documents to assist with the assessment of an application. Additional information may be requested where necessary to complete the assessment

In addition to the documents suggested below, consideration will be given to any other relevant material submitted with the application. The onus is on the business to provide enough information to enable the Regional Certifying Body to assess the nomination.

**This checklist must be completed and attached along with the request for assessment.**

The following must be submitted in order for the nominated position to be assessed:

Documents	Attached ✓
Completed <a href="#">Form 1404</a>	
Online Nomination Application form	
Non-refundable administration fee of \$770.00	Bank Transfer; <b>or</b>
	<a href="#">Credit Card</a>
<b><i>Submission on Business</i></b>	
Outline of goods and services produced	
Evidence of previous occupant of position who has left position; <b>or</b>	
Evidence position is filled with temporary resident (usually 457 visa)	
<b><i>To assess need for a paid employee in the nominated position within the business activities of the employer</i></b>	
Business Registration or Company Registration certificate showing the Australian Business Number	
Organisational chart and accompanying explanation which demonstrates how the position is required for the activities of the business	
Position description which demonstrates the position is consistent with the need of the business	
Business case supporting the need for the nominated position	
Letter of offer or Employment Contract (or draft letter of offer or employment contract in the case where the nominee is not yet known)	

Letter of Support From Accountant	
Annual/Financial Reports Last Two Years	
Evidence of the nominated position being under the direct control of the nominator and the nominator directly operates the business in which the nominated position exists	
<b><i>Additional requirements for start-up businesses (operating for less than 12 months) or diversifying business</i></b>	
Evidence of appropriate market research	
Business plans including financial budgets covering expenses and anticipated revenue	
Evidence of lease or purchase of equipment (such as computers)	
Evidence of lease or purchase of business premises	
Evidence of availability of funding (such as own funds, bank accounts, loans)	
Evidence the business has been actively operating for at least 6 months	
Two photos of the business premises	
<b><i>To assess that the nominated position cannot be filled by an Australian citizen or Australian permanent resident who is living in the same local area as the nominated position</i></b>	
Evidence that the position has been advertised within three months directly preceding the application for assessment through Print media (The Border Mail, local newspapers in the area) and/or on the Internet (SEEK, Evocities). This evidence must include an invoice and a scanned copy of the advertisement.	
Evidence of response to advertisements	
Submission from the employer on the number of responses and reason why the applicant was the most suitable for the position	
<b><i>To assess whether the terms and conditions of employment are no less favourable than those that are or would be provided to an Australian citizen or Australian permanent resident performing equivalent work in the same workplace at the same location.</i></b>	
<i>A) Evidence the nominee will receive a salary equivalent to an Australian citizen or permanent resident if there is an Australian Citizen or permanent resident working in the same or a closely related occupation, the employer should provide documents showing salary, work entitlements and other conditions given to that employee - Documents may include (but not limited to)</i>	
1. A letter of offer or employment contract (or a draft letter of offer or employment contract if the nominee is not yet known) which includes ANZSCO code of the nominated position, Salary and entitlements and Other conditions to be offered to the employees	
2. Payslips and employment contracts for Australian employees in equivalent positions	

*B) Evidence the nominee will receive a salary equivalent to an Australian citizen or permanent resident if there is no equivalent Australian Citizen or permanent resident working in the same or a closely related occupation, the employer should provide evidence that the nominee will be paid market salary rate - Documents may include (but not limited to)*

1. Evidence that the salary and conditions offered meets the minimum working conditions stipulated by any one of the Commonwealth or State Government industrial instrument	Enterprise Agreement; <b>or</b>	
	Industrial Agreement; <b>or</b>	
	Common Law employment contracts	
2. Copies of at least two or more advertisements for the same or closely related occupation, showing a comparable		
3. Remuneration Surveys		
4. Evidence from Australian Bureau of Statistics		
5. Data for unions or employer associations		

For further information please contact the Skilled Migration Officer, RDA Murray on 02 60 580 600 or by email to [skilledmigration@rdamurray.org.au](mailto:skilledmigration@rdamurray.org.au)