



**Australian Government**  
**Department of Immigration  
and Border Protection**

# Visitor visa (subclass 600)

## Business Visitor Stream Application Checklist (Thailand)

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

A Visitor Visa (Business Visitor stream) is for business 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.

If you are intending to do short-term work in Australia you should consider the Temporary work (short stay activity) visa (subclass 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). If they will be engaged in business activity then they will need to apply for a Visitor Visa (Business Visitor Stream) subclass 600.

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

If you would like to migrate or spend longer periods in Australia, you should explore more appropriate visa options. For more information please visit: <http://www.border.gov.au/Trav/Visi/Long>

### Where do I lodge my application?

All applications should be lodged in person at an Australian Visa Application Centre (AVAC) in Thailand where your biometrics (generally photo and fingerprint) can be collected simultaneously:

Bangkok	Chiang Mai
<p>The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua, Wattana, Bangkok 10110 (NANA BTS station, exit 3)</p> <p>Telephone: 02 118 7100 Email: info.dibpth@vfshelpline.com</p>	<p>Siriphanich Building 6<sup>th</sup> floor, 191 Huaykaew Road, Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)</p> <p>Telephone: 02 118 7100 Email: info.dibpth@vfshelpline.com</p>
<p>Further information on the Australia Visa Application Centres in Thailand, please see: <a href="http://www.vfsglobal.com/Australia/Thailand">www.vfsglobal.com/Australia/Thailand</a></p>	

### Biometrics collection

Most applicants lodging visa applications in Thailand, regardless of nationality, need to attend in person to provide their fingerprints and a digital facial photograph as part of visa application processing. The collection of biometrics is conducted at an Australian Visa Application Centre (AVAC) in Bangkok or Chiang Mai. Please take your original passport with you. For further information on biometrics, see: <http://www.border.gov.au/Trav/Visa/Biom>

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

Once you have lodged your application at an AVAC, it is forwarded to the Australian Embassy in Bangkok. The AVAC issues you with a receipt of your payment and tracking number so you can track your application.

### Who will assess my application and how long will it take?

The time taken for applications to be assessed fluctuates based on the number of applications received at any one time by the department.

For all Visitor Visa Business Visitor stream visa applications lodged through an AVAC, the current service standard is **10 working days**.

All Visitor Visa Business Visitor stream visas not lodged through an AVAC (including those lodged online or by mail) will be processed according to the Department's global service standard of **one month**.

### What will help me get my application processed faster?

You should ensure you lodge a complete visa application. A complete visa application is one that provides all the information necessary for a decision to be made.

While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

**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 with the Embassy. 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 Immigration and Border Protection. A list of these doctors is on the Department’s website: <http://www.border.gov.au/about/contact/offices-locations/thailand>

### 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 Embassy 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 should indicate this by using a Form 956 or 956A which **must be** signed by both applicant and authorised person.

**Without a Form 956 we cannot talk about your case to anyone else, including your partner or family members.**

**See:** <http://www.border.gov.au/Trav/Visa/Usin/Getting-help-to-apply-for-a-visa>

## Online applications

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

If you are requested to provide more supporting documentation for your application, you should submit (upload) supporting documents online via your ImmiAccount. To attach documents to your visa 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.**

**Note:** Most online applicants in Thailand will be required to provide their biometrics. Your biometrics (generally, photo and fingerprint) will need to be collected in person at an Australian Visa Application Centre (AVAC). You will be emailed a letter you may take to the AVAC.

For more information on ImmiAccount, please visit <http://www.border.gov.au/Trav/Visa/Immi>

Additional information regarding the attachment process can be found here:

<http://www.border.gov.au/Trav/Visa/Atta>

# Application Document Checklist

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application with the department. You may also need to provide additional information and documentation after you have made your application if the department requires it.

After completing this checklist, please attach it to the front of your application.

- 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: <http://www.border.gov.au/Trav/Visa/Fees>
- 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
- 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 Thai National Identification Card
- Evidence of family (copy of House Registration Certificate), employment and other ties to your country of usual residence.
- If visiting or travelling with a relative - evidence of your relationship with the person you are visiting, for example, marriage certificate(s), birth certificate(s), house registration, statement detailing the relationship, or a combination of these documents.
- 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. **If you are providing a bankbook, you must provide the original and photocopy bankbook;** the original bankbook will be returned to you once your visa application is finalised.

## Applicants under 18 years of age

- An original statement from an Amphur office (Thai Government District Office) giving permission from the non-travelling parent/s or legal guardian/s for the child to travel to Australia; **or**
- Form 1229 (available from AVAC or the immigration website [www.border.gov.au](http://www.border.gov.au)) signed by the non-travelling parent/s.

**If applicable, the following should also be provided:**

- A Por Kor 14 covering non-marital status of the applicant's parents and the custodial circumstances of the applicant; **or**
- if the applicant's parents were married, their divorce certificate with memorandum attached; **or**
- Court Orders stating the change of parental power over the applicant.

**Applicants over 75 years of age**

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

**Other documents**

- Other information to show that you have an incentive and authority to return to your home country.
- If visiting relatives or friends, a letter of invitation from your relative or friend in Australia. If your relative or friend is paying for your visit, evidence that they have the necessary funds.

**Other important things to note:**

- **Do not** provide original documents unless requested. You should provide 'certified copies' of original documentation.
- **Do not** book airline tickets for travel to Australia unless your visa has been granted. The Department cannot assume responsibility for meeting deadlines imposed by your proposed travel arrangements.

For further detailed information, please also visit the Department's main website:  
[www.border.gov.au](http://www.border.gov.au)

**Department of Immigration and Border Protection**

**Australian Embassy, Bangkok**

**[www.thailand.embassy.gov.au](http://www.thailand.embassy.gov.au)**