



Australian Embassy Myanmar
Visa and Immigration Office

**APPLYING FOR A VISITOR VISA – BUSINESS VISITOR STREAM
Subclass 600**

Who should apply for a Visitor Visa Business Visitor stream, subclass 600 visa?

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 apply for the new 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?

This visa is designed only to allow temporary travel to Australia for a short business visit. It cannot be used for long-term stays or residence. To be eligible for a further Business Visitor visa in the future, you must maintain extended periods of time outside of 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>

How much will this visa cost?

There is an application charge for this visa. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it. **See:** <http://www.border.gov.au/Trav/Visa/Fees>

Where do I lodge my application?

All visa applications should be lodged at the Australian Visa Application Centre (AVAC) in Myanmar operated by VFS Global.

Address: #305, Prime Hill Business Square,
No. 60, Shwe Dagon Pagoda Road,
Dagon Township, Yangon, Myanmar

Telephone: 02-118-7100
Email: info.aurn@vfshelpline.com

Contact Centre hours: 08.30 hrs to 16.30 hrs
Business hours: 08.30 hrs. – 16.30 hrs. (Monday to Friday*)
Application lodgement hours: 08:00 hrs. – 15:30 hrs. (Monday to Friday*)
Passport Collection hours: 08:30 hrs. – 16:30 hrs. (Monday to Friday*)
**Except on Public Holiday (<http://www.myanmar.embassy.gov.au/rang/aboutus.html>)*

A fee will be charged for this service in addition to the scheduled fee charged by the Australian Government for all visa applications. For more information about lodgement procedures, fees charged, contact details, office locations and office hours, please visit <http://www.vfsglobal.com/australia/myanmar>

What happens after I have lodged my application with the Australian Visa Office Myanmar?

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

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 stream applications lodged through AVAC, the current service standard is 10 working days.

For all Visitor Visa Business Visitor stream visas not lodged through AVAC, will be processed according to the Department's Service Standards of one month.

All Tourist Visa Tourist stream applications are assessed in the order they are received by this office. The processing time service standard (i.e. from the time we receive your application until a decision is made) for a tourist visa can be found at <http://www.border.gov.au/about/access-accountability/service-standards>

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 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 a visitor 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

If you are required to undergo a health examination your case officer will provide you with a “Health Assessment” letter (by email, mail or fax). A 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 for your examination.

Medical examinations must be undertaken by a doctor from a list of approved doctors provided by the Visa and Immigration Office, Australian Embassy Myanmar.

Panel Physicians - Yangon

Medical and Radiology Clinic

Myanmar International SOS Clinic- Renaissance Inya lake Hotel

37 Kaba Aye Pagoda Road

Telephone: +95 1 667 879 Fax: +95 1 667 866

Doctor(s): Dr Chantal Bonfils or Dr Khin Cho Htay

Can I ask another person to deal with the Embassy?

Australian privacy laws prevent this office from responding to enquiries from people not authorised by the applicant. This includes the person providing support to the application. If you want to authorise another person to discuss your application with this office, or receive correspondence about your application, you should indicate this by using a [Form 956](#) which **must be** signed by both the applicant and authorised person.

Without a Form 956 we cannot talk about your case to anyone else, including your partner or family members. Please see <http://www.border.gov.au/Trav/Visa/Usin/Getting-help-to-apply-for-a-visa>

Australia’s visa label policy

The Australian Government does not require holders of Australian visas to have a visa label in their passport.

We electronically record all visas issued to non-citizens providing them permission to travel, enter and/or remain in Australia. This means that evidence of a visa grant in the form of a visa label is no longer routinely issued to visa holders. Instead, electronic visas are linked to a visa holder’s current passport which enables us to provide accurate, secure and real-time information about a visa holder’s visa details. It is also more secure than issuing a visa label as it reduces the risk of fraud.

Having this electronic connection also enables online checking of visa details by visa holders, airlines, registered Australian organisations and Australian government agencies.

About your visa

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.

Application online

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.**

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>
- Form 54 : Family Composition – complete the form in English
- Signed Household Registration Form – notarised copy of Myanmar original and notarised English translation.
- A clear photocopy of your passport biodata page (the page with your photograph) and a copy of all other pages in your passport that contains a stamp and/or visa. Recommended that your passport should have at least six months left before the expiry date.
- One recent passport sized photographs (45mmx35mm), no more than six months old. This should be of head and shoulders only against a plain background. Print your name on the back of your photograph.
- National Registration Card Evidence of why you need to visit Australia business, such as:
 - a letter of invitation from the host organisation in Australia
 - conference registration or receipt 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
- Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report
- Your current employment and your role during your visit to Australia
- Details of previous contacts with Australian business people or organisations in Australia If you are self-employed:
 - o Certified copies of company documents. For example: valid business registration , certificate of chamber membership, import and export permit, bank statements, a letter of support stating that all of your travel costs are covered by the employer
- Evidence that you have adequate personal funds, or access to adequate funds to support yourself 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 bankbook;** this will be returned to you.

Applicants over 75 years of age

- Requires a health check up (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.

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. This office cannot assume responsibility for meeting deadlines imposed by your proposed travel arrangements.

For further detailed information, please visit www.border.gov.au or www.myanmar.embassy.gov.au

Last updated 10 July 2015