

ACT MIGRATION PROGRAM – SKILLED MIGRATION NOMINATION GUIDELINES - August 2021

The Australian Migration Program enables the Australian Capital Territory (ACT) Government to address skill shortages and labour market needs in the Territory. The Program allows the ACT to attract and retain appropriate and sustainable levels of skilled and business migrants to contribute to Canberra's economy and society, and to support strategic industry growth in the region.

ACT nomination does not guarantee a migration outcome. Rather, it triggers a formal visa invitation by the Department of Home Affairs.

Type of visa

The Department of Home Affairs allows us to nominate applicants for two types of skilled migration visas in the ACT:

- [Skilled Work Regional \(provisional\) subclass 491 visa](#)
- [Skilled Nominated \(permanent\) subclass 190 visa](#)

Carefully check the details on the [Department of Home Affairs website](#) for each visa type to make sure that:

- You choose the right visa for your situation.
- You meet all of Department of Home Affairs eligibility criteria for that visa.

Before you start the ACT nomination process, you must submit a valid [expression of interest \(EOI\) via SkillSelect](#). This is an online application process administered by the Department of Home Affairs.

We manage the nomination process, but the Department of Home Affairs manages the [visa application process](#).

Please note: We cannot answer any questions about visa applications or processing times.

About the ACT nomination process

The Department of Home Affairs allows us to nominate a fixed number of applicants each year. There are more people who want ACT nomination than the number of nomination places available. This is why we only offer **one nomination place per person**.

We use the Canberra Matrix to fairly manage the nomination process and select applicants who will best contribute to the Canberra region. The Matrix is a merit-based assessment tool where you can score points for length of ACT residence, occupation, employment, English, study, investment and close family living in Canberra.

The Canberra Matrix is weighted to ensure that applicants who will make/have made a positive economic contribution to the Territory and/or have demonstrated a genuine commitment to the ACT are more likely to be ranked and invited to apply for ACT nomination. We will rank your Matrix based on the number of points you've claimed. Those who rank high enough will receive an invitation email to apply for ACT nomination.

You can select either ACT 491 nomination or ACT 190 nomination. There is also a PhD Streamlined nomination pathway.

Please note: The demand for ACT nomination far exceeds the annual allocation of nomination places. There is no guarantee that your Matrix score will be ranked, even if you meet the eligibility criteria.

ACT Nomination Process

Once you've submitted a valid Department of Home Affairs SkillSelect EOI, follow the process below to apply for ACT nomination.

Step 1 - Meet the ACT nomination eligibility criteria

Read these guidelines carefully and make sure that you are eligible to apply for ACT nomination.

- **Canberra residents:** you must be living and working in Canberra:
 - ACT 491 nomination eligibility criteria is on [page six](#)
 - ACT 190 nomination eligibility criteria is on [page nine](#)
- **Overseas applicants:** the ACT migration program is closed for overseas applicants in 2021-22.

Step 2 - Submit the Canberra Matrix

Once you are satisfied that you meet all the eligibility criteria, you can submit the Canberra Matrix.

Migration agents acting on behalf of a client must register and create an agent's account. The Canberra Matrix can be accessed from your agent portal.

- [Agent login](#)

Individual applicants if you are not using a migration agent, you can access the Canberra Matrix here:

- [Apply now: Canberra Matrix](#)

How to complete the Matrix

The Canberra Matrix is completed for both 491, 190 and PhD Streamlined nomination:

- Enter your personal information.
- Select either ACT 491 nomination or ACT 190 nomination.
- Select Canberra resident or overseas applicant.
- Select yes / no 'PhD Streamlined nomination'
- Select Eligibility criteria:
 1. Occupation on the current *ACT Critical Skill List*, or
 2. 457 / 482 visa holder, or
 3. Small Business Owner.
- Select one option in the drop-down menu for each Matrix category (does not apply to PhD Streamlined).

Remember, your supporting documents must prove that your claims are true at the date you submitted the Canberra Matrix.

Submitting the Matrix

Once you submit the Matrix, you will receive an email with a summary of the Matrix scores claimed. The Matrix cannot be updated or withdrawn once it is submitted.

If your circumstances change and your claimed points increase/decrease, you must complete a new Matrix; noting that your submission date/time will also change.

Step 3: Wait for your Matrix to be selected and ranked

The selection of your Matrix will depend on the pathway you have chosen:

- **ACT Critical Skill List:** only Matrix with a nominated occupation on the latest *ACT Critical Skills List* will be selected and, if ranked, invited to apply for ACT nomination.
 - The 491 Matrix and the 190 Matrix will be ranked separately. The highest ranked Matrix will be invited to apply for ACT nomination. The cut-off for selection will depend on the occupation cap and demand.
 - If there are too many Matrix with the same score, then selection may be based on the date and time you submitted the matrix.
 - Remember, you will not be invited if you have an 'active' application in the system or you have been previously nominated.

- **457 / 482 visa holders:** you will be invited to apply for ACT nomination if you have Matrix score of 65 plus points.
- **Small Business Owners.** The highest ranked Matrix will be invited to apply for ACT 491 / 190 nomination. The cut-off for selection will depend on demand.

Significant economic benefit: you may be invited if we think your employment is of significant economic benefit to the Territory.

Requests for ranking information

Invitations are not guaranteed. We will not respond to requests for information on ranking or the likelihood of receiving an invitation. Matrix will not be prioritised, or invitations issued, based on personal circumstances. This includes, but is not limited to, visa expiry dates or a change in circumstances including critical birthdays.

The Canberra Matrix will automatically lapse after six months if an invitation is not issued.

Step 4: Apply for nomination if invited

If your Matrix score is ranked, you will receive an invitation email with the weblink to the online application form. Before you accept the invitation to apply for ACT nomination, make sure that your SkillSelect EOI is correct and that you are not s48 barred from applying for the visa while in Australia.

Submitting the application – you have 14 days to submit the application and pay the \$300 service fee, after which time the application will auto lapse.

Once the service fee payment is confirmed, your application will be queued for processing.

Step 5: We assess your application

We will process all applications in the order they are submitted. When we assess your application, we will check:

- *SkillSelect* EOI to check your claims and make sure you have sufficient points to apply for the visa.
- Your supporting documents to make sure they prove your eligibility and Matrix score claimed at the date you submitted the Matrix.

We will only look at the documents that you attached with the application. We will not accept any additional documents or contact you for additional information.

If your application is approved, we will confirm ACT nomination on your *SkillSelect* EOI, which triggers the invitation from the Department of Home Affairs to apply for the visa.

ACT nomination does not guarantee that the skilled migration visa will be granted.

What happens if your application is refused?

If your application is refused, we will tell you why you were unsuccessful. You can ask us to reconsider this decision if an error was made by the case officer. Any request for reconsideration must be in writing, explaining why the decision is wrong. Remember, you cannot provide any new documents to support your request.

If we agree to reconsider the decision, we will only re-assess the original documents attached to the application.

If you now have new documents to support your eligibility and matrix claims, you can start the process again by completing a new Canberra Matrix.

Step 6: Apply for a visa

You have 60 days to apply for the ACT nominated visa. If you don't apply for the visa, the offer of ACT nomination expires, and the ACT nomination place is lost – we don't get it back from the Department of Home Affairs. This is why we **only offer one nomination place per person**. It is not fair to the thousands in the Matrix queue if their chance of ACT nomination is lost because you were given two or more nomination places.

Please note: If your application for an ACT nominated visa is refused by Home Affairs, the ACT Government will not, under any circumstances, appeal to the Administrative Appeals Tribunal on your behalf.

Reapplying for ACT nomination

We understand that everyone can make a mistake. You may be able to reapply for ACT nomination (in the same visa subclass) if you have a genuine reason for not applying for the visa within 60 days. Changing your mind or wanting to be nominated for another visa subclass are not genuine reasons.

You will have to wait at least six months before you can **submit a new Matrix in the same visa subclass (if you meet the eligibility criteria)**.

You must email us with the Matrix reference number and explain the reason why you want to reapply for ACT nomination. If we are satisfied that your reasons are genuine, we will remove the duplicate application flag from the Matrix. There is no guarantee that you will receive another invitation to apply for ACT nomination.

ACT 491 Nomination

The Skilled Regional Work Visa (provisional) subclass 491 is a five year visa for skilled workers who want to live and work in regional Australia. You must be nominated by a state or territory government. If you want ACT 491 nomination, you must sign a commitment to live and work in Canberra for at least two years from visa grant.

Canberra resident - 491 eligibility

If you want to apply for ACT nomination for a Skilled Regional Work Visa (provisional) subclass 491, you must meet certain criteria at the date you submit the Canberra Matrix. These include the following:

- **Nomination pathway:** you **must** meet one of the following three options:
 1. Your nominated occupation is on the latest ACT *Critical Skills List*.
 2. You are the primary holder of a subclass 457/482 visa sponsored by an ACT employer:
 - You are working in your nominated occupation in Canberra for the sponsoring ACT employer for at least three months as the holder of a 457/482 visa.
 - Your nominated occupation does not have to be on the ACT Critical Skills List.
 3. You are the majority owner of an eligible registered business located in the ACT and you are claiming Matrix points in the Small Business Owner category.
 - The following business types are not eligible: sub tenancy, ride-share, taxi, delivery, courier services or an on-sold business previously used to qualify for ACT nomination.
 - Your nominated occupation does not have to be on the ACT Critical Skills List.
- **Resident in Canberra:** you **MUST** be living in Canberra for the last three months and continue until the date of invitation. Residence is defined as living and settled in Canberra. Visiting Canberra for short periods does not meet the residence criteria. You are not eligible for ACT nomination if you, your spouse/partner or children are living or working in another Australian state or territory. You may also live within a 30 minute commute of Canberra as long as you are working in Canberra e.g., Queanbeyan.

➤ **ACT Employment:** You **MUST** be working in Canberra for the last three months:

- **Employee:**

- You must be working a minimum of 20 hours per week in each of the 13 weeks immediately before you submit the Matrix.
- Your employment must be continuous.
 - Paid leave (annual, personal or maternity) meets the continuous employment criteria.
 - Unpaid leave only meets the continuous employment criteria if it is evidenced by a valid medical certificate (the certificate cannot be backdated). Any period of unpaid leave cannot be counted towards meeting the three months ACT employment criteria. For example, if you had five days unpaid leave (with medical certificates) you cannot submit the 491 Matrix until three months plus five days.
 - Working less hours in a week due to a public holiday (or mandatory employer shutdown) will not impact on the claim for continuous employment. However, you must work for at least 13 weeks (at least 20 hours pw) plus any additional weeks that you worked less hours due to a public holiday.
- You may work for more than one employer and/or be self-employed. Your employment does not have to be permanent.
- You must be working in a genuine position in accordance with Australian terms and conditions of employment. Your income must not be less than the relevant award or market salary rate.
- You must be in paid employment. Internships, stipends, scholarships and volunteer positions are not eligible.
- Employer statutory declaration: Your employer **MUST** declare that you are employed in a genuine position in accordance with Australian legislation. If you are working for a large organisation, the statutory declaration may be signed by your manager or direct supervisor.
- If you are working in Canberra for an interstate employer, you cannot be working online or from a home office.

- **Self-employed** and you are not claiming Matrix points as a Small Business Owner:
 - Your total (taxable) income must be at least **\$520 pw** in each of the 13 weeks immediately before you submit the Matrix.
 - You may work for an employer and/or be self-employed.
 - You **MUST** prove at least 12 months ACT business activity on your ABN at date of Matrix submission.
 - You **MUST** sign a statutory declaration confirming your ABN, location of ACT business, start date of ACT business activity, duties and annual income.
- **Small Business Owner**
 - You must be able to claim Canberra Matrix points in the Small Business Owner Category.
 - You **MUST** sign a statutory declaration confirming the details of your ACT Small Business activity.

Please note: The ACT will not condone the employment of intending migrants where the terms and conditions of employment do not comply with Australian legislation; including compliance with the relevant Award or Agreement or the Migration Act 1958. In addition, Skills Canberra must be satisfied that you are working in a genuine position. If concerns are held that the position is not genuine, or there is evidence of significant churn of employees working in the same position for the same employer, the employment claim will not be accepted.

- **English:** you must meet the Department of Home Affairs requirement for ‘proficient’ or ‘superior’ English unless your nominated occupation has an ANZSCO skill level 3 to 5.
- **Spouse/partner:** your spouse or partner must be resident in Canberra for the last three months or living overseas.
 - If you wish to claim Matrix points for a spouse/partner, you must have proof of the relationship: either a marriage certificate, civil partnership/union certificate, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner.
 - If you wish to claim Matrix points in the spouse / partner employment category, your spouse/partner must meet the Department of Home Affairs requirement for ‘competent’ English; or hold an Australian passport.
- **Commit to living in Canberra:** You must sign a declaration committing to living and working in Canberra while your visa is processed and for at least two years from date of visa grant at *Attachment A*.

ACT 190 Nomination

The Skilled Nominated Visa (permanent) subclass 190 lets you live and work in Australia as a permanent resident. You must be nominated by a State or Territory government. If you want ACT 190 nomination, you must sign a commitment to live and work in Canberra for at least two years from visa grant.

Canberra resident - 190 eligibility

If you want to apply for ACT nomination for a Skilled Nominated Visa (permanent) subclass 190, you must meet certain criteria at the date you submit the Canberra matrix. These include the following:

- **Nomination pathway:** You **must** meet one of the following three options:
 1. Your nominated occupation is on the latest ACT *Critical Skills List*.
 2. You are the primary holder of a subclass 457/482 visa sponsored by an ACT employer:
 - You are working in your nominated occupation in Canberra for the sponsoring ACT employer for at least six months as the holder of a 457/482 visa.
 - Your nominated occupation does not have to be on the ACT Critical Skills List.
 3. You are the majority owner of an eligible registered business located in the ACT and you are claiming Matrix points in the Small Business Owner category.
 - The following business types are not eligible: sub tenancy, ride-share, taxi, delivery, courier services or an on-sold business previously used to qualify for ACT nomination.
 - Your nominated occupation does not have to be on the ACT Critical Skills List.
- **Resident in Canberra:** you **MUST** be living in Canberra for the last six months and continue until the date of invitation. Residence is defined as living and settled in Canberra. Visiting Canberra for short periods does not meet the residence criteria. You are not eligible for ACT nomination if you, your spouse/partner or children are living or working in another Australian state or territory. You may also live within a 30 minute commute of Canberra as long as you are working in Canberra e.g., Queanbeyan.

➤ **ACT Employment:** You **MUST** be working in Canberra for the last six months:

• **Employee:**

- You must be working a minimum of 35 hours per week in each of the 26 weeks immediately before you submit the Matrix.
- Your employment must be continuous.
 - Paid leave (annual, personal or maternity) meets the continuous employment criteria.
 - Unpaid leave only meets the continuous employment criteria if it is evidenced by a valid medical certificate (the certificate cannot be backdated). Any period of unpaid leave cannot be counted towards meeting the six months ACT employment criteria. For example, if you had five days unpaid leave (with medical certificates) you cannot submit the 190 Matrix until six months plus five days.
 - Unpaid leave not evidenced by a valid medical certificate does not meet the continuous employment criteria.
 - Working less hours in a week due to a public holiday (or mandatory employer shutdown) will not impact on the claim for continuous employment. However, you must work for at least 26 weeks (at least 35 hours pw) plus any additional weeks that you worked less hours due to a public holiday.
- You must be in paid employment. Internships, stipends, scholarships and volunteer positions are not eligible.
- You must be working in a genuine position in accordance with Australian terms and conditions of employment. Your income must not be less than the relevant award or market salary rate.
- You may work for more than one employer and/or be self-employed. Your employment does not have to be permanent.
- Employer statutory declaration: Your employer **MUST** declare that you are employed in a genuine position in accordance with Australian legislation. If you are working for a large organisation, the statutory declaration may be signed by your manager or direct supervisor.
- If you are working in Canberra for an interstate employer, you cannot be working online or from a home office.

- **Self-employed** and you are not claiming Matrix points as a Small Business Owner:
 - You may work for an employer and/or be self- employed.
 - Your total (taxable) income must be at least **\$1000 pw** in each of the 26 weeks immediately before you submit the Matrix.
 - You MUST prove at least 12 months ACT business activity on your ABN at date of Matrix submission.
 - You MUST sign a statutory declaration confirming your ABN, location of ACT business, start date of ACT business activity, duties and annual taxable income.
- **Small Business Owner**
 - You must be able to claim Canberra Matrix points in the Small Business Owner Category.
 - You MUST sign a statutory declaration confirming the details of your ACT Small Business activity.

Please note: The ACT will not condone the employment of intending migrants where the terms and conditions of employment do not comply with Australian legislation; including compliance with the relevant Award or Agreement or the Migration Act 1958. In addition, Skills Canberra must be satisfied that you are working in a genuine position. If concerns are held that the position is not genuine, or there is evidence of significant churn of employees working in the same position for the same employer, the employment claim will not be accepted.

- **English:** you must meet the Department of Home Affairs requirement for ‘proficient’ or ‘superior’ English unless your nominated occupation has an ANZSCO skill level 3 to 5.
- **Spouse/partner:** your spouse or partner must be resident in Canberra for the last six months or living overseas.
 - If you wish to claim Matrix points for a spouse/partner, you must have proof of the relationship: either a marriage certificate, civil partnership/union certificate, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner.
 - If you wish to claim Matrix points in the spouse / partner employment category, your spouse/partner must meet the Department of Home Affairs requirement for ‘competent’ English; or hold an Australian passport.
- **Commit to living in Canberra:** You must sign a declaration committing to living and working in Canberra while your visa is processed and for at least two years from date of visa grant at *Attachment A*.

Canberra Matrix scoring - Canberra residents

The Canberra Matrix is completed for both ACT 491 nomination and ACT 190 nomination. You can only select one option in the drop-down menu for each category. Claims must be true at the date of Matrix submission. If you are invited to apply for ACT nomination, your supporting documents must prove any Matrix score claimed.

| CANBERRA RESIDENT | | |
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| CATEGORY | OPTION | POINTS |
| <p>LENGTH OF CURRENT ACT RESIDENCE How long have you lived in Canberra in the last eight years?</p> <ul style="list-style-type: none"> Your bank statements must evidence your date of arrival and the claimed period of residence in Canberra. You must record any period away from Canberra (seven days or more) in the 'Summary of ACT residence' at <i>Attachment D</i>. Your claimed period of ACT residence does not have to be continuous. You may have holidays away from Canberra for a maximum of <u>six</u> weeks in any year without it affecting your claim for a year of residence You can study interstate for one or two days a week. However, if you studied more than two days (one night) a week interstate, you will not be considered an ACT resident for that period. You cannot claim ACT residency for any period that you lived or worked interstate or overseas. You can live in NSW if you are within a 30 minute commute to where you work in Canberra e.g., Queanbeyan. | <p>Five years plus.</p> <p>Four to five years.</p> <p>Three to four years.</p> <p>Two to three years.</p> <p>One to two years.</p> <p>Less than one year.</p> | <p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p> |
| <p>ENGLISH PROFICIENCY What is your English proficiency level as defined by Home Affairs?</p> <p>You must meet the Home Affairs requirement for the level of English claimed.</p> | <p>Superior.</p> <p>Proficient.</p> <p>Competent.</p> | <p>15</p> <p>10</p> <p>0</p> |

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| <p>SPOUSE/PARTNER ENGLISH PROFICIENCY What is your spouse/partner’s English proficiency?</p> <p>They must meet the Home Affairs requirement for the level of English claimed or hold an Australian passport.</p> | <p>Superior/proficient.</p> <p>Competent.</p> <p>Not Applicable.</p> | <p>5</p> <p>0</p> <p>0</p> |
| <p>NOMINATED OCCUPATION Is your nominated occupation on the <i>ACT Critical Skills List</i>?</p> | <p>Your nominated occupation is ON the <i>ACT Critical Skills List</i>.</p> <p>Your nominated occupation is NOT on the <i>ACT Critical Skills List</i>.</p> | <p>20</p> <p>0</p> |
| <p>SMALL BUSINESS OWNER Are you the majority owner (at least 51%) of a registered business actively operating in the ACT? You must meet the following minimum criteria immediately before date of Matrix submission:</p> <ul style="list-style-type: none"> • The business activity must be located in the ACT. Interstate / overseas business activity is not accepted. • Your business must have a minimum turnover of \$200,000 per annum (or pro-rata). • Your business must be profitable. • Your business must be paying you the following taxable income immediately before date of Matrix submission: <ul style="list-style-type: none"> - 190 nomination: at least \$26,000 for six months. - 491 nomination: at least \$13,000 for three months. • You must employ at least one Australian citizen, permanent resident or New Zealand citizen for at least 13 weeks (minimum 20 hrs pw). <ul style="list-style-type: none"> - You may employ one or more employees. The employment does not have to be continuous. The employment cannot be concurrent. - The employment must be in accordance with Australian legislation. - The employee/s must be resident in Canberra. | <p>Your business has actively traded in Canberra for at least twelve months from the date established or purchased.</p> <p>Your business has actively traded in Canberra for at least six months from the date established or purchased.</p> <p>Not applicable</p> | <p>20</p> <p>10</p> <p>0</p> |

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| <p>LENGTH OF ACT EMPLOYMENT</p> <p>How long have you worked for an ACT employer in Canberra in the <u>two</u> years immediately before the date of Matrix submission?</p> <ul style="list-style-type: none"> You may be working in any occupation. The employment does not have to be continuous. While the employment does not have to be fulltime or permanent, you <u>must</u> be working a minimum 20 hours per week for each week that you claim towards the period of employment. You may work for more than one ACT employer, be self-employed on an ABN or operate a small business. If you are claiming any period of self-employment: <ul style="list-style-type: none"> Your taxable weekly income must exceed \$520 for each week of employment claimed in the last two years. | <p>Employed for 12 months plus.</p> <p>Employed for six to 12 months.</p> <p>Not applicable.</p> | <p>10</p> <p>5</p> <p>0</p> |
| <p>ACT EMPLOYMENT – SKILL LEVEL</p> <p>Are you currently working in Canberra in a highly skilled position? You must meet the minimum criteria below:</p> <ul style="list-style-type: none"> You must be working a minimum 20 hours per week for the last three months immediately before date of Matrix submission. The employment must be continuous. Unpaid leave does not meet this criterion. You may work for more than one ACT employer, operate a small business and or be self-employed. You must be working in the same occupation and at the same skill level. Taxable income: <ul style="list-style-type: none"> Employee: no less than \$26 per hour (excluding casual loading). Small Business owner: minimum \$13,000 income for last three months . Self-employment on an ABN: minimum \$520 per week. You must have a tertiary qualification <u>relevant</u> to your occupation. Your qualification must be dated before you commenced employment. A RPL certificate is not recognised as a tertiary qualification. Your relevant qualification <u>must</u> be recorded on your Home <i>Affairs SkillSelect</i> EOI. Any employment claimed must be recorded on your SkillSelect EOI. | <ol style="list-style-type: none"> You are working in your nominated occupation which is on the current <i>ACT Critical Skills List</i>. Your occupation must be recorded as ‘related’ to the nominated occupation’ on your SkillSelect EOI. You are the primary holder of a subclass 457 / 482 visa and you are working for the ACT employer who sponsored your visa. Your occupation must be recorded as ‘related’ to the nominated occupation’ on your SkillSelect EOI. You are working in an occupation that is on the current <i>ACT Critical Skills List</i>; but it is not your nominated occupation. You are working in an occupation that has an ANZSCO skill level 1 to 3. Not applicable. | <p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p> |

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| <p>SPOUSE/PARTNER EMPLOYMENT</p> <p>Is your spouse / partner currently working in the ACT or surrounding 'commuter' region? They must meet the minimum criteria below:</p> <ul style="list-style-type: none"> • They must be working a minimum 20 hours per week for the three months immediately before the date of Matrix submission. • Their employment must be continuous. • Any period of unpaid leave cannot be counted towards the three months employment criteria. • They must meet the Home Affairs requirement for 'competent' English or hold an Australian passport. • They may work for more than one employer and / or be self-employed. • Their employer must provide a Statutory Declaration confirming their employment. See <i>Attachment E</i>. • If they are self-employed on an ABN: <ul style="list-style-type: none"> · Their taxable weekly income exceeds \$520 for each week of employment claimed; and · Their business has been actively operating in Canberra for at least 12 months. | <ol style="list-style-type: none"> 1. They are working in an occupation on the <i>ACT Critical Skills List</i>. They must have a skill assessment relevant to their current employment. Their taxable income must be no less than \$26 per hour (excluding casual loading). 2. They have a current skill assessment, and it is relevant to their current ACT employment. Their taxable income must be no less than \$26 per hour (excl casual loading). 3. They are currently working in any occupation, at any skill level, in Canberra. 4. They do not meet the three months employment criterion, but they have: <ul style="list-style-type: none"> • A tertiary qualification (3 year trade, or a Bachelors, Masters or PhD) from an Australian institution in any occupation; and • 'competent' English or an Australian passport. 5. Not applicable. | <p>15</p> <p>10</p> <p>5</p> <p>5</p> <p>0</p> |
| <p>TERTIARY QUALIFICATION</p> <p>What tertiary qualification do you hold from an Australian or international educational institution?</p> <p>Your selected qualification must be recorded on your <i>Home Affairs SkillSelect</i> EOI</p> | <p>Doctoral degree</p> <p>Master's degree</p> <p>Bachelor's degree or trade certificate</p> <p>Diploma qualification/s (2 years full time study)</p> <p>Not applicable</p> | <p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p> |

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| <p>YEARS OF STUDY AT AN ACT TERTIARY INSTITUTION. For how many years did you study fulltime to <u>complete</u> a CRICOS* registered course and / or attend a Professional Year (PY) program at an ACT institution in the last eight years?</p> <ul style="list-style-type: none"> You must have a letter of course completion to evidence the claimed period of study. You must be resident in Canberra during your claimed period of study. Distance education or online attendance is not accepted. A PY undertaken in the ACT meets the one-year study criteria. Two or more courses, including a PY, may be counted to evidence the period of ACT study. The courses cannot be concurrent. The courses do not have to be continuous. <p>CRICOS* - Commonwealth Register of Institutions and Courses for Overseas Students.</p> | <p>Four years or more of study.</p> <p>Three years of study.</p> <p>Two years of study.</p> <p>One year of study.</p> <p>Not applicable.</p> | <p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p> |
| <p>CLOSE FAMILY TIES</p> <p>Do you have a close family member who has lived in Canberra for the last <u>two</u> years?</p> <p>A close family member is defined as a spouse/partner, parent, child, brother, sister or grandparent of the main applicant or their spouse/ partner.</p> | <p>Australian citizen/permanent resident spouse/partner, child.</p> <p>Australian citizen/permanent resident parent, grandparent, brother, sister.</p> <p>Not applicable.</p> | <p>20</p> <p>10</p> <p>0</p> |
| <p>ASSETS IN CANBERRA</p> <p>You (and a spouse/partner <i>if applicable</i>) have invested at least \$250,000 cash to purchase a residential or commercial property in Canberra (purchase of land only does not meet this criteria)</p> | <p>Minimum \$250,000 cash investment in ACT residential or commercial property.</p> <p>Not applicable</p> | <p>5</p> <p>0</p> |

Key documents checklist

All applications for ACT nomination must include the following supporting documents to prove your eligibility and any Matrix score claimed at the date of Matrix submission. Once the application is submitted, additional documents will not be accepted or requested by the case officer.

- **Home Affairs *SkillSelect* EOI summary:** showing personal, education, English and employment details submitted.
- **Home Affairs *SkillSelect* points advice.**
- **Current skill assessment in the nominated occupation (all pages of the assessment must be attached).**
- **Passport bio-data page.**
- **Bank statements** must prove your claimed date of arrival in Canberra. You must also provide bank statements for each year claimed as a period of ACT residence, and from the date of Matrix submission until date of invitation.
 - Your bank statements must reflect that you are living and settled in Canberra. They must include your transaction history including regular shopping activity and bill payments.
 - The bank statements must also prove your claimed period of employment. Salary payments must be highlighted on the bank statement; and the corresponding payments recorded on the Summary of Working Hours.
- **Curriculum Vitae (CV) or Resume:** which clearly states personal details, educational qualifications and work experience.
- **Summary of ACT residence** a clear record of your claimed period of ACT residence and any period you were not living in Canberra for more than seven days, including holidays interstate or overseas *at Attachment D*.
- **Declaration of ACT nomination obligations:** a signed and witnessed declaration that you acknowledge and accept ACT nomination obligations *at Attachment A*.
- **Working in Canberra:**
 - **Employee**
 - If paid by EFT:
 - All payslips or pay advice for the claimed period of ACT employment. If your income is consecutively paid into your bank account, you are only required to provide the first, mid and last payslips.
 - If paid by cash:
 - All payslips for the claimed period of ACT employment. If there are corresponding cash deposits of your net income into your bank account (for each pay period) you are only required to provide the first, mid and last payslips to prove the claimed period of employment

- Evidence of taxable income: Single Touch Payroll (STP) report from the employer.
- Summary of Working Hours: a clear record of the total hours worked, and net salary paid for each pay cycle in the claimed period of ACT employment at *Attachment C*.
 - Every pay period must be recorded: weekly (minimum 20 hrs), fortnightly (minimum 40 hrs), or monthly (minimum 86.6hrs) for the length of employment claimed. If you didn't work for a period, record the date but leave the hours / salary fields blank.
 - The net salary for each pay period must correspond with the transactions on the bank statements.
 - Any period of unpaid personal leave must be evidenced by a valid medical certificate.
 - If you are working for more than two employers in any claimed period, you can construct your own spreadsheet to clearly prove the total hours worked.
- Statutory Declaration. Your employer **MUST** sign a statutory declaration declaring that you are employed in a genuine position in accordance with Australian legislation. The statutory declaration must confirm:
 - The position title, position description / duties and location of employment.
 - Start / end date of employment.
 - Average hours worked each week.
 - Annual taxable income (or hourly rate).
- Relevant qualification (*if applicable*)
 - Academic transcript and completion letter from the Australian tertiary institution
- **Self-employed (if you are not a Small Business Owner):**
 - Australian Business Number (ABN).
 - Proof of work undertaken, e.g. tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets etc.
 - Australian Tax Office (ATO) evidence of taxable income: Single Touch Payroll (STP) report for the business or Pay As You Go (PAYG) instalments for last 12 months
 - Bank statements for the claimed employment period showing income credits.
 - Summary of Working Hours: a clear record of the total hours worked, and net salary paid for each pay cycle in the claimed period of ACT employment at *Attachment C*.

- You MUST sign a statutory declaration confirming your self-employment:
 - A brief description of your ACT Business activity.
 - ABN, Business name, trading name and business address.
 - Start date of ACT trading and annual taxable income.
- Relevant qualification (*if applicable*): Academic transcript and completion letter from the Australian tertiary institution

- **Small Business Owner**

- ASIC Current and Historical Australian Registered Body Extract
- Evidence of majority business ownership.
- ACT business activity.
 - Lodged Business Activity Statements (BAS).
 - Accountant prepared financial report.
 - Business bank statement (must show yours, and your employee's income payments).
 - Australian Tax Office (ATO) evidence of income : Single Touch Payroll (STP) report for the business.
- Employee information
 - Employee summary of working hours at Attachment C
 - First and last payslip
- You MUST sign a statutory declaration confirming your ACT business activity:
 - A brief description of your ACT business activity.
 - ABN, business name, trading name and business address.
 - Start date of ACT trading, annual turnover, net profit
 - Your annual taxable income.
 - Number of employees, citizenship or residence, location of their employment and confirmation that they are employed in a genuine position in accordance with Australian legislation.

➤ **English:**

- A valid English language test result that meets the Department of Home Affairs requirement for the claimed level of English ability; or
- A valid passport issued by the United Kingdom; Canada; New Zealand; United States of America; or Republic of Ireland (to prove competent English only); or
- An Australian passport (*for spouse only*).

- **Spouse/partner (if applicable):**
 - Passport bio-data page.
 - Proof of relationship: marriage certificate, civil partnership/union certificate, or VEVO secondary applicant status for yourself or spouse/partner.
 - Proof of residence:
 - If they are living in Canberra, attach bank statements to prove their ACT residence and the 'Summary of ACT residence'. If they are not living in Canberra, attach evidence they are overseas.
- **Current Visa Entitlement Verification Online (VEVO):** for yourself and partner/spouse (if applicable).
- **Financial capacity:**
 - Canberra residents: While you are not required to provide proof of your financial capacity, you must declare your available assets when completing the online application.
- **Partner / spouse employment**
 - Proof of 'competent' English; or hold an Australian passport.
 - **Employee:**
 - Bank statement to prove claimed period of employment; with salary payments highlighted.
 - Summary of Working Hours.
 - First, middle and last pay slips for claimed period of employment.
 - Their employer MUST sign a statutory declaration confirming their employment. If they are working for a large organisation, the statutory declaration may be signed by their manager or direct supervisor.
 - The statutory declaration must declare that they are employed in a genuine position in accordance with Australian legislation, position title, location of employment, position description / duties, annual taxable income (or hourly rate) and start / end date.
 - Skill assessment relevant to current occupation (if applicable).
 - Relevant qualification (if applicable)
 - Academic transcript and completion letter from the Australian tertiary institution
 - **Self-employed only**
 - Australian Business Number (ABN).
 - Proof of work undertaken, e.g. tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets etc.
 - Evidence of taxable income: Australian Tax Office (ATO) Pay As You Go (PAYG) instalments for last 12 months.

- Bank statements for the claimed employment period showing income credits.
- They MUST sign a statutory declaration confirming their self - employment:
 - A brief description of their ACT Business activity
 - ABN, Business name, trading name and business address
 - Start date of ACT trading
 - Annual taxable income
- Skill assessment relevant to current occupation (*if applicable*).
- Relevant tertiary qualification (*if applicable*)
 - Academic transcript and completion letter from the tertiary institution.
- **Not working:**
 - Academic transcript and completion letter from the Australian tertiary institution.
- **Tertiary qualification**
 - Academic *Transcript*: record of your enrolment history, including results received, courses attempted, and awards conferred.
 - Letter of course completion from tertiary institution.
- **Period of completed ACT study**
 - Academic *Transcript* from ACT institution: record of your enrolment history, including results received, courses attempted, and awards conferred.
 - Letter of course completion from ACT tertiary institution.
- **Close family members living in Canberra**
 - Proof of the close familial relationship with the Canberra resident:
 - Spouse/partner: marriage certificate, civil partnership/union certificate; or
 - Birth certificates to prove the familial relationship between you and the ACT family member.
 - From your Canberra relative:
 - Proof of two years ACT residence: bank statements, rates notice, utilities bill or PAYG summary; and
 - Proof of Australian citizenship or residency.
 - *Please note: statutory declarations will NOT be accepted as proof of relationship.*
- **ACT assets**
 - Residential or commercial property: Certificate of Title and/or rates notice; purchase settlement statement; proof of minimum \$250,000 cash investment; letter of mortgage approval (if applicable).

➤ **Service fee: A\$300**

- A **non-refundable** service fee is charged for processing applications for ACT nomination. The service fee is an administration charge only and does not guarantee the approval of a nomination. The service fee of \$300 may be paid by one of the following options:
 - Credit Card – ‘pay now’ or ‘pay later’.
 - Select ‘pay now’ on the online application.
 - Select ‘pay later’ and access ‘Pay an ACT Government Account’

Attaching documents to your application

Supporting documents must be attached in one of the following supported formats to be accepted (MS word, Excel, JPG, GIF, TIF, Acrobat PDF). Maximum file size for each document is 5 Megabytes (5 MB). Only one document can be attached per field.

Documents already uploaded will be overwritten by trying to attach a second document in the same field. If you wish to attach additional supporting documents against a criterion, please use the ‘Additional Supporting Documents’ screen.

After your Visa is Granted

- You must email the ACT Migration team on welcometocanberra@act.gov.au as soon as the Department of Home Affairs tells you they granted your visa. Your email must include:
 - the visa grant notification as an attachment; and
 - the date you expect to arrive in Canberra (if you're an overseas resident).
- Once the Department of Home Affairs grants your visa, you have some obligations. You have committed to live and work in Canberra for at least two years starting from either:
 - the date your visa is granted (if you're a Canberra resident), or
 - the date you arrive in Australia (if you're an overseas resident).
- During these two years, you must also:
 - complete settlement surveys at 6, 12, 18 and 24 months; and
 - let us know if your contact details change.

Please note: You will not be released from your signed obligations. We will inform the Department of Home Affairs if you do not live and work in Canberra for at least two years from visa grant.

Disclaimer

The Australian Migration Programme does not guarantee a migration outcome for any temporary resident / international student in Australia. Neither is ACT nomination guaranteed for ACT residents who may be eligible for nomination. The demand for ACT nomination exceeds the Home Affairs allocation of nomination places; and many candidates may not rank highly enough to be selected and invited to apply for nomination.

The ACT Government and its employees are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT nomination. The ACT Government is not responsible for finding employment, accommodation or providing financial incentive or assistance to ACT nominated skilled visa holders or other migrants.

The ACT Critical Skills List, nomination guidelines and eligibility criteria are subject to change without notice at any time.

Attachment A

Nomination Obligations to the Australian Capital Territory (ACT)

I (name)..... (DOB)...../...../.....

of (address).....

do solemnly and sincerely declare that:

- The information contained in my application for ACT nomination of a Skilled Migration visa is true and accurate.
- I have read and understand my obligations in relation to ACT residence as provided in the ACT Nomination Guidelines, and my commitment to reside permanently in Canberra is ongoing and genuine.
- *(For applicants who are Canberra residents):* I agree to reside in Canberra during the ACT nomination and visa application process.
 - I understand that the ACT Government reserves its right to withdraw ACT nomination if, at any time until the visa is granted, they are satisfied that I do not have a genuine commitment to reside in Canberra.
 - If the ACT nominated skilled migration visa is approved, I agree to reside in Canberra for at least two years from date of visa grant.
- *(For applicants who are overseas):* I have researched relevant employment opportunities in Canberra and am satisfied that there are sufficient employment opportunities in my nominated occupation relevant to my skill set and experience in Canberra. I am aware that Australian labour market conditions may vary significantly as the employment market fluctuates at different times of the year, and from year to year. I understand that I need to be realistic about employment expectations as it can take, on average, six months to secure employment. I understand that I will compete for employment vacancies with all people in the labour market as part of a normal selection process.
 - If the ACT nominated skilled migration visa is approved, I agree to reside in the ACT for at least two years following the date of my permanent arrival in Australia.
- I will inform the ACT Skilled Migration team when the visa application is decided by Home Affairs and, if travelling from overseas, my expected arrival date in Canberra.
- I agree that ACT nomination is exclusive to the ACT and is NOT transferable to any other Australian state or territory. I understand that the ACT Government will inform the Department of Home Affairs if I do not make a genuine effort to reside in Canberra for at least two years from date of visa grant / permanent arrival.
- I understand that the ACT will monitor my settlement in Canberra for two years from date of visa grant / permanent arrival and I agree to complete the six monthly settlement surveys for the first two years.
- I have access to enough financial resources to support myself (and any dependents) while securing employment in Canberra if my visa application is successful.
- I understand that the ACT Government is not responsible for finding employment, accommodation or providing a financial incentive to ACT nominated skilled migrants.
- I understand that the ACT Government or employees of the ACT Government are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT nomination.

The information you provide with your application is collected by Skills Canberra, Chief Minister, Treasury and Economic Development, a Directorate of the ACT Government and will be used to assess your application for an ACT nomination. For details on the collection of personal information please refer to the [Canberra Create Your Future](#) privacy notice. Information you provide in the settlement surveys will be used to monitor your settlement if you are a successful applicant. Depersonalised settlement information may be used to compile statistical reports for ACT Government internal reporting and may be published in media releases. Any information submitted by you in and/or with your application and in the settlement surveys which contains personal information will be stored, used and disclosed in accordance with the requirements of the [Information Privacy Act 2014](#).

Signature of applicant:

Date:/...../.....

Name of Witness

Signature of witness:

Date...../...../.....

SUMMARY OF WORKING HOURS

Name: (main applicant/spouse)

Date Matrix submitted:/...../.....

You must record your employer, occupation and every pay cycle (weekly, fortnight or monthly) for the length of employment claimed. If you did not work, you must leave that pay cycle blank. Any period of unpaid personal leave must be evidenced by a valid medical certificate. If you are working for more than two employers in any claimed period, you can construct your own spreadsheet.

If the case officer is not satisfied that your 'summary' clearly records the total hours worked for each pay period, your claims against the employment criteria will not be accepted.

| Pay Period | Employer: | | | Employer: | | | Total Hours worked |
|----------------------------------|-------------|------------|-------------------|-------------|------------|-------------------|--------------------|
| | Occupation: | | | Occupation: | | | |
| | Hours | Net salary | Pay date | Hours | Net salary | Pay date | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
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|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |
|/..... to/...../..... | | \$ |/...../..... | | \$ |/...../..... | |

SUMMARY OF ACT RESIDENCE

Name: (main applicant / spouse)

Date Matrix submitted:/...../.....

| | |
|---|--|
| <p>Date of arrival in Canberra:/...../.....</p> | <p>What period of ACT residence are you claiming (in the last eight years) at date of Matrix submission?</p> <p>Visit to Canberra <input type="checkbox"/></p> <p>Less than one year <input type="checkbox"/></p> <p>One to two years <input type="checkbox"/></p> <p>Two to three years <input type="checkbox"/></p> <p>Three to four years <input type="checkbox"/></p> <p>Four to five years <input type="checkbox"/></p> <p>Five years plus <input type="checkbox"/></p> |
|---|--|

You must record any time that you spent away from Canberra (for seven days or more) for each year of residence claimed. You may have holidays away from Canberra for a maximum of six weeks in any year without it affecting your claim for a year of residence. The year counts back from date of Matrix submission.

You can study interstate for one or two days a week. However, if you study interstate for more than two days a week, you will not be considered an ACT resident for that period. If you worked interstate, you cannot claim ACT residence for that period.

Bank statements: Your bank statements must evidence your claimed date of arrival in Canberra. You must also provide a bank statement (with salary payments highlighted) for each year of residence claimed at date of matrix submission; and until date of invitation to apply for ACT nomination. You must highlight any period you spent away from Canberra for seven days or more.

| YEAR ONE (the year before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
|--|--|------------------------------------|----------|
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |

Total number of weeks away from Canberra in Year One:

| | | | |
|---|--|---|-----------------|
| YEAR TWO (two years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Two: | | | |
| YEAR THREE (three years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Three | | | |
| YEAR FOUR (four years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Four: | | | |
| YEAR FIVE (five years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Five: | | | |

| | | | |
|---|--|---|-----------------|
| YEAR SIX (six years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Six: | | | |
| YEAR SEVEN (seven years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Seven: | | | |
| YEAR EIGHT (eight years before date of matrix submission) | Time away from Canberra for 7 days or more - duration dates | Number of weeks away from Canberra | |
| | | Interstate | Overseas |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| |/...../..... to/...../..... | | |
| Total number of weeks away from Canberra in Year Eight: | | | |

Commonwealth of Australia
 STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *[Optional: email address and/or telephone number of person making the declaration]*

4

5 *Place*

Declared at ⁵

on ⁶

of ⁷

6 *Day*

Before me,

7 *Month and year*

8 *Signature of person before whom the declaration is made (see over)*

8

9 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

9

10 *[Optional: email address and/or telephone number of person before whom the declaration is made]*

10

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

| | | |
|----------------------|------------------------|--|
| Architect | Chiropractor | Dentist |
| Financial adviser | Financial Planner | Legal practitioner |
| Medical practitioner | Midwife | Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i> |
| Nurse | Occupational therapist | Optometrist |
| Patent attorney | Pharmacist | Physiotherapist |
| Psychologist | Trade marks attorney | Veterinary surgeon |

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution