



An Australian Government Initiative



Regional
Development
Australia

HUNTER

RCB Advise Application – Document Checklist

Skilled Employer Sponsored Regional (Provisional) Visa (Subclass 494)

RDA Hunter requires all applications for RCB Advise to be submitted via email to skilled.migration@rdahunter.org.au. Please provide supporting documents as PDFs.

The following supporting documents must be submitted for the application to be assessed:

- ☐ Form 1404 with sections 1-10 complete – [Available here](#)
- ☐ If applicable, completed Form 956 – [Available here](#)
- ☐ Copy of the online nomination application, or draft if not already lodged – [More information here](#)
- ☐ Evidence of business registration (ABN/ACN), business address, and company structure (if relevant)
- ☐ Employment Contract or Letter of Offer for the nominated position, including details of base salary, allowances, entitlements, industrial instrument where relevant, and detailed position description
- ☐ Evidence of how the AMSR was determined – see below for further information
- ☐ Confirmation that employment is within RDA Hunter's regional area
- ☐ Completed copy of this form to indicate all supporting documents are included with the application

The Annual Market Salary Rate (AMSR) is determined by what an equivalent Australian worker in the same workplace would be paid for the same work being carried out. Evidence the overseas worker will not be paid less than other Australian workers performing equivalent work in the workplace is required to assess the nomination.

	Yes	No
Is there an equivalent Australian Worker?	☐	☐
Is there an Enterprise Agreement or Industrial Award?	☐	☐

Please indicate which of the following you have submitted:

Where there is an equivalent Australian worker and/or Enterprise Agreement or Industrial Award

- ☐ Copy of the relevant Enterprise Agreement or Industrial Award
- ☐ Information regarding the salary or occupation group that applies
- ☐ Pay slips and contract of the equivalent worker (for confidentiality the name may be covered)

Where there is an no equivalent Australian worker and/or Enterprise Agreement or Industrial Award

- ☐ Renumeration surveys completed by a reputable organisation
- ☐ Recent job advertisements for an equivalent position in the same location (renumeration must be listed)
- ☐ Written advice from registered unions or employer associations

Both the AMSR for the nominated occupation and the guaranteed annual earnings you will pay to the worker must be at least as much as the current TSMIT: \$79,423.

The TSMIT does not include non-monetary benefits such as accommodation or a car. Employers must pay such benefits in addition to the TSMIT.

For further information on determining and providing evidence to meet salary requirements, [click here](#).

Applications for a RCB assessment incur an non-refundable administration fee of \$770 (GST Inc). Once the application documents have been received, we will send an invoice for the fee and details to make the payment. Assessment begins after we have received payment.

Contact Details:

Regional Certifying Body - Hunter Region

Regional Development Australia Hunter

Email: skilled.migration@rdahunter.org.au

Phone: 0415 169 703

Office Hours: Monday to Friday 8.30am – 4.30pm

Our Visa desk is open on a part time basis - Tuesdays and Thursdays