# Where does MM store the information regarding Business Sponsorship and Nominations?

If you manage or intend to prepare employer-sponsored or linked visas, it will be beneficial to understand where this information is stored in MM so that you can review and update it if needed.

To collect the relevant information from the business, you can use the Business Sponsor Questionnaire (**BSQ)**.
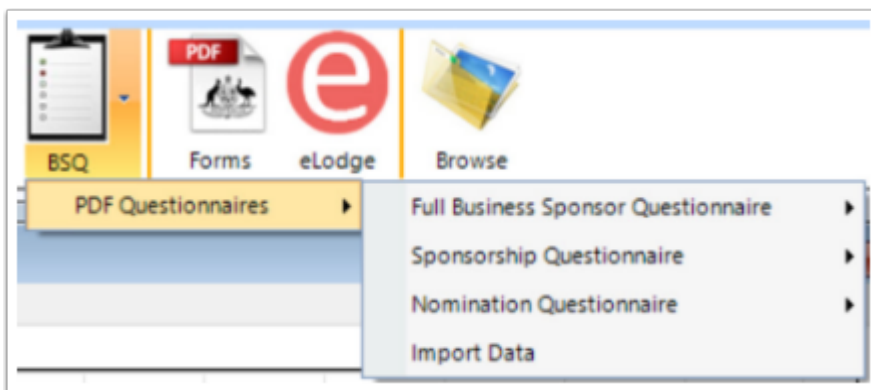
In the sponsor file, you can record Business Sponsorship (Temporary Activities and Standard Business Sponsorship), Nominations (for subclass 407, 482, 494, ENS 186 and Labour Agreement) and linking employment-related visas (subclass 400, 403 and 408) in the **Nominations** tab in the sponsor file.
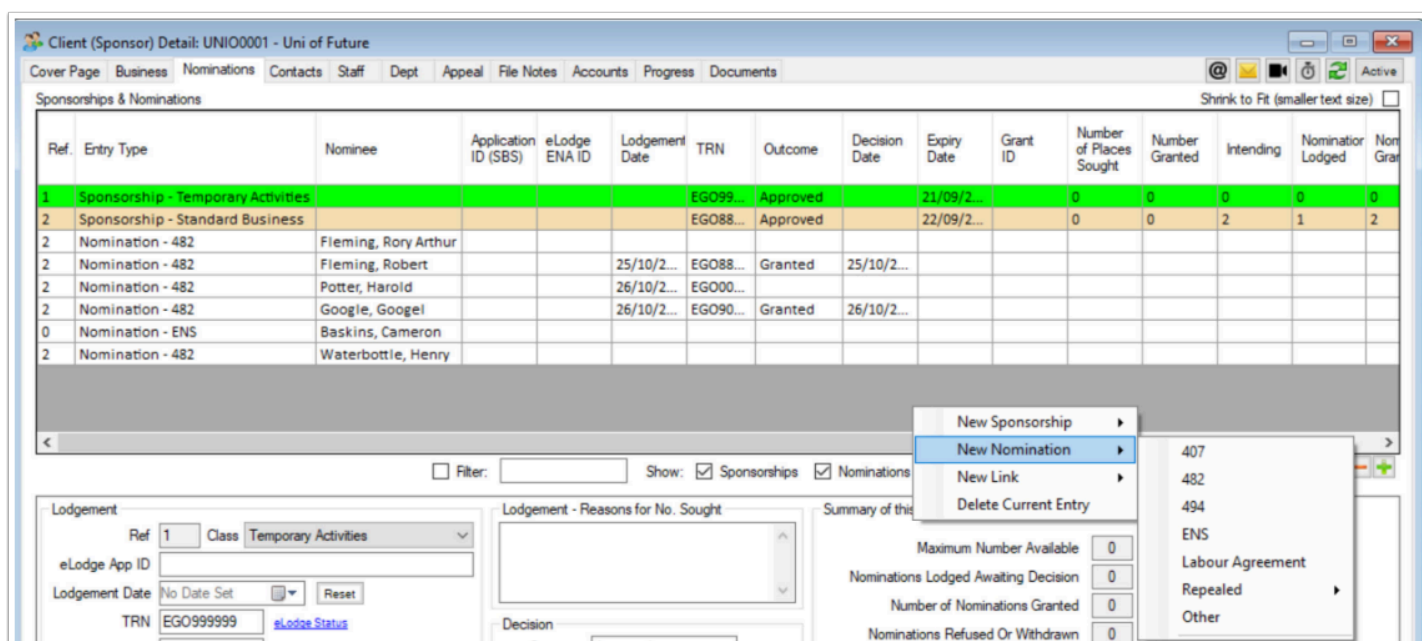
Adding a Sponsorship to the Nominations tab

To add a Sponsorship in the Nominations tab, press the green plus sign in the bottom right-hand corner of the grid, select **New Sponsorship** and either **Standard Business Sponsorship** or **Temporary Activities.**
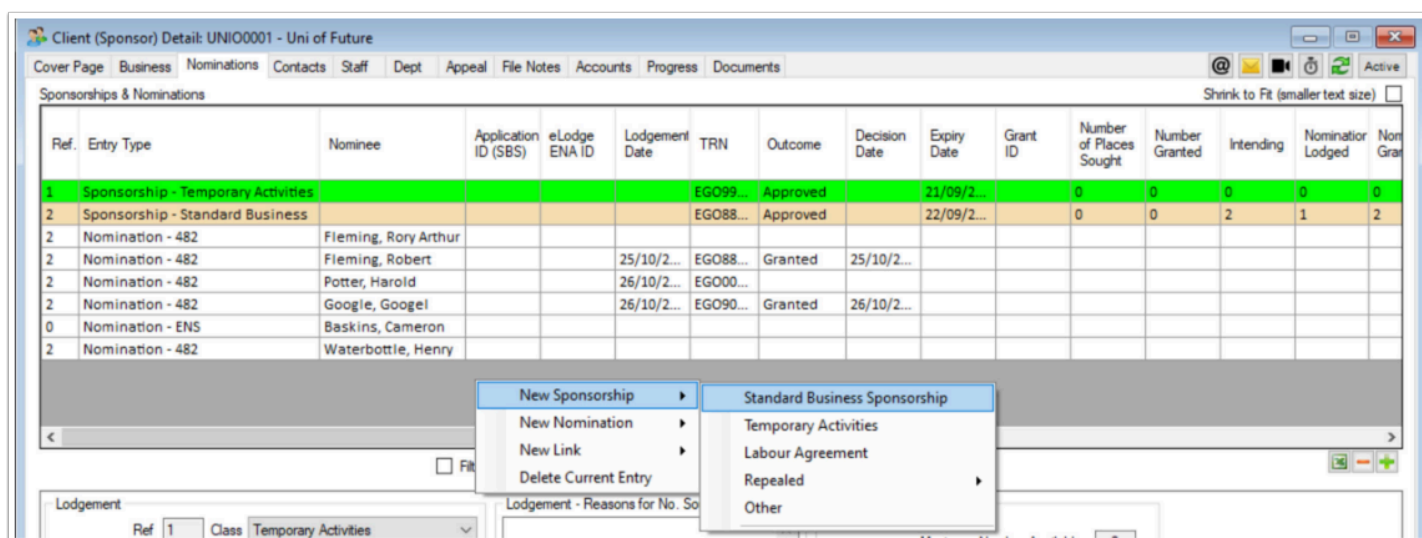
Adding a New Nomination to the Nominations tab

To add a Nomination in the Nominations tab, press the green plus sign in the bottom right-hand corner of the grid, select **New Nominations** and **407, 482, 494, ENS** or **Labour Agreement.** You will then be prompted to select the applicant file.

Adding a New Link to the Nominations tab

To add a new link in the Nominations tab, press the green plus sign in the bottom right-hand corner of the grid, select **New Link** and **400, 403** and **408**. You will then be prompted to select the applicant file. MM will then prompt you to select the relevant applicant.

Recording the information for a TSS subclass 482 nomination application

To highlight where this information is stored, we will look at the Temporary Skills Shortage (TSS) subclass 482 nomination application as it has the most complex information stored.

The **Lodgement** tab (highlighted below in yellow) is where the nomination lodgement details are recorded, including the TRN, date of lodgement, Application ID, Dept File Number, Outcome, Decision Date and Grant ID.

The **Nominee** tab identifies the application for which the nomination relates, information about the lodged visa application (which feeds through from the applicant's file) and the monitoring section which allows you to record the commencement date, Employee ID, Termination or

cessation date, the reason for termination and date the Department was notified of the cessation. This is a useful section if you run monthly reports for your business clients to identify any sponsorship obligations.

The **Position** tab records the ANZSCO occupation, job title, start date (which can be useful for reporting purposes), if the position is an ICT, Labour hire or if the business has made the position redundant. If you are processing multiple nominations for the same occupation for the same business, you may wish to consider saving the information as a template (which is the button to the left of **Occupation**).

The **Salary** and **Market Salary** tabs are very similar, recording the salary type, detail, amount Terms and conditions, hours, payment frequency and further explanations.

The **Market Testing** tab is where the details of the LMT requirements (exemption, Alternative evidence) are recorded. If the applicant is exempt, the reason can be recorded here along with the explanation.

If the applicant qualifies for Alternative evidence, this is recorded in the **LMT** sub-tab.

In the **Efforts to Recruit** sub-tab, you can record the advertisements, the advertising period and the details of the advertisements to meet the LMT requirement.

If the ANZSCO occupation has a caveat, you can record this information in the **Caveat** tab.

If this information is populated, it will pull through into the IMMI account when you are drafting the nomination application.

Reminder You draft the Nomination application in the applicant file using the **eLodge** function.

The benefit of having this information recorded in the Sponsor's Nomination tab enables you to generate detailed reports for your clients, and offer an ongoing monitoring service to notify should the applicant cease working in the role.