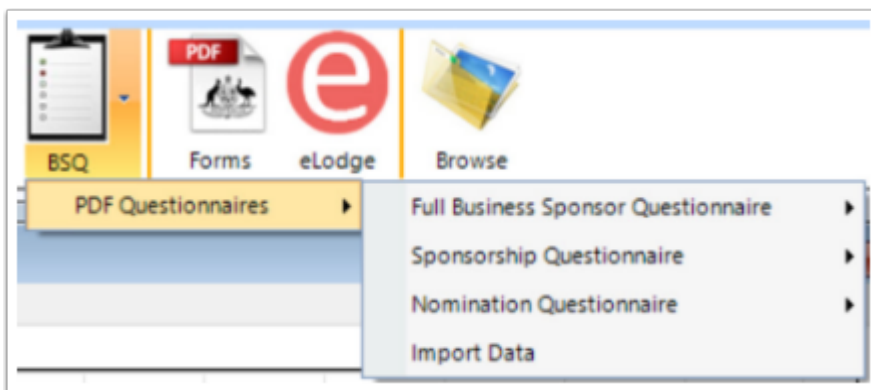


Where does MM store the information regarding Business Sponsorship and Nominations?

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.

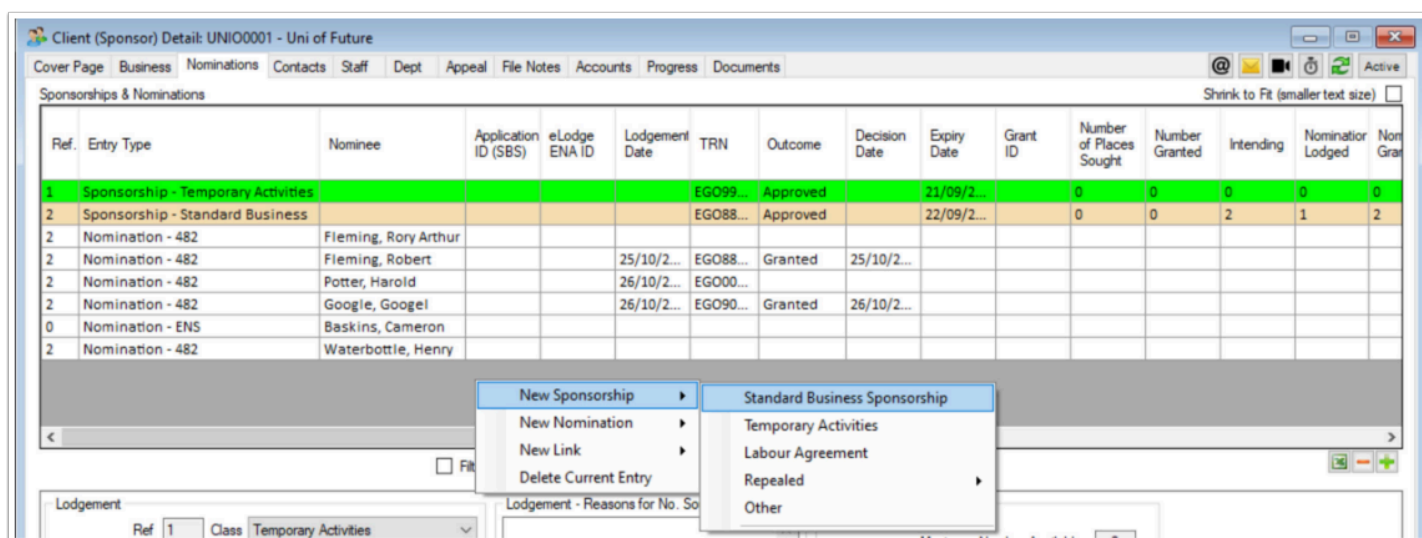
To collect the relevant information from the business, you can use the Business Sponsor Questionnaire (**BSQ**).



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.

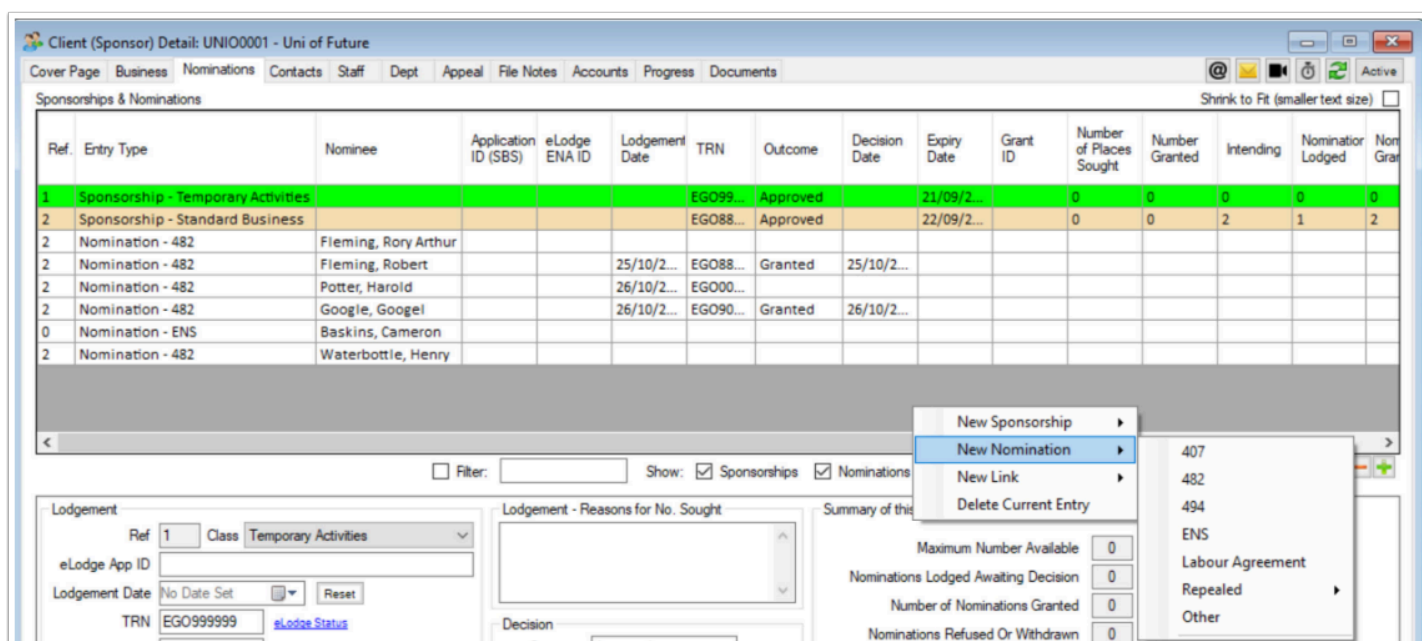
Adding a Sponsorship to the Nominations tab

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.

Client (Sponsor) Detail: UNIO0001 - Uni of Future

Cover Page Business Nominations Contacts Staff Dept Appeal File Notes Accounts Progress Documents

Sponsorships & Nominations

Ref.	Entry Type	Nominee	Application ID (SBS)	eLodge ENA ID	Lodgement Date	TRN	Outcome	Decision Date	Expiry Date	Grant ID	Number of Places Sought	Number Granted	Intending	Nominator Lodged	Non Grant
1	Sponsorship - Temporary Activities					EGO99...	Approved	21/09/2...			0	0	0	0	0
2	Sponsorship - Standard Business					EGO88...	Approved	22/09/2...			0	0	2	1	2
2	Nomination - 482	Fleming, Rory Arthur													
2	Nomination - 482	Fleming, Robert			25/10/2...	EGO88...	Granted	25/10/2...							
2	Nomination - 482	Potter, Harold			26/10/2...	EGO00...									
2	Nomination - 482	Google, Google			26/10/2...	EGO90...	Granted	26/10/2...							
0	Nomination - ENS	Baskins, Cameron													
2	Nomination - 482	Waterbottle, Henry													

Filter: Show: ☒ Sponsorships ☒ Nominations ☒ Links

Lodgement Ref 1 Class Temporary Activities

Lodgement - Reasons for No. Sought

Summary of this Sponsorship

Maximum Number Available 0

New Sponsorship
New Nomination
New Link
Delete Current Entry

400
403
408

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.

Client (Sponsor) Detail: UNIO0001 - Uni of Future

Cover Page Business Nominations Contacts Staff Dept Appeal File Notes Accounts Progress Documents

Sponsorships & Nominations

Ref.	Entry Type	Nominee	Application ID (SBS)	eLodge ENA ID	Lodgement Date	TRN	Outcome	Decision Date	Expiry Date	Grant ID	Number of Places Sought	Number Granted	Intending	Nominator Lodged	Non Grant
1	Sponsorship - Temporary Activities					EGO99...	Approved	21/09/2...			0	0	0	0	0
2	Sponsorship - Standard Business					EGO88...	Approved	22/09/2...			0	0	2	1	2
2	Nomination - 482	Fleming, Rory Arthur													
2	Nomination - 482	Fleming, Robert			25/10/2...	EGO88...	Granted	25/10/2...							
2	Nomination - 482	Potter, Harold			26/10/2...	EGO00...									
2	Nomination - 482	Google, Google			26/10/2...	EGO90...	Granted	26/10/2...							
0	Nomination - ENS	Baskins, Cameron													
2	Nomination - 482	Waterbottle, Henry													

Filter: Show: ☒ Sponsorships ☒ Nominations ☒ Links

Lodgement Nominee Position Location Salary Market Salary Resp Duties Other Quals Skills Experience Licensing Market Testing Costs Caveat Exceptional Business Relationships

Linked Sponsorship Ref 2

Application ID 95709 Outcome

Lodgement Date 26/10/2021

TRN EGO000000

Decision Date No Date Set

Dept File Number 345862305698

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 screenshot shows the 'Monitoring' tab in the MM system. It contains fields for 'Actual Commencement Date' (No Date Set), 'Employee ID', 'Actual Termination Date' (No Date Set), 'Reason for Termination', and 'Date Termination Notified to Dept' (No Date Set). There is also a checkbox for 'Employment Terminated'.

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 screenshot shows the 'Position' tab in the MM system. It contains fields for 'Occupation' (University Lecturer), 'Job Title' (Postdoctoral Fellow), 'ANZSCO Code' (242111), 'Employment Period' (0 years, 0 months), 'Intended Start Date' (1/01/2022), and 'Intended Cessation Date'. There are also checkboxes for 'Intra-company Transfer', 'Position redundant', and 'For labour hire'. A 'Save as Template' button is located next to the 'Occupation' field.

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 screenshot shows the 'Salary' tab in the MM system. It contains a table with columns 'Type', 'Detail', and 'Amount'. The table has one row with 'Annualised salary' and 'Academic Level, Increment 1' for an amount of '96000.00'. There are also fields for 'TnC's', 'Superannuation', 'Hours p/w', 'Full Time', 'Deductions other than Tax', 'Business Sponsor Paying Direct', 'Nominee Paying Any Amounts', 'Payment Frequency', 'Payment Method', 'Salary Explanation', 'Deductions Explanation', 'Who will be Paying Salary Explanation', and 'Amounts Paid by Nominee Explanation'. A 'Calculate' button is located at the bottom left.

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.

Lodgement Nominee Position Location Salary Market Salary Resp Duties Other Quals Skills Experience Licensing **Market Testing** Costs Caveat Exceptional Business Relationships

LMT Efforts To Recruit

Is Labour Market Testing Required? No

Do Alternative Evidence Requirements apply? No

Reason why Labour Market Testing is not required

Reason	Detail
International Trade Obligation	Applicant is a Chinese national
Occupation Exempt	Click here to add a new row
International Trade Obligation	
Major Disaster	Its apply
Other	Detail
High salary	Click here to add a new row

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

Lodgement Nominee Position Location Salary Market Salary Resp Duties Other Quals Skills Experience Licensing **Market Testing** Costs Caveat Exceptional Business Relationships

LMT Efforts To Recruit

Is Labour Market Testing Required? Yes

Do Alternative Evidence Requirements apply? Yes

Reason why Labour Market Testing is not required

Reason	Detail

Reason Alternative Evidence Requirements apply

Reason	Detail
High salary	Income is above the high salary threshold.
Business structure change	Click here to add a new row
Designated occupation	
GAE change	
High salary	
International recognition	
Intra-corporate transfer	

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.

Lodgement Nominee Position Location Salary Market Salary Resp Duties Other Quals Skills Experience Licensing **Market Testing** Costs Caveat Exceptional Business Relationships

LMT Efforts To Recruit

Mode of Advertising	Details	Date From	Date To	Fees Paid	Advertised Position Title	Advertised Position Type	Advertised Salary	Advertisement Language	Geo Target	# Applicants	# Hired	Reason Au People Weren't Hired
Online	Seek	08/09/2021	08/10/2021		Postdoctoral Fe...	Full-Time	96000.00	English	Australia	63	0	Applicant did not have t...
Online	JobActive											
Online	UF Careers page											
Click here to add a new row												

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

Lodgement Nominee Position Location Salary Market Salary Resp Duties Other Quals Skills Experience Licensing **Market Testing** Costs **Caveat** Exceptional Business Relationships

Does a Caveat usually apply? Yes

Reason Caveat Does Not Apply?

Reason	Detail
Business turnover more than specified minimum	
Salary more than specified minimum	
Employee numbers more than specified minimum	
Position is not in an excluded location	
Position does not involve low-skilled tasks	
International trade obligation applies	

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.