

## DAMA DOCUMENT CHECKLIST

Item	✓ x	Description
1		Request for endorsement under the Pilbara DAMA Endorsement Form (FM002). PDF <input type="checkbox"/> WEB <input type="checkbox"/>
2		Form 956 (if a registered migration agent is assisting this application).  <b>Name of Agent:</b> _____ <b>MARN:</b> _____
3		Business registration document: a. Business registration and any business name change registrations; b. ASIC; c. ABN, CAN; d. Trust deed (if applicable). <b>Comments:</b>
4		Business profile, may include: a. Website extracts; b. Promotional Material. <b>Comments:</b>
5		Evidence that the business is operating in the Pilbara Region of Western Australia. May include: a. Lease agreement; b. Contracts and invoices from suppliers/customers; c. Letter from Accountant stating 12 months' operation, net assets, profit/loss, and turnover; d. Business capability statement/promotional material referencing Pilbara operation. <b>Comments:</b>
6		Job descriptions for <b>each requested position</b> . <b>Comments:</b>
7		Organisation chart less than six (6) months old, requested positions must be displayed. <b>Comments:</b>
8		Financial statement for the financial year and business activity statement for the last 12 months immediately preceding application. <b>Comments:</b>
9		Statutory declaration about adverse information, attach evidence of outcome (if any). <i>For more information on adverse information go to the Department of Home Affairs website.</i> <b>Comments:</b>



Item	✓ x	Description cont.
10		<p>Summary of domestic recruitment efforts for <b>each requested position</b>:</p> <ol style="list-style-type: none"> <li>Copies of at least <b>two (2)</b> job advertisements in a reputable website/newspaper/industry website (not general classifieds) with national reach;</li> <li>Invoices received by recruitment agencies (if used);</li> <li>Evidence to prove the nominated positions have been advertised for 28 consecutive days. <i>For example, screenshots from the start and end of advertising, receipts showing duration. Please note that the Department of Home Affairs requires that advertising must have been completed during the twelve (12) months prior to submitting a nomination. Nomination occurs well after RDA Pilbara endorsement, so evidence supplied to RDA Pilbara should show very recent advertising.</i></li> </ol> <p><b>Comments:</b></p>
11		<p>Statement on why the business is not using the standard 482 and the impact of negative result (if the business is not endorsed to access the Pilbara DAMA).</p> <p><b>Comments:</b></p>
12		<p>Evidence to prove the nominee receives terms and conditions no less favourable than those provided to an Australian citizen or permanent resident. <b>Required for each requested position.</b></p> <ol style="list-style-type: none"> <li>Employment contract for a current or former Australian or Australian permanent resident employee in the same level position;</li> <li>Recent payslips for a current or former Australian or Australian permanent resident employee in the same level position; OR</li> <li>Any other evidence of market salary levels for the position.</li> </ol> <p><b>Comments:</b></p>
13		<p>Please provide the following evidence <b>for each requested position</b>:</p> <ol style="list-style-type: none"> <li>Employment contract outlining terms and conditions clearly, including a breakdown of the salary, superannuation, and any non-monetary components;</li> <li>Relevant enterprise agreement/award for the position (if applicable);</li> <li>Pay slips - if an intended nominee is already employed in the position.</li> </ol> <p><b>Comments:</b></p>

