



*Australian Immigration  
and Trade Services  
Ltd Liability Co.*

## **INSTRUCTIONS TO OBTAIN A BUSINESS (SHORT VALIDITY) ETA FOR AUSTRALIA**

AITs can assist ETA nationals who seek to enter Australia temporarily for business purposes as well as to have a short holiday. Business related activities include exploring business opportunities in Australia, conducting business negotiations, signing business contracts, attending conferences, seminars, conventions or business related meetings in relation to your field of employment.

Condition 8112 applies to a Business (Short Validity) ETA :“The holder must not engage in work in Australia that might otherwise be carried out by an Australian citizen or Australian permanent resident”.

Applicants seeking to undertake short term, non-ongoing and highly specialised work in Australia are strongly recommended to contact AITs and seek assistance to apply for the Temporary Business Entry (Class UC) subclass 456 Business (Short Stay) paper visa rather than a Business (Short Validity) ETA.

A Business (Short Validity) ETA permits stays of up to 3 months in Australia for business purposes. A Business (Short Validity) ETA is valid for entry to Australia for a period of 12 months from the date of issue. The Business (Short Validity) ETA allows for multiple entries to Australia.

You cannot apply for this ETA while you are in Australia. You must also be outside of Australia when your application for an ETA is decided.

An ETA replaces the traditional paper label visa. There will be no physical evidence of an ETA in your passport.

**Citizens of the following countries can apply to AITs for a Business (Short Validity):**

Andorra, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong (SAR), Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, United Kingdom (British Citizen), United Kingdom (British National Overseas), USA, Vatican City.

You should not finalise your flight arrangements until your Business (Short Validity) ETA has been granted and confirmation of approval returned to you. We incur no liability for financial loss or otherwise if visa processing is delayed or refused. Processing of your application can take up to two weeks. Please apply well before your proposed travel date.

A Business (Short Validity) ETA application attracts a non-refundable service fee of Sfr. 50.-- per application.

**Please send the following documents to AITs, Postfach 457, CH 3800 Interlaken:**

- Completed Business (Short Validity) ETA Application Form**
- A scanned colour copy of the identity pages of your passport (including passport validity, date & place of issue)**
- A copy of your flight details** or a short note advising us when you intend to leave Switzerland.
- Proof of payment**  
Please provide proof of payment of our non-refundable service fee in the sum of Sfr 50.- per application to PC 60-357890-1. We are unable to commence processing of your application without proof of payment.  
**PAYMENT BY CREDIT CARD IS NOT ACCEPTED.**
- Stamped self-addressed envelope** (if required)  
We will provide written confirmation by fax or email once your BUSINESS SHORT ETA has been approved. If we are unable to fax confirmation to you, please provide a stamped self-addressed envelope for the return of your ETA confirmation by post.

