



*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 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".

It is not appropriate to apply for a Business (Short Validity) ETA to carry out short-term work in Australia. 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 most appropriate visa for your specific requirements.

A Business (Short Validity) ETA permits stays of up to 3 months in Australia. 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.

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.

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.

Please send the following documents to AITS, Postfach 457, CH- 3800 Interlaken:

- Completed Business (Short Validity) ETA Application Form**
- A photocopy of the identity, validity, date of issue and place of issue pages of your passport.**
Your passport must be valid for the length of your intended stay in Australia. It is recommended that you passport be valid for at least 6 months after your intended departure from Australia.
- A copy of your flight details** or a short note advising us when you intend to leave your home country.
- Proof of payment**
Please provide proof of payment (stamped copy of Empfangsschein/Récépissé/Ricevuta or e-banking receipt) of our service charge totalling **Sfr 50.-** per application. Payment can be made to either our PostFinance Account 60-357890-1, by cash, or by e-banking to IBAN CH41 0900 0000 6035 7890 1. **PAYMENT BY CREDIT CARD IS NOT ACCEPTED.**
- An envelope with your name, address and a stamp** for the return of your visa grant letter, if required. Otherwise we will provide written confirmation by email once your ETA has been approved

