

**Far North Queensland Designated Area Migration Agreement
Request for Endorsement Form (from 4 April 2022)**

IMPORTANT: Read the 'FNQ DAMA Request for Endorsement Information Guide' before completing and submitting this form.

1.0 Employing business/entity details						
Business name / entity name						
Trading name (if applicable)						
Type of entity	Company		Sole Trader		Partnership	
	Trust		Other (please specify)			
Franchise: YES NO (If YES, give details)						
ABN						
ACN						
Business address (head office) – if applicable						
Contact address						
Postal address						
Contact person in business						
Contact person's email						
Contact person's telephone						
If a company, name of each director						
Name of trust / trustee (if applicable)						
Nature of employer's operations (for example, Hospitality, Construction, Retail)						
Does the business operate wholly within the FNQ DAMA designated area? If NO, provide an attachment with the description of the business operations in and outside the designated area, including relative size of operations.	YES	NO				
Period of time you have been operating in the Designated Area (years/months).						
Do you already hold a Subclass 457 or Subclass 482 Standard Business Sponsorship approval? If YES, please provide a copy of the approval letter .	YES	NO				
Have you or your business been subject to relevant immigration-related investigations or audits, resulting in an adverse finding to the business or any associated entities (including previously associated entities) in the last five years? If YES, attach a statement with detail .	YES	NO				

2.0 Agent/representative contact details	
2.1 If you are being assisted by a registered migration agent, complete the following section. By completing this section, you are authorising the Cairns Chamber of Commerce to communicate with the agent on your behalf (noting that the Cairns Chamber of Commerce reserves the right to contact you directly to make any relevant enquiries when assessing this endorsement request – refer declaration at end of this document). If you are not using a registered migration agent, leave this section blank.	
Migration agent name	
Migration agency name	
Agent registration number (MARN)	
Address	
Telephone	
Email	

3.0 Occupations, numbers and concessions							
3.1 Is this request in respect of an existing FNQ DAMA Labour Agreement (eg. for subsequent years or a variation)?						YES	NO
3.2 If YES to Q. 3.1 above, what date was your existing FNQ DAMA Labour Agreement signed?							
3.3 If YES to Q. 3.1 what date does your existing FNQ DAMA Labour Agreement cease?							
3.4 Please set out how many overseas workers you would like to be able to nominate under the FNQ DAMA in the next 12 months and what roles they would work in. If you are seeking positions in Years 2-5 of an existing FNQ DAMA Labour Agreement, indicate in which year you are seeking these positions (eg. 'Year 1', 'Year 2', etc). If insufficient rows, detail in your covering submission.							
Occupation	ANZSCO code	Maximum number of nominations sought/year ¹	Concession to TSMIT sought (Type 1 or Type 2) ²	Concession to English sought ³ Y/N	Age Concession ³ Y/N	Visa Subclass (482/494/186)	Proposed salary
				YES	YES		
				NO	NO		
				YES	YES		
				NO	NO		
				YES	YES		
				NO	NO		
Notes:							
1. If seeking position/s beyond Year 1, indicate number/year as follows: '3/Year2'.							
2. For information about TSMIT concessions, refer to the FNQ DAMA Information Guide. Write concession type as e.g. 'Type 1' or 'Type 2'.							
3. If seeking an English and/or Age concession, provide reasons in your covering submission as per the FNQ DAMA Information Guide.							

4.0 Conditions of endorsement and other matters

- 4.1 You understand and accept that any endorsement by the Cairns Chamber of Commerce is only an endorsement to make a request to Home Affairs for a Labour Agreement under the FNQ DAMA and is not an endorsement by Cairns Chamber of Commerce of you or any business or activity you carry on in any other respect, or of the individuals you apply to nominate on a visa under a Labour Agreement.
- 4.2 You understand and accept that endorsement by Cairns Chamber of Commerce is discretionary and may be revoked in the event that Cairns Chamber of Commerce (in its absolute discretion) is no longer satisfied that you should be able to access overseas workers under the FNQ DAMA.
- 4.3 Revocation of endorsement will be notified to Home Affairs and you accept that Cairns Chamber of Commerce will not be liable to compensate you for any costs, loss or damage that may arise from such revocation.
- 4.4 You attest that the information referred to in this request and any attachments:
- (a) is true and correct, and
 - (b) is complete and is not misleading in any respect, and
 - (c) you acknowledge that this information has been relied on by Cairns Chamber of Commerce in considering this request.
- 4.5 Where a migration agent has been appointed to represent the business, you acknowledge that the application, including supporting documents have been provided with your full knowledge and consent.
- 4.6 Where a migration agent has been appointed to represent the business, you acknowledge that the Cairns Chamber of Commerce reserves the right to communicate directly with you if considered necessary to facilitate assessment of the merits of the application.
- 4.7 You will notify Cairns Chamber of Commerce as soon as you become aware that any information or documents provided with this request have changed or are no longer true and correct, until a decision is made on any Labour Agreement request under the FNQ DAMA.
- 4.8 This request and any endorsement does not:
- (a) constitute a partnership or joint venture between the parties; or
 - (b) except as expressly provided, make a party an agent of another party for any purpose.
- 4.9 If Cairns Chamber of Commerce must fulfil an obligation to the Department of Home Affairs and the Cairns Chamber of Commerce is dependent on you to be able to do so, then you must do each thing reasonably within your power to assist Cairns Chamber of Commerce in the performance of that obligation.
- 4.10 If the employer is constituted by more than one legal entity (such as a partnership or an unincorporated association), each of those legal entities will be jointly and severally liable for the performance of any conditions arising as a result of the endorsement.
- 4.11 You agree to provide any and all information required by Cairns Chamber of Commerce to fulfil its obligations under the FNQ DAMA (including but not limited to, any updated information regarding the business, its workforce and evidence of its ongoing compliance with the obligations under the Labour Agreement) within 28 days of such a request being made.
- 4.12 You acknowledge that Cairns Chamber of Commerce may be required, from time to time, to provide information that you have included in this request in part or entirety, to the Department of Home Affairs and you consent to this disclosure of information.
- 4.13 You acknowledge that you have read and understood the attached information referred to in this document.

4.14 You acknowledge that you have not relied on any statement or representation (express or implied) made or advice given by or on behalf of the Cairns Chamber of Commerce in entering into the Labour Agreement or taking or failing to take any action in connection with the Labour Agreement.

4.15 You understand and accept that the Cairns Chamber of Commerce has no liability to you for any costs, loss or damage incurred or suffered by you directly or indirectly arising from or in connection with:

- (a) your request for or entry into a Labour Agreement; or
- (b) anything done by you, or on your behalf, relating to the entry into or the performance of the Labour Agreement; or
- (c) anything done to you relating to the entry into or the performance of the Labour Agreement or work performed by employees employed following entry into the Labour Agreement.

4.16 You acknowledge that, where the Cairns Chamber of Commerce endorses your business to access any concessions such as for experience, salary, English language, or age among others, under the FNQ DAMA, that this does not abrogate your responsibilities and duties as an employer in respect of any laws and legal responsibilities regarding workplace health and safety and industrial relations, and that the Cairns Chamber of Commerce accepts no responsibility or liability for any costs or actions arising from abrogation of these responsibilities or duties.

5.0 Information Privacy Principles acknowledgements

In accordance with the Queensland *Information Privacy Principles*:

5.1 You acknowledge on behalf of your business described in clause 1 of this application (**Business**) that the collection of the personal information contained in this application is necessary for the functions and activities of Cairns Chamber of Commerce;

5.2 You acknowledge on behalf of your Business that the Business is entitled to have reasonable access to the personal information contained in this application after it has been lodged with Cairns Chamber of Commerce but that Cairns Chamber of Commerce shall always be entitled to keep the documents provided;

5.3 You acknowledge on behalf of your Business that Cairns Chamber of Commerce is collecting the personal information in the Business' application for the following purposes:

- (a) considering the merits of the application;
- (b) verifying the accuracy of the contents of the application (including through contacting third parties regarding the application);
- (c) complying with relevant reporting requirements;
- (d) compiling statistics (or engaging a third party to compile such statistics);
- (e) participating in Cairns Chamber of Commerce surveys; and
- (f) complying with its obligations to any other Commonwealth or State government agency.

5.4 In carrying out this purpose you acknowledge and agree on behalf of your Business that Cairns Chamber of Commerce may disclose the personal information (including sensitive personal information if any) in the Business' application to:

- (a) Commonwealth Government agencies; and
- (b) Any other person referred to in your application (**Third Parties**).

5.5 You acknowledge on behalf of your business that if you do not sign this application or if your Business does not provide the required personal information in its application, Cairns Chamber of Commerce may reject the application or choose not to endorse access to the FNQ DAMA.

5.6 On behalf of the Business, you authorise the Cairns Chamber of Commerce to:

- (a) use the information provided within the application to make necessary inquiries with Third Parties to verify claims provided in the application;
- (b) provide the application, including supporting documentation to the Third Parties for further consideration;
- (c) retain the application and supporting documents as per Cairns Chamber of Commerce policies and standards; and
- (d) utilise the information provided for data collection and reporting purposes.

6.0 Checklist

Refer to Part 2 of the FNQ DAMA Information Guide for detailed instructions about preparing a FNQ DAMA Request for Endorsement.

Completed and signed Request for Endorsement form (this form)	
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Signed business declaration form	
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Covering letter that includes the information referred to in the Instructions in the FNQ DAMA Information Guide (at Part 2)	
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Organisation chart (indicating whether positions are held by Australian citizens/permanent residents/temporary visa holders)	
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TSMIT concession table (ONLY if seeking a TSMIT concession, for each occupation)	
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Statement regarding adverse information (if applicable)	
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Cairns Chamber of Commerce credit card authorisation form (as a separate attachment)	
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Information about how the proposed salary was determined (AMSR)	
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Description of Labour Market Testing (LMT) information and outcomes	
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Any other information attached (state type):	
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Signed by

Name		Signature	
Position		Date	

Witness

Name		Signature	
Position		Date	



OFFICE USE ONLY – DO NOT COMPLETE THIS PART

Approved
Y/N

YES

NO

Rejected
Y/N

YES

NO

Signed by

Name

Signature

Position

Date

Version 7.0 (4 April 2022)