



Australian Immigration
and Trade Services
Ltd Liability Co.

Instructions to apply for an *ETA (Business)* for Australia

An Electronic Travel Authority (ETA) permits short term visits to Australia for up to 3 months to engage in a business visitor activity in Australia.

Acceptable business visitor activities on an ETA (Business) include making general business or employment enquiries (excluding working for an Australian organisation as part of investigating a business opportunity); investigating, negotiating, signing or reviewing a business contract; activities carried out as part of an official government-to-government visit; participating in conferences, trade fairs or seminars as long as you are not being paid by the organisers for your participation.

If you seek to carry out short term highly specialized work in Australia, please contact our office for further instructions.

ETA (Business) holders are permitted to:

- travel to, and enter Australia on multiple occasions for 12 months from date of grant;
- remain in Australia for a period not exceeding 3 months from each date of entry into Australia; and
- study for up to 3 months in Australia.

You must be outside of Australia when your application for an ETA (Business) is lodged and decided.

Holders of the following passports may apply for an ETA (Business) via our office:

Andorra	Austria	Belgium	Brunei	Canada	Denmark
Finland	France	Germany	Greece	Hong Kong (SAR PRC)	Iceland
Ireland	Italy	Japan	Liechtenstein	Luxembourg	Malaysia
Malta	Monaco	Norway	Portugal	Rep. San Marino	Singapore
South Korea	Spain	Sweden	Switzerland	Taiwan	The Netherlands
United Kingdom	United States	Vatican City			

How to apply for an *ETA (Business)*

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

- 1. Completed ETA (Business) application form**
- 2. Photocopy of your passport page(s) showing identity, validity, date and place of issue.** Your passport must be valid for the length of your intended stay in Australia. If you hold another passport, provide a photocopy of your other passport page(s) showing identity, validity, date and place of issue
- 3. Proof of payment:** Payment of the standard service charge of **CHF 40.-** per application may be made **in cash** or at your local **Swiss Post office** or by **ebanking** to **PostFinance account 60-357890-1, IBAN CH41 0900 0000 6035 7890 1** in favour of AITS clients' account, CH-3852 Ringgenberg BE. Proof of payment (Empfangsschein/ Récépissé/ Ricevuta) or e-banking debit receipt (Zahlungsbestätigung/ attestation de paiement/ conferma de pagamento) must be provided with your application.
- 4. An envelope with your name, address and a postage stamp** for the return of notification of ETA (Business) decision by post. Alternatively, we shall send your notification of ETA (Business) decision to your email address specified in your application form.

Processing of your application may take **up to 2 weeks**. Please apply well before your proposed travel date. You should not finalise your flight arrangements until your ETA (Business) has been approved. Should your ETA (Business) application be approved by the Department of Home Affairs (Home Affairs), you will receive a written notification of Home Affairs grant from our office. We incur no liability for financial loss or otherwise if ETA (Business) processing is delayed or your ETA application is refused.



An ETA (Business) will be linked electronically to the passport you provide with your application. You must use the same passport to travel to Australia.

Please visit our website, www.aits.ch, for our Terms of Service and Privacy Policy. Your use of our website or payment of the standard service fee for AITS service/s will mean you accept the Terms of Service, which together with our Privacy Policy govern AITS's relationship with you. By using our website or paying the standard service fee, you are confirming that you understand and agree to these Terms of Service and have engaged the services of AITS. Links to the Consumer Guide of the Office of the Migration Agents Registration Authority (OMARA) are also available on the website. You acknowledge that you have had access to and the opportunity to read the Consumer Guide prior to making any payment to AITS.

