

# IMMIGRATION SERVICES

## In-house style immigration, HR and employment law expertise for businesses

As immigration involves compliance and ongoing management of a client's relationship with the Department of Home Affairs, we do offer an integrated counsel service that includes the following:

- ✓ Statutory obligation notifications (eg. cessation of employment notifications of sponsored visa holders and all corporate change in circumstance notifications to DHA);
- ✓ Onboarding factsheets and ongoing advice on typical work rights including face-to-face training with recruiters, HR managers, line managers or executives;
- ✓ Eligibility assessments for 600, 400, 482, 186 and 187 visas;
- ✓ Visa expiry reminders;
- ✓ PR eligibility reminders;
- ✓ Visa expiry record keeping;
- ✓ Visa holder's address and passport change notifications;
- ✓ SAF refund requests;
- ✓ Audit readiness test ie. audit of existing visa holder population to verify compliance;
- ✓ 1:1 onsite consultations with employees;
- ✓ Template immigration documents ie.
  - Customisable industry best practice immigration policy
  - Guide to 482 management & sponsorship obligations
  - Guide to managing temporary visa holders
  - Guide to internal immigration audit
- ✓ Review of existing policies and processes to ensure they meet industry best practice
- ✓ Quarterly VEVO checks for all staff

GILTON VALEO™



Team of immigration, HR and employment law experts



On tap, agreed price support



Tailored to your business



### Budget Certainty

We always work on an agreed price basis, with no hidden fees or hourly rates. With a monthly retainer you receive in-house style legal and HR support that is tailored to your business needs, for an agreed monthly fee.



## FIND OUT MORE

Call Fiona Wong on (02) 8234 8400 or [fwong@giltonvaleo.com.au](mailto:fwong@giltonvaleo.com.au) to find out more.

Everything we do is about making immigration easy.

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