

International visitors program application

Use this application form to request a visit to the ATO.

Submit your application 45 days in advance of the proposed start date of the visit.

All members of the visiting delegation should be employees of the national revenue authority of the country requesting the visit. Exceptions to this rule must be accompanied by valid reasons.

State clearly the purpose and specific objectives of the visit. All delegation members must be proficient in English or the requesting country must provide an interpreter to accompany the group.

All visitors will be processed through security operations. A guest list must be submitted with the application so security arrangements can be made in advance.

You may request visits of up to 3 days through this program, including visits to site offices. International Engagement will consider requests for visits of more than 3 days to determine the suitability for a technical assistance or training program.

Refer to the instructions to help you complete this form.

- Print clearly using a black or dark blue pen.Use BLOCK LETTERS and print one character per box.
- Place X in all applicable boxes.
- Do not use correction fluid or covering stickers.

	eived formal endorsement within ement prior to agreeing to a visit.	your organisation?			
Contact information of requesting agency or organisation Title: Mr Mrs Miss Ms Other Name					
Phone number Email					
Dates requested for visit	t				
1st choice: from	Month Year to Day	/ Month / Year /			
2nd choice: from/	Month Year to Day	Month Year /			
city/ATO branch location requested for visit					
Canberra	Melbourne	Sydney			
Brisbane	Perth				
Are you visiting any other government departments whilst in Australia?					
No					
Yes Department names being visited					

7	Number of visitors							
	If 20 or fewer visitors are expected, please complete only Section C from this point of the form by listing each participant's title, name and position, and tick the box if the person listed is the head of delegation. If there are more than 20 visitors, please complete a separate application for the additional participants, filling out only Section C on the additional form and submitting all forms together.							
8	Will an interpreter accompany participant(s)? No Yes							
9	Purpose of visit							
10	How do you intend to apply the learning's from the ATO on returning to your own country?							
44	If requested, is your delegation prepared to do a presentation on a topic of interest to the ATO?							
	No No							
	Yes What topic do you wish to present to the ATO?							

OFFICIAL: Sensitive (when completed)

Section B: Topics requested Topic 1 Please provide the name and a brief description of the topic as it relates to your tax administration Please provide specific questions to be addressed by ATO topic specialists

Section C: List of participants

Please complete the table with the details of each participant.

Participant	Title	Name	Position	Head of delegation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				