

Disfala cheklist showim klia oketa samting iu need fo redim bifo iu go bak hom, taem iu finis waka thru lo Pacific Australia Labour Mobility (PALM) scheme.

Boss blo iu shud storim disfala cheklist witim iu lo taem blo departure meeting.

SIX MONTH BIFO IU GO

Chekim expiry date blo passport blo iu

- Meksua passport blo iu no expire mekem immigration lo hom kantri kliarem iu lo day iu plan for go bak lo hem.
- If passport blo iu expire insaed six month, iu mas chekim oketa requirement blo kantri blo iu fo meksua iu save kasem bak hom.
- Oketa high commission, embassy and consulate blo Pacific and Timor-Leste save givim advaes abaotem passport wea expire or wea man lusim, and oketa niu requirement fo kasem bak hom.

Oketa difren wei and kost fo travel go bak

Iu shud storim travel arrangment fo go bak hom witim boss blo iu.

Short-term wakman: kaban iu waka fo hem peim finis plane tiket from Australia go lo hom kantri blo iu. Oketa bae givim iu faev or moa day bifo day fo iu flae aot. Fo kasem moa help saed lo approval fo travel, contactim PALM scheme support service laen (**1800 51 51 31**) or email (palm@dewr.gov.au).

Long-term wakman: Iu maet laek fo arrangim and peim own travel go bak lo hom.

Iu shud tok witim boss blo iu abaot:

- Flight schedule and airfare
- Domestic flight or transport fo go lo international airport lo Australia, if iu needim
- baggage allowance and haomas iu bae peim fo excess baggage (excess baggage save expensive tumas, so save lo baggage allowance bifo iu go)
- Kost blo accommodation on your wei home, if iu needim
- Kost blo transport from airport go lo haos blo iu taem iu kasem bak hom
- duty-free allowance lo hom kantri blo iu.

Chekim balance blo savings blo iu

If iu laek for pei for own travel blo iu, meksua you garem inaf selen lo bank.

You shud chek iu garem inaf selen fo peim travel go lo hom, oketa nara samting iu bae peim lo gogo back, osem kaikai and drink.

THRIFALA MONTH BIFO IU GO

Tok witim famili abaot taem iu bae go back hom

Iu maet laek fo tok abaot:

- Oketa goal iufala famili agree lo hem bifo iu kam lo Australia
- Haomas selen iu hope fo tekem bak
- Wanem bae iufala duim and hao iufala bae celebrate taem iu go back
- Eniting famili laekem iu fo tekem back hom (bat remember excess baggage hem expensive).

If iu garem kwestin, stori witim kantri liaison officer (CLO) or labour attaché blo iu. Up-to-date list blo oketa CLOs/labour attachés stap lo [PALM scheme website](http://www.palmscheme.gov.au): (www.palmscheme.gov.au/contact).



Chekim visa status blo iu

- Askem boss fo visa status blo iu and date hem expire. Boss blo iu save faendem information lo account blo oketa lo immi.gov.au account insaed [Department of Home Affairs website](http://www.homeaffairs.gov.au): (www.homeaffairs.gov.au/immiaccount).
- Iu bae need fo save lo disfala information mekem iu save planim taem fo apply fo superannuation savings taem iu kasem bak hom. Iu save kasem superannuation saving bihaen visa blo iu expire.

Redim file fo evri achievement blo iu lo Australia

Maet iu laek fo putum tugeta evri achievement blo iu lo Australia insaed wanfala file.

Insaed diswan:

- wanfala resume/CV wea listim oketa waka iu duim, and reference from boss
- oketa certificate or skill wea iu lanem lo Australia
- machinery ticket and drivers' licence
- oketa nara samting osem community membership and sporting achievement.

TUFALA MONTH BIFO IU GO

Lane hao fo apply fo superannuation fund blo iu bihaen iu kasem bak hom

Iu save apply fo superannuation savings bihaen iu lusim Australia thru lo Departing Australia Superannuation Payment (DASP).

- The Australian Taxation Office (ATO) na lukaftam DASP. DASP online application stap lo [ATO website](http://www.ato.gov.au): (www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Claimingyoursuper).
- Iu save startim DASP application process bifo iu lusim Australia. Iu save finisim and lodgim application bihaen iu kasem bak hom kantri, and bihaen iu kasem DASP eligibility requirement.
- Information abaot DASP eligibility, application process, and information iu bae needim stap lo 'Understanding your superannuation' fact sheet insaed [PALM scheme website](http://www.palmscheme.gov.au): (www.palmscheme.gov.au/resources/superannuation-pacific-workers).
- Chekim wanem information iu needim fo DASP application. Staka lo oketa information hia hem moa isi fo kasem taem iu stap yet lo Australia. Iu maet needim certified copy blo samfala document. Stori witim superannuation kaban blo iu abaotem olketa documents iu needim fo application blo iu.
- Hem moabeta fo iu kipim open Australian bank account blo iu fo oketa peim DASP insaed.
- Tok lo boss blo iu sapos iu needim moa help. Boss blo iu maet save sapotim in-person or virtual meeting session abaotem DASP.

Lane hao fo duim tax return blo iu bihaen iu kasem bak hom kantri blo iu (long-term wakman noma)

If iu long-term wakman, iu maet needim fo duim tax return.

Fo information:

- go lo [ATO website](http://www.ato.gov.au) (www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Lodgingyourtaxreturn)
- readim instruction fo duim tax return lo fact sheet insaed [PALM scheme website](http://www.palmscheme.gov.au) (www.palmscheme.gov.au/resources/lodging-tax-return).

Stori witim oketa boss blo iu if iu needim help.

Kipim gud employment record blo iu

Insaed diswan hem:

- Australian tax file number (TFN)
- Nem blo Australian superannuation fund blo iu, insaed diswan hem superannuation fund's Australian Business Number (ABN)
- Superannuation memba account namba blo iu

- Information blo boss blo iu, wea minim tu nem and address blo bisnis, and ABN blo hem
- [MyGov website \(my.gov.au\)](https://my.gov.au) registration information
- Oketa bank account information blo iu and copy blo Australian bank statement fo account iu laekem oketa putum DASP insaed.

Iu bae needim evriting hia taem iu apply fo superannuation savings thru lo DASP, tax return, and if iu go bak waka lo Australia.

WANFALA MONTH BIFO IU GO

Kliarem evri bill

Insaed diswan:

- mobile phone bill
- eni fine.

Tingim hao iu bae sendem savings bak hom

- Iu save go lo oketa money transfer website osem Western Union, Send Money Pacific, or Rocket Remit fo save best wan fo iu.
- Chekim bank blo iu lo Australia fo eni kost iu bae peim fo muvim selen go lo hom.

Attendim departure meeting wea boss blo iu provaedem

- Maet departure meeting hem osem grup, or maet hem stori witim samwan one-on-one.
- Ask fo meeting witim eniwan from kaban iu waka for hem fo save abaot eni waka lo future or fo kam bak lo Australia.

Chekim eni medical clearance iu needim fo go bak hom

Chekim:

- Oketa medical chek wea pipol blo samfala kantri mas duim, osem tuberculosis and human immunodeficiency virus.
- Full health chek, and sexual and reproductive health.
- Refillim eni prescription medicine, osem contraception and medical aid osem contact lenses or eyeglass wea hard fo kasem lo hom.

Mekem last health insurance claim fo medical lo Australia

- Chek witim boss blo iu if you garem eni kwestin and chekim [PALM scheme health insurance](https://www.palmscheme.gov.au/resources/health-insurance) fact sheet fo moa information: (www.palmscheme.gov.au/resources/health-insurance).

WANFALA WEEK BIFO IU GO

Chekim last pay and deductions

- Tok witim boss blo iu if iu laek save eniting abaotem last pei.
- Mek sua iu garem inaf selen fo travel hom.

Redi fo aot from accommodation blo iu

Chekim oketa samting wea boss laekem iu fo duim. Iu maet need fo:

- Klinim gud ples iu stap
- disconnectim electricity and oketa nara samting
- Disconnectim internet
- Givim bak oketa key
- Arrangim refund blo bond blo iu.

Listim oketa fone namba and email (lukim tebol lo end blo disfala document)

Raetem gud oketa fone namba and email address wea iu bae needim bihaen iu kasem bak hom:

- PALM scheme support service line – call (1800 51 51 31) or email (palm@dewr.gov.au)
- Boss iu waka fo hem, boss blo iu, oketa iu waka witim
- CLO or labour attaché blo iu
- Pipol iu meetim and laek fo gohed stori lo oketa bihaen iu kasem bak hom.

Mobile fone and SIM card blo Australia

- Kipim fone blo iu connected kasem taem iu lusim Australia.
- If iu save iu redi fo go back, maet iu laek fo kipim phone and SIM card (bat meksua iu save haomas iu bae peim)
- Disconnectim phone and cancellim SIM or phone plan, if iu disaed osem.

Olketa travel plan

- Meksua boss provaedem plane ticket and itinerary faev or moa days befoe iu go.

Givim kam hom kantri contact blo iu (phone namba and email address)

Givim hom kantri fone namba and contact lo:

- Boss blo iu
- Department of Employment and Workplace Relations thru lo email: (palm@dewr.gov.au).

DAY IU LUSIM AUSTRALIA

Wanem fo tekem lo plane

Tekem oketa samting hia insaed bag iu holem witim iu lo plane (no insaed oketa bag wea checked-in):

- Disfala cheklist witim oketa fone namba wea iu needim
- Passport wea no expire
- Plane ticket and itinerary and eni accommodation booking
- prescription medicine (if iu garem) and leta from docter blo iu wea sei iu needim medicine hia
- Inaf selen fo kaikai and oketa nara samting iu needim taem iu travel
- Eni ID or personal documentation fo sapotim superannuation fund application blo iu.

Oketa important idea

- Iu maet need fo kipim bank account blo iu open if iu laek fo depositim last pei, tax return and superannuation savings. If noma, iu save klosim account blo iu. Plis chekim bank abaotem oketa fee and charge fo kipim account open.
- Stretem excess baggage bifo iu lusim Australia and save lo kost. Hem moa cheap fo stretem bifo iu kasem airport.
- No karem staka cash witim iu taem iu travel bak hom.
- Evritaem storim eni problem lo boss or lo CLO or labour attaché blo iu.
- Up-to-date list blo evri CLO/labour attaché insaed [PALM scheme website](http://www.palmscheme.gov.au/contact): (www.palmscheme.gov.au/contact).

OKETA MAIN CONTACT

Iusim tebol lo daon fo raetem oketa important contact lo Australia. Mifala givim iu idea lo kaen contact fo tingim – iu save addim moa

NEM	FONE	EMAIL
Boss blo iu		
PALM scheme sapot service line	1800 51 51 31 (waka taem noma, sapos hem no emergency)	(palm@dewr.gov.au)
CLO/labour attaché blo iu		
The Fair Work Ombudsman	(13 13 94) or (13 14 50) if iu needim interpreter	
High commission, embassy and consulate blo kantri blo iu		
