UK Visas & Immigration

ECAA 2
Turkish Businessperson
Version 11/2016

Application for an Extension of Stay or Indefinite Leave to Remain in the UK and Biometric Immigration Document as a Businessperson Under the Provisions of the European Community Association Agreement (ECAA) with Turkey

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 24 November 2016.

You will only be considered for leave under the ECAA. You will not be considered for any other type of leave to remain. You must use a different form if you want to stay for another reason.

Before making your application, you should read the following:

- the guidance notes on pages 2-4 of this form
- the separate UK Visas and Immigration photograph guidance

If you do not already have the photograph guidance, you can get it from our website at www.gov.uk/government/organisations/uk-visas-and-immigration.

There is no fee for an application on this form.

Applications on this form may only be made by post. You must send your application to the following address:

Home Office
Turkish IAU
PO Box 3468
Sheffield
S3 8WA

WORKING TOGETHER TO PROTECT THE PUBLIC

This form is to be used for applications made on or after 24 November 2016

1. For Which Applications Must You Use Form ECAA2?

Form ECAA2 is to be used only to apply for an extension of stay or indefinite leave to remain in the UK as a businessperson under the standstill provisions in the European Community Association Agreement (ECAA) with Turkey.

You and any dependants applying with you must be in the UK.

2. Qualifying For An Extension Of Stay Or Indefinite Leave To Remain

To qualify for an extension of stay, you must meet the requirements of the business provisions of the Immigration Rules in force in 1973. The policy instructions for applications as a businessperson under these provisions are in the Turkish ECAA modernised guidance, which can be found at: www.gov.uk/government/publications/turkish-ecaa-business-guidance

To qualify for indefinite leave to remain, you must meet the settlement requirements set out at pages 60-2 (main applicants), 65-6 (partners) or 69 (children) of the above guidance.

3. Who May Apply On This Form?

You and your partner and/or children under 21 if they are applying as your dependants. “Partner” means a spouse, civil partner, unmarried or same-sex partner.

4. When To Apply

You and any dependants applying with you should do so before the end of your/their permitted stay in the UK.

5. Ensuring Your Application Is Complete

Your application will be rejected as invalid if it is incomplete. To avoid that, please ensure that you do the following:

- apply on the current version of form ECAA2
- provide photographs of yourself and any dependants applying with you in the format specified in the separate UK Visas and Immigration photograph guidance
- provide all relevant documents specified in the form
- complete every section of the form as required
- sign and date the declaration at section 10
- send the application by prepaid post to the Home Office address given on the form.

We reserve the right to decide your application on the basis of the information and documents provided. It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

6. Completing The Form

Please use a black pen to complete the form, and write names, addresses and similar details in capital letters.

In the applicant’s details and other sections where you give personal details and addresses, leave an empty box between each name and each part of the address.

Please note that we always use the personal details in an applicant’s passport for official purposes, including any documents certifying the grant of an extension of stay or indefinite leave to remain if the application is successful.

Take care to complete all sections as required, including the Personal History section.You must enclose a letter of explanation if you are unable to complete any part of the form because you do not have the required information.

7. Photographs

You must provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.
- Two identical passport-size photographs of any dependants applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance. Please ensure that you place the photographs in a small sealed envelope attached to section 1 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If your application is successful, the photographs you provide will be reproduced in the residence permit(s) issued to you and any dependant(s) applying with you.

8. Documents

Documents provided with the application must be orignals.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document.

Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports are signed.

9. Applying By Post - The Address

The address to which you must post an application on form ECAA2 is:

Home Office
Turkish IAU
PO Box 3468
Sheffield
S3 8WA

Posting it to any other address will delay it.

Please also use this address for any other correspondence about your application.

Applications on this form must be made by post. If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough.

10. Applying In Person

The premium service at our Premium Service Centres is not available for applications on form ECAA 2.

11. Decision Times

We aim to decide applications as soon as possible. For our service standards, please see our website.

12. Your Status While Your Application Is Being Considered

If you and any dependants apply before the end of your/their permitted stay in the UK, your/their existing immigration status, including any permission to work, will continue until your/their application(s) is/are decided.

13. Contacting Us After You Have Applied

If you need to contact us after you have applied, please do so as follows.

To send us more information about your application, write to the address in part 9 and give the following details:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted
- the Home Office reference number if you have one.

If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form at www.gov.uk/visa-documents-returned

14. Obtaining Application Forms

You can obtain application forms, any accompanying guidance notes and the UK Visas and Immigration photograph guidance from our website at www.gov.uk/government/organisations/uk-visas-and-immigration

15. Other Enquiries

We also have the following freephone textphone number: 0800 38 98 28 9.

16. Choosing An Immigration Adviser

Immigration advisers are regulated by The Office of the Immigration Services Commissioner (OISC).

Their website at www.oisc.gov.uk contains a list of authorised advisers and has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner (OISC)
5th Floor
21 Bloomsbury Street
London
WC1B 3HF

Telephone: 0345 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at www.sra.org.uk

The address and telephone number for any complaints about a solicitor are:

Legal Ombudsman
PO Box 6806,
Wolverhampton,
WV1 9WJ

Telephone: 0300 555 0333

17. Complaints About Our Service

If you wish to make a complaint about our service, please refer to the complaints page on our website: www.gov.uk/government/organisations/uk-visas-and-immigration for detailed information about how to do so.

18. Data Protection Notice

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

You have the right to administrative review if this application is refused.

UK Visas & Immigration

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SECTION 1 - APPLICANT'S DETAILS

1.1 Your title - please tick | If other, what is your title?

Mr | Mrs | Miss | Ms | Other

1.2 Your gender - please tick

Male | Female

1.3 Your date of birth

Day | Month | Year

Photographs

You must provide two identical photographs of yourself with your full name on the back of each one. Please place the photographs in a small sealed envelope, together with those of any dependants included in section 2, and attach it across this space with a staple or paper clip at the right-hand side of the page/envelope.

Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the separate photograph guidance.

1.4 Your full name as in your passport

1.5 Surname or family name as in your passport

1.6 Any other name(s) by which you are or have been known

1.7 Nationality

1.8 Place of birth - town or city and country

1.9 Passport or travel document number

1.10 Home Office reference if you have one

1.11 National insurance number if you have one

1.12 Your UK address - please inform us immediately if this changes

Postcode

1.13 Your daytime telephone number

Your mobile telephone number if you have one

1.14 Your e-mail address if you have one

1.15 Please re-enter your email address in block capitals in the box below

1.16 Please enter the email address of your representative (if you have one) in the box below

The Home Office or persons acting on behalf of the Home Office may use the above email address(es) to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

1.17 Name and address in the UK for all correspondence about your application if different from 1.12

Postcode

1.18 If you have completed 1.17 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

SECTION 2 - DEPENDANTS APPLYING WITH YOU

If you have a partner and/or any children under 21 living in the UK and they are applying for an extension of stay or indefinite leave to remain in the UK as your dependants, this is where you give their details. "Partner" in this form means your spouse, civil partner, unmarried or same-sex partner.

If more than 2 children are applying, please give their details on a photocopy of this page, enclose it with this form, and place the photographs in the envelope attached to section 1 as instructed there.

Children aged 21 or over must apply separately.

Photographs

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

Your partner's full name

Nationality

Place of birth - town or city and country

Date of birth

Day Month Year

Gender - please tick

Male | Female

Relationship to you - please tick

Spouse | Civil partner | Unmarried partner | Same-sex partner

Photographs

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

Child's full name

Nationality

Place of birth - town or city and country

Date of birth

Day Month Year

Gender - please tick

Male | Female

Relationship to you - please tick

Son | Daughter

Photographs

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

Child's full name

Nationality

Place of birth - town or city and country

Date of birth

Day Month Year

Gender - please tick

Male | Female

Relationship to you - please tick

Son | Daughter

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS

3. Passport or travel documents and Biometric Residence Permits.

Help on the questions is given at the end of this application form.

3.1 Under what nationality did you enter the United Kingdom?

3.2 Do you currently hold any additional nationalities?

Yes ☐ - go to question 3.3 No ☐ - go to question 3.4

3.3 Give details of all other nationalities currently held.

3.4 Have you previously held any other nationalities?

Yes ☐ - go to question 3.5 No ☐ - go to question 3.6

3.5 Give details, including relevant dates, of all other nationalities previously held.

Previous nationality 1:

From: D D M M Y Y Y Y To: D D M M Y Y Y Y

Previous nationality 2:

From: D D M M Y Y Y Y To: D D M M Y Y Y Y

Previous nationality 3:

From: D D M M Y Y Y Y To: D D M M Y Y Y Y

Please photocopy this page if additional space is needed.

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS

3.6 Please give details of your current passport or travel document and any others that you have used to travel to and remain in the United Kingdom and which shows your current leave. Please note that for the application to be valid and complete your current passport/ travel document must be provided unless it is not available for one of the reasons specified on the application form.

Current passport or travel document						
Passport/ Travel Document number	**Nationality**	**Issue date**	**Expiry date**	**Place of issue**	**Passport / Travel document enclosed**	**If not enclosed then location of Passport/ Travel Document**
					☐ Yes ☐ No	☐ Lost - go to question 3.7 ☐ Stolen - go to question 3.8 ☐ Expired - returned to national authorities ☐ Elsewhere in the Home Office - go to question 3.7
Previous passport or travel document 1						
Passport/ Travel Document number	**Nationality**	**Issue date**	**Expiry date**	**Place of issue**	**Passport / Travel document enclosed**	**If not enclosed then location of Passport/ Travel Document**
					☐ Yes ☐ No	☐ Lost - go to question 3.7 ☐ Stolen - go to question 3.8 ☐ Expired - returned to national authorities ☐ Elsewhere in the Home Office - go to question 3.7 ☐ Other - go to question 3.7

Please photocopy this page if additional space is required.

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS

3.7 If any of the required passports are not enclosed then please give details why you are unable to provide them.

3.8 If any of the passports or travel documents were stolen anywhere in the world, please give the police report number, the police station and the date reported to the police.

Police report number	Police station	Date reported to the Police

In accordance with Biometric Registration Regulations, an applicant applying for an extension of stay in the UK must apply for a Biometric Immigration Document, otherwise known as a Biometric residence Permit.

For information about Biometric Residence Permit, please see the Home Office webiste.

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS

3.9 Have you been issued with a Biometric Residence Permit with a previous application for leave?

Yes ☐ - **go to question 3.10** No ☐ - **go to 3.14**

3.10 Please give details of your Biometric Residence Permit. Please note for the application to be valid and complete your current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified on the application form.

Current Biometric Residence Permit (BRP)						
BRP document number	**Nationality**	**Issue date**	**Expiry date**	**Place of issue**	**BRP enclosed?**	**If not enclosed then location of BRP document**
					☐ Yes ☐ No	☐ Lost - go to question 3.12 ☐ Stolen - go to question 3.13 ☐ Expired - returned to national authorities ☐ Elsewhere in the Home Office - go to question 3.11

3.11 If the BRP is not enclosed then please give details why you are unable to provide it.

3.12 If the BRP was lost, please give date this was reported to The Home Office Card Management Service.

D D M M Y Y Y Y

3.13 If the BRP was stolen, please give the police report number, the police station and the date reported to the police.

Police report number	Police station	Date reported to the Police

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS

3.14 Have any of the dependants applying with you used any name(s) other than the one(s) given in section 2 of this application form in previous UK immigration applications made in the UK or abroad? Yes ☐ No ☐

If yes, go to 3.15. If no, go to 3.16

3.15 Please give the details specified below. The name in each case should be that in which the dependant made the application. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

3.16 Have any of the dependants applying with you had their fingerprints taken as part of a previous UK immigration application made in the UK or abroad? Yes ☐ No ☐

If yes, go to 3.17 If no, go to 3.18

3.17 Please give the details specified below. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant's fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

Children under 16 applying

3.18 Will the child(ren) be accompanied by a parent when they have their fingerprints and/or photograph taken? If yes, go to section 4. If no, go to 3.19. Yes ☐ No ☐

3.19 Please explain below why the child(ren) will not be accompanied by a parent and provide details of the responsible adult who will be accompanying the child(ren). See Note 2.

Name of responsible adult	Date of birth	Place of birth	Relationship to child(ren)

Note 2 Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.

SECTION 4 - THE BASIS OF YOUR APPLICATION

Tick a box below to show whether you are applying for an extension of stay (either as someone wishing to switch into the Turkish ECAA businessperson category or as someone already in it), or for indefinite leave to remain as a Turkish businessperson.

☐ Extension of stay - switching into this category

I have leave to enter or remain in the UK in another category and I now wish to switch into this category and am applying for an extension of stay under the business provisons of the Immigration Rules in force in 1973. See Note 1.

☐ Extension of stay - already in this category

I have already been granted a period of leave to remain in the UK as a businessperson under the business provisions of the 1973 Immigration Rules and am now applying for an extension of stay.

☐ Indefinite leave to remain

I have completed at least 4 years in the UK as a businessperson and am now applying for indefinite leave to remain in this category.

Note 1 For more information about which applicants may be allowed to switch into this category, you should refer to the Turkish ECAA Modernised Guidance available on our website.

SECTION 5 - YOUR BUSINESS

This is where you give details of your business.

5.1 What type of business are you intending to start or have you already established? Please give details below.

5.2 If you are already engaged in business, when did you start?

5.3 Full name and address of your business

Postcode

5.4 Telephone number(s) of your business

Landline

Mobile

5.5 If you are registered with Companies House, what is your registration number?

SECTION 6 - PERSONAL AND BUSINESS EXPENDITURE

6.1 Personal expenditure - for each item, please state the amount per week, month or year as appropriate.

	£ per week	£ per month	£ per year	For official use only
Rent				
Mortgage				
Council tax				
Gas				
Electricity				
Water				
Telephone				
Food				
Personal clothing				
Car purchase				
Car insurance				
MOT				
Road tax				
Petrol/diesel				
Bus/rail travel				
Money sent to family abroad				

6.2 Business expenditure - for each item, please state the amount per week, month or year as appropriate,

	£ per week	£ per month	£ per year	For official use only
Business premises rent				
Business rates				
Class 2 NI contributions				
Employer's tax & NI liability				
Employer's liability insurance				
Public liability insurance				
Corporation tax				
VAT				
Tax put aside				
Bank interest				
Payments to suppliers				
Employee(s) salaries/wages				
Your own salary/wages				
Accountant				
Payment for business plan				
Stationery				
Advertising				

Personal History (criminal convictions, war crimes, etc.)

It is mandatory to complete section 7. If it is not complete the application will be invalid and will be returned to the applicant.

This section asks about any criminal convictions, any civil judgements or civil penalties made against you or any dependants who are applying with you and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

7.1. Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country?

Yes ☐ - go to question 7.2 No ☐ - go to question 7.3

7.2. Please give details below for each criminal conviction, starting with the most recent one. If you or any dependants who are applying with you have received more than two convictions, please photocopy this page and enclose it with this form.

Note: We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

Criminal conviction 1

Country where convicted

Nature of the offence

Sentence given

Date sentenced D D M M Y Y Y Y

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)? **months**

Criminal conviction 2

Country where convicted

Nature of the offence

Sentence given

Date sentenced D D M M Y Y Y Y

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)? **months**

7.3. Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

Yes ☐ go to 7.4

No ☐ go to 7.5

7.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.

If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1

Date of judgment or civil penalty D D M M Y Y Y Y

Country where judgment made

Details of judgment or civil penalty 2

Date of judgment or civil penalty D D M M Y Y Y Y

Country where judgment made

You must answer questions 7.5 to 7.10 below even if you have answered no to question 7.1.

For help in answering these questions, please see the definitions at the end of this section.

7.5. Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court? **Yes** ☐ **No** ☐

7.7. In times of either peace or war have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? **Yes** ☐ **No** ☐

7.7. Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? **Yes** ☐ **No** ☐

7.8. Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? **Yes** ☐ **No** ☐

7.9. Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? **Yes** ☐ **No** ☐

7.10. Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? **Yes** ☐ **No** ☐

7.11. How long have you lived in the UK? ☐ **Years** ☐ **Months**

Please provide details of any periods of absence of more than 6 months during that time.

Date you left the UK	Date you returned to the UK	Reason for absence

7.12. Please state what ties you have with;

- The country where you were born
- Any other country whose nationality you hold
- Any country where you have lived for more than 5 years

You should tell us about any family, friends, or other connections with that country.

Country	Social cultural or family ties

7.13. If you have answered yes to question 7.5, 7.6, 7.7, 7.8, 7.9 or 7.10, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

DEFINITIONS

For the purposes of answering questions 7.5 to 7.10, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.opsi.gov.uk/acts/acts2001/ukpga_20010017_en_1 or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants who are applying with you.

War crimes
Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity
Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide
Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist activities
Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism
An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

SECTION 8 - PHOTOGRAPHS

You must provide the relevant photographs specified below. They must be in the format specified in the separate UK Visas and Immigration photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

☐ Two recent identical passport-size photographs of yourself with your name written on the back of each photograph. Please see the separate photograph guidance for information on what types of photograph are acceptable.

☐ Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.

SECTION 9 - DOCUMENTS

For your application to be complete, you must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing.

The documents must be originals. Any which are not in English must be accompanied by a reliable English translation.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

☐ Your current passport. If you last entered the UK on a previous passport, please also provide this document if you have it.

☐ The current passport(s) of each dependant included in section 2 and applying for an extension of stay or indefinite leave to remain. If they last entered the UK on previous passport(s), please also provide these documents if you have them.

☐ Your police registration certificate if you have been asked to register with the police.

☐ The police registration certificate(s) for each dependant included in section 2 and applying for an extension of stay or indefinite leave to remain in the UK with you if they have been asked to register with the police.

☐ Evidence of your proposed or established functioning business, such as a business plan, partnership agreement, documents relating to your business premises, relevant insurance documents, Inland Revenue documents, including evidence of payment, and audited accounts.

☐ Evidence of your qualification(s) to run the business, such as relevant formal qualifications or evidence of previous relevant experience.

☐ Evidence of your finances and your investment in the business, such as UK or overseas bank statements, overseas money transfers, and bank loans.

☐ Evidence of any financial assistance from a third party (eg family member), such as bank statements or other financial documents as evidence of their finances, and a legal or other document confirming their involvement in and share of the business.

☐ If you are joining an existing business, evidence that there is a genuine need for your involvement, such as audited accounts of the business and a document setting out the terms of your involvement in it.

☐ Evidence of the personal living costs given in section 5, such as rent or mortgage agreement, utility bills, council tax statement, bank statements, and documents recording transfer of money to relatives abroad.

SECTION 9 - DOCUMENTS

☐ If you are receiving public funds, document(s) confirming this - see Note 3.

Note 3 For immigration purposes, public funds are any of the following:

attendance allowance; carer's allowance; child benefit; child tax credit; council tax benefit; disability living allowance; housing or homelessness assistance; housing benefit; income-based jobseeker's allowance; income support; local authority accommodation; severe disablement allowance; social fund payment; state pension credit; working tax credit.

☐ If you are applying for indefinite leave to remain, evidence that you have remained in the UK as a businessperson for four years, and that you are still engaged in your business. Evidence should show that your last period of leave was under the Turkish ECAA, but the rest can be made up of leave as a Tier 1 migrant who has been self employed, a business person or an innovator.

SECTION 10 - DECLARATION

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

I hereby apply for an extension of stay/indefinite leave to remain (delete as appropriate) in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that I am also applying for a Biometric Immigration Document for myself and any dependants applying with me. If any dependant child under the age of 16 is applying with me I understand that the Home Office may make enquiries about any responsible adult nominated by me to be present when their fingerprints and/or photographs are taken.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants applying with me, as named on the back of each photograph, and that I have had the opportunity to see the UK Visas and Immigration photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authencity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

Signed _____ Date _____

PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports	
Police registration certificates	
Letter/documents from your employer	
Bank statements	
Documents about your qualifications and/or relevant experience	
Documents as evidence of finances, investment and financial assistance	
Documents as evidence of personal living costs	

B. Other documents	How many?

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

Is ECAA 2 the right form for you and is it valid for use? See date and notes on front page. ☐

Have you completed section 7 and the rest of the form as specified? ☐

Have you provided your current passport(s) and all other relevant documents specified in section 8 and are they originals? ☐

Have you signed and dated the declaration in section 10? ☐

Have you ticked a box in section 3 to show the basis of your application? ☐

Have you provided the photographs specified in section 8 and are they in the approved format? ☐

If you are unable to send us any of the documents specified in section 8 which are relevant to your application, have you given an explanation and said when you will be able to send them? ☐

Finally, please make sure that the application is addressed exactly as shown below.

Home Office
Turkish IAU
PO Box 3468
Sheffield
S3 8WA