



UK Visas  
& Immigration

## SET(O)

Version 10/2017

# Application for indefinite leave to remain in the UK in one of the categories listed in this form and a biometric immigration document

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 30 October 2017 for the purposes listed overleaf.

Please check on the website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) that this is the current form for use on the date that you apply.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 30 October 2017 and must be used for all applications made on or after that date for the purposes stated on this page.

You also need the separate guidance documents listed below, which you should read before making your application:

SET(O) guidance notes

UK Visas & Immigration photograph guidance

If you do not already have these documents, you can get them from our website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

To apply in person, you must make an appointment. Alternatively, you may wish to use the Settlement Checking Service operated by a number of local authorities which is generally a faster service than the normal postal application process. Please see the Home Office's website to see if you can use this service when applying on this form.

The applications which may not be made in person are those in the following categories/routes: Tier 1 (Entrepreneur) migrant; Tier 1 (Investor) migrant; Tier 1 (Entrepreneur) migrant, accelerated; Tier 1 (Investor) migrant, accelerated.

Certain applications may be delivered by courier - see the guidance notes.

If you apply by post, you must send your application to the following address:

Home Office  
 SET(O)  
 Indefinite Leave to remain  
 PO Box 591  
 Durham  
 DH1 9FS

This form is for the following categories:

Tier 1 (General) migrant: <b>(see note 1 below)</b>	Tier 2 migrant
Tier 1 (Entrepreneur) migrant	PBS Dependant
Tier 1 (Entrepreneur) migrant, accelerated	Employment not requiring a work permit
Tier 1 (Exceptional Talent) migrant	Representatives of an overseas business
Tier 1 (Investor) migrant	UK ancestry
Tier 1 (Investor) migrant, accelerated	Retired persons of independent means
Highly skilled migrant under the terms of the HSMP indefinite leave to remain (ILR) judicial review policy document: <b>(see note 1 below)</b>	Bereaved partner
	Biometric immigration document (Biometric Residence Permit (BRP))
	Other purposes/reasons not covered by other application forms

**Note 1:** Tier 1 (General) migrants and Highly Skilled migrants under the terms of the HSMP ILR judicial review policy document will be unable to submit applications for indefinite leave to remain on or after 6 April 2018.

# Payment Guidance

## The Fee

If you are a single applicant on form SET(O) and no dependants are applying with you, the normal specified fee is £2297 for standard applications made by post or courier.

Applications can be made in person at a Premium Service Centre for a same day consideration of your application. There is an additional fee for this service and all fees will be taken when you book an appointment. You can only make on-line or in person payments by using one of our accepted credit or debit cards (see below). For more details and to book an appointment please visit [www.gov.uk/ukvi-premium-service-centres](http://www.gov.uk/ukvi-premium-service-centres)

If one or more dependants are applying with you, the fee for each dependant applying is shown in the table below.

Number of applicants	Standard
Yourself and 1 dependant	£4594
Yourself and 2 dependants	£6891
Yourself and 3 dependants	£9188
Fee for each additional dependant	£2297

For more information about the current fees, please see the latest SET(O) guidance notes.

Please note that your application will be rejected as invalid if you do not pay the specified fee.

We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear. Credit/debit cards and postal orders will clear immediately.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office, or its payment processing agent, regardless of the outcome of the application. If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.

If you are claiming an exemption from paying the fee because you are applying to stay in the UK under European Convention on Human Rights Article 3 medical grounds, tick the box at item 5 on page 7 to confirm this.

If you are claiming an exemption from paying the fee because you are a child under the age of 18 in the care of social services at the time of application, tick the box at item 5 on page 7 to confirm this.

If you are applying under one of the above categories, failure to tick the box at item 5 on page 7 will result in your application being rejected if you have not sent a fee.

## Biometric Enrolment Fee

As part of your application you are required to enrol your biometric information. You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

Applicants on some immigration routes are exempt from paying an enrolment fee at the Post Office Ltd. If you are in one of these categories, you will be informed of this when we send you a biometric notification letter.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: [www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)

## Who May Apply With You?

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. However, they must pay the full specified fee if they apply separately. Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

## How Can You Pay?

You must pay by one of the methods specified below.

- Cheque (postal applications only)
- Postal Order (postal applications only)
- Credit card - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro\* (including Solo)
- Banker's draft (payable to the Home Office) (postal applications only)

\* Maestro - we will accept any Maestro card if you are applying in person at a Premium Service Centre but only Maestro cards issued in the UK if you are applying by post or courier.

## Cheques And Postal Orders

You must make the cheque or postal order payable to Home Office Leave to Remain and cross the cheque or postal order(s) A/C Payee only.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or each postal order and keep the postal order stub(s). Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

If applying by post or courier, attach your cheque or postal order(s) to the front of the application form.

## Completing The Payment Details Page

To ensure that your payment is processed without any delay, please complete the correct payment details page and note the points below when doing so.

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (e.g. a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the main applicant as given in his or her passport or travel document.

4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

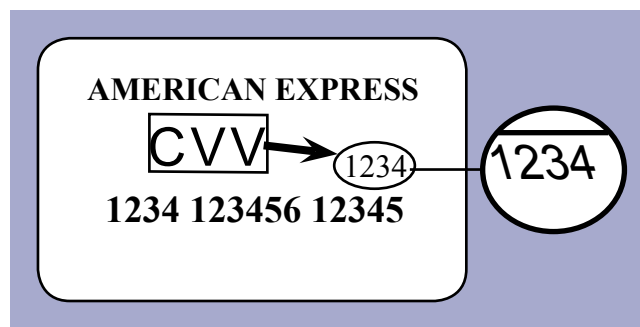
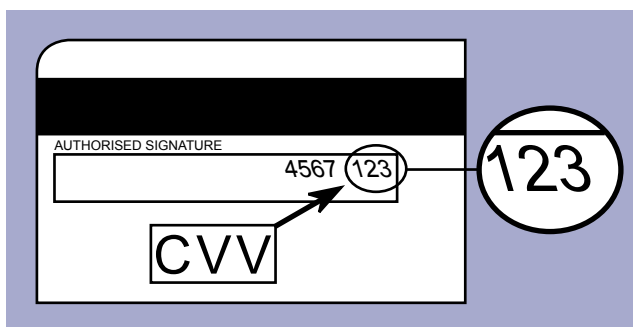
5 If you do not select a fee amount, then we cannot take a payment and your application will be rejected as invalid.

8-11 Complete only if paying by card.

11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this, you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

Please be aware that not all banks offer this service.



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## Section 3 - Which category?

3.1 Please tick one box to show us the category in which you are applying for indefinite leave to remain and to confirm that you are also applying for a biometric immigration document.

**If applying under section A, please note that you will also need to complete the appropriate questions in section 9.**

### Section A

- Tier 1 (General) migrant (excluding applicants applying under the terms of the HSMP Forum Judicial Review Policy Document)
- Tier 1 (Entrepreneur) migrant
- Tier 1 (Entrepreneur) migrant accelerated
- Tier 1 (Investor) migrant
- Tier 1 (Investor) migrant accelerated
- Tier 1 (Exceptional Talent)
- Representatives of an overseas business
- Retired persons of independent means

### Section B

If applying under section B, please note that you are not required to complete section 9.

- Tier 1 (General) Migrant applying under the terms of the HSMP Forum Judicial Review Policy Document
- Employment not requiring a work permit (except Representatives of an overseas business)
- Highly skilled migrant under the terms of HSMP ILR judicial review policy document
- Tier 2 migrant
- UK ancestry
- Bereaved partner
- Tier 1 dependant
- Tier 2 dependant
- Other purposes or reasons not covered by other applications forms

If you have ticked the other purposes or reasons category, please explain briefly why you are applying for indefinite leave to remain in the UK. You will also need to provide a letter explaining in more detail why you are applying, and the category of your last grant of leave.

## Section 4 - Knowledge of language and life in the UK

You are not required to complete this section if you are applying in one of the following categories:

- Tier 1 (General) Migrant applying under the terms of the HSMP Forum Judicial Review Policy Document
- highly skilled migrant under the terms of the HSMP ILR judicial review policy document
- bereaved partner

If you are applying in one of these categories, go to section 5.

To qualify for indefinite leave to remain, all applicants aged 18-64 must meet a knowledge of language and life in the UK requirement. The separate guidance notes to this form provide details of where to find further information about this requirement.

4.1 Are you aged 18-64? Yes  No

4.2 If your partner is applying with you, is he or she aged 18-64? Yes  No

If you have answered yes to 4.1 and / or 4.2, continue below. If you answered no to 4.1 and 4.2, or your partner is not applying with you, go to section 5.

4.3 Have you and/or your partner obtained the following to show that you have met the knowledge of language and life in the UK requirement.

	You	Your partner
Life in the UK test pass	<input type="checkbox"/>	<input type="checkbox"/>
And one of:		
• A speaking and listening qualification at level B1 or above from the Secure English Language Test (SELT) list (Go to question 4.5 below); OR	<input type="checkbox"/>	<input type="checkbox"/>
• An academic qualification deemed by UK NARIC to meet the recognised standard of a Bachelor's or Master's degree or PhD in the United Kingdom and:	<input type="checkbox"/>	<input type="checkbox"/>
- UK NARIC has confirmed that the qualification was taught or researched in English to the appropriate level; or	<input type="checkbox"/>	<input type="checkbox"/>
- the qualification was taught or researched in the UK or a majority English speaking country (other than Canada); OR	<input type="checkbox"/>	<input type="checkbox"/>
• You are a national of a majority English speaking country (as in the list at <a href="http://www.gov.uk/english-language">www.gov.uk/english-language</a> )	<input type="checkbox"/>	<input type="checkbox"/>





## Section 5 - Your home and finances

You are not required to complete this section if you are applying in the bereaved partner category.

5.1 Is your home in the UK:

- Owned by you?  Rented from a local authority or housing association by you?
- Privately rented by you?  Owned or rented by a relative or friend?
- Other? Give details below

5.2 Do you or your partner, or both, pay any rent or mortgage for your home? Yes  No  If so, how much do you pay each month?

£

5.3 Are you working in the UK? Yes  No  If so, what is your pay each month after income tax and other deductions?

£

5.4 Does a relative or friend of you or your partner, or both of you, regularly give you money? Yes  No  If so, how much do you receive each month?

£

5.5 Are you receiving any public funds? Yes  No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.5, you must tick the relevant box(es) to show which of these are being received.

- |                                    |                          |   |                          |
|------------------------------------|--------------------------|---|--------------------------|
| Attendance Allowance               | <input type="checkbox"/> | Carer's Allowance                               | <input type="checkbox"/> |
| Child Benefit                      | <input type="checkbox"/> | Child Tax Credit                                | <input type="checkbox"/> |
| Council Tax Benefit                | <input type="checkbox"/> | Council Tax Reduction                           | <input type="checkbox"/> |
| Disability Living Allowance        | <input type="checkbox"/> | Housing Benefit                                 | <input type="checkbox"/> |
| Housing or Homelessness assistance | <input type="checkbox"/> | Income-based Jobseeker's Allowance              | <input type="checkbox"/> |
| Income Support                     | <input type="checkbox"/> | Income Related Employment and Support Allowance | <input type="checkbox"/> |
| Personal Independence Payment      | <input type="checkbox"/> | Severe Disablement Allowance                    | <input type="checkbox"/> |
| Social Fund Payment                | <input type="checkbox"/> | State Pension Credit                            | <input type="checkbox"/> |
| Working Tax Credit                 | <input type="checkbox"/> | Universal Credit                                | <input type="checkbox"/> |

5.6 You must complete all 5 of the boxes below if you are applying as a work permit holder, a Tier 2 (General), Tier 2 (Sports Person) or a Tier 2 (Intra company transfer) migrant (Your employer will be able to provide you with these details).

Please note that you may be required to meet a minimum earnings threshold of £35,000. More information on the minimum earnings threshold is available in the Tier 2 Policy Guidance.

SOC code (or nearest applicable which best describes your employment)

Current rate of pay (hourly rate or annual salary)

Number of hours this salary is based on

Number of weekly hours

Rate of pay for this SOC code stated in the codes of practice (hourly rate or annual salary)

If you are unable to meet the appropriate rate of pay because you are on maternity, paternity, shared parental or adoption leave, you should answer questions 5.7, 5.8 and 5.9. If this does not apply to you, please go to section 6.

5.7 Complete the following table indicating the sources and levels of income as indicated in 5.1 - 5.6 that you and your partner are relying on to maintain you and any dependants adequately.

Income source	Interval received (weekly/ monthly amount)	Amount
Total		

If you have been unable to fit all of the relevant details in the table above, please use the space provided below.

5.8 Please give the start and end dates of the period of maternity, paternity, shared parental or adoption-related absence (if you are still absent from the workplace due to maternity or adoption-related leave, the end date should be left blank).

Start date

D	D		M	M		Y	Y	Y	Y
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End date

D	D		M	M		Y	Y	Y	Y
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5.9 Please tick the relevant box(es) below to confirm the documents being sent with the application as evidence of this period of maternity, paternity, shared parental or adoption-related absence from the workplace:

Child's birth certificate or certificate of adoption, as appropriate (this should be provided wherever one has been issued).

Letter from employer confirming dates of maternity, paternity, shared parental or adoption absence.

**Payslips or other remittance advices covering:**

The month immediately prior to the period of maternity, paternity, shared parental or adoption related absence, and

The months during the period of maternity, paternity, shared parental or adoption leave, including details of any statutory maternity/adoption payments to which you may have been eligible.

**Bank or building society statements covering:**

The month immediately prior to the period of maternity, paternity, shared parental or adoption related absence.

The months during the period of maternity, paternity, shared parental or adoption leave.

Other alternative evidence of maternity, paternity, shared parental or adoption absence.

5.10 If the 'alternative evidence' box has been ticked, please provide a full explanation of why the specified documents cannot be provided and details of the alternative documentation being sent.



6.3 What evidence has been provided to support the reasons for all absences from the UK?

Evidence of all work-related absences (including paid annual leave) is required from those applying under:

- Tier 1 (General)
- Tier 2 (Intra-Company Transfer)
- Tier 2 (General)
- Tier 2 (Minister of religion)
- Tier 2 (Sportsperson)
- Tier 5 International Agreement
- Permitted employment categories - except Highly Skilled Migrants

Letter(s) from employer(s) detailing reasons for work-related absences including periods of paid annual leave from the UK?

Letter from applicant detailing reasons for absence due to compelling or compassionate reasons

Original official documents: (medical/birth/death certificate(s))

Letter from travel companies to evidence disruption to travel

Other

If you have ticked 'Other', please briefly specify below what evidence you have provided. Please note only evidence of compelling or compassionate reasons must be listed in this box.

6.4 When did you last enter the UK?

6.5 Did you last enter the UK using a valid passport or travel document? Yes  No

6.6 Do you currently have valid leave to enter or remain in the UK? Yes  No

6.7 What date was your last period of leave valid until?

If this date has passed please answer 6.8, otherwise go to question 6.9.

6.8 Was there a reason beyond your control why you did not apply before your leave to remain expired?

Yes

No

If you have ticked yes, you must provide evidence of your exceptional circumstances. Please see the guidance notes for more information

6.9 What evidence of leave stated in 6.6 has been provided?

- Passport
- National identity card
- Travel document
- Biometric residence permit
- Other
- None

6.10 If you spent any part of the 5 year continuous period with leave to enter or remain in the Crown dependencies (Isle of Man and the Bailiwicks of Jersey and Guernsey), please indicate below where and when this was:

Crown Dependency	Category of leave	From	To
Example: Isle of Man	Tier 2 (General)	1 Jan 2015	1 Mar 2015

6.11 Please give the dates of any absences spent outside of the Crown dependencies (Isle of Man and the Bailiwicks of Jersey and Guernsey) and the UK.

From	To	Reason for absence









7.11 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

7.12. 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

7.13. How long have you lived in the UK?  years  months

7.14 Please state what social, cultural and family 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 five years

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

Country	Social cultural or family ties

7.15. If you have answered yes to question 7.7, 7.8, 7.9, 7.10, 7.11 or 7.12, 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 7.7 to 7.12, 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.legislation.gov.uk/ukpga/2001/17/schedule/8](http://www.legislation.gov.uk/ukpga/2001/17/schedule/8) 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

It is mandatory to provide the relevant photographs specified below. Please note that your application will be invalid if you do not provide them.

The photographs must be in the format specified in the separate UK Visas and Immigration photograph guidance available on GOV.UK. 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 full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.

Two recent identical passport-size photographs of each dependant included in section 2 and applying for indefinite leave to remain in the UK with you, with their full name written on the back of each photograph.

## Section 9

Applicants who are applying for indefinite leave to remain in the following categories are required to complete this section:

- Tier 1 (General) (excluding applicants applying under the terms of the HSMP Forum Judicial Review Policy Document)
- Tier 1 (Investor), including accelerated route
- Tier 1 (Entrepreneur), including accelerated route
- Tier 1 (Exceptional Talent)
- Representative of an overseas business
- Retired persons of independent means

If you are applying in a category other than those listed above, please go to Section 10.

### Section 9A - Tier 1 (General) migrants

Applicants should refer to paragraph 245CD of the Immigration Rules and chapter 6A (Tier 1 Settlement) of the immigration directorate instructions for further guidance on the points requirement for Tier 1 (General) migrants.

Tier 1 (General) migrants will be unable to submit applications for indefinite leave to remain on or after 6 April 2018.

#### Attributes

##### A - Previous earnings assessment

You must claim points for your previous earnings in order to meet the relevant points pass mark required under paragraph 245CD of the Immigration Rules.

##### Period(s) of earnings claimed

A1. You can claim points for previous earnings for any single, consecutive 12 month period from the 15 months immediately before this application. The only exception to this is where you have taken a period of maternity, shared parental or adoption-related absence.

You should indicate whether:

You are claiming points for a single, consecutive 12 month period from the 15 months immediately before the date of the application – please go to question A4

You have taken a period of maternity, shared parental or adoption-related absence from the workplace which is either ongoing or ended within the 12 months immediately before this application – please go to question A2

**Applicants claiming for periods of maternity, shared parental or adoption leave**

A2. Please give the start and end dates of the period of maternity, shared parental or adoption-related absence that you wish to be excluded from the period of previous earnings being claimed (if you are still absent from the workplace due to maternity, shared parental or adoption-related leave, the end date should be left blank)

Start 

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

 End 

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

A3. Please tick the relevant box(es) below to confirm the documents being sent with the application as evidence of this period of maternity, shared parental or adoption-related absence from the workplace:

Child’s birth certificate or certificate of adoption, as appropriate (this should be provided wherever one has been issued)

Letter from employer confirming dates of maternity, shared parental or adoption leave

Payslips or other payment/remittance advices covering the period of maternity, shared parental or adoption-related absence including detail of any statutory maternity/shared parental adoption payments to which you may have been eligible

Other alternative evidence of maternity, shared parental or adoption leave

If the ‘alternative evidence’ provided box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being sent.

Please refer to the Tier 1 (General) of the Points Based System Policy Guidance for more details.

**Details of earnings claimed**

Earnings table

A4. Please give start and end dates of the period(s) for which you are claiming previous earnings:

Start	<table border="1"><tr><td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D		M	M		Y	Y	Y	Y	End	<table border="1"><tr><td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D		M	M		Y	Y	Y	Y
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D	D		M	M		Y	Y	Y	Y														
D	D		M	M		Y	Y	Y	Y														

A5. You should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of earnings 1 (include details of employer; name of business etc and start/end dates for this source of earning)

--

Country of earnings (this is the country where the work was physically carried out)

--

Currency in which earnings were paid

--

Earnings claimed (in original currency)

--

Exchange rate applied

--

Earnings in pounds sterling

£
---

Evidence of earnings provided

--

Source of earnings 2 (include details of employer, name of business etc and start/end dates for this source of earning)

--

Country of earnings (this is the country where the work was physically carried out)

--

Currency in which earnings were paid

--

Earnings claimed (in original currency)

--

Exchange rate applied

--

Earnings in pounds sterling

£
---

Evidence of earnings provided

Source of earnings 3 (include details of employer, name of business etc and start/end dates for this source of earning)

Country of earnings (this is the country where the work was physically carried out)

Currency in which earnings were paid

Earnings claimed (in original currency)

Exchange rate applied

Earnings in pounds sterling

Evidence of earnings provided

Please photocopy this page if additional space is required.

A6. You should provide your total earnings claimed in the box below:

A7. Please confirm points being claimed for total earnings.

Applications for indefinite leave to remain where an applicant has had leave as a Writer, Composer or Artist, Self-employed lawyer, or as a Tier 1 (General) migrant under the rules in place before 6 April 2010:

£16,000 - £17,999*	<input type="checkbox"/> 5 points	£29,000 - £31,999	<input type="checkbox"/> 30 points
£18,000 - £19,999*	<input type="checkbox"/> 10 points	£32,000 - £34,999	<input type="checkbox"/> 35 points
£20,000 - £22,999	<input type="checkbox"/> 15 points	£35,000 - £39,999	<input type="checkbox"/> 40 points
£23,000 - £25,999	<input type="checkbox"/> 20 points	£40,000 +	<input type="checkbox"/> 45 points
£26,000 - £28,999	<input type="checkbox"/> 25 points		

\* You can only claim points for earnings below £20,000 if you have had leave to enter or remain as a Writer, Composer or Artist, Self-employed Lawyer or a Tier 1 (General) migrant under the rules in place before 31 March 2009.



Applications for indefinite leave to remain where previous leave as a Tier 1 (General) migrant was granted under the rules in place on or after 6 April 2010:

£25,000 - £29,999	<input type="checkbox"/> 5 points	£55,000 - £64,999	<input type="checkbox"/> 35 points
£30,000 - £34,999	<input type="checkbox"/> 15 points	£65,000 - £74,999	<input type="checkbox"/> 40 points
£35,000 - £39,999	<input type="checkbox"/> 20 points	£75,000 - £149,999	<input type="checkbox"/> 45 points
£40,000 - £49,999	<input type="checkbox"/> 25 points	£150,000+	<input type="checkbox"/> 80 points
£50,000 - £54,999	<input type="checkbox"/> 30 points		

### Supporting evidence for previous earnings claimed

You need to provide at least two types of documentation for each source of earnings (self-employed applicants must also provide an additional document as listed in Annex A of chapter 6A Tier 1 settlement of the immigration directorate instructions). If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of each part of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to support the earnings claimed clearly. Accountants providing evidence must be appropriately regulated, and evidence of the regulation must be provided.

A8. Please tick the relevant boxes to confirm all documents being sent in as evidence of previous earnings claimed.

- Payslips
- Dividend vouchers
- Personal bank statements showing payments made to you
- Letter from your (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that you have received the exact amount you are claiming now.
- Company or business accounts which clearly show the net profit of the company
- Official tax document generated by the tax authority or your employer showing earnings upon which tax has been paid or is to be paid in a tax year (for example P60 in the UK)
- Letter from your managing agent/accountant confirming that you received the exact amount that you are claiming, or the net profit to which you are entitled
- Business bank statements showing the payments made to you
- If you are submitting a combination of bank statements and a letter/invoice summary from your accountant, the invoices generated during the period for which earnings are being claimed





You can only claim points for a Bachelors degree level qualification if you have previously been granted leave to enter or remain:

- as a Tier 1 (General) migrant under the rules in place before 31 March 2009 or after 5 April 2010; or
- as a Highly skilled migrant, Writer, Composer or Artist or a Self employed lawyer.

Applications for indefinite leave to remain where previous leave as a Tier 1 (General) migrant was granted under the rules in place on or after 6 April 2010.

Bachelor's degree  30 points

Master's degree  35 points

PhD  45 points

B4. Please tick to confirm the documents that you have sent as supporting evidence of the qualification for which you are claiming points. (You should refer to chapter 6A of the immigration directorate instructions (Tier 1 Settlement) to establish the circumstances in which documents other than the original certificates of award will be accepted.)

Evidence is not required for current application because it was submitted for a previous Tier 1   
(General) application.

Original certificate of award.

Original academic reference from awarding body and original academic transcript.

Original academic reference alone.

## C - Age assessment

Please tick the relevant box to confirm the points you are claiming on the basis of your age at application for your first grant of leave in a relevant route.

Applications for indefinite leave to remain where an applicant has had leave as a Writer, Composer or Artist, Self Employed lawyer, or as a Tier 1 (General) migrant under the rules in place before 6 April 2010:

Under 28 years of age  20 points

28 or 29 years of age  10 points

30 or 31 years of age  5 points

Applications for indefinite leave to remain where previous leave as a Tier 1 (General) migrant was granted under the rules in place on or after 6 April 2010:

Under 30 years of age  20 points

30 to 34 years of age  10 points

35 to 39 years of age  5 points

Now go to part D

## **D - UK experience assessment**

D1. Please confirm whether you wish to claim points for your UK experience (you can claim a maximum of five points if you have scored points for previous earnings and those earnings were made in the UK):

Yes  5 points – go to Section 10 - Biometric residence permits

No  0 points – go to Section 10 - Biometric residence permits

## Section 9B – Tier 1 (Entrepreneur) migrants

Applicants should refer to paragraph 245DF of the Immigration Rules and the Tier 1 (Entrepreneur) Policy guidance for further information on the points requirement for Tier 1 (Entrepreneur) migrants.

Applicants applying for indefinite leave to remain are subject to the genuine entrepreneur test. Therefore, you must satisfy us that you:

- have established, taken over or become a director of one or more genuine businesses in the UK, and have genuinely operated that business
- have genuinely invested the required level of funds into one or more genuine businesses in the UK to be spent for the purpose of that business or businesses
- genuinely intend to continue operating one or more business in the UK

If your situation is unusual or particularly complex, you may wish to include a covering letter with your application. The covering letter should explain how the documents you are providing demonstrate that you have met the requirements for indefinite leave to remain. We will process your application without this letter, but it may speed up our consideration.

X1. Please enter the name of the business(es) which you are using to score points for your application (and the Companies House Reference Number(s), where applicable) in the table below. If you wish to score points from more than one business, please also enter them here:

Points	Name of Business(es)	Companies House Reference Number (if applicable)
Engaged in business activity at the time of the application		
Job creation		
3 year accelerated route only		
Investment in a UK business		
Business registration		
£5m turnover (if applicable)		

X2. Are you part of an entrepreneurial team?

Yes  please go to question X3.

No  If you are applying for settlement after 5 years, please go to the 5 Year Settlement section. If you are applying for Accelerated Settlement (3 years), please go to the Accelerated Settlement section.

X3. Please provide the details of your entrepreneurial team member:

Name

Nationality

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Passport Number

You must provide the Points Based System reference number of the other entrepreneurial team member if he/she is a Tier 1 (Entrepreneur) migrant.

Points Based System reference number of the other entrepreneurial team member

If you are applying for settlement after 5 years, please go to the 5 Year Settlement section. If you are applying for Accelerated Settlement (3 years), please go to the Accelerated Settlement section.

## 5 Year Settlement

### Part A - Engaged in business activity at the time of the application

A1. Are you (please tick which applies to you):

Self-Employed as a sole trader

Director of company

Member of a limited liability partnership

Member of a partnership (which is not a limited liability partnership)

A2. Please tick to confirm you have provided the appropriate evidence to demonstrate your registration:

HM Revenue & Customs documentation

Companies House documentation

## Part B - Created two full time equivalent posts

During your period of leave as an Tier 1 (Entrepreneur), you must have created 2 full time jobs for 12 months each across your business(es). If you created 2 jobs in your initial application, you may use these jobs to claim points for settlement, if they were maintained for at least 12 months during your extension period of leave. Alternatively, if the jobs you created during your initial period of leave no longer exist, you can create 2 more in your extension period of leave, and claim points for them, if they exist for at least 12 months.

B1. Please tick to confirm that you have created two or more new full time jobs in the UK?

Yes

B2. Real Time reporting was introduced by HMRC in April 2013 and required employers to comply with PAYE regulations by sending Full Payment Submissions to HMRC in Real Time. What date did you begin submitting Real Time information to HMRC?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

B3. Tier 1 (Entrepreneur) migrants investing in the same business who are not part of an entrepreneurial team may not use the same evidence of job creation. By entrepreneurial team members, we mean people applying under this provision of the Immigration Rules. Are you the sole partner or director in your business?

Yes  go to B5

No  please complete table B4

Table B4. Other directors/partners/entrepreneurial team members (photocopy if you need more pages).

Names of other partners/directors	Are the other partners/directors Tier 1 (Entrepreneur) migrants?	State the dates they were partner/directors	Are the other partners/directors part of your entrepreneurial team?	If they are not part of your entrepreneurial team, give the names of the people they have created employment for (these cannot be the same people you have created employment for)
Jane Doe	Yes	14/11/2014 - 12/10/2015	No	John Smith - started work on 20/12/2014



B5. Please state which specified documents have been provided to demonstrate your job creation (please tick as appropriate):

- Documentation to prove the employee was a settled worker; for example, the biometric page of a British passport showing the employee's photograph and personal details.
- For directors of a company - a printout from Companies House of the company's filing history page and of a Current Appointment Report to show that you are/were a director of each business for the period.
- For members of a limited liability partnership - a printout from Companies House of the partnership's filing history page and of a Current Appointment Report to show that you are/were a member of each partnership for the period.
- Employee Payment Records, original HM Revenue & Customs P45 or P46.
- Real Time-Full Payment Submissions.
- Wage or pay slips to cover total period of employment created for each worker.

B6. Further information is required if you have joined, or taken over, an existing business which employed settled workers before you joined it. Please tick to confirm if your business/businesses employed workers before you joined it:

- Yes Please go to B6b  No Please go to B6c

B6b. Please tick to indicate that the additional specified documents below have been supplied:

- A duplicate HMRC Full Payment Submission for the year before the jobs were created and the year that the jobs were created and signed by the applicant; or
- If the business started employing staff for which points are being claimed before they were reporting under Real Time, a form P35.

Please go to B6c.

B6c. If you have joined or taken over an existing business you must supply an accountants letter to confirm the job creation. Please tick to confirm you have supplied this letter:

- Letter from an accountant confirming the job creation

Details of the job creation must be entered in Table B7. You must give the hourly rate for the employee(s). If the hourly rate changed for an employee in the same job, please enter this information as a fresh period of employment. If you wish to combine part time jobs to make the equivalent of one full-time post, the part-time jobs must have existed for at least 12 months. Please see the Tier 1 (Entrepreneur) policy guidance for more information. Now please complete Table B7.

Table B7. Please photocopy if you have multiple jobs. An example of a completed table can be found in Annex F of the Tier 1 (Entrepreneur) Policy Guidance.

Please provide the details of all employees who filled these jobs for the required 12 month period. The jobs must exist for at least 12 months. Within the same job, another worker can replace a worker who is employed for part of a year and then leaves the job, so that the employment as a whole adds up to 12 months. The hours of workers in 2 part-time jobs can be combined to add up to 30 hours a week or more and form the equivalent of one full-time job, as long as the 2 part-time jobs exist for 12 months. Should you wish to combine jobs you must clearly indicate on the tables below. If you do not, they will be assessed as a single part time job. We consider full-time to be 30 hours per week.

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Please go to Section 10 - Biometric Residence Permit.

# Accelerated Settlement (3 years)

A1(a). Please indicate how you are demonstrating you qualify for Accelerated Settlement (tick where appropriate):

You have created 10 jobs which have existed for at least 12 months

You have started a business that has a turnover of at least £5 million

You have joined or taken over an existing business that has seen an increase in turnover of over £5 million

## Part A - Investment in a UK business

You must have invested, or have had investment by one or more third parties of, at least £200,000 (or £50,000, if in your last grant of leave, you were awarded points for £50,000 worth of funding or investment) in cash directly into one or more businesses in the UK.

A2. Please tick one of the following:

You have previously provided evidence of the full investment in a previous Tier 1 (Entrepreneur) application and do not need to do so again. However, you are applying for Accelerated Settlement on the basis of £5million business activity, and need to demonstrate you meet the £5 million requirement:

Yes  please go to question A9.

You have previously provided evidence of the full investment in a previous Tier 1 (Entrepreneur) application and do not need to do so again, and you are applying on the basis of 10 jobs:

Yes  please go to Part B – Business Registration

You have not previously provided evidence of the full investment in a previous Tier 1 (Entrepreneur) application, and need to do so, and you are applying for Accelerated Settlement on the basis of £5million business activity, and need to demonstrate you meet the £5 million requirement:

Yes  Please go to question A3

You have not previously provided evidence of the full investment in a previous Tier 1 (Entrepreneur) application, and need to do so, and you are applying for Accelerated Settlement on the basis of 10 jobs:

Yes  Please go to question A3

A3. Has at least £200,000 (or £50,000 if in your last grant of leave, you were awarded points for £50,000 worth of funding or investment) been invested in your UK business or businesses? The investment must have been made over the period of the initial grant of leave in this category? (For entrepreneurial teams the evidence of investment funds may also be used by the other entrepreneur.)

Yes  No  go to A4

A4. Did you demonstrate that any of these funds were invested in your business as part of your successful application for your last grant of leave?

Yes, all of the funds were shown in the previous application. Go to Part B – Business Registration

Yes, some of the funds were shown in the previous application. Go to question A5

No, none of the funds were shown in the previous application. Go to question A6

A5. How much money did you show had been invested in UK business as part of your last application?

£

How much money do you still have to show has been invested in the period of your initial grant of leave?

£

A6. Does the value of any living accommodation form part of any investment in premises that are also used for business?

No  go to Table A8

Yes  go to question A7

A7. If an investment in premises is being used as living accommodation, an estimate of the value of the accommodation signed by a member of the Royal Institute of Chartered Surveyors (RICS) must be provided.

Tick to confirm that this has been created

What is the value of any living accommodation that forms part of any premises that is also used for business?

£

Now go to Table A8



A9. If you are applying for Accelerated Settlement on the basis of £5million business activity, you should provide the following documents (please tick to confirm which has been provided):

**If you were involved with a new business**

Audited or unaudited accounts which show the value of the business activity and that this reached at least £5 million

**If you were involved with an existing business**

Audited or unaudited accounts from the preceding 3 year period before you became involved with the business as a Tier 1 (Entrepreneur) Migrant, and audited or unaudited accounts which show a net increase of £5 million during the period you had leave as a Tier 1 (Entrepreneur) Migrant; and

An original accountant’s letter verifying the net increase in business activity.

**Part B – Business Registration**

If you are applying for accelerated settlement and have not previously demonstrated registration within six months of your specified date, you need to do so. Please tick if this applies to you:

Yes. You need to show six month registration  go to question B1

No, I have shown this in a previous Tier 1 (Entrepreneur) application  go to question B6

B1. Do you wish us to take your date of entry into the UK as your specified date?

Yes  go to question B2

No  go to question B3

B2. You must provide the following evidence to establish your date of entry to the UK (Please tick to indicate what evidence has been provided):

Passport containing Visa which has been stamped on entry

Flight tickets and boarding card

Other

If other please provide details:

B3. Were you (please tick which applies to you):

- Self-Employed as a sole trader
- Director of company
- Member of a limited liability partnership
- Member of a partnership (other than a limited liability partnership)

B4. Please tick to confirm you have provided the appropriate evidence to demonstrate your registration:

- HM Revenue & Customs documentation
- Companies House documentation

B5. Points will only be awarded for one registration. Please tick to confirm understanding and go to question B6.

### **Engaged in business activity at the time of the application**

B6. Are you (please tick which applies to you):

- Self-Employed as a sole trader
- Director of company
- Member of a limited liability partnership
- Member of a partnership (other than a limited liability partnership)

B7. Please tick to confirm you have provided the appropriate evidence to demonstrate your registration:

- HM Revenue & Customs documentation
- Companies House documentation



## Go to Part C - Job creation

C1 Please tick to confirm which applies to you:

You have created 2 or more new full time jobs in the UK (and applying for ILR on basis of £5m)

You have created 10 or more new full time jobs in the UK (and applying for ILR on basis of 10 jobs)

Part time jobs can only be combined to make an equivalent of 1 full time job if the part time jobs have existed for 12 months. You may not combine jobs that have existed for less than 12 months to make up the equivalent of 12 months.

C2. Real Time Information was introduced by HMRC in April 2013 that required employers to comply with PAYE regulations by sending Full Payment Submissions to HMRC in 'Real Time'. What date did you begin submitting Real Time information to HMRC?

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

C3. Tier 1 (Entrepreneur) migrants investing in the same business who are not part of an entrepreneurial team may not use the same evidence of job creation. By entrepreneurial team members, we mean people applying under this provision of the Immigration Rules. Are you the sole partner or director in your business?

Yes  please go to question C5

No  please go to table C4

Table C4. Other directors/partners/entrepreneurial team members (photocopy if you need more pages)

Names of other partners/directors	Are the other partners/directors Tier 1 Entrepreneur migrants	State the dates they were partner/directors	Are the other partners/directors part of your entrepreneurial team?	If they are not part of your entrepreneurial team, give the names of the people they have created employment for (these cannot be the same people you have created employment for)
Jane Doe	Yes	14/11/2014-12/10/2015	No	John Smith – started work on 20/12/2014

C5. Please state which specified documents have been provided to demonstrate your job creation (please tick as appropriate):

- Documentation to prove the employee was a settled worker for example, the biometric page of a British passport showing the employee's photograph and personal details.
- For directors of a company - a printout from Companies House of the company's filing history page and of a Current Appointment Report to show you were/are a director of each business for the period in which the employment existed;
- For members of a limited liability partnership - a printout from Companies House of the company's filing history page and of a Current Appointment Report to show that you were/are a member of each partnership for the period in which the employment existed;
- Employee Payment Records, original HM Revenue & Customs P45 or P46 (if applicable);
- Real Time Full Payment Submissions;
- Wage/pay slips to cover total period of employment created for each worker.

C6a. Further information is required if you have joined, or taken over, an existing business which employed settled workers before you joined it. Please tick to confirm if your business/businesses employed workers before you joined it:

Yes  please go to C6b

No  please go to C6c

C6b. Please tick to indicate that the additional specified documents below have been supplied:

- A duplicate HMRC Full Payment Submission for the year before the jobs were created and the year that the jobs were created and signed by the applicant; or
- If the business started employing staff for which points are being claimed before they were reporting under Real Time, a form P35.

Please go to C6c.

C6c. If you have joined or taken over an existing business you must supply an accountant's letter to confirm the job creation. Please tick to confirm you have supplied this letter:

- Letter from an accountant confirming the job creation

Details of the job creation must be entered in Table C7. You must give the hourly rate for the employee(s). If the hourly rate changed for an employee in the same, job please enter this information as a fresh period of employment. If you wish to combine part time jobs to make the equivalent of one full-time post, the part-time jobs must have existed for at least 12 months. Please see the Tier 1 (Entrepreneur) policy guidance for more information.

Now please complete Table C7.

Table C7. Please photocopy if you have multiple jobs. An example of a completed table can be found in Annex F of the Tier 1 (Entrepreneur) Policy Guidance.

Please provide the details of all employees who filled these jobs for the required 12 month period. The jobs must exist for at least 12 months. Within the same job, another worker can replace a worker who is employed for part of a year and then leaves the job, so that the employment as a whole adds up to 12 months. The hours of workers in 2 part-time jobs can be combined to add up to 30 hours a week or more and form the equivalent of one full-time job, as long as the 2 part-time jobs exist for 12 months. Should you wish to combine jobs, you must clearly indicate on the tables below. If you do not, they will be assessed as a single part time job. We consider full-time to be 30 hours per week.

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Please provide the details of all employees who filled these jobs for the required 12 month period. The jobs must exist for at least 12 months. Within the same job, another worker can replace a worker who is employed for part of a year and then leaves the job, so that the employment as a whole adds up to 12 months. The hours of workers in 2 part-time jobs can be combined to add up to 30 hours a week or more and form the equivalent of one full-time job, as long as the 2 part-time jobs exist for 12 months. Should you wish to combine jobs, you must clearly indicate on the tables below. If you do not, they will be assessed as a single part-time job. You must indicate clearly on the tables below if you wish to combine jobs. Failure to do so will lead to them being assessed as a single part-time job. We consider full-time to be 30 hours per week.

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Job number:

Job title:

Date post created:

If this job is being combined with another job to make equivalent of 1 full time job, indicate which job:

<b>Employee name</b>	<b>Start date with your business (if this differs from start date in job)</b>	<b>Start date</b>	<b>End date</b>	<b>Hourly rate paid</b>	<b>Full time</b>	<b>Part time</b>

Go to Section 10 - Biometric Residence Permit

## 9C - Tier 1 (Investor) migrants

A1. Applicants should refer to paragraph 245EF of the Immigration Rules and the Tier 1 (Investor) Policy Guidance for further guidance on the points requirement for Tier 1 (Investor) migrants.

If your situation is unusual or particularly complex, you may wish to include a covering letter with your application. The covering letter should explain how the documents you are providing demonstrate that you have met the requirements for indefinite leave to remain. We will process your application without this letter, but it may speed up our consideration.

- For the 5 year route, go to section B
- For the accelerated 3 year route, go to section C
- For the 2 year route, go to section D

### B - 5 Year route to settlement

If you initially applied to enter the category **before** 6 November 2014 you must complete question B1.

If you initially applied to enter the category **from** 6 November 2014 you must complete question B2.

#### If you initially applied to enter the category before 6 November 2014

B1. You must have invested not less than 75 percent of your money in the UK by way of Government bonds, share capital or loan capital in active and trading UK registered companies.

You must provide a series of investment portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this:

Yes

Your investments must amount to at least £750,000. If the value of these investments is between £750,000 and £1 million, you must confirm that you have maintained the total amount of funds in the UK at £1 million or more.

#### If you initially applied to enter the category on or after 6 November 2014

B2. You must have invested not less than £2 million of your money under your control in the UK by way of Government bonds, share capital or loan capital in active and trading UK registered companies.

You must provide a series of investment portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this evidence:

Yes

Your investments must amount to at least £2 million.

Go to Section F

## C - Accelerated three year route to settlement

If you initially applied to enter the category **before** 6 November 2014 you must complete questions C1-C3.

If you initially applied to enter the category **on or after** 6 November 2014 you must complete questions C4-C5.

### If you initially applied to enter the category before 6 November 2014

Requirement to have £5 million under your control in the UK and to have invested not less than 75% of this money in specified ways (20 points available).

C1. You must confirm that you still have £5 million in the UK, which is under your control. You must tick one box to confirm whether the money you have is under your control in the UK and amounts to no less than £5 million. This may be your own funds or money loaned to you, provided that it was loaned by a UK regulated financial institution.

Yes - I have £5 million under my control in the UK, which  go to question C2  
was loaned to me by a UK regulated financial institution

Yes - I have £5 million of my own money under my control  go to question C3  
in the UK

C2. If you have indicated above that the minimum £5 million under your control in the UK was loaned to you by a UK regulated financial institution, you must confirm that you own personal assets which, taking into account any liabilities to which they are subject, have a value of not less than £10 million. Please tick to confirm this.

Yes

C3. You must establish that you have invested not less than 75 percent of your money in the UK by way of Government bonds, share capital or loan capital in active and trading UK registered companies. Please tick the relevant box to confirm the evidence provided.

You must provide a series of portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this:

Yes

Your investments must amount to at least £3,750,000. If the value of these investments is between £3,750,000 and £5 million, you must confirm that you have maintained the total amount of funds in the UK at £5 million or more.

**If you initially applied to enter the category on or after 6 November 2014**

C4. You must confirm that you still have £5 million in the UK, which is under your control:

Yes - I have £5 million under my control in the UK  go to question C5

C5. We must establish that you have invested not less than £5 million of your money under your control in the UK by way of Government bonds, share capital or loan capital in active and trading UK registered companies.

You must provide a series of investment portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this evidence:

Yes

Your investments must amount to at least £5 million.

Go to Section E

**D - Accelerated route to settlement 2 years**

If you initially applied to enter the category before 6 November 2014, please complete questions D1-D3.

If you initially applied to enter the category on or after 6 November 2014, please complete questions D4-D5.

**If you initially applied to enter the category before 6 November 2014**

Requirement to have £10 million under your control in the UK and to have invested not less than 75 percent of this money in specified ways (20 points available).

D1. You must confirm that you still have £10 million in the UK, which is under your control. You must tick one box to confirm whether the money you have is under your control in the UK and amounts to no less than £10 million. This may be your own funds or money loaned to you, provided that it was loaned by a UK regulated financial institution.

Yes - I have £10 million under my control in the UK, which was loaned to me by a UK regulated financial institution

Yes - I have £10 million of my own money under my control in the UK

D2. If you have indicated above that the minimum £10 million under your control in the UK was loaned to you by a UK regulated financial institution, you must confirm that you own personal assets which, taking into account any liabilities to which they are subject, have a value of not less than £20 million.

Yes



D3. You must establish that you have invested not less than 75% of your money in the UK by way of Government Bonds, share capital or loan capital in active and trading UK registered companies.

You must provide a series of investment portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this:

Yes

Your investments must amount to at least £7,500,000. If the value of these investments is between £7,500,000 and £10 million, you must confirm that you have maintained the total amount of funds in the UK at £10 million or more. Please tick to confirm this.

Yes

**If you initially applied to enter the category on or after 6 November 2014**

D4. You must confirm that you still have £10 million in the UK, which is under your control:

Yes - I have £10 million under my control in the UK  go to question D5

D5. We must establish that you have invested not less than £10 million of your money under your control in the UK by way of Government bonds, share capital or loan capital in active and trading UK registered companies.

You must provide a series of investment portfolio reports certified by a UK regulated financial institution covering the full period of your leave as a Tier 1 (Investor) Migrant (with the exception of the first three months) showing the amount of your investment. Please tick to confirm that you have provided this evidence:

Yes

Your investments must amount to at least £10 million.

## E - Evidence of source of funds

Requirement to have had the additional money or assets not awarded points in the previous grant of leave for a consecutive 90 day period of time, ending no earlier than one calendar month before the date(s) this additional capital was invested, and to provide specified evidence of the source of these additional money or assets. Unless stated otherwise, only original documents will be accepted.

E1. Please tick all boxes that show the origin of the funds that have been acquired in the three months that you are relying on to claim points. At least one box must be ticked, then go to section F

Irrevocable memorandum of gift (including the relationship between the person giving the gift and the person receiving it) and confirmation from a legal adviser that the memorandum is valid (two pieces of evidence)

Deeds of sale of assets, and confirmation from a legal adviser that the sale was genuine and the money is available. (two pieces of evidence)

Business financial accounts covering three consecutive months from the period immediately prior to the investment of the additional funds, showing the full amount of the available money; plus a letter from a legal adviser stating that you can lawfully extract the money from the business (two pieces of evidence)

Notarised copy of a will (including the relationship between the person giving the gift and the person receiving it) showing that you (or you and/or spouse/civil partner/unmarried partner/same sex partner) have inherited the money, and confirmation from a legal adviser that the will is valid (two pieces of evidence)

Notarised copy of a divorce settlement showing the amount of money awarded to you (or you and/or spouse/civil partner/unmarried partner/same sex partner) and a letter from a legal adviser confirming the validity of the settlement (two pieces of evidence)

A letter from an organisation issuing a financial award or winnings, with details of the amount and date of the winnings, and confirmation from a legal adviser that the award was made (two pieces of evidence)

If you (or you and/or your spouse/civil partner/unmarried partner/same sex partner) have received money from a source not covered above, you must provide evidence of source of funds, and independent corroboration. (two pieces of evidence)

E2. Are you relying on funds held either jointly with your spouse/civil partner/unmarried partner/same sex partner or solely by your spouse/civil partner/unmarried partner/same sex partner?

Please tick one box.

Yes  go to Section E3

No  go to Section F

E3. You must demonstrate that you have control of the funds in the UK. Please tick at least one box from each of the three sections below to confirm what evidence has been provided to establish that you have control of the money: The evidence must be in the form of original documents.

**Evidence of the relationship:**

A marriage certificate or civil partner document to confirm the relationship; or

**At least three pieces of evidence of joint commitments from the following list:**

A bank statement or letter from a bank confirming a joint bank account (i.e. in both names)

Official document such as a mortgage agreement showing a joint mortgage

Official documents such as deeds of ownership or a mortgage agreement showing a joint investment, e.g. property, business

Joint rent agreement

Any other official correspondence linking both partners to the same address e.g. Council Tax and utility bills

Life insurance policy naming other partner as beneficiary

Birth certificates of any children of the relationship, showing both partners as parents

**We may also consider any other evidence that adequately demonstrates a couple's long-term commitment to one another**

**Declaration that the applicant has control of the funds:**

A declaration from the spouse/civil partner/unmarried or same-sex partner that they will permit the main applicant to have control of all joint/personal funds used to claim points

**Confirmation from a legal adviser:**

Confirmation from a legal adviser that the declaration from the spouse/civil partner/unmarried or same-sex partner is valid

Go to Section F

## F - Balance of funds

**Only applicable if you initially applied to enter the category before November 2014.**

You must provide sufficient evidence to establish any balance of funds in the UK. Please tick the box(es) to provide details of the balance of funds and to confirm the evidence submitted.

You have purchased assets in the UK and have provided documents confirming the purchase(s). You must list the assets purchased, the value and the dates of purchase.

List the assets purchased in the UK, the value of the assets and the dates of purchase here.

Go to Section G

## G - Maintenance of investment

**If you initially applied to enter the category before 6 November 2014**

Please tick to confirm the level of investment has been at least maintained throughout the time spent with leave as a Tier 1 (Investor) Migrant in the UK in the relevant specified continuous period referred to in row 3, of Table 9B of Appendix A of the Immigration Rules other than in the first 3 months of that period.

**If you initially applied to enter the category on or after 6 November 2014**

Please tick to confirm the level of investment has been at least maintained throughout the relevant specified continuous period referred to in row 2 of Table 9A of Appendix A of the Immigration Rules, other than in the first 3 months of that period, and you have provided the specified documents to show that this requirement has been met.

Go to Section 10

## Section 9D - Tier 1 (Exceptional Talent)

Applicants should refer to paragraph 245BF of the Immigration Rules and the Tier 1 (Exceptional Talent) policy guidance for further information on the points requirement for Tier 1 (Exceptional Talent) migrants.

A1. Which Designated Competent Body endorsed your initial application for Tier 1 (Exceptional Talent)?

The British Academy

The Royal Academy of Engineering

The Royal Society

Arts Council England

Tech City UK

Please note that the Designated Competent Body must not have withdrawn its endorsement of you.

The Home Office will have contacted you if your endorsement has been withdrawn. You do not need to contact your Designated Competent Body or provide evidence to show you are still endorsed.

A2. Were you endorsed under exceptional promise or exceptional talent criteria?

Please note that this would be recorded on the endorsement letter sent to you following your successful endorsement application (see the policy guidance for further details).

Exceptional promise

Exceptional talent

A3. You must have earned money in the UK in your most recent period of leave as a Tier 1 (Exceptional Talent) migrant as a result of employment or self employment in your field as previously endorsed by a Designated Competent Body.

Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed.

Original payslips showing your employer's name or payslips accompanied by a letter from your employer on company headed paper confirming your earnings.

Personal bank statements showing payments made to you from your employer or a limited company of which you are a director.

Official tax documents from the HM Revenue and Customs (HMRC) or an employer showing earnings on which you pay tax or will pay in a tax year.

Dividend vouchers showing the amount of money paid to you from a company, including both gross and net dividends paid.

Letter from a regulated UK accountant giving a breakdown of salary, dividends, tax credits and dates of net payments earned.

Company or business financial accounts showing the net profit of a company business.

Other (please provide details below).

A4. You must provide evidence to show that your previous earnings were made while working in your expert field. Please tick the relevant box to confirm documents being sent.

Employment contract between you and UK employer or institution which indicates the field of work you have undertaken.

Letter from your employer or institution on official headed paper confirming you have earned money in your expert field.

Other (please provide details below).

A5. Please provide full contact details which will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the document sent, that will assist us in our consideration of the earnings being claimed.

A6. How is your employment or self-employment in the UK related to your expert field, as previously endorsed by a Designated Competent Body?

Go to section 10.

## Section 9E - Representatives of an overseas business

Applicants should refer to paragraph 150 of the Immigration Rules for further guidance on the requirements for Representatives of an overseas business.

A1. Is your employer's headquarters and principal place of business outside of the UK?

Yes  No

A2. Are you employed as a full time representative of the overseas business?

Yes  No

A3. You must provide evidence showing you have been paid a salary by your employer throughout the previous 12 months. Provide either:

- payslips covering the 12 months prior to the date of application
- a letter from your employer confirming your pay over the previous 12 months

A4. You must provide evidence demonstrating how your remuneration package is structured. Provide either:

- a copy of your contract for work in the UK as a representative of an overseas business showing the structure of your remuneration package
- a letter from your employer confirming how your remuneration package is structured

A5. Are you still required for the employment above?

Yes  If you have ticked yes you must provide a letter from the overseas business confirming this.

No

A6. Do you hold leave as an employee of an overseas newspaper, newsagency or broadcasting organisation having been posted on long-term assignment?

No  Go to question A7 Yes  Go to section 10

A7. You must provide evidence demonstrating you have generated business principally with firms in the UK on behalf of your employer since your last grant of leave. Provide one or more of the following:

- copies of financial accounts showing business generated in the UK
- copies of invoices to UK businesses
- letter from UK businesses confirming work and including the value of the transaction

A8. You must provide evidence that all the shares in the UK branch or subsidiary are held by the overseas company. Provide either:

- a letter from the company accountant confirming the share holding of the UK branch or subsidiary
- a copy of the share register for the company

Go to section 10.



## Section 9F - Retired persons of independent means

Applicants should refer to paragraph 269 of the Immigration Rules for further guidance on the requirements for Retired persons of independent means.

A1. Have you, under your control and disposable in the United Kingdom, an income of your own of not less than £25,000 per annum?

Yes  No

A2. Are you able to maintain yourself and any dependants indefinitely in the United Kingdom with your own resources and with no assistance from any other person?

Yes  No

A3. Are you currently, or have you previously been, employed in the United Kingdom while you have had leave as a Retired person of independent means?

Yes

No  Go to question A5.

A4. Please provide details of your employment:

A5. Can you demonstrate a close connection to the UK?

An example of a close connection would include having close family members such as parents or children settled in the UK or if you have had long recent periods of residence in the UK.

Yes

No  Go to question A7.

A6. Please provide details of your close connection to the UK.

A7. Have you made the United Kingdom your main home?

Yes  No







10.20 Please explain why a person other than the applicant or dependant's parent or legal guardian will be accompanying the applicant or dependant

10.21 Declaration

As required by the Immigration (Biometric Registration) Regulations 2008 (as amended) I confirm that I also apply for a biometric immigration document for myself and any dependants applying with me. If I am a sole applicant under the age of 16, or 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 to be present when my/their fingerprints and/or a photograph are taken.

Signature

Date

D	D		M	M		Y	Y	Y	Y
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# Section 11 - Passport, travel document or national identity card

It is mandatory to complete this section. Please note this application will be invalid if you do not.

You must provide your valid passport or (except a PBS applicant), a national identity card as evidence of your identity and nationality . If you do not have these, your most recent passport or (except a PBS applicant) national identity card. If you have neither of these, you can provide a travel document unless these are not available for reasons beyond your control. If your documents are lost or stolen, you should replace them before making your application unless there are reasons beyond your control why you cannot (See note 2 below).

You should provide all previous passports, travel documents or national identity cards that you have used to travel to or remain in the UK. This also applies to any dependant included in the application.

## 11.1 Providing your valid passport, national identity card or travel document

11.1.1 Which document are you providing? (please tick at least one box)

Valid passport       Travel document       National identity card   
None

## 11.2 Valid passport, national identity card/travel document details

11.2.1 Passport/National identity card/Travel document number:

11.2.2 Issue Date:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

11.2.3 Expiry Date:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

11.2.4 Country of issue and issuing authority:

## 11.3 Answer this question if you have not provided a valid passport, national identity card or travel document

11.3.1 My passport, national identity card or travel document is:

Elsewhere in the Home Office       Not available for reasons beyond my control

Please provide reasons why you cannot provide your passport, national identity card or travel document. If lost or stolen you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

Note 2. Reasons beyond your control may include where you do not have a national authority to provide a document, or where you have applied for a document and your national authority cannot provide one in time for you to make your application.

I cannot enclose a passport, national identity card or travel document because:

11.4 If you have not enclosed a valid passport, national identity card or travel document, what alternative satisfactory evidence of your identity and nationality is enclosed? Alternative evidence must include your full name, date of birth and nationality.

**11.5 Answer this question if you have provided a valid passport, national identity card or travel document for a dependant?**

11.5.1 Which document are you providing? (please tick at least one box)

Valid passport       National identity card       Travel document   
None

**11.5.2 Valid passport, national identity card or travel document number:**

11.5.2.1 Passport/national identity card/travel document number:

11.5.2.2 Issue Date:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

11.5.2.3 Expiry Date:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

11.5.2.4 Country of issue and issuing authority:

If you have more than one dependant, please photocopy the rest of this section and enclose the photocopy with your application form.

**11.5.3 Answer this question if you have not provided a valid passport, national identity card or travel document for a dependant.**

11.5.3.1 My dependant's passport, national identity card or travel document is:

Elsewhere in the Home Office  Not available for reasons beyond my control

Please provide reasons why you cannot provide your dependant's passport, national identity card or travel document. If lost or stolen you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

Note 2. Reasons beyond your control may include where you do not have a national authority to provide a document, or where you have applied for a document and your national authority cannot provide one in time for you to make your application.

I can not enclose a passport, national identity card or travel document because:



**11.5.4 If you have not enclosed a valid passport, national identity card or travel document for a dependant, what alternative satisfactory evidence of their identity and nationality is enclosed? Alternative evidence must include their full name, date of birth and nationality.**

## Section 12 - Documents

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. They must be originals.

All applicants must provide the relevant documents specified in 12A. You must also provide the relevant documents specified in 12B to 12L for the category in which you are applying.

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

### Passports and immigration documents

#### 12A All applicants

Your valid passport or (except a PBS applicant) a national identity card. If you do not have these, your most recent passport or (except a PBS applicant) national identity card. If you have neither of these, you can provide a travel document. If you last entered the UK on a previous passport, national identity card or travel document, please also provide this document if you have it.

Any previous passports or travel documents you have held during your stay in the UK.

The valid passport(s), national identity card(s) or travel document(s) for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s), national identity card(s) or travel document(s), please also provide these documents if you have them.

Birth certificate/s of any dependant/s listed in section 2 who were born in the UK.

Your Biometric residence permit, if you have been issued with one since entering the UK. See Note 3.

The Biometric residence permit for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you, if they have been issued with them since entering the UK. See Note 3.

If you have a spouse or civil partner listed in section 2 of this application form who is applying at the same time as you, please provide documentary evidence of cohabitation since you were last granted leave (up to a maximum of two years). Evidence provided should cover the whole period and be in the form of official letters or documents, addressed to yourself and your spouse.

Note 3 Residence permits have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.

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

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

## Your Finances

For all applicants except those applying in the bereaved partner category.

Evidence of your finances. If you have to complete section 5, bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. (See Note 4).

Note 4 We do not accept cashpoint statements as evidence of finances. Online statements can be accepted if accompanied by a supporting letter from the bank or building society, on company headed paper, confirming the statement provided is authentic or if they bear the official stamp of the bank or building society on every page. If you claim that a relative or friend is providing you with financial support (see question 5.4), in addition to evidence of your own finances, you must provide bank statements or other documents of the kind described above as evidence of their financial resources. The documents showing the finances available to you and to any person supporting you should cover at least the last three months.

## Knowledge of language and life in the UK

If you have to complete section 4, and you and/or a partner applying with you are aged 18-64, you must provide one of the following for each of you:

A Life in the UK test pass notification letter; and

A relevant speaking and listening qualification, as described in the guidance on our website. [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/285139/KoLL\\_v14.0EXT.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/285139/KoLL_v14.0EXT.pdf)

## 12B Employment not requiring a work permit

If you are applying for indefinite leave to remain on completing five years' continuous stay in the UK in one of the employment not requiring a work permit categories listed below, in addition to the relevant documents in 12A, you must provide the following:

Recent document(s) from your current authorised employer confirming that you are still needed for the same work and that your employment with them is continuing.

Document(s) from your authorised employer(s) over the past five years confirming that you have been employed continuously in this work throughout that period.

- Member of the operational ground staff of an overseas-owned airline
- Domestic worker in a private household (see Note 5)

Note 5 For private servants in a diplomatic household or domestic workers in a private household, if you do not have payslips or a bank account to confirm employment over the last five years, you should submit an employer's letter confirming that they are responsible for your accommodation, food and other living costs.

## 12C Highly skilled migrant under the terms of the HSMP indefinite leave to remain (ILR) judicial review policy document

If you are applying for indefinite leave to remain on completing four years' continuous stay under the Highly skilled migrant programme and other appropriate categories, in addition to the relevant documents in 12A, you must provide the following:

If you are employed, document(s) showing your economic activity and your personal earnings during your stay in the UK.

If you are self-employed, you should provide evidence of the progress of the business.

If you were given leave in other categories leading to settlement before being granted permission to stay under HSMP and would like this stay to be taken into consideration in your application for indefinite leave to remain, you should provide details of the categories involved and the periods spent in each of them.

## 12D Tier 2 migrant

If your most recent leave has been as a Tier 2 migrant, the rest of your leave for the five year period may be made up of leave in specific categories. Please see the Tier 2 policy guidance for further details. In addition to the relevant documents in 12A, you must provide the following specified documents:

A document from your Tier 2 sponsor confirming that you are:

- still required for the employment in question for the foreseeable future, and

In the case of Tier 2 (Sportsperson) migrants, this document should also contain:

- your current rate of pay, and
- if you are currently on maternity, paternity, shared parental or adoption leave, confirmation of the date this started, your salary immediately before the leave, and what your salary will be on your return.

In the case of Tier 2 (General) and Tier 2 (Intra Company Transfer) migrants this document should also contain:

- the nearest applicable SOC code which best describes your employment
- your current rate of pay
- confirmation that this is at or above the appropriate rate for the job as stated in the codes of practice for Tier 2 sponsors. (See note 6 below)
- if you are currently on maternity, paternity, shared parental or adoption leave, confirmation of the date this started, your salary immediately before the leave, and what your salary will be on your return.

Your most recent payslip and your most recent bank/ building society statement. These must be dated no earlier than one calendar month before the date of the application.

OR

If you are currently on maternity, paternity, shared parental or adoption leave, payslips and bank/building society statements from the month immediately prior to and the months during the period of maternity, paternity, shared parental or adoption leave. The last payslip and the last bank/ building society statement must be dated no earlier than one calendar month before the date of the application.

Note 6 Please read the guidance on the 'Codes of practice for sponsored workers' which is contained on our website.

For the period before you were granted leave as a Tier 2 migrant, documents showing that you met the relevant requirements of the immigration rules.

For further information concerning the evidence required, please refer to the Tier 2 migrant policy guidance on our website.

## 12E UK ancestry

If you are applying for indefinite leave to remain on completing five years' continuous stay in the UK ancestry category, in addition to the relevant documents in 12A, you must provide:

Document(s) showing that you are able to work and intend to take or seek employment in the UK.

## 12F Bereaved partner

If you are applying for indefinite leave to remain as a bereaved partner, in addition to the relevant documents in 12A, you must provide:

Your late partner's death certificate

Evidence that you and your late partner were living together as a couple from the time you were granted leave to enter or remain in the UK as his or her partner until his or her death, such as letters, bills and other correspondence from official sources addressed to both or each of you at the same address. Please provide as many as you can.

## 12G Retired persons of independent means

If you are applying for indefinite leave to remain on completing five years' continuous stay as a retired person of independent means, in addition to the relevant documents in 12A, you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain as a retired person of independent means. This is best provided in the form of all the passports you have held during this period. You should also provide a list of your movements in and out of the country during this period (see section 6 of this form).

Evidence that you have had an income of your own of not less than £25,000 each year for a continuous period of 5 years which has been under your control and disposable in the UK.

## 12H Representative of an overseas business

If you are applying for indefinite leave to remain on completing five years' continuous stay as a representative of an overseas business, in addition to the relevant documents in 12A, you must provide the documents listed below:

Confirmation from the overseas business that its headquarters and principal place of business remains outside the UK and that it wishes to continue to employ you as previously.

Evidence that a registered branch or a wholly-owned subsidiary has been established in the UK and is still in existence. This is best provided in the form of a letter or documents from Companies House confirming that the structure of the UK operation has not changed.

Evidence that you have been employed full-time as a representative of an overseas business, a sole representative, or a representative of an overseas newspaper, news agency or broadcasting organisation for a continuous period of five years. This is best provided in the form of documents such as P60s for the past five years and pay slips for the last three months.

All the passports you have held during the five year period.

Evidence that the UK operation is active. Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.

## 12I Other purposes or reasons not covered by other forms

If you are applying for indefinite leave to remain for other purposes or reasons, in addition to the relevant documents in 12A, you must provide:

A letter or other document explaining why you are applying for indefinite leave to remain in the UK, together with any relevant document(s) in support of your case. Please list the document(s) you are providing.







# Section 14 - Declaration

## Applicant 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. If you are under 18, your parent or guardian may sign.

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants who are 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 authenticity; 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 United Kingdom 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 2004. 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

Signature

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. You should photocopy each of these documents and provide the copies in addition to the originals.

A. Listed items	How many?	B. Other documents	How many?
Photographs of yourself			
Photographs of any dependants applying			
Passports			
National identity cards			
Travel documents			
Biometric Residence Permits			
Police registration certificates			
Letter/documents from your employer			
Birth certificate/s			
Life in the UK pass notification letter			
English language speaking and listening qualification			
Bank statements			
Building society savings books			

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 SET(O) the right form for you and is it valid for use? See date and notes on front page

Have you completed the appropriate payment details page and made the correct payment?

Have you ticked a box in section 3 to show the category in which you are applying?

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

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

Have you provided your valid passport(s), national identity card(s) or travel document(s) and all other relevant documents specified in section 12 and are they originals?

If you are unable to send us any of the documents specified in section 12 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 14?

If applicable, has your representative completed the Representative's Details and Declaration section?

Please make sure you send the application to the address below:

Home Office  
SET (O)  
Indefinite Leave to Remain  
PO Box 591  
Durham  
DH1 9FS