

# APPLICATION FOR AN INITIAL GRANT OF LEAVE (SWITCHING) OR AN EXTENSION OF LEAVE AND BIOMETRIC RESIDENCE PERMIT UNDER TIER 1 (ENTREPRENEUR) MAIN APPLICANT

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 6 April 2013.

You also need the separate guidance notes for this form. Please read them before making your application. If you do not already have this item, you can download it from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Please refer to the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Applications made on this form may be made by post or courier.

**Postal address:**

UK Border Agency  
Tier 1  
PO Box 496  
Durham  
DH99 1WQ

**Courier address:**

UK Border Agency  
Tier 1  
Millburngate House  
Millburngate  
Durham  
DH97 1PA

This form is  
to be used for  
applications  
made on or after  
6 April 2013

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## TIER 1 (Entrepreneur) Application - Payment Guidance Notes

### The applicable fee

For applications made on this form as a Tier 1 (Entrepreneur) migrant there is a fee of **£1051** for standard postal applications.

Applications made on this form may **not** be made in person.

### Reduced fee for main applicants of certain nationalities

Nationals of countries that have ratified the 1961 Council of Europe Social Charter (CESC) pay a reduced fee of **£946** for standard postal applications. This reduction is currently applicable to main applicant nationals of Croatia, the Former Yugoslav Republic of Macedonia and Turkey only.

There are no other fee reductions or exemptions to the fees set out above.

### Dependants

Each dependant must complete a separate Tier 1, 2 or 5 PBS (Dependant) form. Any dependant applications that are submitted at the same time as the main applicant's form will incur a fee of **£788 (standard postal)** per dependant unless it is for a child aged 18 years or over.

Dependants' applications that are submitted at a later date and/or applications for dependant children who are aged 18 years or over will incur a charge and will not be considered without payment of the specified fee, currently **£1051** for applications made by post and **£1426** for applications made in person at our Public Enquiry Offices.

For applications made in person at a public enquiry office, the total fee includes a £100 appointment fee, which may be retained should the applicant fail to attend their appointment without good reason.

### How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex)

<sup>1</sup> 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

• Debit card - Delta, Maestro\* (including Solo)

\* We can only accept Maestro cards issued in the UK.

**Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.**

### Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s).

Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. 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 follow this guidance when completing Section 1 of this form (Payment Details).

**A1** Tick the fee appropriate to your application. If you do not select a fee we cannot take a payment and your application will be rejected as invalid. - see above guidance.

**A2-A3** If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

**A4** Applicant's full name, as given in his or her passport or travel document.

**A5** Applicant's date of birth

---

being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you 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.

## Method of payment

**A6** Tick one of the boxes to show which method of payment you are using

**A7 - A9** If paying by cheque or bankers draft enter the bank account number, sort code and cheque number

### Paying by credit / debit card

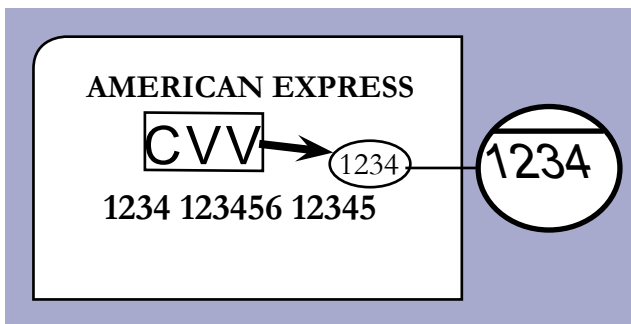
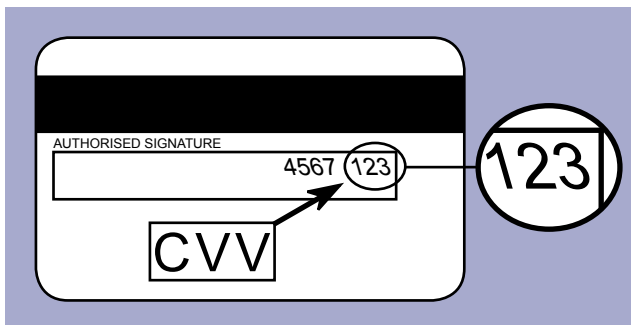
**A10** The name as displayed on the credit/debit card

**A11** Card number - this is the long number across the centre of the card

**A12-A14** Enter the details where available on the card

**A15** The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.

If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.



**A16** For card payments circle the amount you are required to pay

**A17-A18** Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

**A19** List all the dependants' applications you are enclosing with your application.

## Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- 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 UK Border Agency or its payment processing agent, regardless of the outcome of the application.
- 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.

## Section 1 - Payment Details Tier 1 Migrant

Please complete this section in block capitals and black ink.

### A. Application Details

Applicants should refer to the Payment Guidance Notes which accompany this application form.

A1. Tick the applicable boxes and fee. If no fee is ticked we cannot take a payment and your application will be rejected as invalid:

the applicant is making a Tier 1 application  £1051 Standard

applicant is a national of: Croatia  FYR Macedonia  Turkey

and is making a standard Tier 1 application  £946

### A2. Contact Address in the UK for correspondence

8	2																					
P	E	R	E	G	R	I	N	E	C	L	O	S	E									
<b>Postcode</b>		W	D	2	5		9	A	Q													

### A3. Contact Name in the UK if different from that of the applicant

Z	O	H	A	I	B	W	A	H	I	D											
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

### A4. Applicant's Full Name

Z	O	H	A	I	B	W	A	H	I	D											
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

A5. Applicant's date of birth

<b>DD</b>	<b>MM</b>	<b>YYYY</b>
0 1	0 9	1 9 8 6

### A6. Please select the method of payment from the list below:

United Kingdom postal order (payable to 'Home Office') - go to question A19  Cheque/bankers draft (payable to 'Home Office') - go to question A7

Visa/Mastercard/Amex - go to question A10  Delta / Maestro - go to question A10

A7. Account number      A8. Sort code      A9. Cheque number - go to question A19

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### A10. Please debit the following account: Name on card

Z	W	A	H	I	D										
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

### A11. Card number (the long number across the centre of the card)

4	6	5	9	4	4	7	2	4	1	5	4	8	6	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

A12. Valid from      A13. Expiry date      A14. Issue number      A15. CVV security number

<b>MM</b>	<b>YY</b>	<b>MM</b>	<b>YY</b>	(where available)	(3 digit number or 4 digit number for Amex)
0 1	1 2	0 1	1 5	<input type="text"/>	9 4 8 <input type="text"/>

### A16. Circle amount to be paid -

£1051 - standard

£946 - Nationality Reduced Fee

### A17. Cardholder's signature

--

### A18. Date DD/MM/YYYY

1 5	0 5	2 0 1 3
-----	-----	---------

**A19. Please give full details of any dependants' applications submitted with this form**

**Dependant 1 - First name**

A Y E S H A

Last name

Z O H A I B

Date of birth: dd/mm/yyyy

1 8      0 8      1 9 8 8

**Dependant 2 - First name**

Last name

Date of birth: dd/mm/yyyy

**Dependant 3 - First name**

Last name

Date of birth: dd/mm/yyyy

**Dependant 4 - First name**

Last name

Date of birth: dd/mm/yyyy

**Dependant 5 - First name**

Last name

Date of birth: dd/mm/yyyy

**Dependant 6 - First name**

Last name

Date of birth: dd/mm/yyyy

**Please photocopy this page if space for additional dependants is required.**

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it is important that the rest of the form begins with Section 2 - Applicant's Details facing upwards



## Application Overview

Are you making an initial application?

Yes  - please answer questions below

No  - go to Section 2

Where are your funds held?

In UK

Overseas

Where are your funds from?

Own funds

Third party

How much are you investing?

£50,000 from a Venture Capital firm, Seed Funding Competition or UK Government Department or Devolved Government Department

£50,000 and switching from the Post-Study Work route

£50,000 and switching from the Graduate Entrepreneur route

£200,000

Are you part of an entrepreneurial team?

Yes

No

Go to Section 2

## Section 2 - Applicant's Details

Help on the questions is given at the end of this application form. Failure to complete this section may lead to a delay in the consideration of your application.

### B. Personal Details

#### Photographs

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

Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the photo guidance. A copy of the photograph guidance can be found at:

[www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visa-photo-guidance.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visa-photo-guidance.pdf)

#### B1. Title - please select from the following list:

Mr  Mrs  Miss  Ms  Other (please state)

#### B2. First name(s) as stated in your passport or travel document:

Z	O	H	A	I	B																															

#### B3. Last name(s) or family name(s) as stated in your passport or travel document:

W	A	H	I	D																																

#### B4. If you are known, or have ever been known, by any other name(s) than those given above, please give details below and send the evidence showing the name change:

Name known by	Nationality at the time of using this name	Dates from and to	Evidence sent

Please photocopy this page if more space is needed.

B5. Date of birth

B6. Gender: Male  Female

#### B7. Village, town or city of birth:

S	A	N	G	H	A	R																															



**B15. Telephone numbers:**

**Preferred contact (tick)**

Home:	0	1	9	2	3	3	3	0	8	0	1		
Work:													
Mobile:	0	7	5	9	5	4	4	3	8	3	1		

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

**B16. Email address:**

	K	U	N	A	L	C	O	N	S	U	L	T	A	N	C	Y
@	Y	M	A	I	L	.	C	O	M							

**B17. Correspondence address (if different from above):**

S	A	M	E	A	S	A	B	O	V	E						

**Postcode:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**B18. Have you ever lived in Northern Ireland in the last 5 years?** Yes  go to B19 No  go to part C

**B19. Previous home address(es) in Northern Ireland and the date(s) you lived there:**

Previous address 1


**Postcode:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

From 

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

 To 

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Previous address 2


**Postcode:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

From 

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

 To 

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---



Tier 1 (Entrepreneur) Application Form - Section 2

These questions will ask you for information about the Biometric residence permit (BRP) that have previously been issued to you. If you have lost or had a BRP stolen then you should have reported this to the Police.

C7. Have you been issued with a BRP? Yes  go to C8 No  go to Part D

C8. BRP number 

R	B	8	2	0	7	4	2	8											
---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

C9. Where is your BRP now? (please tick)

I am submitting it with this application  Expired and returned to the UK Border Agency  Elsewhere in the UK Border Agency  go to C11  
 Stolen  Lost  go to C10

C10. Have you reported this to the UK Border Agency card management services?

Yes  No

C11. Which age group do you belong to (at the date of submitting your application)?

15 years & under  go to C12 16 years & over  go to part D

C12. What is the title of the person accompanying you to have your biometric details taken?

Mr  Mrs  Miss  Ms  Other (please state)

C13. First name(s) or given name(s)


C14. Last name(s) or family name(s)


C15. Their date of birth

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

C16. Their place of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

C17. Relationship to you

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

C18. Is this person your parent or legal guardian

Yes  go to part D No  go to C19

C19. Explain why your parent or legal guardian will not be accompanying you

**D. Immigration History**

It is mandatory to complete Section D. If it is not complete the application will be invalid and will be returned to you. Help on the questions is given at the end of this application form.

**D1. What is your current immigration status in the United Kingdom?**

TIER-1 (POST STUDY WORK)

**D2. Is your current immigration status any of the following categories: student, student nurse, student re-sitting an examination, student writing up a thesis, post-graduate doctor, post-graduate dentist?**

Yes  go to D3

No  go to D4

**D3. Are you getting sponsorship, or have you got sponsorship, that has ended within the last 12 months for your studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?**

Yes  Original written confirmation from your sponsor giving consent to this application has been supplied

No

**D4. When does your current leave expire?**

**D5. If your leave to enter/remain has expired, did this leave expire more than 28 days before this application was made?**

Yes  go to D6

No or not expired  go to D7

**D6. Tick to confirm you are submitting evidence of exceptional circumstances which prevented you from submitting your application within 28 days of overstaying.**

**D7. Were you required to register with the police as a condition of your current or last grant of leave in the UK?**

Yes

No

**D8. Have you ever stayed in the United Kingdom beyond the end of your period of leave?**

Yes  provide details below:

No

reason(s) why and the dates of the overstay

**D9. Have you ever worked in the United Kingdom without immigration permission to do so (that is, contrary to your conditions of stay)?**

Yes  provide details below:

No

reason(s) why and the dates this work was undertaken

**D10. Have you ever illegally entered the United Kingdom?**

Yes  provide details below: No

details and dates when this happened

**D11. Have you ever used deception when seeking leave to enter or leave to remain?**

Yes  provide details below: No

details and dates when this happened

**D12. Do you currently have any other applications with us on which you are awaiting a decision?**

Yes  provide details below: No

details, including the date the application was submitted, the category and the payment reference number

**D13. Do you currently have an appeal with the Asylum and Immigration Chamber which is yet to be heard?**

Yes  provide details below: No

details, including the date the appeal, the category and the payment reference number of the original application (where applicable)





Tier 1 (Entrepreneur) Application Form - Section 2

Date sentenced

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

--	--	--

months

**E3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes  go to E4

No  go to E5

**E4. Give details for each civil judgment or any civil penalty under the UK Immigration Acts, starting with the most recent one. If you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.**

Details of judgment or civil penalty 1:

--

Date of judgment or civil penalty:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

**Country where judgment made:**

--

Details of judgment or civil penalty 2:

--

Date of judgment or civil penalty:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

**Country where judgment made:**

--

**Questions E5 to E9 below must be answered, even if question E1 has been answered "No".**

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

**E5. Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court?**

Yes

No

**E6. In times of either peace or war have you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?**

Yes

No

**E7. Have you ever been involved in, supported or encouraged terrorist activities in any country?**

Yes

No

**E8. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?**

Yes

No

**E9. Have 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

**E10. If question E5, E6, E7, E8, E9 above has been answered “yes” please give further details in the space provided below. If more space is needed continue on a separate sheet and enclose it with this form.**

## Definitions

For the purpose of answering questions **E5** to **E9**, 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](http://www.legislation.gov.uk/ukpga) or purchased from The Stationery Office (telephone 0870 600 5522). It is the applicant's responsibility to satisfy him/herself that he/she is familiar with the definitions and can answer the questions accurately.

### 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 with terrorism

An organisation is concerned with 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.

**F. Dependant Details**

Fill in the following details for any dependant(s) who are applying at the same time as you.

First name(s)	Last name(s)	Date of birth	Nationality, passport number and Biometric Residence Permit (BRP) (if applicable)	Relationship to you
AYESHA	ZOHAIB	18-08-1988		WIFE

Please ensure a separate application form is completed for each dependant. Please see the UK Border Agency website for further details [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)





**G7. All applicants: Are you relying on money from a Venture Capital Firm, seed funding competition or UK Government Department or Devolved Government Departments?  
Please tick to confirm:**

- |                                     |  |                  |
|-------------------------------------|--|------------------|
| <input type="checkbox"/>            | FSA registered Venture Capital firm.                                     | <b>go to G8</b>  |
| <input type="checkbox"/>            | Registered UK entrepreneurial seed funding competition endorsed by UKTI. | <b>go to G8</b>  |
| <input type="checkbox"/>            | UK Government Department or Devolved Government Departments              | <b>go to G8</b>  |
| <input checked="" type="checkbox"/> | No none of these sources   | <b>go to G10</b> |

**G8. Give the name of each Venture Capital firm together with the registration number of this activity with the FSA; and/or the name of each seed funding competition (as listed on the UKTI website); and/or the name of each UK Government Department or Devolved Government Departments providing the funds.**

**G9. You must provide a letter of permission from every Venture Capital firm, seed funding competition or UK Government Department or Devolved Government Departments providing funds together with a letter or letters from a legal adviser(s) confirming the validity of the permissions (please confirm how many of each document has been supplied).**

Number of documents

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Letter of permission from funds provider | <input type="checkbox"/> | Letter of confirmation from a legal adviser |
|--------------------------|--|--------------------------|---|



**G10. You must complete the following table to confirm the documents provided to demonstrate the funds available for investment. One line (line 0) is completed as an example only.**

Source no	Letter or account details from financial institution, or accountant letter Name of institution or accountant	Amount of money available in Pounds Sterling
0	Bank of Somewhere	£X0,000
1	BANK STATEMENT OF HABIB BANK LTD.	RS. 9,026,580.00
2	BALANCE CERTIFICATE	
3	EVIDENCE OF MONEY DISPOSABLE TO UK	
	LETTER	
	Total numbers of pieces of evidence	Total amount of money claimed
	THREE	RS. 9,026,580.00

Please continue on a separate sheet if necessary.

If all the evidence of investment funds has now been provided, **group a, b and c applicants now go to part H, group d applicants go to G18.**

If some of the funds have already been invested in a UK business, **continue at G11.**

#### **Money already invested in a UK business**

We will only consider funds invested in the 12 months before the date of this application.

**G11. How much money has already been invested in the UK business? Please give this amount in Pounds Sterling.**

£

**G12. Were any of these funds made available from a Venture Capital Firm, seed funding competition or UK Government Department or Devolved Government Departments?**

**Please tick to confirm:**

Yes  go to G13                      No  go to G15

**G13. Give the name of each Venture Capital firm together with the registration number of this activity with the FSA; and/or the name of each seed funding competition (as listed on the UKTI website); and/or the name of each UK Government Department or Devolved Government Departments in Scotland, Wales or Northern Ireland providing the funds.**

**G14. You must provide a letter of permission from every Venture Capital firm, seed funding competition or UK Government Department or Devolved Government Departments providing funds together with a letter or letters from a legal adviser(s) confirming the validity of the permissions (please confirm how many of each document has been supplied).**

Number of documents

Letter of permission from funds provider  Letter of confirmation from a legal adviser

**G15. Does the value of any living accommodation form part of any investment in premises that are also used for business? Please tick to confirm:**

Yes, go to question G16  No, go to table 3a1

**G16. 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.**

Please tick to confirm that this has been provided

**G17. What is the value of any living accommodation that forms part of any premises that is also used for business?**

£  Please give value in Pounds Sterling

Now please fill in table 3a1



**G18. Following the introduction of the genuine Entrepreneur test in January 2013, it may help when considering your application if you provide the information listed below with your application:**

- Your curriculum Vitae listing any relevant qualifications you may have;
- Your business plan;
- Your market research (which may include information on competition in the area your business will operate in);
- Evidence of business advisory services you have used.

Also, the following information, if you are not already providing it within other sections of the form:

- Membership of appropriate regulatory bodies;
- Evidence of certification to operate or insurance;
- Lease of business premises, plus utility bills if available;
- Contracts or correspondence with potential clients;
- Business bank statements.

Please note that it is not a requirement for you to provide this information with your application, but it may help when considering your application if you do.

Group a, b and c applicants **now go to H**

Group d applicants **go to G19**

**Group d applicants only:**

**G19. You must demonstrate you are registered either as self employed or as a director at the time that you apply.**

**You must tick one of the following boxes. Are you currently:**


Registered as self employed. **Go to G20**

Registered as a director of a new or existing business. **Go to G21**

**G20. You must provide your latest tax bill from HM Revenue & Customs (HMRC). This will be one of the following documents (please tick to indicate which has been supplied):**

A National Insurance (NI) bill from the HMRC to you, dated, and from the billing period immediately preceding the application

Your current bank statement showing the direct debit payment of National Insurance

A Small Earnings Exception certificate from the latest return date

**Now go to G22**

**G21. You must tick to confirm that the specified document has been supplied to demonstrate your current registration as a director.**

A printout of the Current Appointment Report from Companies House showing you listed as a company director

**G22. What is your job title?**

MANAGEMENT CONSULTANTS

**G23. What is your standard occupational classification (SOC) code that most closely matches the work that you do?**

2423

**For an explanation on how to determine your SOC code please see the Tier 1 (Entrepreneur) Policy Guidance.**

**G24. You must provide one or more documents from the following list to confirm your business activity. Please tick to confirm what is supplied:**

Advertising or marketing material

Article in a newspaper or other publication

Information from a trade fair

Registration with a trade's body

**G25. You must provide one or more contracts for work to demonstrate trading. (Please tick a box).**

Yes, one or more contracts have been supplied

No contracts have been supplied

## H. Money is held in one or more regulated financial institutions

**H1. Are the funds held in one or more regulated financial institutions or already invested in a UK business? Please tick to confirm.**

- Yes  all of the funds are held in a regulated financial institution
- Yes  all of the funds have already been invested.
- Yes  part of the funding has already been invested and the rest of the funding is held in a regulated financial institution.
- No

## J. Money is disposable in the UK

**J1. Are the funds disposable in the UK or already invested in a UK business? Please tick to confirm.**

- Yes  all the funds are disposable in the UK
- Yes  all the funds are already invested in the UK
- Yes  part of the required funding has already been invested and the rest of the funding is disposable in the UK.
- No

**Now go to section 4**



**K4. Were any of these investment funds shown 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 L**
- Yes some of the funds were shown in the previous application. **Go to K5**
- No none of the funds were shown in the previous application. **Go to K6**

**K5. How much money did you show had been invested in UK business as part of your last application?**

£  Please give the value in Pounds Sterling

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

£  Please give the value in Pounds Sterling

**K6. Does the value of any living accommodation form part of any investment in premises that are also used for business?**

- No  go to Table 3b1
- Yes  go to question K7

**K7. 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 provided

**K8. What is the value of any living accommodation that forms part of any premises that is also used for business?**

£   
Please give the value in Pounds Sterling

**Now go to Table 3b1**





**L. Registered as self-employed or a director of a new or existing business within six months of entering the category**

You must demonstrate that you were registered as self employed or as a director of a new or existing business within six months of your specified date.

**L1. Do you wish us to take your date of entry into the UK as your specified date?**

Yes  - go to question L2

No  - go to question L3

**L2. 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 give details:

**L3. Were you within six months of the specified date?**

Registered as self employed?  - go to question L4

Registered as a director of a new or existing business?  - go to question L5

**L4. You must confirm the specified documents supplied to demonstrate your registration as self-employed:**

The 'welcome letter' from HM Revenue & Customs (HMRC)

The HMRC Small Earnings Exception certificate

A National Insurance (NI) bill from the HMRC to you, dated in the 6 months after the specified date

Your bank statement showing the direct debit payment of NI dated in the 6 months after the specified date

**L5. You must confirm you have supplied the Companies House printout of the Current Appointment Report for any business where you were listed as a director at the appropriate time to demonstrate your registration as a Director:**

**M. Engaged in business activity at the time of the application for further leave (extension) (15 points available)**

**M1. Are you currently:**

Registered as self employed

go to **question M2**

Registered as a director of a new or existing company

go to **question M3**

**M2. You must provide evidence of your latest tax bill from HM Revenue & Customs (HMRC). (Please tick to indicate which has been supplied).**

A copy of the quarterly National Insurance (NI) bill from the HMRC to you, dated, and from the quarter immediately preceding the application

A copy of your current bank statement showing the direct debit payment of National Insurance

A copy of the Small Earnings Exception certificate from the latest return date

**Go to N**

**M3. You must confirm you have supplied the Companies House printout of the Current Appointment Report for any business where you were listed as a director at the appropriate time to demonstrate your registration as a Director.**

**N. Created two full time equivalent posts (20 points available)**

**N1. During your period of leave as an Entrepreneur, you must have created an aggregate of 2 new full time posts for 2 people for at least 12 months each across your business(es).**

Specified documents must be provided to demonstrate this, details of which must be entered in Table 3b2.

You must give the hourly rate for the employee(s) must also be provided by you. If the hourly rate changed for an employee in the same job please enter this information as a fresh period of employment

Table 3b2 - Table of evidence for employment created

You must complete the following table to confirm the evidence provided to demonstrate the two full time jobs. The first line has been completed as an example only.

Name of employee	Copy of document showing nationality of person employed. Yes/No	Name of employing business	For directors - a copy of the Company Appointments Report from Companies House to show that the applicant is/was a director of each business for the period. Yes/No	Start date of period of employment in the format dd/mm/yyyy	End date of period of employment in the format dd/mm/yyyy	Hourly rate in pounds sterling	Total number of hours employment	P11 provided for each worker, together with P45 or P46 if start and finish dates not shown on P11. Yes/No	Pay statements to cover total period of employment created for each worker. Yes/No
A. Nother	Yes	Mycompany	Yes	19/4/2010	19/4/2011	£10.50	1560	Yes	Yes
									Please continue if necessary

**N2. Further information is required if you joined an existing business.**

Please tick to indicate that the specified documents below have been supplied in addition to that collected in Table 3b2:

Form P35 for the year prior to you joining the business, showing the total number of employees; and

Form P35 for the year where the job(s) was/were created; OR

Draft P35 if the job was created in the current reporting year and no P35 has been submitted; and

Letter from an accountant confirming the net creation of the post(s)

**Now go to Section 4**

## Section 3C - Extension Applications – Points Scoring Assessment for Business Persons or Innovators

### Attributes

In order for an extension application to be approved you must score 75 points in the Attributes section. If you do not score 75 points the application will be refused. In addition, you must score 10 points in each of the English language and maintenance sections.

You should refer to the Immigration Rules and Tier 1 (Entrepreneur) of the points based system – Policy Guidance

### O. £200,000 in cash has been invested directly into one or more businesses in the UK (20 points available)

O1. Have you invested no less than £200,000 in business over the period of the initial grant of leave in this category?

Yes

No

O2. Does the value of any living accommodation form part of any investment in premises that are also used for business?

No  go to Table 3c1

Yes  go to question O3

O3. 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 provided.

O4. What is the value of any living accommodation that forms part of any premises that is also used for business?

£

Give value in Pound Sterling

Now go to Table 3c1

**Table 3c1 - Table of evidence for the direct investment of funds into UK business**

You must complete the following table listing each specified document provided to demonstrate each investment. The first line has been completed as an example only.

If you have invested by way of share capital and the value of your shares is not shown in the accounts, then share certificates should also be submitted.

Name of business	Company registration number if appropriate	Date of investment in the format dd/mm/yyyy	Amount of investment less the value of any accomodation	Audited accounts provided plus shares if applicable	Un-audited accounts provided plus shares if applicable	Accountant's certificate provided with un-audited accounts	Legal agreement (for Director's loans only)
Mycompany	12345678	17/04/2008	£X0,000	Yes	No	No	No
<b>Total column</b>							

**P. Your previous leave was as Business Person or Innovator (20 points available)**

**P1. Please tick to confirm that you held previous leave in the Business Person or Innovator category for your further leave (extension) to be assessed for the award of points.**

**Q. Engaged in business activity at the time of the application for further leave (extension) (15 points available)**

You must demonstrate you are registered either as self employed or as a Director at the time that you apply for further leave.

**Q1. Are you currently:**

Registered as self employed

go to **question Q2**

Registered as a director of a new or existing company

go to **question Q3**

**Q2. You must provide your latest tax bill from HM Revenue & Customs (HMRC). This will be one of the following documents (please tick to indicate which has been supplied).**

A copy of the quarterly National Insurance (NI) bill from the HMRC to you, dated, and from the quarter immediately preceding the application

A copy of your current bank statement showing the direct debit payment of NI

A copy of the Small Earnings Exception certificate from the latest return date

Your last grant of leave was as a Business Person or Innovator and will submit the required evidence within 10 weeks of submitting their application.

**Go to R**

**Q3. You must confirm you have supplied the Companies House printout of the Current Appointment Report for any business where you were listed as a director at the appropriate time to demonstrate their registration as a Director; or**

**Your last grant of leave was as a Business Person or Innovator and will submit the required evidence to the Agency within 10 weeks of submitting your application.**

**Points will only be awarded for one registration.**

**R. Created two full time equivalent posts (20 points available)**

During the period of leave as a Business Person or Innovator, you must have created an aggregate of 2 new full time posts for 2 people.

The evidence to demonstrate this must be entered in Table 3c2.



**Table 3c2 - Table of evidence for employment created**

You must complete the following table to confirm the evidence provided with this application. The first line has been completed as an example only.

Name of employee	Copy of document showing nationality of person employed (Yes/No)	Name of employing business	Start date of period of employment in the format dd/mm/yyyy	End date of period of employment in the format dd/mm/yyyy	Evidence to establish the employment (Yes/No)
A. Nother	Yes	Mycompany	19/04/2008	19/04/2009	Yes

**Now go to Section 4**

## Section 4 - English Language, Maintenance and Public Funds

### S. English Language

You must have a minimum standard of English language, and score 10 points or the application will be refused.

**Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Entrepreneur) of the points based system Policy Guidance**

**Select how you would like to claim points for English language:**

- |  |                                     |                   |
|--|-------------------------------------|-------------------|
| National of a majority English speaking country                  | <input type="checkbox"/>            | Go to question S1 |
| English Language Test  | <input type="checkbox"/>            | Go to question S3 |
| Degree taught in English   | <input checked="" type="checkbox"/> | Go to question S4 |
| Evidence previously submitted / considered to automatically meet | <input type="checkbox"/>            | Go to part T      |

#### National of a majority English speaking country

**S1. If you are a national of one of the countries listed below you can claim 10 points:**

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; The United States of America.

Give your nationality

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### S2. Select which supporting evidence has been sent:

Current passport or travel document  - go to part T

If you have not been able to provide your current passport or travel document you should provide one of the following documents (please tick to confirm which):

Current national identity document  Original letter from your home government or embassy confirming your nationality

**Go to part T**

#### English Language Test

**S3. If you have been awarded an approved English language test you can claim 10 points. Please provide details below of the test taken and tick to indicate that the original test document has been provided:**

Awarding Body

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title of Qualification

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Level of qualification:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of award:

Award reference number:

Original document provided  **Go to part T**

**Degree taught in English**

**S4. You can claim 10 points for English language where:**

- You hold a degree that was taught in English that is deemed by UK NARIC to be equivalent to at least a United Kingdom Bachelors degree; and
- Your qualification can be found on the points based calculator.

**Give details of your degree:**

Country of award: 

U	N	I	T	E	D		K	I	N	G	D	O	M						
---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	--	--	--	--	--

State: (if applicable) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Institution: 

U	N	I	V	E	S	I	T	Y		O	F		W	A	L	E	S			
I	N	S	T	I	T	U	T	E		C	A	R	D	I	F	F				

Qualification: 

M	B	A																		
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year of award: 

2	0	1	1
---	---	---	---

Duration of study:

Start: 

0	1
---	---

0	4
---	---

2	0	1	0
---	---	---	---

 End: 

2	9
---	---

0	4
---	---

2	0	1	1
---	---	---	---

Field of study: 

B	U	S	I	N	E	S	S													
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

Grade 

P	A	S	S																	
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**S5. Tick to confirm that your qualification can be found on the points based calculator.**

**S6. Select what supporting evidence has been sent to confirm your degree:**

Original degree certificate  Original academic transcript

**T. Maintenance (Funds) Requirement**

You must have a minimum level of funds, and score 10 points, or the application will be refused.

You must have at least £900 of personal savings which must have been held for a consecutive 90 day period prior to the date of application.

**You should refer to the Immigration Rules and the Tier 1 (Entrepreneur) of the points based system - Policy Guidance.**

**T1. Do you have access to available funds to support yourself?**

Yes

No

**T2. Select what supporting evidence you have sent in order to prove you have access to available funds:**

Building society pass book covering a consecutive 90 day period	<input type="checkbox"/>
Personal bank or building society statements covering a consecutive 90 day period	<input checked="" type="checkbox"/>
Letter from a financial institution regulated by the Financial Services Authority or by the appropriate home regulator, confirming funds and covering a consecutive 90 day period	<input type="checkbox"/>
Letter from a bank or building society confirming funds and that they have been in the bank or building society for at least a consecutive 90 day period.	<input type="checkbox"/>

**Now go to Section U**

**U. Public Funds**

**It is mandatory to complete Section U. If it is not complete the application will be invalid and will be returned to you.**

**U1. Are you receiving any public funds? (Please tick)**      Yes  go to U2      No  go to Section 5

**U2. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.**

Attendance Allowance <input type="checkbox"/>	Carer's Allowance <input type="checkbox"/>	Housing and Homelessness Assistance <input type="checkbox"/>
Child Benefit <input type="checkbox"/>	Council Tax Benefit <input type="checkbox"/>	Child Tax Credit <input type="checkbox"/>
Income-Based Jobseeker's Allowance <input type="checkbox"/>	Housing Benefit <input type="checkbox"/>	Disability Living Allowance <input type="checkbox"/>
Severe Disablement Allowance <input type="checkbox"/>	Income Support <input type="checkbox"/>	Income Related Employment & Support Allowance - ESA (IR) <input type="checkbox"/>
State Pension Credit <input type="checkbox"/>	Working Tax Credit <input type="checkbox"/>	Social Fund Payment <input type="checkbox"/>
Council Tax Reduction <input type="checkbox"/>	Personal Independence Support <input type="checkbox"/>	Universal Credit <input type="checkbox"/>

**U3. If you are in receipt of housing and homelessness assistance give details of whether this housing is provided by the local housing authority, a housing association, or other organisation and the name of the relevant authority and details of the arrangement.**

**U4. If the housing is provided by your local council or housing authority or part of an agreement between your employer and the housing authority, give details below and enclose evidence of this from the local housing authority.**

**Section 5 - Consent for UK Border Agency to Request Verification Checks****From the applicant :**

I understand that you will check whether the information and supporting documentation that I have supplied to the UK Border Agency (UKBA) from a bank or utility company is correct. 'Correct' means that documents are unaltered originals issued by the bank or utility company and that the information on them is correct and applies to me or the person named as a customer on the document.

I agree to the bank or utility company, without seeking any further consent from me, telling you whether the information or documentation I have supplied is correct or in what way (if any) it is not correct.

I agree to the bank's or utility company's disclosure to UKBA of any relevant personal data they hold on me for the above purposes. If I have not supplied correct information or supporting documentation to UKBA the bank or utility company may disclose my relevant correct personal data. If the information or supporting documentation also contains personal data relating to a joint customer or customers of mine on the bank or utility company account, or relates to another person who is to provide financial support, I confirm that I have obtained the consent of those persons to the disclosure of their personal data to the extent reasonably necessary for the above purposes. I understand that the information obtained may be used as part of the decision making process about my application and may, if necessary, be disclosed to a court.

[I understand that providing information or documentation that is not correct will normally result in my application being refused and may lead to my prosecution for a criminal offence.]

Name and address of applicant

Z	O	H	A	I	B		W	A	H	I	D										
82	P	E	R	E	G	R	I	N	E		C	L	O	S	E						
												<b>Postcode:</b>		W	D	2	5		9	A	Q

Signature

Date

15-05-2013

**If the account with the bank or utility company is in the joint names of the applicant and other people, each of those others should sign the following declaration :**

The above-named person ('the applicant') has given the UK Border Agency (UKBA) documentation about his or her accounts with banks or utility companies (a 'company') so that UKBA can check that is correct. I am a joint customer with the applicant on some or all of those accounts. Information about the applicant may thus also reveal information about me.

I agree to the company giving UKBA relevant personal data it holds about me in relation to the account. This only covers data about me as joint customer with the applicant (and not about any other accounts I hold in my sole name) and limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give UKBA details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to UKBA the correct information that they have on record about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of joint customer

												<b>Postcode:</b>									

Signature

Date

## Section 6 - DECLARATIONS

### V. Applicant Declaration

**It is mandatory for you to sign below to show you have read and understood the following declaration. If it is not complete the application will be invalid and returned to you. It must be signed by you personally and not by a representative or other person acting on your behalf. If you are under 18, your parent or legal guardian should sign on your behalf.**

#### **Declaration**

The information given in my application is complete and is true to the best of my knowledge and belief.

The photographs I have submitted with my application are a true likeness of me.

The documents I have submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with UK Border Agency officials, or any other person charged by the Secretary of State for the Home Office with conducting pre-issue and post-issue checks in relation to this application.

If there is a material change in my circumstances or any new information relevant to this application becomes available before it is decided, I will inform the UK Border Agency.

I am aware that the rules and requirements for applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

I agree to the UK Border Agency using the data provided in this application in accordance with its Information Charter. I understand that my details may in certain circumstances be passed to other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the UK Border Agency may receive information about me.

**Applicant's signature**

**Parent/legal guardian  
signature if applicant is  
under 18**





**W12. Select the relevant body from the following options:**

The Law Society <input type="checkbox"/>	The Law Society of Scotland <input type="checkbox"/>	The Law Society of Northern Ireland <input type="checkbox"/>
The Faculty of Advocates <input type="checkbox"/>	The Institute of Legal Executives <input type="checkbox"/>	The General Council of the Bar of Northern Ireland <input type="checkbox"/>
The General Council of the Bar <input type="checkbox"/>		

**W13. Is your representative approved by the British Council?**      Yes       No

**W14. This section must be completed by all representatives, who are dealing with this application on the applicant's behalf. They must now read the declaration below and authorise as the representative or other person acting on the applicant's behalf:**

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and verified the application and the application is, to the best of my knowledge and belief, true and correct.
- Once the UK Border Agency has decided the application, I will give the applicant all correspondence from the UK Border Agency relating to the decision.
- I am permitted to give immigration advice and immigration services by Section 84 of the Immigration and Asylum Act 1999.
- 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 do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.

**Name**


**Signature**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

**Name of representative organisation:**


**Position within organisation:**


**Section 7 - Summary Sheet**

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us.

At "A", tell us how many of each of the listed documents you have sent with this application. This is a standard list, you should only send in the documents from this list that are required for your application. At "B", list any other documents and state how many in each case. Continue on a separate sheet if necessary.

Part A. Type of document	How many?	Part B. Listed items	How many?
Passports	THREE		
Biometric Residence Permit and/or travel documents	ONE		
Police registration certificates			
Marriage or civil partnership certificate			
Birth certificate			
Driving Licence			

**Section 7 continues overleaf**

## Tier 1 (Entrepreneur) Application Form - Section 7

**Fill in the summary sheet below listing the points you have claimed and the supporting evidence (documents) sent. You must send the required evidence as specified in this application form, the Immigration Rules and the Tier 1 (Entrepreneur) of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.**

<b>Points Scoring Area (Initial application)</b>	<b>Points Claimed</b>	<b>Documents Provided (please list)</b>
Access to £200,000 or £50,000 (Section G)	25	BANK STATEMENT
Financial institutions(s) is/are regulated (Section H)	25	BANK STATEMENT
Money is disposable in the UK (Section J)	25	BANK CERTIFICATE

<b>Points Scoring Area (Extension application)</b>	<b>Points Claimed</b>	<b>Documents Provided (please list)</b>
£200,000 or £50,000 invested in UK Business (Section K or O)		
Registered as self-employed or a director within six months (Section L or P)		
Engaged in business activity at the time of the application (Section M or Q)		
Created two full time equivalent posts (Section N or R)		

<b>Points Scoring Area - All</b>	<b>Points Claimed</b>	<b>Documents Provided (please list)</b>
English Language (Section S)	10	UK DEGREE
Maintenance (Section T)	10	UK BANK STATEMENT

**Finally, please ensure your application is addressed correctly as follows:**

**Postal address:**

**UK Border Agency  
Tier 1  
PO Box 496  
Durham  
DH99 1WQ**

**Courier address:**

**UK Border Agency  
Tier 1  
Millburngate House  
Millburngate  
Durham  
DH97 1PA**

# Tier 1 (Entrepreneur) - Application Form Help Text

## Introduction

This document provides information to help you to complete the Tier 1 (Entrepreneur) application form.

For further information on Tier 1 (Entrepreneur) of the points based system policy please see Part 6A of the Immigration Rules and the Tier 1 (Entrepreneur) policy guidance notes.

These documents are available on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

All the above documents are available in Welsh, Braille, large print, audio and other alternative formats on request.

For further information on alternative formats, and how to obtain these, please contact the Immigration Enquiry Bureau on 0870 606 7766.

## Who should apply using this form?

1. This application form should only be completed if you are already in the United Kingdom. You should use the application form if you are:

- Currently in the United Kingdom as a main applicant under the Tier 1 (Entrepreneur).
- Currently in the United Kingdom as a main applicant under the Tier 1 (Entrepreneur) and seeking to extend their leave for a further period within their existing category.
- Currently in the United Kingdom in the Business Person or Innovator category and seeking an extension under Tier 1 (Entrepreneur).

This application form should not be used by your dependants. A separate application form, Tier 1, 2 or 5 PBS (Dependant) form is available for this purpose and can be found on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## Submitting a valid application

2. You will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted
- the correct application fee must be paid
- your current passport, Biometric Residence Permit (BRP) if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form
- the mandatory sections in the application form must be completed.
- Two identical passport-size photographs of you with your full name written on the back of each one must be supplied.
- Two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one must be supplied

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). Please ensure that they are placed in a small sealed envelope attached to Section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

3. If you are required to register with the Police you must also include your Police Registration Certificate with your application.

## Claiming points

4. When completing the application form, you must clearly indicate the number of points you are claiming within each points scoring area, and detail how you meet the criteria for the award of these points.

5. We will only award points for the sections where you have indicated that you wish to claim them, and where the required supporting evidence has been supplied.

## Supporting evidence

It is your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form, the Immigration Rules and set out in detail in the Tier 1 (Entrepreneur) Policy Guidance will be considered acceptable for the purposes of establishing that you qualify for the points claimed in any scoring area.

You must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application. It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered for points scoring.

To assist us in considering the documentation provided, you should highlight any relevant sections on the documentation provided.

Any documentary evidence that you provide should be original (unless otherwise stated).

Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

## Application types

You should complete different sections of the Tier 1 (Entrepreneur) application form depending on the type of application you are submitting.

Please note that you should complete Sections 1, 2, 4, 5, 6 and 7 of the form as well as the relevant part of Section 3 depending on the type of application.

## Initial Applications

### (Please also complete Section 3A)

This should be completed by applicants who are currently in the United Kingdom under an immigration category other than Tier 1 (Entrepreneur) or the Business Person or Innovator provisions of the Immigration Rules, and who are seeking to 'switch' into Tier 1 (Entrepreneur).

## Extension Applications within Tier 1 (Entrepreneur)

### (Please also complete Section 3B)

This should be completed by applicants who are currently in the United Kingdom under Tier 1 (Entrepreneur) and are seeking an extension of their leave.

## Extension Applications - for those currently in the United Kingdom under the business person or Innovator provisions of the Immigration Rules (Please also complete Section 3C)

This should be completed by applicants who are currently in the United Kingdom under the Business Person or Innovator provisions of the Immigration Rules and wish to extend their leave under Tier 1 (Entrepreneur).

## Question-specific help text

Further advice on specific questions in the application form is detailed below.

**B1 - B4** You should provide full details of your name and title. If you have previously been known by any other name(s) you should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

Evidence of name change(s) should show your full name before and after the change and may include:

- deed poll documents or marriage certificates; and,
- both the old passport and the new passport.

Should you submit documentation in support of your application that refers to you under a name(s) not given in this section, we will not consider that documentation.

**B6** You should indicate your gender. If you have been the subject of Gender Reassignment and the application contains documents relating to previous identities, you should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where you have previously submitted your GRC with an earlier application. In such cases you will therefore not be required to resubmit it.

You should tick the gender as indicated on your GRC.

**B9** You should indicate your marital status. This status may be:

- Married – a person legally married in or outside the United Kingdom;
- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the United Kingdom under or by virtue of the Civil Partnership Act 2004, or in the country of his/her residence;
- Unmarried partner – a person in a heterosexual or same sex relationship, which has been subsisting for two years or more but is not married or in a civil partnership;
- Widow – a person whose spouse has passed away and has not re-married or is not currently in an unmarried relationship that has subsisted for more than two years;
- Single – a person who is unmarried and not in a relationship that has subsisted for two or more years;
- Separated – a person legally married in or outside the United Kingdom but no longer living with his/her married partner;
- Divorced – a person married in or outside the United Kingdom whose marriage has been legally dissolved;
- Dissolved – a person who has been in a civil partnership which has been legally dissolved;

- Separation Order – a separated person who remains in law the civil partner of the other person.

**B10** All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should provide your full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to you. You may have numerous Home Office reference numbers and should provide all such numbers.

**B11** National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter e.g. XX 123456 X or 2 numbers followed by 1 letter followed by 5 numbers e.g. 12 X 34567. Where you do not have a National Insurance number in this format this question should be left blank.

**C1-C3** You should specify under which nationality you entered the United Kingdom. You should also provide details of any additional nationalities they currently hold or have previously held.

**C4-C6** You must provide details of all passports or travel documents, current or expired, that you have used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where you need more space than is available you should photocopy the relevant page of the application form, add in additional details and submit with your application.

Where you hold, or have held, other nationalities you should provide the relevant passport or travel document for each nationality held and provide the above details.

Please note for the application to be valid and complete the applicant's current passport, travel document or Biometric Residence Permit must be provided unless it is not available for one of the reasons specified on the application form. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where you do not have the original at that time. You must provide details as to its location and state when they will provide it. You must then ensure that the original document is submitted as soon as you can. If the passport has been lost or stolen a Police crime report number /report must be provided along with details of the police station the loss was reported to and the date that it was reported.

**C7-C10** If your current grant of leave was issued on a Biometric Residence Permit (BRP) you must also provide the Biometric Residence Permit in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

**D5** 'Overstaying' means that you have remained in the UK beyond the latest of:

(a) the time limit attached to your last period of leave

(b) any extended period of leave pending determination of an in-time application and any subsequent appeal, or

(c) the date that you received a notice confirming that an application was not valid, provided that the application was submitted before the time limit attached to your last period of leave expired.

If you wish to remain in the UK after the 28 day period you should leave the UK and reapply for a visa.

**D6** If you are an overstayer you must read the Policy Guidance Notes for information on supporting documentation before submitting your application.

**D8** You should confirm whether you have ever remained beyond the end of your period of leave in the UK. Where your leave had been extended by virtue of Section 3C of the 1971 Immigration Act, you will not be considered to have remained beyond the end of your period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of Section 3C please refer to Chapter 1, Section 5 of the Immigration Directorate Instructions).

**D12** Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

If you wish to vary the grounds of the existing application you must refer to Chapter 1, section 5 of the Immigration directorate instructions on our website [www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5/section5.pdf?view=Binary](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5/section5.pdf?view=Binary) and contact the UK Border Agency team processing the existing application.

**D13** Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

You should contact the Asylum and Immigration Chamber at [www.ait.gov.uk](http://www.ait.gov.uk).

**E2** We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

## Section 6

**W9** The Office of the Immigration Services Commissioner (OISC) regulates United Kingdom based immigration advisers. As a requirement of Section 84 of the Immigration and Asylum Act 1999, United Kingdom representatives, who offer advice and services in relation to an application, will need to be regulated by the OISC unless they are authorised to practice by a designated legal professional body or fall within a category of persons specified in an order made by The Secretary of State under subsection 84(4) (d) of the Immigration and Asylum Act 1999.

The representative should indicate whether he/she is regulated by the OISC, or the basis on which he/she is otherwise authorised to act in this capacity on the migrant's behalf.

An advisor could be committing a criminal offence if he/she acts on the applicant's behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

**W11-W12** If the representative is regulated by a designated legal professional body, listed below, or if he/she works under the supervision of such a person, they will not be required to be regulated by the OISC.

Designated bodies are:

- The Law Society;
- The Law Society of Scotland;
- The Law Society of Northern Ireland;
- The Institute of Legal Executives;
- The General Council of the Bar;
- The Faculty of Advocates;
- The General Council of the Bar of Northern Ireland.

The representative should indicate of which organisation he/she is a member. The representative should indicate whether he/she is personally a member of this organisation or whether he/she is working under the authorisation of another registered member.

Where the representative is not a direct registration holder and is working under the supervision of another registered person, the representative should name the registered supervisor under whom he/she is working.

If a representative makes an application on behalf of an applicant, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), the UK Border Agency will inform both the representative and applicant of the requirements of the Act, and send further letters (if applicable) to the applicant stated on the application.

## Section 7

You should complete the summary sheet before submitting your application. You should ensure that you indicate the number of points you wish to claim against each points scoring area and the total number of points claimed.

You should also ensure that you list all the supporting documentation you have submitted with your application.

This documentation should be listed against the points scoring area to which it applies. Any documentation that does not relate to a specific points scoring area (such as passport(s)/travel document(s) etc) should be listed in the general background information box above the table.

## Biometric Residence Permits (BRP)

Everyone applying to extend their leave as a Tier 1 (Entrepreneur) worker must apply for a BRP. Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

### What is the BRP?

The BRP is a residence permit which holds your biographic details (name, date and place of birth) and biometric information, and shows your immigration status and entitlements while you remain in the UK.

It replaces the vignette (or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If you are issued with a BRP, you will receive a leaflet giving more information about it and explaining any obligations.

## Biometric Enrolment Fee

3. 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:



<http://www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/>

### **What is biometric information?**

Biometric Information is the unique physical characteristics that can be used to identify a person such as a facial image and fingerprints. We do this by taking a digital photograph of all applicants and scanning the fingerprints of applicants aged six or over.

### **How is biometric information recorded?**

An applicant who is required by law to apply for a BRP must make arrangements to have their biometric features recorded.

You will then be asked to place your fingers, followed by your thumbs, on a fingerprint scanner. If your hands are dirty, we will ask you to clean them. Once your fingerprints have been recorded we will then take a photograph of your face.

The same process will be carried out for any dependants applying with you, an exception to this are any children aged under 6 as these will not be required to provide fingerprints, although we will take their photograph.

The biometric information taken, and those of any children under 18 who are applying, will then be recorded as part of the application.

In some circumstances, you may be required to attend an identity interview if we require further information to establish your identity.

### **Biometric Information Enrolment procedure**

When we receive your application you will be sent a letter notifying you of the need to make arrangements for you and any children under 18 applying with you to have your biometric features recorded (enrolled).

You will need to enrol your biometrics at a participating Crown Post Office. This is a walk-in service, with no need to book an appointment<sup>1</sup>. You will be sent a letter which will supply all relevant information to enable you to enrol using the post office service.

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<sup>1</sup> [Please note that there may be a queue for this service]

You must bring the back page of the letter (which includes your case reference number, full name and date of birth) with you when you attend the Post Office Ltd branch. If you fail to bring the back page of this letter with you Post Office Ltd will not be able to proceed with your enrolment.

There is more information about this at both our and the Post Office following website addresses: [www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/post-officebiometric-enrolment/](http://www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/post-officebiometric-enrolment/) [www.postoffice.co.uk](http://www.postoffice.co.uk)

### **Super premium service**

As part of the super premium service we will visit you to record your biometric features (fingerprints and photograph):

- at a location of your choosing; and
- at a convenient time and date for you (between 09:00 and 17:00, Monday to Friday), with a minimum of 48 hours' notice following initial contact.

We will make a decision on the application within 24 hours of the biometric features being recorded.

If you want to use this service you should phone 020 8196 3893 or 020 8196 3892. The fee for the service is £6,000, and includes fees relating to dependants.

More information about this service, including the fee, is available on our website at [www.ukba.homeoffice.gov.uk/contact/super-premium/](http://www.ukba.homeoffice.gov.uk/contact/super-premium/).

### **How and when will I be notified of the outcome of my application for an extension of stay and for a Residence Permit?**

If the application is successful, you will not be issued with a United Kingdom residence permit (vignette or sticker) in your passport. Instead, you will be issued with a BRP.

### **Applying by post**

If you are applying by post and your application is successful, your passport(s) and other documents will be returned to you. You will then be sent a BRP for yourself and any children applying with you under separate cover within 7 working days of the date of the decision(s) on your application(s).

### **What if I do not receive my BRP?**

- full name;
- date of birth;
- nationality;
- passport number;
- case reference number;
- the delivery address for the BRP; and
- a contact telephone number;

Alternatively, you can send this information to us by post to: Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.

You cannot ask about undelivered BRP in person at our public enquiry offices or at the Post Office.

### **What if you fail to record your biometric features?**

If you fail to record your biometric features within 15 working days from the date of the notification letter you received, you will be sent a warning letter giving you another opportunity within a limited period. The letter will also advise that failure to record your biometric information within the stated period will result in your application being rejected as invalid.

### **What about any medical or physical conditions that may require the UK Border Agency to provide me with special arrangements?**

If you and/or any dependants who are applying with you have a medical or physical condition which may require special arrangements to be made in order for your biometric information to be recorded, you must obtain a letter or other document giving the details of any such condition and enclose it with your application. Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

### **Do you need to make any special preparations before your biometric identifiers are recorded?**

Before you attend your enrolment, we recommend that you check your hands and fingers are clean. If your hands are not clean, you may be asked to wash them before we scan your fingerprints.

We would advise you not to have any colouring or similar substances (such as henna) on your hands as this could prevent us from recording your fingerprints on the day of your enrolment. You would then have to make arrangements to enrol at a later date which would delay the consideration of the application.

### **What if the BRP contains errors?**

You must check the permit carefully upon receipt, to ensure that all the details on it are correct. If you find a mistake, you should e-mail BRPError@homeoffice.gsi.gov.uk within 10 working days of receiving the permit - otherwise you may be charged for a replacement and will need to apply again. The following details must be provided in the e-mail:

- full name;
- date of birth;
- nationality;
- passport number;
- BRP reference number;
- case reference number;
- a contact telephone number; and
- exactly what is wrong with the BRP.

Alternatively, this information can be sent by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.**

We advise you to make a photocopy of the front and back of the permit, in case it is lost or stolen. If you want to make another application in the future, you will need to send your permit to the UK Border Agency, so you may want to retain a copy for your records.

**What if any BRP issued to me or any of my dependants was/is lost or stolen?**

You must report any lost or stolen BRP as soon as possible by e-mailing BRPLost@homeoffice.gsi.gov.uk providing the following information:

- full name;
- date of birth;
- nationality;
- passport number;
- BRP reference number;
- case reference number;
- contact details; and
- when, where and how the BRP was lost or stolen.

Alternatively, this information can be sent by post to: Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB. You cannot ask about undelivered permits in person at our public enquiry offices or biometric enrolment centres.

You must also report the loss or theft to the police and get a police report and crime reference number as soon as possible. You will need to provide the crime reference number and a police report (if you have one) when you apply for a replacement permit on form BRP(RC).

If you fail to apply for a replacement BRP within three months of reporting the loss or theft you could be liable to a sanction, such as a Civil Penalty Notice of up to £1,000 and/or curtailment of your leave to stay in the United Kingdom.