



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 1 October 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

Please refer to the Home Office website at www.ukba.homeoffice.gov.uk

When considering this application we will decide only whether you qualify as a Tier 1 (Entrepreneur). We will not consider whether you qualify for leave to remain for any other reason. If you wish to be granted leave to remain for any other reason please make an appropriate application using the correct form.

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

Postal address:

Home Office
Tier 1
PO Box 496
Durham
DH99 1WQ

Courier address:

Home Office
Tier 1
Millburngate House
Millburngate
Durham
DH97 1PA

This form is
to be used for
applications
made on or after
1 October 2013

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 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 (PEO's).

For applications made in person at a PEO, 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 card¹ - Mastercard, Visa (including Electron) or American Express (Amex)

¹ 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

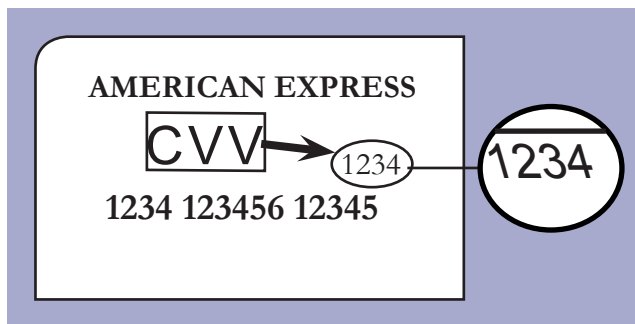
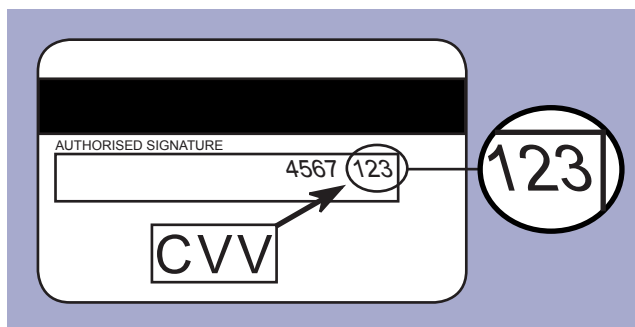
A10 The name as displayed on the credit/debit card

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 Home Office 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.

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

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?

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

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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:

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Date of judgment or civil penalty:

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

Country where judgment made:

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Details of judgment or civil penalty 2:

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Date of judgment or civil penalty:

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

Country where judgment made:

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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 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

Please ensure a separate application form is completed for each dependant. Please see the Home Office website for further details www.ukba.homeoffice.gov.uk

Section 3 - Tier 1 (Entrepreneur)**Are you making an application for:**

Initial grant of leave to remain (switching)

Go to Section 3A

An extension of leave for applicants whose last grant of leave was under Tier 1 (Entrepreneur) or who had leave as a Tier 1 (Entrepreneur) in the last 12 months

Go to Section 3B

An extension of leave for applicants whose last grant of leave was under Business Person or Innovator

Go to Section 3C

Section 3A- Initial Applications**G. Attributes****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.****You should tick one box only to indicate which group you are in:** access to not less than £200,000 **group a** access to not less than £50,000 from: one or more registered Venture Capital firms regulated by the Financial Conduct Authority (FCA); one or more registered UK entrepreneurial seed funding competitions endorsed by the UK Trade and Investment (UKTI); or one or more UK Government Departments or Devolved Government Departments in Scotland, Wales or Northern Ireland **group b**. access to not less than £50,000 and previously held leave as a Tier 1 (Graduate Entrepreneur) **group c**. access to not less than £50,000 and previously held leave as a Tier 1 (Post-Study Work) migrant and was registered as self employed or as a director and is engaged in business activity in an occupation at degree level **group d**.**G1. Will you be part of an entrepreneurial team?**Yes go to G2No go to G3

Please note: you should provide all the documents needed for evidence with your own application. Your team member should also provide all the documents needed with their application. In some cases this means that your team will need to send two sets of documents. It will help in processing your application if you do not rely on information presented with anyone else's application.

G2. Please provide details of the other member of the entrepreneurial team:**Name:****Nationality:**

Date of birth:

D	D
---	---

M	M
---	---

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

Passport number:

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Does the member of your entrepreneurial team currently have leave to remain in the UK?

No - go to G3 Yes - Please give the Points Based System reference number of your entrepreneurial team member:

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

G3. Have you already invested all or part of the funds in a UK Business that you have joined or started, within the 12 months before the date of this application?

- No, none of the funds go to G4
- Yes, some of the funds go to G4
- Yes, all of the funds go to G11

G4. You must provide evidence of the amount of money available to invest. This will be one of the following documents (please confirm how many of each document has been supplied, or put a cross in the box for any document that has not been supplied).

Number of documents

For funds held overseas: A letter from each financial institution holding your funds confirming the amount of money held in that that institution; confirming that it is regulated by the home regulator and that the money is disposable in the UK.

For funds held in the UK only: A letter from each financial institution holding funds confirming the amount of money held in that that institution;

or

For funds held in the UK only: Original bank statement.

For funds available from a Venture Capital firm, Seed Funding Competition or UK Government Department or Devolved Government Departments only: Letter from an authorised accountant or if a UK Government Department/Devolved Government Department is providing the funds, the letter can be issued by an authorised official instead.

Is the money available to your business rather than to you by name?

Yes - You must provide a Companies House document showing the address of the registered office in the UK, or head office if there is no registered office in the UK and your name, as it appears on the application form, as a director. You must be a director for the business at the time the money is, or was, made available.

No

Group b applicants please go to G7

G5. Group a, c and d applicants only: Are you relying on third party funding?

Yes go to G6 No go to G7

G6. You must provide a letter of permission from each third party providing funds together with a letter from a legal adviser confirming the validity of the permissions (please confirm how many of each document has been supplied).

Number of documents

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

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

G8. Give the name of each Venture Capital firm together with the registration number of this activity with the FCA; 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 Department in Scotland, Wales, or Northern Ireland 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

Letter of permission from funds provider 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, accountant letter or letter from another authorised official of a UK Government Department/Devolved Government Department providing the funds. Name of institution, authorised official or accountant	Amount of money available in pounds sterling
0	Bank of Somewhere	£X0,000
	Total numbers of pieces of evidence	Total amount of money claimed

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 FCA; 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):

The 'welcome letter' from HMRC

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

Your most recent bank statement showing the direct debit payment of NI

An HMRC 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?

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

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 UK trade body

G25. You must provide one or more documents showing trading. (Please tick a box).

One or more contracts supplied

Letter from a UK-regulated financial institution with which you have a business bank account.

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)

An HMRC 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 a National Insurance (NI) bill from the HMRC to you, dated, from the billing period immediately before 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

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

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 accommodation	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
Total column							

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 a National Insurance (NI) bill from the HMRC to you, dated from the billing period immediately before the application.

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

A copy of the HMRC 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 registraion 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

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

Personal bank or building society statements covering a consecutive 90 day period

Letter from a financial institution regulated by the Financial Conduct Authority (FCA); the Prudential Regulatory Authority (PRA); or by the appropriate home regulator, confirming funds and covering a consecutive 90 day period

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.

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 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 the Home Office 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 Home Office.

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 Home Office 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 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.

Applicant's signature

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

Section 7 - Summary Sheet

Fill in this part of the form to help us make sure that we have received your documents and", 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			
BRP and/or travel documents			
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.

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

Points Scoring Area (Extension application)	Points Claimed	Documents Provided (please list)
£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)		

Points Scoring Area - All	Points Claimed	Documents Provided (please list)
English language (Section S)		
Maintenance (Section T)		

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

Postal address:

**Home Office
Tier 1
PO Box 496
Durham
DH99 1WQ**

Courier address:

**Home Office
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 Home Office website at 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 Home Office website at 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. 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 PRC 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 any documents provided are not in English or Welsh, you must provide the original and a full translation that can be independently verified.

The translation must:

- confirm that it is an accurate translation of the original document;
- be dated;
- include the full name and original signature of the translator or an authorised official of the translation company;
- include the translator or translation company's contact details; and

- if you are applying for leave to remain or indefinite leave to remain, be fully certified and include details of the translator or translation company's credentials.

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 (NI) 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 NI 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 (BRP) 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 BRP you must also provide the BRP 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 and contact the Home Office 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 Immigration and Asylum Tribunal at www.justice.gov.uk/tribunals/immigration-asylum

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 Home Office 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 for an extension of leave under Tier 1 (Entrepreneur) must also apply for a Biometric Residence Permit (BRP). BRP enrolments are processed by the Post Office Ltd. You will be charged an additional handling fee for your biometric enrolment, 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.

If you were exempt from paying an application fee, you are also eligible to claim a refund of your biometric enrolment fee after you have registered your biometrics.

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.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/