

2006 No. 2899

IMMIGRATION

The Immigration (Leave to Remain)(Prescribed Forms and Procedures)(Amendment No.2) Regulations 2006

Made - - - - - *31st October 2006*

Laid before Parliament *7th November 2006*

Coming into force - - *8th November 2006*

The Secretary of State, in exercise of the powers conferred by section 31A of the Immigration Act 1971(a), makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Immigration (Leave to Remain)(Prescribed Forms and Procedures)(Amendment No.2) Regulations 2006 and shall come into force on 8th November 2006.

Amendment

2. The Immigration (Leave to Remain)(Prescribed Forms and Procedures) Regulations 2006(b) shall be amended as follows.

3. For regulation 4 substitute—

“4. The form set out in Schedule 2 is prescribed for an application for limited leave to remain in the United Kingdom:

- (a) for work permit employment,
- (b) as a seasonal agricultural worker,
- (c) for the purposes of employment under the Sectors-Based Scheme, or
- (d) for Home Office approved training or work experience,

for the purposes of the immigration rules.”

4. After regulation 4, insert—

“4A. The form set out in Schedule 2A is prescribed for an application for limited leave to remain in the United Kingdom as a highly skilled migrant for the purposes of the immigration rules.”

5. For the form set out in Schedule 2, there is substituted the form which is set out in Schedule 1 to these Regulations.

6. After Schedule 2, insert as Schedule 2A the form which is set out in Schedule 2 to these Regulations.

(a) 1971 c.77; section 31A was inserted by section 165 of the Immigration and Asylum Act 1999 (c.33) and amended by section 121 of the Nationality, Immigration and Asylum Act 2002 (c.41). Section 31A is prospectively repealed by section 50 of the Immigration, Asylum and Nationality Act 2006 c.13. That provision has not yet been commenced.
(b) S.I. 2006/1421.

Transitional provisions

7. An application for limited leave to remain in the United Kingdom:
- (a) for work permit employment,
 - (b) as a seasonal agricultural worker,
 - (c) for the purposes of employment under the Sectors-Based Scheme, or
 - (d) for Home Office approved training or work experience,

for the purposes of the immigration rules, which is made on the substituted form shall be deemed to have been made on the form set out in Schedule 1 to these Regulations if made within 27 days of these Regulations coming into force.

8. An application for limited leave to remain in the United Kingdom as a highly skilled migrant for the purposes of the immigration rules, which is made on the substituted form shall be deemed to have been made on the form set out in Schedule 2 to these Regulations if made within 27 days of these Regulations coming into force.

Home Office
31st October 2006

Liam Byrne
Minister of State

SCHEDULE 1

Regulation 5

Form
FLR(IED)
Version 11/2006



Form
FLR(IED)
Version 11/2006

This form is valid only for applications made on or after 8 November 2006

Application for an extension of stay (limited leave to remain) in the United Kingdom as the holder of an immigration employment document.

Payment Slip

Contact Details of Payer

1. Contact name	
2. Contact address	
3. Post code	
4. Your reference	

Details of the applicant(s)

5. Total number of applications (1-10) Please supply details of each application below

6. How many applications are to be: paid for Exempt

	7. Applicant's surname (Please print)	Date of birth (dd/mm/yyyy)	Full name of employer in UK (Please print)	Number of		Tick the appropriate box	
				Passports	PRCs	Paid for	Exempt
01				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payment details – please complete where appropriate

8. Preferred method of payment UK Postal order Cheque

Please make payable to: **Home Office, Work Permits (UK)**

Account No Sort code Cheque No

Or please debit my Visa Mastercard Delta Switch/Maestro UK

9. Amount paid £

10. Name on card

11. Card number

12. Card details Valid from / Expiry date /

Issue No. CVV No.

(Switch/Maestro UK only) (On rear of card)

13. Signature (card payment only) Date

This form is valid only for applications made on or after 8 November 2006

Application for an extension of stay (limited leave to remain) in the United Kingdom as the holder of an immigration employment document.

To be completed by the applicant in English, BLOCK capitals and BLACK ink

Section 1: Type of Application

1. Is this application to be: Paid for Exempt from payment
(Please indicate by ticking the relevant box)
2. Under which category are you applying for an extension of stay in the UK?
- Seasonal Agricultural Workers Scheme (SAWS) Complete Sections 1, 2, 3, 5, 6, 7, 8 &, if applicable, 9
- Sectors-Based Scheme (SBS) Complete Sections 1, 2, 3, 5, 6, 7, 8 &, if applicable, 9
- Training or Work Experience (TWES) Complete Sections 1, 2, 3, 4, 5, 6, 7, 8 &, if applicable, 9
- Work permit arrangements (WP) Complete Sections 1, 2, 3, 4, 5, 6, 7, 8 &, if applicable, 9

Section 2: Personal Details of Applicant

3. Title Mr Mrs Miss Ms Other (please state)

4. Surname/family name

5. Surname/family name at birth (if different)

6. First names

7. Gender Male Female

8. Date of birth Day Month Year

9. Nationality

10. Passport number

11. Address in the UK, including post code
(Please let us know if this changes)

12. Your daytime telephone number (if you have one)

13. Your email address (if you have one)

14. Name of your employer

15. SAWS applicants, please also state the name of your operator.

16. Your job title

17. Your WP, SBS, or TWES reference number
or SAWS work card number

18. Your Home Office reference number
(if you have one)

Section 3: Immigration Status

19. From which British Diplomatic post overseas did you obtain entry clearance and/or a visa?

20. What is your current immigration status in the UK?

Please check Section 2 of the Guidance Notes to ensure that you can change your immigration status.

21. When does your leave expire? Day Month Year

Section 4: Details of your family (for TWES and single entry WP)

Please note that this section does not apply to SAWS and SBS participants and multiple-entry work permit holders. Under the immigration rules, individuals entering the UK under these schemes cannot bring other family members with them as dependants.

22. If you have a partner and/or children under the age of 18 currently living with you in the UK and you are applying on their behalf for an extension of stay as your dependants, please give their details below.

Name	Date of birth	Nationality	Passport number	Relationship to you

Section 5: Your Home and Finances

23. Is your home in the UK: Owned by you?
 Rented from a local authority by you?
 If so, please give details
 Privately rented by you?
 Owned or rented by a relative or friend?
 Other (please give details)

24. Do you or your partner (or both) pay any mortgage or rent for your home? No Yes
 If you have answered yes, how much do you or your partner (or both) pay each month? £

25. Are you receiving any public funds? No Yes
(See Section 8 of the Guidance Notes for a definition of public funds under the Immigration Rules)
 If you have answered yes, which are you receiving?

26. Are you working in the UK? No Yes
 If you have answered yes, what is your net pay each month? £

27. Does a relative or friend regularly give you money? No Yes
 If you have answered yes, how much money do you receive each month? £

Section 6: Personal History

This section must be completed by all applicants and must include information relating to any dependants included in this application. All questions in this section must be answered. Information given may be checked with other agencies.

28. Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **Yes** to question 28 above please give details below for each sentence starting with the most recent one first - but first see **Note 1** below. If you or any dependants included in this application have received more than two sentences you should continue on another sheet. If you have answered **No** please go to question 29.

Note 1 Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

First sentence

Name of person sentenced	<input type="text"/>
Nature of offence	<input type="text"/>
Date sentenced	<input type="text"/>
Sentence given	<input type="text"/>
Country where sentenced	<input type="text"/>

Second sentence

Name of person sentenced	<input type="text"/>
Nature of offence	<input type="text"/>
Date sentenced	<input type="text"/>
Sentence given	<input type="text"/>
Country where sentenced	<input type="text"/>

29. Have you or any dependants included in this application ever been charged or indicted inside or outside the United Kingdom with a criminal offence for which you or any dependants included in this application have not yet been tried in court? Yes No

30. Have you or any dependants included in this application ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question please read the information on the next page.** Yes No

31. To your knowledge, have you or any dependants included in this application ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question please read the information on the next page.** Yes No

32. Have you or any dependants included in this application ever been involved in acts of committing, preparing, financing or instigating terrorism or acts of encouraging or inducing others to commit, prepare or instigate terrorism, or the attempt of any such acts, either within or outside the UK? Or have you or any dependants included in this application ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

33. Have you or any dependants included in this application engaged in any other activities which might be relevant to the question of whether you or any dependants included in this application are persons of good character? Yes No

Section 6: Personal History (continued)

34. If you have answered **Yes** to question 29, 30, 31, 32 or 33 above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **0207 840 6464** or by obtaining a free copy of their leaflet on **0207 840 6427**.

DEFINITIONS

For the purposes of answering questions 30 and 31, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions on behalf of yourself and any dependants included in this application you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website: www.opsi.gov.uk/acts/acts2001/20010017.htm. Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

Genocide

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

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.

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.

You must answer all the questions in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true.

Section 7: Documentary Evidence

- The documents and photographs required in support of your application, as well as those of any dependants included in the application, are listed below.
- You only have to provide those that are relevant to your application.
- Tick the boxes next to the relevant items to show the documents and photographs you are sending.

Please see the guidance notes to check if you need to send any other information with your application.

For all applications:

- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- Your current passport or travel document – if you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Your police registration certificate (if you have been asked to register with the police).
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but do not send us cheques, traveller cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. (The documents provided should cover at least the last 3 months.)

If you are unable at present to send us any documentation or photographs specified, please explain your reasons:

For TWES and WP applications only:

- Two recent passport-sized photographs of each dependant applying for an extension of stay in the UK included on this application, with each dependant's name written on the back of the photograph.
- Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK included on this application – if they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them.
- The police registration certificate(s) of each dependant applying for an extension of stay in the UK with you (if they have been asked to register with the police) included on this application form.
- A full birth certificate (ie one that shows the parents' name) for each dependant child whom you are applying for an extension of stay in the UK included on this application form.
- Your marriage certificate/civil partnership document if you are applying for an extension of stay in the UK for your spouse/civil partner.
- If you are not married or in a civil partnership and you are applying for an extension of stay in the UK for a partner (opposite-sex or same-sex), you should provide document(s) showing that you and your partner have been living together in a relationship akin to marriage or civil partnership, which has subsisted for 2 years or more.
- If you are changing your immigration category from that of a student, you should send your original degree certificate.

If you are unable at present to send us any documentation or photographs specified, please explain your reasons:

For SAWS applications only:

- Please provide a letter from your operator confirming your employment has been extended.

If you are unable at present to send us this information, please explain your reason:

Section 8: Applicant's Declaration

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

- I hereby apply for an extension of stay in the UK for myself, and any dependants listed in this form.
- The information I have given in this form is complete and is true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.
- I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform Work Permits (UK).
- I understand that all the information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.
- I understand that the Immigration and Nationality Directorate may also use the information provided by me for training purposes.
- I agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre issue and post issue checks on compliance with the immigration employment document application.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.
- If this leave to remain application is linked to a Training or Work Experience, Seasonal Agricultural Workers' Scheme or Sectors Based Scheme application, I understand and accept that I must return overseas at the end of the employment period.
- I am aware that the rules and regulations governing leave applications may change in the future and I do not assume that the requirements covering any future applications will be the same.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Your signature

Date

Name (CAPITALS please)

Would you like correspondence and documents relating to this application to be sent to the employer, representative, or in the case of SAWS, your operator?

Yes

No

If you answer yes please get them to complete the declaration on the next page.

Section 9: Representative Declarations

If a representative or your employer is dealing with this application on your behalf, please complete the details below.

Name of the employer or representative company	<input type="text"/>
Address (including post code)	<input type="text"/>
Name of contact (if different from below)	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

This declaration **MUST** be signed by an employer or representative.

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and signed the application, and that the application is, to the best of my knowledge and belief, true and complete.
- Once the application is decided I will provide the applicant with all correspondence from you relating to your decision.
- I declare that I am permitted to provide 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.
- I am (tick as appropriate)

Registered or exempted by the Office of Immigration Service Commissioner (OISC)
My OISC number is:

- Authorised to practice by a designated professional body or supervised by such a person
- 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

Designated professional body is:

My supervisor is (if appropriate):

Registered with or authorised by an EEA body responsible for regulation of the provision of legal advice in that EEA state; or employed or supervised by the person registered as defined in section 84(2) (d), (e) and (f).
The registered or authorised EEA body is:

My supervisor is (if appropriate):

Within a category of person specified in an Order made by the Secretary of State under subsection 84(4)(d) of the Immigration and Asylum Act 1999.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Signed	<input type="text"/>	Date	<input type="text"/>
Name (CAPITALS please)	<input type="text"/>		
Position	<input type="text"/>		
For and on behalf of (the representative/employer)	<input type="text"/>		

Document Checklist

- Please complete this part of the form, as it will help us to (a) make sure that we have received the documents which you have supplied and (b) keep a record of them while they are in our possession. The list of documents is a standard one showing the main documents received with applications for which there is a fee. You are only expected to provide those which are relevant to your application as specified in Section 7: Documentary Evidence of the FLR(IED) form.
- In the left hand of the box below, please enter as directed the number of documents of the kind described which you have provided with your application.

Please state in the boxes below how many of the following you have enclosed		↓	FOR OFFICIAL USE ONLY please do not write on this side of the box		
Passports					
Travel documents					
Birth certificates					
Marriage certificates/Civil Partnership Document					
Police Registration Certificates					
FOR OFFICIAL USE ONLY					
Fee exempt application?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Valid <input type="checkbox"/>	Invalid <input type="checkbox"/>
Signature	<input type="text"/>		Date	<input type="text"/>	

Your personal checklist for the form FLR(IED)

Please make the following checks before submitting your application. They should help to ensure that it is valid.

- Are you sure that form FLR(IED) is the right form for your application?
- Is the form valid for use? See the date on the front page.
- Have you completed all the relevant sections of the form?
- Have you sent us the following documents specified in Section 7?
 - Current passport(s) or travel document(s) and photographs, including those of any dependants included in the application;
 - Police registration certificate(s), if applicable; and,
 - Evidence of funds and any other document(s) specified in Section 7, which are relevant to your application and those of any dependants.
- Have you checked the Guidance Notes to see if any further information is required to be sent with the application?
- If you are unable at present to send us any documentation or photographs specified in Section 7, have you given an explanation and said when you will be able to send them in?
- Have you signed and dated the declaration in Section 8 of the form?

Finally, please make sure that the application is addressed exactly as in Section 12 of the Guidance Notes, ie

Work Permits (UK) - FLR(IED)
PO Box 493
Durham
DH99 1WT

This form and the accompanying guidance notes may be included or reproduced in any non-Home Office website or publication. However, such inclusion or reproduction does not constitute an endorsement of any services offered or provided by the owners of the website or publication, or of the content of the website or publication.

Form FLR(HSMP) Version 11/2006	 Home Office Immigration and Nationality Directorate	Form FLR(HSMP) Version 11/2006
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This form is valid only for applications made on or after 8 November 2006

Application for an extension of stay (limited leave to remain) in the UK as a Highly Skilled Migrant Programme (HSMP) participant

Payment Slip

Contact Details of Payer

1. Contact name	
2. Contact address	
3. Postcode	
4. Your reference	

Details of the applicant(s)

5. Total number of applications (1-10)		Please supply details of each application below	
6. How many applications are to be:	Paid for		exempt
7. Applicant's surname <small>(Please print)</small>	Date of birth <small>(dd/mm/yyyy)</small>	Number of	
		Passports	PRCs
		Tick the appropriate box	
		Paid for	Exempt
01		<input type="checkbox"/>	<input type="checkbox"/>
02		<input type="checkbox"/>	<input type="checkbox"/>
03		<input type="checkbox"/>	<input type="checkbox"/>
04		<input type="checkbox"/>	<input type="checkbox"/>
05		<input type="checkbox"/>	<input type="checkbox"/>
06		<input type="checkbox"/>	<input type="checkbox"/>
07		<input type="checkbox"/>	<input type="checkbox"/>
08		<input type="checkbox"/>	<input type="checkbox"/>
09		<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>

Payment details – please complete where appropriate

8. Preferred method of payment	UK Postal order <input type="checkbox"/>	Cheque <input type="checkbox"/>	<small>Please make payable to: Home Office, Work Permits (UK)</small>
Account No	<input type="text"/>	Sort code	<input type="text"/>
Or please debit my	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Delta <input type="checkbox"/>
	Switch/Maestro UK <input type="checkbox"/>		
9. Amount paid	£ <input type="text"/>		
10. Name on card	<input type="text"/>		
11. Card number	<input type="text"/>		
12. Card details	Valid from	/	Expiry date
	<input type="text"/>		<input type="text"/>
	Issue No.		CVV No.
	<input type="text"/>		<input type="text"/>
13. Signature (card payment only)	<input type="text"/>		Date <input type="text"/>

This form is valid only for applications made on or after 8 November 2006

This form is for use if you wish to apply for an extension of stay (limited leave to remain) in the United Kingdom as a Highly Skilled Migrant Programme (HSMP) participant.

This application should be completed in English using BLOCK CAPITALS and BLACK INK.

Section 1: Type of Application – ALL applicants must complete this section.

1. Is this application to be: Paid for Exempt from payment (Please indicate by ticking relevant box)

2. Please indicate by ticking the relevant box, whether you are:

a) Currently in the UK within an immigration category other than HSMP and seeking an initial period of leave as an HSMP participant.

If so, you will need to complete the following sections of this application form: 1, 2, 3, 4 (if applicable), 5, 6, 11, 12, 13 (if applicable), 14 and 15.

b) Already in the UK as an HSMP participant and seeking to extend your leave in this category.

If so, you will need to complete the following sections of this application form: 1, 2, 3, 4 (if applicable), 5, 6, 7, 8 (if applicable), 9, 10, 11, 12, 13 (if applicable), 14 and 15.

Section 2: Personal Details of Applicant – ALL applicants must complete this section.

3. Title Mr Mrs Miss Ms Other (please state)

4. Surname/family name

5. Surname/family name at birth (if different)

6. First names

7. Gender Male Female

8. Date of birth Day Month Year

9. Nationality

10. Passport number

11. Address in the UK, including postcode
(Please let us know if this changes)

12. Your daytime telephone number (if you have one)

13. Your email address (if you have one)

14. Name of your employer
(if applicable)

15. Your job title

16. Your HSMP reference number

17. Your Home Office reference number
(if you have one)

Section 3: Immigration Status – ALL applicants must complete this section.

18. From which British Diplomatic post overseas did you obtain entry clearance and/or a visa?

19. What is your current immigration status in the UK?

(If you are currently in the UK within an immigration category other than HSMP, please check Section 1 of the Guidance Notes to ensure that you can change your immigration status)

20. When does your current leave expire? Day Month Year

Section 4: Details of your family – Applicants must complete this section where applicable.

21. If you have a partner and/or children under the age of 18 **currently living with you in the UK** and you are applying on their behalf for an extension of stay as your dependants, please give their details below.

Name	Date of birth (dd/mm/yyyy)	Nationality	Passport number	Relationship to you

Section 5: Your Home and Finances – ALL applicants must complete this section.

22. Is your home in the UK: Owned by you?
 Rented from a local authority by you?
 If so, please give details
 Privately rented by you?
 Owned or rented by a relative or friend?
 Other (please give details)

23. Do you or your partner (or both) pay any mortgage or rent for your home? No Yes
 If you have answered yes, how much do you or your partner (or both) pay **each month**? £

24. Are you receiving any public funds? No Yes
 (See Section 3 of the Guidance Notes for a definition of public funds under the Immigration Rules)
 If you have answered yes, what are you receiving?

25. Are you working in the UK? No Yes
 If you have answered yes, what is your **net pay** each month? £

26. Does a relative or friend regularly give you money? No Yes
 If you have answered yes, how much money do you receive each month? £

Section 6: Personal History – ALL applicants must complete this section.

This section must be completed by all applicants and must include information relating to any dependants included in this application. All questions in this section must be answered. Information given may be checked with other agencies.

27. Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **Yes** to question 27 above please give details below for each sentence starting with the most recent one first - but first see **Note 1** below. If you or any dependants included in this application have received more than two sentences you should continue on another sheet. If you have answered **No** please go to [Question 28](#).

Note 1 Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

First sentence

Name of person sentenced:	<input type="text"/>
Nature of offence:	<input type="text"/>
Date sentenced:	<input type="text"/>
Sentence given:	<input type="text"/>
Country where sentenced:	<input type="text"/>

Second sentence

Name of person sentenced:	<input type="text"/>
Nature of offence:	<input type="text"/>
Date sentenced:	<input type="text"/>
Sentence given:	<input type="text"/>
Country where sentenced:	<input type="text"/>

28. Have you or any dependants included in this application ever been charged or indicted inside or outside the United Kingdom with a criminal offence for which you or any dependants included in this application have not yet been tried in court? Yes No

29. Have you or any dependants included in this application ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question please read the information on the next page.** Yes No

30. To your knowledge, have you or any dependants included in this application ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question please read the information on the next page.** Yes No

31. Have you or any dependants included in this application ever been involved in acts of committing, preparing, financing or instigating terrorism or acts of encouraging or inducing others to commit, prepare or instigate terrorism, or the attempt of any such acts, either within or outside the UK? Or have you or any dependants included in this application ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

32. Have you or any dependants included in this application engaged in any other activities which might be relevant to the question of whether you or any dependants included in this application are persons of good character? Yes No

Section 6: Personal History (continued)

33. If you have answered **Yes** to question 28, 29, 30, 31 or 32 above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prior sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **0207 840 6464** or by obtaining a free copy of their leaflet on **0207 840 6427**.

DEFINITIONS

For the purposes of answering questions 29 and 30, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions on behalf of yourself and any dependants included in this application you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website: www.opsi.gov.uk/acts/acts2001/20010017.htm. Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

Genocide

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

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.

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.

You must answer all the questions in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true.

If you are currently in the UK within an immigration category other than HSMP, please go to Section 11. If you are already an HSMP participant and are seeking to extend your leave in this category, please continue to the next section.

Section 7: Points Scoring Assessment (Only complete this section if you are already in the UK as an HSMP participant and are seeking to extend your leave within this category)

Before an extension of your limited leave to enter/remain in the UK under the Highly Skilled Migrant Programme can be granted, *in addition to meeting all the other immigration requirements for a grant of leave in this category*, you will need to establish that you qualify for the award of a minimum of **75 points** under the Points Scoring criteria associated with HSMP extensions. This section of the application form requires you to state the number of points you are claiming under each of the available points scoring areas, and to specify the documentation submitted with your application as evidence that you qualify for the award of the points claimed.

If your initial HSMP approval was granted under either the MBA Provision of HSMP, or under the GP Priority Application category, you will need to meet the full point scoring assessment at extension. (Further advice on this point can be found in Section 3 of the guidance notes that accompany this application form).

When completing this part of the application form, you should refer to Annex B of the accompanying guidance notes for applicants.

Please note, you must submit the documentation specified on the application form in respect of any points being claimed. Documents submitted must be original. We may seek to verify the documents provided. If this is not possible it may lead to refusal of the application.

If you have previously sent in evidence to gain points for your HSMP status approval, it is not necessary for you to re-submit that information for any subsequent HSMP applications. If you have gained higher qualifications or have evidence which may enable you to claim more points when applying for an extension to your leave, you may submit fresh examples of the required evidence.

QUALIFICATIONS

Points Claimed:

You can claim points for the highest level educational qualification that you hold. This qualification must be equivalent to the recognised standard of UK Bachelors, Masters or PhD.

34. Please tick one box only to indicate the points being claimed in this area:

PhD*	50 points	<input type="checkbox"/>
Masters*	35 points	<input type="checkbox"/>
Bachelors*	30 points	<input type="checkbox"/>

(* or equivalent vocational or professional qualification)

35. Please provide details of your higher education, vocational or professional qualifications for which you wish to claim points:

Qualification	Subject	Date of Award	Awarding Body

Evidence Provided:

You must provide your original degree certificate or original professional/vocational award certificate in support of points claimed. Where you are claiming points for an equivalent professional or vocational qualification, you must also provide evidence from the appropriate UK professional body to confirm its equivalence to a UK qualification

If you are applying to extend existing leave under HSMP and have previously submitted an original document in support of an earlier HSMP application, you will not need to provide this document again.

If you are already here under HSMP and have gained a higher qualification than previously submitted for which you wish to claim points, you must provide your original degree certificate or original professional award certificate in support of your claim.

Questions continue on next page

36. Please tick the relevant boxes to indicate what evidence you have supplied:

Original Certificate

Letter from UK professional body
confirming equivalency of
professional/vocational qualification

Evidence not included as original
certificate provided with previous HSMP
application

37. Exceptional circumstances: If your certificate has yet to be issued, or if you have other compelling reasons for being unable to submit your award certificate please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

If you are unable to submit your award certificate and you have explained your reasons above, you must provide:

For academic qualifications both pieces of evidence stated below:

Original academic transcript:

Original letter from institution
confirming award:

For professional qualifications both pieces of evidence stated below:

Original letter from awarding
institution:

Letter from UK professional body
confirming equivalency of qualification:

PREVIOUS EARNINGS FROM YOUR WORK

Points Claimed:

You can claim points for your previous earnings obtained from your work. The period over which your earnings will be assessed will depend upon how long you have already been in the UK under HSMP.

Please ensure that you provide contact details for each previous employer. This should include the name and address of each employer, a named contact to confirm the information and the telephone number, fax number and e-mail address of the employer.

If your previous grant of leave to enter/remain under HSMP was for a period of more than 12 months:

You can claim points for previous earnings from your work over a period of 12 months out of the 15 month period directly preceding the date of your application.

If your previous grant of leave to enter/remain under HSMP was for a period of 12 months or less:

You can claim points for previous earnings from your work over a period of 8 months out of the 12 month period directly preceding the date of your application.

38. Was your previous grant of leave under HSMP for a period of more than 12 months? Yes, go to question 39 No, go to Question 42

39. Please give details of the period for which you are claiming points (this must be a period of 12 months within the 15 months directly preceding the date of your application.)

Start date of earnings period claimed for:

End date of earnings period claimed for:

Questions continue on next page

40. Please tick one box only to indicate the points being claimed for previous earnings during the above period:

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

41. If any of the earnings for which points are being claimed were earned overseas, please provide a breakdown of overseas and UK earnings, by completing the following boxes:

Previous earnings in the UK: £

Previous earnings overseas: £

(Please note, the earnings detailed in the boxes above must be provided in pounds sterling and should add up to the total earnings for which points are being claimed, as indicated in question 40.)

(Now go to Question 45 below)

42. Please give details of the period for which you are claiming points (this must be a period of 8 months within the 12 months directly preceding the date of your application.)

Start date of earnings period claimed for:

End date of earnings period claimed for:

43. Please tick one box only to indicate the points being claimed for previous earnings during the above period:

£26,500 +	45 Points	<input type="checkbox"/>	£15,300 - £17,299	20 Points	<input type="checkbox"/>
£23,300 - £26,499	40 Points	<input type="checkbox"/>	£13,300 - £15,299	15 Points	<input type="checkbox"/>
£21,300 - £23,299	35 Points	<input type="checkbox"/>	£12,000 - £13,299	10 Points	<input type="checkbox"/>
£19,300 - £21,299	30 Points	<input type="checkbox"/>	£10,650 - £11,999	5 Points	<input type="checkbox"/>
£17,300 - £19,299	25 Points	<input type="checkbox"/>			

44. If any of the earnings for which points are being claimed were earned overseas, please provide a breakdown of overseas and UK earnings, by completing the following boxes:

Previous earnings in the UK: £

Previous earnings overseas: £

(Please note, the earnings detailed in the boxes above must be provided in pounds sterling and should add up to the total earnings for which points are being claimed, as indicated in question 43.)

Questions continue on next page

Evidence Provided:

You must provide the documents specified below. Please refer to Annex B of the guidance notes for applicants for further information on claiming points under Previous Earnings.

If you are claiming points for previous earnings where you have had more than one job, several part-time jobs, employment and other business activities etc., you will need to provide the required evidence in respect of each of the jobs/business activities for which you are claiming points.

Evidence of Salaried-Earnings:

45. If any of the earnings for which you are claiming points are from salaried employment, you will need to supply your Income Tax Return (P60) and wage slips to cover **the full period** for which you are claiming points.

Please tick the relevant boxes to confirm what evidence you have supplied in respect of salaried earnings covering the period for which points are being claimed:

Original wage slips covering period claimed for:

Income Tax Return covering period claimed for:

46. **Exceptional circumstances:** if you are unable to supply either or both of the documents listed above to cover the full period claimed, and you have compelling reasons for being unable to submit this evidence, please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

47. If you have completed Question 46 above, you must also supply either one of the documents listed below (where you have been able to supply one of the documents listed above) or both of the documents listed below (where you have been able to provide neither of the documents listed above).

Please tick the relevant boxes to indicate what alternative evidence you have supplied in respect of salaried earnings for the period claimed:

Bank statements covering period claimed for:

Letter from your employer stating salary as claimed:

48. If you have been in employment as an **independent contractor**, and you do not have wage slips for the period claimed, you must supply each of the four pieces of evidence listed below, covering the period for which points are being claimed.

Please tick the relevant boxes to confirm that you have supplied each of the documents required below:

Income Tax return covering period claimed for:

Copies of contracts over the period claimed for, showing the full amount of earnings claimed:

Invoices to cover the period claimed for, showing the full amount claimed:

Bank statements to cover the period claimed for, showing the full amount claimed:

Evidence of Self Employed Earnings:

49. If any of the earnings for which you are claiming points are the result of business/self employment activities, you must supply both of the following pieces of evidence to cover the full period for which points are claimed:

Please tick the relevant boxes to confirm that you have supplied each of the documents required below:

Applicant's Income Tax Return covering period claimed for:

Applicant's Bank statements covering period claimed for:

Questions continue on next page

50. In addition to the documents required at Question 49 above, to claim points for self employed/business earnings, you must also supply one of the following combinations of documents to cover the full period for which points are claimed. Please tick the relevant box to confirm which of the combinations of documents you have supplied:

- A) Company audited accounts **and** Company Tax Return (one of these documents should confirm payment of the total amount claimed); or
- B) Unaudited business/management accounts confirming the total amount that you are claiming **and either:**
- Business bank statements and a business tax return; or
 - Copies of contracts totalling the full amount payable and corroborating invoices detailing your payment

UK EXPERIENCE

Points Claimed:

You can claim points in this area if you are claiming points under the Previous Earnings points scoring area above. Points will be awarded in the following circumstances:

If your previous grant of leave to enter/remain under HSMP was for a period of more than 12 months:

At least £16,000 of the previous earnings for which you have claimed points in the previous section, were earned in the UK.

If your previous grant of leave to enter/remain under HSMP was for a period of 12 months or less:

At least £10,650 of the previous earnings for which you have claimed points in the previous section, were earned in the UK.

No additional evidence is required in this area. You must however complete Question 51 to claim the points available for UK Experience.

51. If you are claiming points for UK Experience, please indicate this by ticking the following box: 5 Points

AGE ASSESSMENT

Points Claimed:

You can claim points in this area if you are younger than 34 years of age at the time you submit your valid application to Work Permits (UK).

52. Please tick one box only to indicate the points being claimed in this area:

29 or under	20 points	<input type="checkbox"/>
30 or 31	10 points	<input type="checkbox"/>
32 or 33	5 points	<input type="checkbox"/>

Evidence Provided:

You are required to submit your current passport or other travel document with your application. This should suffice also as evidence of your age, for the purposes of awarding points in this area.

TOTAL POINTS CLAIMED

53. Please complete the following table, to confirm the points being claimed under each of the points scoring attributes:

Attribute	Qualifications	Previous earnings	UK Experience	Age Assessment	Total
Points Claimed					

IMPORTANT

- If you have claimed **75 points or more**, do not complete the next section, but go straight to **Section 9**.
- If you have failed to claim **75 points** and are **Self Employed**, go to **Section 8**
- If you have failed to claim **75 points** and are in **employment**, do not continue to complete this application form, but refer to **Paragraph 100** of the guidance notes for further advice.

Section 8: Transitional Arrangements for Self Employed Persons (HSMP extension applications only)

These arrangements allow for a further period of leave to be granted to applicants who have failed to meet the minimum 75 points required under the Points Scoring Assessment but who are able to demonstrate that they have established themselves in business in the UK during their preceding period of leave under HSMP.

Where an applicant can establish that they meet the requirements laid out in this Section of the application form, this will be accepted in lieu of the points scoring requirement laid out in Section 7 above. Applicants must however, in all cases, complete Section 7 of the application form in addition to Section 8.

Please note – Even where the requirements of this Section of the application form are met, the applicant must also satisfy the other immigration requirements for a further grant of limited leave to remain under HSMP. These include a separate mandatory English Language requirement (set out in Section 9 of the application form), which must be satisfied before a further period of leave under HSMP can be granted.

Please complete the following three questions:

- 54. Was your last approval under HSMP granted prior to 8 November 2006? Yes No
- 55. Are you currently engaged in self employment/business activities in the UK? Yes No
- 56. Have you completed Section 7 of this application form and failed to meet 75 points? Yes No

- **If you have responded YES to each of the above questions you should complete the rest of Section 8.**
- **If you have not responded YES to each of the above questions, you are not eligible to have your application considered under these transitional arrangements and should refer to paragraphs 99–105 of the guidance notes for further advice.**

Requirements:

- Under this Section of the application, you must provide evidence to establish each of the following:
- You have, during your preceding period of leave under HSMP, set up your own business, either singly or with others; and
 - Your business has been established and actively trading for at least the last four months prior to your application; and
 - Your business has ongoing contractual/business commitments to cover at least the next six months.

Evidence Provided:

57. To establish you satisfy the requirements outlined above, you must provide each of the following documents. Please tick the relevant boxes to confirm these documents have been supplied.

- Registration documents with HMRC confirming you are registered for tax:
- Copies of contracts and invoices for services delivered, covering at least the last four months:

58. The following documents must also be provided, where available. Please tick the relevant boxes to indicate whether these documents have been supplied:

- Copies of documents establishing contractual/business commitments covering the next six months:
- A business plan/business projections covering a period which includes the next six months:

59. If the documents detailed at Question 58 above are not available, you may provide the following alternative documentation. Please tick the relevant boxes to indicate whether these documents have been supplied:

- Draft management/business accounts:

Plus two of the following:

- Utility Bills showing the name of your business:
- VAT Return:
- Company Registration certificate with Companies House:
- Copies of any registration documents (such as Local Health Authority Registration):
- Lease of Premises for business use:
- Insurance documentation for your business:

Section 9: English Language Requirement (HSMP extension applications only)

Before an extension of your limited leave to enter/remain in the UK under the Highly Skilled Migrant Programme can be granted, *in addition to meeting all the other immigration requirements for a grant of leave in this category*, you will need to establish that you satisfy the mandatory English Language Requirement.

You will need to provide the required evidence of your English Language ability (as set out below) even if you are a national of a country where the main language is English.

Annex D of the FLR(HSMP) Guidance Notes provides further advice on completing this section of the application form.

Required Qualification

60. To satisfy the English Language Requirement, you must demonstrate that you possess one of the following English Language qualifications. Please tick the relevant box below to indicate which of these qualifications you possess. (If you do not possess either, please go straight to question 64)

- International English Language Testing System (IELTS), Band 6
- Bachelors Degree, equivalent to UK Bachelors, taught in English

Required Evidence

61. Please tick the relevant box(es) to indicate what evidence you have supplied in respect of your English Language qualification:

International English Language Testing System (IELTS), Band 6

Original IELTS Report Form at Band 6

Bachelors Degree, Equivalent to UK Bachelors, taught in English

Original Degree Certificate

And

Original letter from awarding body confirming degree was taught in English

Exceptional Circumstances

62. If your degree certificate has not yet been issued, or you have other compelling reasons for being unable to submit your degree certificate, please state your reasons in the box below:

63. If you have completed question 62 above, you must provide the following documents. Please tick the appropriate boxes to confirm that you have supplied these documents.

Letter from Awarding Institution confirming award of UK Bachelors level qualification taught in English

And

Academic Transcript

Alternative English Language Qualification

64. If you do not possess either IELTS 6, or a Bachelors degree, equivalent to a UK Bachelors degree, taught in English, but possess an alternative English Language Qualification that is of an equivalent level to IELTS 6, Work Permits (UK) will consider this. Only where UK NARIC is able to confirm that the qualification is of an equivalent level to IELTS 6 will the English Language requirement be considered to have been met.

Please provide details of the alternative English Language qualification supplied below:

Qualification (including level)	Awarding Body	Date of Award

Please tick the following box to confirm that the original certificate issued in respect of the qualification detailed above, has been supplied with your application:

Section 9: English Language Requirement (continued)

English Language Requirement - Transitional Arrangements

65. If you do not currently possess an English Language qualification to satisfy the requirements under this Section, but are intending to arrange an IELTS Band 6 test within the next ten weeks, please tick the following box:

IMPORTANT – The English Language requirement above is mandatory. If you do not possess a qualification that satisfies this requirement, and have not ticked the box at question 65 above, your application will be refused.

Section 10: Additional Information (HSMP extension applications only)

This section of the application form contains a series of questions that relate to economic activities undertaken by you during your period of approved leave to enter/remain in the UK under the Highly Skilled Migrant Programme to date. The questions contained within this section of the form will not be used to assess your application, and are used for monitoring purposes only.

66. What is your current profession?

67. What business sector are you currently working in? (please tick one of the following boxes):

- | | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| Administration, Business and Management Services | <input type="checkbox"/> | Agricultural Activities | <input type="checkbox"/> |
| Construction and Land Services | <input type="checkbox"/> | Education and Cultural Activities | <input type="checkbox"/> |
| Entertainment and Leisure Services | <input type="checkbox"/> | Financial Services | <input type="checkbox"/> |
| Health and Medical Services | <input type="checkbox"/> | Hospitality and Catering | <input type="checkbox"/> |
| Information Technology | <input type="checkbox"/> | Law and Related Services | <input type="checkbox"/> |
| Manufacturing | <input type="checkbox"/> | Public sector/Not-for-profit | <input type="checkbox"/> |
| Retail and Related Services | <input type="checkbox"/> | Science and Engineering | <input type="checkbox"/> |
| Sporting Activities | <input type="checkbox"/> | Telecommunications | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

68. Are you self-employed? Yes, go to question 69 No, go to Section 11

69. How many people do you employ in the UK? (state number)

Section 11: Documentary Evidence. ALL applicants must complete this section.

- The documents and photographs required in support of your application, as well as those of any dependants included in the application, are listed below.
- You only have to provide those that are relevant to your application.
- Tick the boxes next to the relevant items to show the documents and photographs you are sending.

Please note - In addition to the documents listed below, if you are already in the UK under HSMP and are seeking to extend your leave in this category, you will need to submit additional documentation to support your claim for points under Section 7 of this application form or (where applicable) to support statements made under Section 8. You will also need to provide the documentation required to establish that you meet the mandatory English Language Requirement laid out at Section 9 of this application form. Please refer to the guidance notes to check what additional documentation you will need to submit with your application for these purposes.

- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- Two recent passport-sized photographs of each dependant applying for an extension of stay in the UK included in this application, with their name written on the back of each photograph.
- Your current passport or travel document – if you last entered the UK on a previous passport or travel document please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK and included on this application form – if they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate (if you have been asked to register with the police)
- The police registration certificate(s) of each dependant applying for an extension of stay in the UK (if they have been asked to register with the police) included on this application form.
- A full birth certificate (ie one that shows the parents' name) for each dependant child included on this application, for whom you are applying for an extension of stay in the UK.
- Your marriage certificate/civil partnership document, if you are applying for an extension of stay in the UK for your spouse/civil partner.
- If you are not married or in a civil partnership and you are applying for an extension of stay in the UK for a partner (opposite-sex or same-sex), you should provide document(s) showing that you and your partner have been living together in a relationship akin to marriage or civil partnership, which has subsisted for 2 years or more.
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but do not send us cheques, travellers cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. (The documents provided should cover at least the last 3 months.)

If you are unable at present to send us any documentation or photographs specified please explain your reasons below:

Section 12: Applicant's Declaration – ALL applicants must complete this section.

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

- I hereby apply for an extension of stay in the UK for myself, and any dependants listed in this form.
- The information I have given in this form is complete and is true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.
- I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform Work Permits (UK).
- I understand that all the information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.
- I understand that the Immigration and Nationality Directorate may also use the information provided by me for training purposes.
- I agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre issue and post issue checks on compliance with the immigration employment document application.
- I am aware that the rules and regulations governing leave applications may change in the future and I do not assume that the requirements covering any future applications will be the same.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Your signature Date
Name (CAPITALS please)

Would you like correspondence and documents relating to this application to be sent to your employer or representative? Yes No

If you answer yes please get them to complete the declaration on the next page.

Section 13: Representative/Employer Declarations

If a representative or your employer is dealing with this application on your behalf, please complete the details below.

Name of your employer or representative company

Address (including post code)

Name of contact (if different from below)

Telephone number

Fax number

E-mail address

This declaration MUST be signed by an employer or representative.

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and signed the application, and that the application is, to the best of my knowledge and belief, true and complete.
- Once the application is decided I will provide the applicant with all correspondence from you relating to your decision.
- I declare that I am permitted to provide 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.
- I am (tick as appropriate)

Registered or exempted by the Office of Immigration Service Commissioner (OISC)

My OISC number is:

Authorised to practice by a designated professional body or supervised by such a person

- 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

Designated professional body is:

My supervisor is (if appropriate):

Registered with or authorised by an EEA body responsible for regulation of the provision of legal advice in that EEA state; or employed or supervised by the person registered as defined in section 84(2) (d), (e) and (f).

The registered or authorised EEA body is:

My supervisor is (if appropriate):

Within a category of person specified in an Order made by the Secretary of State under subsection 84(4)(d) of the Immigration and Asylum Act 1999.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Signed Date

Name (CAPITALS please)

Position

For and on behalf of (the representative/employer)

Section 14: Document Checklist – ALL applicants must complete this section.

- Please complete this part of the form, as it will help us (a) to make sure that we have received the documents which you have supplied and (b) to keep a record of them while they are in our possession. The list of documents is a standard one showing the main documents received with applications for which there is a fee. You are only expected to provide those which are relevant to your application as specified in Section 11: Documentary Evidence of the FLR(HSMP) form.

IMPORTANT - In addition to the documents listed in Section 11 above, *if you are already in the UK under HSMP and are seeking to extend your leave in this category*, please ensure you check what additional documents you must submit to support your claim for points under Section 7 of this form or (where applicable) to support statements made under Section 8. Please also ensure that you check what documents you must submit to establish that you satisfy the mandatory English Language Requirement set out at Section 9 of this application form.

- In the left hand of the box below, please enter as directed the number of documents of the kind described which you have provided with your application.

Please state in the boxes below how many of the following you have enclosed		FOR OFFICIAL USE ONLY Please do not write on this side of the box	
Passports			
Travel documents			
Birth certificates			
Marriage certificates/Civil Partnership Document			
Police Registration Certificates			
FOR OFFICIAL USE ONLY			
Fee exempt application?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
		Valid <input type="checkbox"/>	Invalid <input type="checkbox"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Section 15: Personal checklist for the form FLR(HSMP) – All applicants must complete this section

Please make the following checks before submitting your application. They should help to ensure that it is valid.

- Are you sure that form FLR(HSMP) is the right form for your application?
- Is the form valid for use? See the date on the front page.
- Have you completed all the relevant sections of the form?
- Have you sent us the following documents specified in Section 11?
 - Current passport(s) or travel document(s) and photographs, including those of any dependants included in the application;
 - Police registration certificate(s), if applicable; and,
 - Evidence of funds and any other document(s) specified in Section 11, which are relevant to your application and those of any dependants.
- If you are unable at present to send us any documentation or photographs specified in Section 11, have you given an explanation and said when you will be able to send them?
- If you are already in the UK under HSMP and are seeking to extend your leave in this category*, have you included all documentation required to support your claim of points under Section 7 **and** (if applicable) to support statements made under Section 8 of the application form, **and** to establish that you satisfy the mandatory English Language Requirement set out at Section 9 of the application form?
- Have you signed and dated the declaration in Section 12 of the form?

Finally, please make sure that the application is addressed exactly as in Section 5 of the Guidance Notes, ie
 Work Permits (UK) – FLR(HSMP)
 PO Box 493
 Durham
 DH99 1WT

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EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the Immigration (Leave to Remain)(Prescribed Forms and Procedures) Regulations 2006 (“the 2006 Regulations”). The 2006 Regulations prescribe forms to be used for applications for leave to remain in the United Kingdom and the procedures to be followed in relation to an application for which a form is prescribed.

These Regulations prescribe a new FLR (IED) form for applications for limited leave to remain in the UK for (i) work permit employment, (ii) as a seasonal agricultural worker, (iii) for the purposes of the Sectors-Based Scheme and (iv) for Home Office approved training or work experience. The new FLR (IED) form omits any reference to highly skilled migrants. In addition, a new form, FLR (HSMP), is prescribed for applications for limited leave to remain in the UK as a highly skilled migrant. This new form is prescribed in order to reflect the changes that have been made to the immigration rules in respect of the highly skilled migrant programme.

These Regulations also provide transitional arrangements. Applications for limited leave to remain in the UK for (i) work permit employment, (ii) as a seasonal agricultural worker, (iii) for the purposes of the Sectors-Based Scheme and (iv) for the Home Office approved training or work experience which are made on the old FLR (IED) form (i.e. the form that still has references to highly skilled migrants) will be treated as if made on the new FLR (IED) form (i.e. the one without references to highly skilled migrants) for 27 days after these Regulations come into force. In addition, applications for limited leave to remain in the UK as a highly skilled migrant which are made on the old FLR (IED) form will be treated as if made on the new FLR (HSMP) form for 27 days after these Regulations come into force.

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