

# Appendix A: supporting documents for sponsor licence application

## Introduction

This document is for organisations that want to apply for a sponsorship licence. It is an appendix to the full policy guidance on [sponsoring a worker](#) or [student](#). It lists the documents you must provide to support your application for a sponsor licence.

You need to provide at least 4 documents unless you are a:

- public body recognised by the UK government, such as a local authority
- company listed on the London Stock Exchange Main Market

The documents must be the originals or certified copies.

## Supporting evidence

The following tables list all of the information we will need to check and tell you whether you need to send a document. The easiest way to work out which documents you need to send is to work your way through each of the following tables starting with Table 1.

**Note:** extra information must be provided if you are applying for a **Tier 2 (General) and/or Tier 2 (Minister of Religion)** licence.

**Table 1:** sets out some limited circumstances when you **do not** have to send 4 documents. If you are listed in this table, you need only send the documents described, and, in some cases, you may not need to send any documents at all. **If you are not listed in Table 1, you should then look at Table 2.**

**Table 2:** sets out all the documents which you must send. We describe these as 'mandatory' based on the kind of organisation you are. It also sets out some other documents we will accept from you in addition to those which are mandatory. **Once you have identified any documents in Table 2 that you must send us, you should then look at Table 3.**

**Table 3:** sets out all of the documents which are mandatory based on the tier and category you are applying for. If you have **not** identified 4 documents to send to us (after looking at Tables 1, 2 and 3), **you must then look at Table 4** which lists all of the other documents we will accept to make your total up to **4 documents**.

**Table 4:** sets out all other documents you can send if you still need to make your total number of documents up to a **minimum of 4**.

You must make sure you have read the full '[Tiers 2 and 5: guidance for sponsors](#)' and/or '[Tier 4: guidance](#)' on GOV.UK before you apply for your licence. The guidance has examples which explain how to put together the right documents to send to us to validate your sponsor licence

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application.

**Table 5:** contains a template you must send to us if you wish to apply for permission to assign a certificate of sponsorship (CoS) for a [Tier 2 \(General\) shortage occupation digital technology post](#). This is in addition to the 4 documents needed above.

Once you have applied online for your licence, you must send the following documents:

- the original submission sheet, not a certified copy, signed and dated by the authorising officer (all pages must be sent)
- all of the mandatory documents listed on the submission sheet, originals or certified copies

**All the documents must be sent to us together within 5 working days of the date on which you applied online for your sponsor licence application to be valid.**

If any of the items are missing or incorrect, your application will be invalid.

Invalid applications will be rejected and the application fee refunded.

If there are any documents specified in this appendix missing from your application, or if we require any additional documents, we will contact you by email.

We will give you 7 calendar days to send those documents to us. If you do not send them to us within 7 calendar days, we will refuse your application and your fee will **not** be refunded.

### Online checks

As you work through the tables, you may find that we could do an online check but will need some help from you to locate the relevant web page. If this is the case, you must send us a covering letter giving the address of the website where the information can be found. This could be if you are a care home in England and must provide evidence of your registration with the [Care Quality Commission \(CQC\)](#). If that registration is in a different name to the one you have given on your licence application, you will need to tell us what name you are registered under with the CQC and you can do this by enclosing a covering letter with your submission sheet and any other documents you send to us. We will then be able to look you up on the [CQC's](#) website.

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### Tier 2 (General) and/or Tier 2 (Minister of Religion)

If you are applying for a licence to sponsor workers in the Tier 2 (General) and/or Tier 2 (Minister of Religion) categories, you must also provide the information below (as well as the documents from the following tables) or your application will be rejected.

Tell us:

- why are you applying for a sponsor licence
- what sector do you operate in
- what are your opening/operating hours during the week

You must provide an up to date hierarchy chart detailing any owner, director and board members. If your business has 50 employees or fewer, you need to list all employees and set out the names and titles of all staff.

Tell us about the jobs you wish to fill:

- what job or jobs do you intend to assign a certificate of sponsorship (CoS) for - this information must include the:
  - job title and [Standard Occupational Classification \(SOC\) code](#)
  - duties of each job
  - where each job sits on the hierarchy chart referred to above
  - salary you would guarantee for each job if it were vacant today
  - skill, experience and qualifications required for each job

You must indicate which jobs are currently vacant and for which you intend to assign a CoS. If you have already identified someone that you wish to employ via the sponsorship system, you should provide evidence of how you identified this person. If you identified this person as a result of a recruitment process, you should include copies of advertisements placed to recruit for the job, details of any applicants and why they were not suitable for the job. You should confirm whether the person is already working for you.

If you have not advertised the job and the migrant is not currently working for you, you should confirm how you identified that this person was the most suitable for the job.

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If you have already identified a person, including if they are a migrant already working for you, and intend to assign a CoS to them, you should provide the following details of the person:

- full name
- date of birth
- nationality
- current immigration status
- current job title and duties
- 3 monthly payslips, if applicable

Security is important to us. You should give the names of all the people who have access to the email address supplied with your online sponsor licence application.

You should also provide a landline telephone number, if you have one. If you do not have a landline, please indicate this in your response.

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**Table 1**

Organisation	Documents you need to send
If you are a <b>Public body</b> that appears in the corporate report ' <a href="#">Public bodies 2013 summary data</a> ' on GOV.UK.	You do not need to send us any documents.
If you are a <b>Public body</b> that does not appear in the corporate report ' <a href="#">Public bodies 2013 summary data</a> ' on GOV.UK.	You <b>must</b> send us <b>either</b> documentary evidence from your sponsoring government department which clearly says you are a public body <b>or</b> , if your details are published on your sponsoring department's website, a covering letter giving the name of your sponsoring department so that we can do an online check.
If you are a <b>Government Department</b>	You do not need to send us any documents.
If you are a <a href="#">Local Authority and your website can be accessed via the search facility on GOV.UK.</a>	You do not need to send us any documents.
If you are: <ul style="list-style-type: none"> <li>• an <b>overseas Government</b></li> <li>• a <b>Diplomatic Mission</b></li> <li>• an <a href="#">International Organisation</a> whose employees enjoy certain privileges and immunities under UK or international law</li> </ul>	You only need to send a letter as described in Section 4 of the <a href="#">Tiers 2 and 5: guidance for sponsors.</a>

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Organisation	Documents you need to send
If you are listed on the <a href="#">London stock exchange (main market)</a>	We will check your listing online and you do not need to send us any documents unless there are documents in Table 2 or Table 3 of this appendix that apply to you.

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**Table 2**

Organisation	Documents you need to send
<p><b>Start-ups:</b> if you have been operating or trading in the UK for less than 18 months on the date you make your application, the checks we will make are different to those we carry out on more established businesses.</p>	<p>You <b>must</b> send us evidence that you have a current, corporate bank account with a bank registered by the Financial Conduct Authority in the UK.</p> <p>You <b>must</b> also send any mandatory information set out in Table 3 of this appendix. We must be able to check 4 different pieces of information. First, you should check Tables 1 to 3 of this appendix to put together those 4 documents. We realise that some start-ups may not be able to provide certain documents that more established businesses can provide.</p> <p>If you are unable to put 4 documents together from Tables 1 to 3, <b>you can also send</b> us any of the following:</p> <ul style="list-style-type: none"> <li>• a certificate of VAT registration</li> <li>• a letter from your corporate banking provider, setting out the dealings it has had with you, including the nature and duration of those dealings</li> <li>• any document from Table 4 of this appendix</li> <li>• a letter from the Department for International Trade (DIT) or economic devolved government departments in Scotland, Wales or Northern Ireland confirming that your business is working with them; this letter can <b>only</b> be issued where your company/business already has a demonstrable working relationship with the department - see <a href="#">Appendix E</a> of the guidance for sponsors</li> </ul>
<p>If you are a <b>Franchise</b></p>	<p>You must send us your Franchise Agreement signed by both</p>

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Organisation	Documents you need to send
	parties.
<p><b>If you are required to be registered with and/or inspected/monitored by a regulatory body</b> to operate lawfully in the UK, we will need to check that you are registered and to see your last inspection report where appropriate, such as:</p> <ul style="list-style-type: none"> <li>• nursing/care homes and other businesses, which must be inspected by Ofsted or the Care Quality Commission or the equivalent bodies in Scotland, Wales and Northern Ireland</li> <li>• financial or insurance businesses carrying out regulated activities which must be registered with the Financial Conduct Authority or the Prudential Regulation Authority</li> <li>• healthcare and medical providers, who must be registered with the General Medical Council or General Dental Council</li> </ul> <p>This is not a exhaustive list.</p>	<p><b>If you are regulated by any of the bodies listed on the left</b>, we will carry out an online check so you do not need to send us any registration or inspection evidence unless we later ask you to. We will check you and any branches you have asked to be included on your licence.</p> <p><b>Note:</b> if you have applied for your licence under a different name to the one you have given to any of these bodies, you can <b>either</b> send your last inspection report <b>or</b> send us a covering letter telling us the name you have given to the regulatory body so that we can do an online check.</p> <p><b>If you are regulated by a body not listed on the left</b>, you can <b>either</b> send us documentary evidence of your registration and any branches or sites you have asked to be included on your licence where appropriate, or a web link to a page on the regulatory body’s website where we can verify your status online, and the status of any branches you have asked to be included on your licence.</p> <p><b>Note:</b> if you are applying as a head office and all branches or a group of branches, we must see evidence of any registration for each individual branch within that group where that registration is a legal requirement.</p> <p><b>Note:</b> if membership or registration with a professional body or with Companies House is not relevant to your application, we do not need any evidence of such a registration. This section only applies where you have to be registered with a body which has the authority to take action against you for any failings and where, if it removed</p>



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Organisation	Documents you need to send
	<p>your registration or authorisation, you would no longer be able to lawfully operate some or all of your business.</p>
<p>If you are a food business and you are required to be registered with or approved by a food authority.</p>	<p>You must send evidence of your registration or approval. This may be a <a href="#">‘Scores on the Doors’</a> rating, or a letter from the relevant authority which has approved/registered you.</p> <p>For a <a href="#">‘Scores on the Doors’</a> rating, you do not need to send us any evidence if your rating is published on <a href="http://scoresonthedoors.org.uk">scoresonthedoors.org.uk</a> in the same name that you are applying for your licence under.</p> <p><b>Note:</b> if you have applied for your licence under a different name to the one on your <a href="#">‘Scores on the Doors’</a> rating, you can either send us documentary evidence of your rating or send us a covering letter telling us the name you have been rated under so that we can do an online check.</p>
<p>If you are a <b>charity</b>.</p>	<p>If you are registered with the <a href="#">Charity Commission</a> or the <a href="#">Office of the Scottish Charity Regulator</a> (OSCR) (or you are exempt from the requirement to register) you do not need to send us any evidence of the registration if you are applying in the same name as your registered charity. This is because we can do an online check. If you are applying under a different name to the one under which you are registered as a charity, you must tell us the name you are registered under so we can conduct our online check.</p> <p>If you are <b>based in Northern Ireland</b>, you must send us proof of having obtained charitable status for tax purposes from HMRC.</p> <p>If you are an <b>ecclesiastical corporation</b> (corporate sole, or body corporate), you must send us proof that you are established for</p>

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	<p>charitable purposes.</p> <p>If you are <b>not registered</b> according to the relevant charity legislation, you must send us an explanation of why you are not registered.</p> <p>If you are a <b>school with Academy status</b>, you do not need to send us any evidence of registration.</p> <p><b>Remember</b>, if you are registered with the <a href="#">Charity Commission</a> or the <a href="#">Office of the Scottish Charity Regulator</a> (OSCR), but you have applied for your licence under a different name to the one you are registered under, you can <b>either</b> send us documentary evidence of your registration <b>or</b> a covering letter to tell us what name you are registered under.</p> <p><b>If you are applying under the Tier 5 (Temporary Worker) Charity Worker category, you should ensure that you meet the qualifying requirements in the <a href="#">Tiers 2 &amp; 5: guidance for sponsors</a>.</b></p>

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**Table 3**

Organisation	Documents you need to send
<p>If you are applying for:</p> <ul style="list-style-type: none"> <li>• <b>Tier 2 (Sportsperson)</b></li> <li>• <b>Tier 5 (Temporary Worker) Creative &amp; Sporting</b></li> </ul> <p>because you want to sponsor sportspeople and/or coaches.</p>	<p>You <b>must</b> send us a copy of the endorsement from the governing body for your sport, which has been approved by us. This must include the governing body unique reference number.</p>
<p>If you are applying for <b>Tier 5 (Temporary Worker) International Agreement</b> because you want to sponsor contractual service suppliers or independent professionals.</p>	<p>You <b>must</b> provide evidence to show that you have awarded a services contract for a period of 12 months or less, through open tendering (or other procedure) which guarantees the bona fide character of the contract under an international trade agreement, as described in the <a href="#">Tiers 2 &amp; 5: guidance for sponsors</a>.</p>
<p>If you are applying for <b>Tier 5 (Temporary Worker) Government Authorised Exchange (GAE)</b>.</p>	<p>All applications for Tier 5 (Temporary Worker) Government Authorised Exchange (GAE) <b>must</b> be supported by an endorsing government department (or one of its executive agencies) and be approved by us before you send your application. By the time you apply for a Tier 5 (Temporary Worker) GAE licence, we will have already made sure that your scheme has been endorsed and approved. This means you only need to send us a total of 3 documents which should be made up of any mandatory documents from Table 2 of this appendix and any other documents from Tables 3 and 4 of this appendix to make your total number of documents up to 3.</p>

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Organisation	Documents you need to send
<p>If you are applying for:</p> <ul style="list-style-type: none"> <li>• <b>Tier 2 (Minister of Religion)</b></li> <li>• <b>Tier 5 (Temporary Worker) Religious Worker</b></li> </ul>	<p>You should first read the <a href="#">Tiers 2 and 5: guidance for sponsors</a>, to ensure that you qualify as a religious organisation. You <b>must</b> send us information about you which must include:</p> <ul style="list-style-type: none"> <li>• which faith/religion you belong to</li> <li>• details of your parent organisation and how you are connected to them, where applicable</li> <li>• a hierarchy chart, where applicable, that shows where you are in the hierarchy</li> <li>• the size of your adult congregation</li> <li>• the number of clergy you currently employ where applicable</li> <li>• addresses of your regular meeting places</li> <li>• your scheduled days and hours of worship</li> </ul> <p>Where there is a set hierarchy within your faith, you <b>must</b> send us a letter of support from the head of your faith body organisation) or their nominated legal representative) which confirms that you are part of that organisation.</p> <p>Where applicable, you <b>must</b> send a copy of your '<a href="#">Form 76</a>' from the <a href="#">General Register Office</a> giving authorisation for the use of a building as a place of worship.</p> <p>Where applicable, you <b>must</b> send a copy of 'Form 76' from the General Register Office giving authorisation for marriages to be performed at a place of worship.</p>
<p>If you are applying for <b>Tier 2 (Intra-company Transfer)</b></p>	<p>You <b>must</b> send us one of the following:</p> <ul style="list-style-type: none"> <li>• Head Office's audited accounts clearly showing the link between</li> </ul>

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Organisation	Documents you need to send
	<p>the 2 entities</p> <ul style="list-style-type: none"> <li>• Head Office’s audited annual report clearly showing the link between the 2 entities  <b>Note:</b> if either of the above documents is available to view online, you can simply send us a covering letter telling us which website it is available on and we will download it instead of you having to send it to us</li> <li>• an affidavit signed by a senior partner/executive within the UK entity, identifying all of the connected entities both in the UK and overseas</li> <li>• where an organisation is registered on the London Stock Exchange or one of the FCA approved international stock exchanges, a notarised statement by the company secretary of the organisation, setting out the global corporate structure with ownership percentages of each related corporate entity detailed</li> <li>• certified copy of the share register or equivalent of one or other of the entities showing ownership by the entity or a copy of the share registers of both entities showing the common parent company</li> <li>• certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the subject of the agreement which allows one entity to control the composition of the other entity’s board</li> <li>• certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the subject of the agreement which allows one entity to cast or control the casting of more than half the maximum number of votes that might be cast at a general meeting of the other entity</li> <li>• certified copy of the joint venture agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement</li> </ul>

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Organisation	Documents you need to send
	<ul style="list-style-type: none"> <li>• certified copy of the agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement that would constitute a joint venture agreement other than for the fact that joint venture agreements are not permitted in the country of operation; or one of the entities is not permitted to enter into joint ventures in the country of operation</li> <li>• certified copy of the agreement which allows both entities to use a trademark which is registered or established under the laws of the UK and the jurisdiction of the other entity's country of operation - this is only applicable to accountancy or law firms</li> <li>• certified copy of the agreement which allows both entities to operate under the same name in the UK and in the jurisdiction of the other entity's country of operation - this is only applicable to accountancy or law firms</li> <li>• Articles of Association</li> </ul>
<p>If you are applying for:</p> <ul style="list-style-type: none"> <li>• <b>Tier 4 (General) student</b></li> <li>• <b>Tier 4 (Child) student</b></li> </ul>	<p>You must demonstrate that you meet the requirements of the <a href="#">Tier 4: guidance for sponsors</a>.</p> <p>You must provide all the following documentation:</p> <ul style="list-style-type: none"> <li>• proof that you are based in the UK</li> <li>• proof that you are operating and trading lawfully in the UK</li> <li>• proof that you have registered for VAT with HM Revenue and Customs where required to do so</li> <li>• a written record of a fire risk assessment conducted by a competent person</li> <li>• evidence to show that you have appropriate planning permission or local planning authority consent to operate the relevant type</li> </ul>

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	<p>or class of organisation at your trading address</p> <ul style="list-style-type: none"> <li>• any documentation which demonstrates that the sites, exceptional arrangements and/or partnerships meet all of the relevant requirements of the ‘Sites and teaching partnerships’ section of Document 1 of the <a href="#">Tier 4: guidance for sponsors</a>.</li> </ul> <p><b>Note:</b> that we may ask for other documents at any time.</p> <p>If you are a <b>new independent school</b> you must send evidence that you have been formally registered by the relevant Government Department in your country as follows:</p> <ul style="list-style-type: none"> <li>• England: your School Number, issued by the Department for Education</li> <li>• Scotland: your Scottish Executive Education Department code</li> <li>• Northern Ireland: your confirmation of registration letter from the Department of Education Northern Ireland, School Governance Team</li> <li>• Wales: your confirmation of registration letter from the Welsh Assembly Government , School Governance Team, which will include your unique school reference number</li> </ul> <p>If you are an <b>overseas HEI offering short-term ‘study abroad’ programmes</b> in your own premises in the UK to students who are enrolled in their home country, you must provide the following:</p> <ul style="list-style-type: none"> <li>• overseas accreditation, which can be confirmed by NARIC, that your programmes are UK Higher Education equivalents; this overseas accreditation must be from a nationally recognised accrediting body clearly stating their name and be accompanied by a certified copy of the appropriate web page for the institution showing that accreditation</li> </ul>

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Organisation	Documents you need to send
	<ul style="list-style-type: none"><li>• proof that you only teach part of your programmes in the UK - the information you provide should verify that students are studying in the UK for no more than 50% of the total length of the course and must include either of the following:<ul style="list-style-type: none"><li>○ original letter from the home campus confirming the above</li><li>○ original brochure/leaflet/catalogue confirming the above</li><li>○ certified copy of appropriate information from the institutional web site confirming the above</li></ul></li></ul> <p><b>and</b> proof that you have full legal control of the premises you use – such as original or certified copy of licence, lease, or proof of ownership</p> <p><b>Note:</b> if you offer study abroad programmes on a franchise basis via a third party in the UK, you will need to ensure that the private provider you are linked with meets our educational oversight requirements and send evidence of the contractual agreement.</p>



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### Table 4

Other documents you could provide
Evidence that you have employer's liability insurance cover for at least £5m from an authorised insurer. The <a href="#">Financial Conduct Authority (FCA) maintains a register of authorised insurers</a> .
Proof of your listing on the <a href="#">London Stock Exchange main</a> or <a href="#">AIM</a> markets.
Proof of your listing on one of the <a href="#">Financial Conduct Authority</a> approved international stock exchanges.
<a href="#">Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed</a> . Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/Businesses Unique Tax Reference Number (UTR). Proof of registration must be original or certified copies of documentation issued by HMRC only.
Current financial report or audited annual report with the name of the accountant clearly shown. The accountant should be a member of an accredited accounting body such as the: <ul style="list-style-type: none"><li>• <a href="#">Association of Consulting Actuaries (ACA)</a></li></ul>
Evidence of Registration with <a href="#">HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance</a> . Provide proof of PAYE Reference Number & Accounts Office Reference Number. Evidence of registration must be original or certified copies of documentation issued by HMRC only.

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<b>Other documents you could provide</b>
Latest acknowledgement of a Company Tax Return CT620.
Evidence of submitting returns to <a href="#">HM Revenue &amp; Customs (HMRC) – Foreign Entertainers Unit</a> .
Evidence that you have the appropriate planning permission to operate your type/class of business at your trading address where this is a Local Authority requirement.
Proof of listing as an overseas company on <a href="#">the London Stock Exchange International Companies listing</a> .
Your latest audited annual accounts with the name of the accountant clearly shown. The accountant should be a member of an accredited accounting body, such as the: <ul style="list-style-type: none"><li>• <a href="#">Chartered Institute of Management Accountants (CIMA)</a></li><li>• <a href="#">Chartered Institute of Public Finance and Accountancy (CIPFA)</a></li><li>• <a href="#">Association of Chartered Certified Accountants (ACCA)</a></li><li>• <a href="#">Association of Consulting Actuaries (ACA)</a></li></ul> If you are legally obliged to submit audited accounts, one of the 4 documents must be your most recent set of audited accounts. <b>If this information is available to view online</b> , you can simply send us a covering letter telling us which website it is available on and we will download it instead of you having to send it to us.
Latest annual self-assessment tax return to HM Revenue & Customs (HMRC) - Statement of Account (SA300 or SA302).
<a href="#">HM Revenue &amp; Customs (HMRC) VAT registration certificate</a> confirming VAT registration number and 'effective date of registration' if business' <a href="#">VAT taxable turnover</a> is more than the 'threshold'.

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### Other documents you could provide

Latest corporate/business bank statement and/or a letter from your bank setting out the dealings it has had with you, including the nature and duration of its dealings.

**Note:** that if both documents are submitted, this will only count as one document towards the minimum document total of 4.

Proof of ownership or lease of your business premises. If you send a copy of your lease agreement, it must be signed by all parties concerned.

Licence for premises to serve alcohol issued by the local authority/court.

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### Table 5

#### Request to sponsor one or more Tier 2 (General) migrants in digital technology jobs on the shortage occupation list

I am requesting permission to allow <b>[insert company name]</b> to sponsor Tier 2 (General) migrants under the digital technology shortage occupation provisions.	
<b>I confirm that the company:</b>	<b>Tick the relevant box below:</b>
<ul style="list-style-type: none"> <li>• has between 20 and 250 employees or</li> <li>• has fewer than 20 employees and a letter of endorsement from UK Trade and Investment is being supplied</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• is not more than 25% owned by a company which has one or more other establishments in the UK, (with one or more of those establishments employing more than 250 employees)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• was not established in the UK for the purpose of supplying services exclusively to a single company or company group in the UK</li> </ul>	<input type="checkbox"/>
<b>I confirm that:</b>	<b>Tick the relevant box below:</b>
<ul style="list-style-type: none"> <li>• if the number of employees increases above 250, the company will notify the Home Office and will not sponsor any new Tier 2 (General) migrants under the digital technology shortage occupation provisions</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• the company will retain evidence to demonstrate that the job or jobs and the migrants filling them qualify for the shortage occupation classification - the company will make this information available to the Home Office on request</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• the company acknowledges that the Tier 2 (General) requirements and the shortage occupation list are subject to review</li> </ul>	<input type="checkbox"/>

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Signed:	
Name (printed in capital letters):	
Date:	
You must fill this in: Position held in company - for existing sponsors this must be the authorising officer.	
On behalf of (sponsor name):	
Sponsor address including postcode:	