



Home Office

**UK Border  
Agency**

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**SPONSOR  
CHANGE OF  
CIRCUMSTANCES**  
version 09/09

## Sponsor Change of Circumstances Form

You can get more information from our website at  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by emailing  
[sponsorlicensing@ukba.gsi.gov.uk](mailto:sponsorlicensing@ukba.gsi.gov.uk)

The address to which you must post your Sponsor  
Change of Circumstances Form is:

Sponsor Licensing Unit  
UK Border Agency  
PO Box 3468  
Sheffield  
S3 8WA

This form is  
to be used for  
applications  
made on or after  
7 September  
2009





**6. If he/she is a non-EEA National and under immigration control, give details:**

Immigration Status:

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Home Office reference number (if known):

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Expiry date of their current leave to enter or remain:

D	D	M	M	Y	Y	Y	Y
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Passport number:

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**7. Has he/she been:**

- convicted of an offence in the list of immigration offences which undermine immigration control (Appendix B of the guidance). (Convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 will not be taken into account); or
- convicted of any other offence which is still 'unspent'; or
- issued with a fixed or civil penalty five years before the date of this application in the list of civil penalties (Appendix C of the guidance), unless that penalty was withdrawn by us or cancelled on appeal; or
- an un-discharged bankrupt, or is legally prevented from becoming or acting as a company director.

Yes


(give details of the conviction or penalty and the date it was given in the box below)

No

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**11. Give reasons for withdrawing your application for a sponsor licence:**

Go to question 14

**12. Give reasons for surrendering your sponsor licence. If you are currently licensed for more than one tier or category, indicate which tiers, categories or sub-categories you wish to surrender the licence.**

**13. If you are surrendering your sponsor licence, are you currently employing any migrants, or do you have any outstanding certificates of sponsorship assigned to a migrant application? If yes, give full details:**

**14. Declaration**

**I hereby declare the above information is, to the best of my knowledge and belief, true and correct.**

Name:

Name of organisation:

Position within the organisation:

Signature:

Date:

## ANNEX A

The newly appointed legal representative who is dealing with all matters on behalf of a licensed sponsor must complete the following declaration. Read the declaration and confirm acceptance by signing below.

- I have been appointed by the organisation to act on their behalf.
- I confirm that the organisation has successfully submitted their application for a sponsor licence, and any information I provide will be, to the best of my knowledge and belief, true and correct.
- I will provide the organisation with all correspondence from UK Border Agency relating to their licensed sponsor status.
- 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.

Name:

Name of representative organisation:

Position within the organisation:

Signature:

Date:

**The sponsor organisation must complete the following declaration and provide an original signature to confirm the appointment of the representative.**

I hereby declare that the above representative has been appointed to act on our behalf in all matters concerning our licensed sponsor status under the Points Based System.

Name:

Name of organisation:

Position within the organisation:

Signature:

Date: