

## Appendix A - List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
<p><b>Start-up Companies</b></p>	<p>If the organisation applying for a sponsor licence is a business that has been trading or operating in the United Kingdom for less than 18 months at the time of its application, the following must be provided:</p> <ul style="list-style-type: none"> <li>•All documents from List A; plus</li> <li>•The primary documents from List B applicable to the type of organisation; plus</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>	<p>Evidence demonstrating that the company has a current, corporate bank account with a bank registered by the Financial Services Authority in the United Kingdom;</p>	<p>CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b></p>	<p>Company's VAT registration number and certificate of VAT registration.</p>
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:            1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or            2)The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or            3) If the charity is either based in Northern Ireland or</p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	<p>A letter from that bank setting out the dealings it has had with the company, including the nature and duration of its dealings.</p>
		<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to</p>	<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>A letter from United Kingdom Trade and Investment, setting out the involvement it has had with the company in helping it to establish a business in the United Kingdom. <b>See Appendix E for example letter.</b></p>

## Appendix A – List of documents

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		sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.		
			Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b>	Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.
			<p>For education providers:</p> <p>1. Institutions which are subject to a system of review must provide proof that it has been inspected or audited by an appropriate body listed below:</p> <ul style="list-style-type: none"> <li>•Quality Assurance Agency for Higher Education (United Kingdom-wide)</li> <li>•Ofsted</li> <li>•Her Majesty's Inspectorate of Education (Scotland)</li> <li>•Estyn (Wales)</li> <li>•Education and Training Inspectorate (Northern Ireland)</li> <li>•Independent Schools Inspectorate (ISI)</li> </ul> <p>2. Institutions outside this system must provide proof that it holds valid accreditation</p>	A letter from the bank providing the company's corporate banking facility, setting out the dealings it has had with the company, including the nature and duration of its dealings.

## Appendix A – List of documents

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			<p>from an accreditation body mentioned below or that it has passed an inspection by the Office for Standards in Education (Ofsted):</p> <ul style="list-style-type: none"> <li>•<b>Ofsted</b> - the Office for Standards in Education</li> <li>•<b>Accreditation UK</b> – a British Council scheme which offers an accreditation service for English language schools</li> <li>•<b>BAC</b> – the British Accreditation Council – which offers a more general accreditation service to cover a wide range of different education providers and their courses</li> <li>•<b>ASIC</b> – the Accreditation Service for International Colleges - which also offers a general accreditation service to cover a wide range of different educational establishments and their courses.</li> <li>•<b>ABLS</b> – Accreditation Body for Language Service - which provides an accreditation service to English language providers.</li> <li>•<b>Quality Assurance Agency for Higher Education (United Kingdom-wide)</b></li> </ul>	

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			<p><b>(only for private QAA subscribers)</b></p> <ul style="list-style-type: none"> <li>•The Church of England - Ministry Division, which offers a quality assurance and accreditation service for institutions offering training for Christian Ministry in the participating churches.</li> </ul> <p>Note - where the education provider is a start-up organisation, we will accept a provisional accreditation (Stage 2) from one of the above approved bodies, but this is on the condition that they obtain full academic accreditation (Stage 3) within 12 months.</p> <p>3. Institutions that directly offer short-term “study abroad” programmes in their own premises in the United Kingdom to students who are enrolled in their home country must provide the following:</p> <ul style="list-style-type: none"> <li>•Overseas accreditation, which can be confirmed by NARIC, that the overseas Higher Education institution’s programmes are United Kingdom Higher Education</li> </ul>	

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			<p>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; <b>and</b></p> <ul style="list-style-type: none"> <li>•Proof that they only teach part of their programmes in the United Kingdom. The information submitted should verify that students are studying in the United Kingdom for no more than 50% of the total length of the course:               <ol style="list-style-type: none"> <li>a) Original letter from the home campus confirming the above <b>or</b></li> <li>b) original brochure/leaflet/catalogue confirming the above <b>or</b></li> <li>c) certified copy of appropriate information from the institutional web site confirming the above; <b>and</b></li> </ol> </li> <li>•Proof that they have full legal control of the premises they use. For example, original or certified copy of licence, lease, or proof of ownership</li> </ul>	

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			<p>(See para 224 for more detail on what we mean by full legal control).</p> <p>•<b>NB:</b> Those that offer study abroad programmes on a franchise basis via a third party in the United Kingdom will need to provide proof that their contractor is accredited in the United Kingdom (please see 1 or 2 above).</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation which is an education provider.</b></p>	

## Appendix A – List of documents

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			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	

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<p><b>Public Limited Companies:</b></p>	<p>If the organisation applying for a sponsor licence is a Public Limited Company, the following must be provided:</p> <ul style="list-style-type: none"> <li>•If the organisation is registered on the London Stock Exchange or one of the FSA approved stock exchanges, (<a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a>), it will need to provide proof of registration with the stock exchange as mentioned in List B;</li> <li>•Any of the primary documents from List B applicable to the type of organisation (for example, nursing home - CSCI or CQC certificate); and/or</li> <li>•One other document from List B or List C.</li> </ul> <p>If the organisation is not registered on one of the approved stock exchanges, a <b>minimum of four documents</b>, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from</li> </ul>		<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>

## Appendix A – List of documents

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	List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.			
			Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a>	Latest Annual self-assessment tax return to HM Revenue & Customs (HMRC) - Statement of Account (SA300 or SA302).
			Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.	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 (CIMA, CIPFA, ACCA, ACA etc)
			Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b>	Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)

## Appendix A – List of documents

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			Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b>	Evidence of Registration with HM Revenue & Customs (HMRC) as an employer to pay PAYE & National Insurance. Provide proof of PAYE Reference Number & Accounts Office Reference Number.
			CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b>	Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
			Proof of Registration with the Register of Charities – verifiable by viewing either: 1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or	

## Appendix A – List of documents

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			<p>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</p> <p>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This</b></p>	<p>Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.</p>

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			document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.	
			Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b>	Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.
<b>Public Bodies</b>	A public body will automatically be accepted as bona fide. A “public body”, for this purpose, means a body that appears in the Public Bodies’ Directory issued annually by the Cabinet Office - <a href="http://www.civilservice.gov.uk/other/agencies">http://www.civilservice.gov.uk/other/agencies</a> . - In these cases no documentation is required. If they do not appear on the above website, but are a public body, the prospective sponsor must provide a link to their		The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b>	

## Appendix A – List of documents

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	<p>sponsor Dept’s website that clearly sets out that they are a public body, or a document produced by their sponsor Dept that states the same or a local authority that appears on the list of such authorities published at <a href="http://www.directgov.uk">www.directgov.uk</a> and wherever applicable documents from List B.</p>		<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	
<p><b>Overseas Governments or International Organisations or Diplomatic Missions</b></p>	<p>These types of organisation must provide evidence specified in List A and those specified in List B that are applicable to them.</p>	<p>A signed letter from the Head of the Mission (or international organisation or overseas government) or his or her delegated person confirming that they are seeking a place on the Sponsor Register.</p>	<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	

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<p><b>Private Limited Company, Limited Liability Company, Un Limited Company, Companies Limited By Guarantee, Company incorporated under the Industrial and Provident Societies Act 1968, Branch Office of an Overseas Company, Legal representative Office of an Overseas Company or Limited Liability Partnership or Limited Partnership: (Other than a Start-Up Company as defined above), Company Incorporated by Royal Charter</b></p>	<p>If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b>, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>		<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>

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			<p>CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b></p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <ol style="list-style-type: none"> <li>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</li> <li>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</li> <li>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having</li> </ol>	<p>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 (CIMA, CIPFA, ACCA, ACA etc)</p>

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			<p>obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	
			<p>Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	<p>Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.</p>

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			Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b>	Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.
				Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.
				Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.
<b>Self Employment – Partnership, Sole Trader, Franchise</b>	If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b> , as described below, must be provided: <ul style="list-style-type: none"> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of</li> </ul>		Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.	Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services & Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern

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	documents to be provided to a minimum of 4.			Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.
			Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b>	Proof of registration with HM Revenue & Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).
			CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality	Evidence of Registration with HM Revenue & Customs (HMRC) as an employer to pay PAYE & National Insurance. Provide proof of PAYE Reference Number & Accounts Office Reference Number.

## Appendix A – List of documents

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			<p>Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b></p>	
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <ol style="list-style-type: none"> <li>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</li> <li>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</li> <li>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</li> <li>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</li> <li>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</li> </ol>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>

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			<p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	
			<p>Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b></p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	<p>Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.</p>
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	<p>Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.</p>
				<p>Evidence of submitting returns to HM Revenue &amp; Customs (HMRC) – Foreign Entertainers Unit.</p>

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<p><b>Universities/Education Providers</b></p>	<p>Education providers will need to show that they have been inspected/audited by an appropriate body or hold valid accreditation as detailed in List-A or if the institution is an overseas higher education institution that offers part term “study abroad” programmes in their own locations in the United Kingdom documents, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•Mandatory documents as described in list A; and any</li> <li>•The primary documents from List B applicable to your organisation.</li> </ul>	<p><b>1.</b> Institutions which are subject to a system of review must provide proof that it has been inspected or audited by an appropriate body listed below:</p> <ul style="list-style-type: none"> <li>•Quality Assurance Agency for Higher Education (United Kingdom-wide)</li> <li>•Ofsted</li> <li>•Her Majesty’s Inspectorate of Education (Scotland)</li> <li>•Estyn (Wales)</li> <li>•Education and Training Inspectorate (Northern Ireland)</li> <li>•Independent Schools Inspectorate (ISI)</li> </ul> <p><b>2.</b> Institutions outside this system must provide proof that it holds valid accreditation from an accreditation body mentioned below or that it has passed an inspection by the Office for Standards in Education (Ofsted):</p> <ul style="list-style-type: none"> <li>•<b>Ofsted</b> - the Office for Standards in Education</li> <li>•<b>Accreditation UK</b> – a British Council scheme which offers an accreditation service for English language schools</li> <li>•<b>BAC</b> – the British</li> </ul>	<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	

## Appendix A – List of documents

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		<p>Accreditation Council – which offers a more general accreditation service to cover a wide range of different educational establishments and their courses</p> <ul style="list-style-type: none"> <li>•<b>ASIC</b> – the Accreditation Service for International Colleges - which also offers a general accreditation service to cover a wide range of different educational establishments and their courses.</li> <li>•<b>Quality Assurance Agency for Higher Education (United Kingdom-wide) (only for private QAA subscribers)</b></li> <li>•The Church of England - Ministry Division, which offers a quality assurance and accreditation service for institutions offering training for Christian Ministry in the participating churches.</li> </ul> <p><b>3.</b> Institutions that directly offer short-term “study abroad” programmes in their own premises in the United Kingdom to students who are enrolled in their home country, will need to provide the following:</p>		

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
		<p>•Overseas accreditation, which can be confirmed by NARIC, that the overseas Higher Education institution's programmes are United Kingdom 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; <b>and</b></p> <p>•Proof that they only teach part of their programmes in the United Kingdom. The information submitted should verify that students are studying in the United Kingdom for no more than 50% of the total length of the course.</p> <p>a) Original letter from the home campus confirming the above <b>or</b>  b) original brochure/leaflet/catalogue confirming the above <b>or</b>  c) certified copy of</p>		

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
		<p>appropriate information from the institutional web site confirming the above; <b>and</b></p> <ul style="list-style-type: none"> <li>•Proof that they have full legal control of the premises they use. For example, original or certified copy of licence, lease, or proof of ownership (See para 224 for more detail on what we mean by full legal control).</li> </ul> <p><b>NB</b> - Those that offer study abroad programmes on a franchise basis via a third party in the United Kingdom will need to provide proof that their contractor is accredited in the United Kingdom.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation which is an Education Provider.</b></p>		

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
<p><b>Nursing Homes / Care Homes:</b></p>	<p>If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b>, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•All documents from List A; plus</li> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>	<p>CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b></p>	<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self Employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).</p>
			<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <p>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</p> <p>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</p> <p>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b>	Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
			The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b>	Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.
			Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b>	Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.
				Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
<b>Hotel / Catering Establishments:</b>	<p>If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b>, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>		<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<ul style="list-style-type: none"> <li>•A3 (Restaurants/Caf�) A4 (Pubs/Bars)/A5 (Hot Food/ Takeaways) C1 (Hotels) - Planning Certificate Issued by the Local Authority in England</li> <li>•Or equivalent certification which pre-dates the current licensing system in England</li> <li>•Or equivalent certification if the organisation is based in the rest of the United Kingdom.</li> </ul>
			<p>Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a></p>	<p>Restaurant’s Licence issued by the Local Authority/Court</p>
			<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Licence for Premises to serve Alcohol issued by the Local Authority/Court</p>
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body</p>	<p>Food Hygiene Certificate.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>(CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <ol style="list-style-type: none"> <li>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</li> <li>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</li> <li>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</li> <li>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</li> <li>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with</li> </ol>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>their application for a sponsor licence. <b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	
			<p>Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).</p>
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
				Latest Annual self-assessment tax return to HM Revenue & Customs (HMRC) - Statement of Account (SA300 or SA302).
				Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
				Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.
				Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.
				Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
<p><b>Charities</b></p>	<p>If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four</b> documents, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•All documents from List A; plus</li> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>	<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <ol style="list-style-type: none"> <li>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</li> <li>2)The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</li> <li>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</li> <li>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</li> <li>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</li> </ol> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or</p> <p>Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor’s premises.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).</p>
			<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>CSCI or CQC Certificate, clearly showing the ratings received from the Local Authority. All care homes in England must be registered with the Commission for Social Care Inspection or the Care Quality Commission, in Scotland with the Scottish Commission for the Regulation of Care, in Wales with the Care and Social Services Inspectorate for Wales, and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA). <b>This document is mandatory for any organisation whose business includes the running of a Nursing/Care home.</b></p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	<p>Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.</p>
			<p>Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b></p>	<p>Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b>	Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.
				Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.
<b>Religious / Faith Bodies</b>	If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b> , as described below, must be provided: <ul style="list-style-type: none"> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>		Where there is a set hierarchy within the faith the sponsoring body must submit a letter of support from the head of that organisation (or their nominated person) to confirm that the sponsor is part of that organisation. <b>This document is mandatory for any organisation seeking to bring in a Religious Worker under Tier 2 or Tier 5, where there is such a hierarchy.</b>	Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services & Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <p>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</p> <p>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</p> <p>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Background information about the organisation including details of the parent organisation, and which faith/religion it belongs to. This should be a summary that, for example, includes how the organisation is connected within that faith/religion, size of the adult congregation, number of clergy employed, addresses of regular meeting places, scheduled days and hours of worship. The prospective sponsor must also provide a hierarchy chart, where appropriate, to show where the organisation sits in the hierarchy. <b>This document is mandatory for any organisation seeking to bring in a Religious Worker under Tier 2 or Tier 5.</b></p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.	Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)
			Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a>	Latest Annual self-assessment tax return to HM Revenue & Customs (HMRC) - Statement of Account (SA300 or SA302).
			Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.	Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
			Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts</b>	Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>A copy of Form 76 which gives authorisation from the General Register Office (GRO) for the use of a building as a place of worship. <b>If an organisation has a Form 76, or will perform marriage ceremonies, the Form 76 must be sent in.</b></p>	<p>Latest Notice to file a Company Tax Return - CT603 &amp; Company Tax Return -CT600.</p>
			<p>The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b></p>	<p>Evidence of submitting returns to HM Revenue &amp; Customs (HMRC) – Foreign Entertainers Unit.</p>
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
<b>Sport</b>	<p>If the organisation applying for a sponsor licence is one listed alongside, a <b>minimum of four documents</b>, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>•All documents from List A; plus</li> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>	<p>An endorsement from the governing body, for that particular sport, which has been approved by UK Border Agency. <b>This document is mandatory for any organisation where the nature of their main activity is sport and applying under Tier 2. The document must include the governing body endorsement unique reference number.</b></p>	<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>
			<p>Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/Businesses Unique Tax Reference Number (UTR).</p>
			<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:            1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or            2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or            3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.            4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for</p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			charitable purposes. 5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence. <b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b>	
			Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b>	Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
			The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b>	Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.
			Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS	Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.

## Appendix A – List of documents

Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b>	
				Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.
<b>Intra Company Transfers (ICT's)</b>	<p>If the organisation is applying for a sponsor licence under Tier 2, Intra Company Transfers, they must provide a minimum of four documents, as described below:</p> <ul style="list-style-type: none"> <li>•A minimum of one document from List A; plus</li> <li>•The primary documents from List B applicable to the type of organisation; and/or</li> <li>•Any of the documents from List C that the organisation is able to provide. This should bring the total number of documents to be provided to a minimum of 4.</li> </ul>	<p>The following are not all mandatory documents. This is a list of all the documents we will accept as proof of common ownership or control described in this guidance. Applications must be accompanied by a minimum of one document from this list:</p> <ul style="list-style-type: none"> <li>•Head Office's Audited Accounts clearly showing the link between the two entities.</li> <li>•Head Office's Audited Annual Report clearly showing the link between the two entities.</li> <li>•Where an organisation is registered on the London Stock Exchange or one of the FSA approved international stock exchanges <a href="http://www">http://www</a>.</li> </ul>	<p>Proof of listing on the London Stock Exchange, either for the Main Market or AIM <a href="http://www.londonstockexchange.com">http://www.londonstockexchange.com</a> or Proof of listing for overseas companies on the London Stock Exchange under the International companies listing.</p>	<p>Employers Liability Insurance for at least 5 Million Pounds from an authorised insurer. (Authorised insurers are individuals or companies working under the terms of the Financial Services &amp; Markets Act 2000. The Financial Services Authority (FSA) maintains a register of authorised insurers). This option does not apply to sponsors based in Northern Ireland. A copy of this document may be provided if the original is legally required to be displayed at the sponsor's premises.</p>

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Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
		<p><a href="https://fsa.gov.uk/register/exchanges.do">fsa.gov.uk/register/exchanges.do</a>, 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.</p> <ul style="list-style-type: none"> <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 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 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 joint venture</li> </ul>		

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		<p>agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement.</p> <ul style="list-style-type: none"> <li>•Certified copy 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 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 agreement which allows both entities to operate under the same name in the UK and in the jurisdiction of the other entity's</li> </ul>		

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Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
		<p>country of operation. (This is only applicable to Accountancy or Law firms).</p> <ul style="list-style-type: none"> <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>•Articles of Association</li> </ul>	<p>Proof of listing on one of the FSA approved international stock exchanges <a href="http://www.fsa.gov.uk/register/exchanges.do">http://www.fsa.gov.uk/register/exchanges.do</a></p>	<p>Proof of registration with HM Revenue &amp; Customs (HMRC) as self employed. Provide each partner's Unique Tax Reference Number (UTR) and/or the Partnerships/ Businesses Unique Tax Reference Number (UTR).</p>
			<p>Registration with a Governing Body. If an organisation needs to be registered under United Kingdom legislation in order to operate legally, provide evidence of the registration.</p>	<p>Evidence of Registration with HM Revenue &amp; Customs (HMRC) as an employer to pay PAYE &amp; National Insurance. Provide proof of PAYE Reference Number &amp; Accounts Office Reference Number.</p>
			<p>Organisations latest Audited Annual Accounts with the name of the Accountant clearly shown. The Accountant should be a member of an Accredited Accounting Body (CIMA, CIPFA, ACCA, ACA etc). <b>Where an organisation is legally obliged to submit audited accounts, one of the four documents must be its most recent set of audited accounts.</b></p>	<p>Certificate of VAT registration and latest VAT return confirming VAT registration number. (If turnover in excess of £64,000)</p>

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Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <p>1) The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</p> <p>2) The Office of the Scottish Charity Regulator (OSCR) if the charity is established in or operates in Scotland <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> or</p> <p>3) If the charity is either based in Northern Ireland or exempt from the requirement to register, proof of having obtained charitable status for tax purposes from HMRC.</p> <p>4) Proof that the organisation is an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p>5) Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p> <p><b>In all cases, the relevant document from the above list is mandatory for any organisation that has already registered.</b></p>	<p>Latest Annual self-assessment tax return to HM Revenue &amp; Customs (HMRC) - Statement of Account (SA300 or SA302).</p>

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Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			Franchise Agreement signed by both parties. <b>This document is mandatory for any organisation that is a franchise.</b>	Latest Corporate/Business Bank Statement along with a letter from the Bank setting out the dealings it has had with the organisation, including the nature and duration of its dealings.
			An endorsement from the governing body, for that particular sport, which has been approved by UK Border Agency. <b>This document is mandatory for any organisation where the nature of their main activity is sport and applying under Tier 2 (Sports people). The document must include the governing body endorsement unique reference number.</b>	Proof of ownership of Business Premises and other Fixed Assets or Proof of Lease of Business Premises.
			The letter from the UK Border Agency, Chief Executive, confirming the acceptance of the government authorised exchange scheme. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 Government Authorised Exchange sub-category.</b>	Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600.

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Appendix A - Type of organisation	Guidance on Documents Required	List A - Mandatory Documents	List B - Primary Documents with Exceptions	List C - Secondary Documents
			<p>Prospective Sponsors must provide evidence to show that a contract was tendered and awarded under the GATS agreement. <b>This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement sub-category, wishing to Sponsor migrants under GATS.</b></p>	<p>Evidence of submitting returns to HM Revenue &amp; Customs (HMRC) – Foreign Entertainers Unit.</p>