

Application for a Sponsor Licence for Tiers 2 and 5 of the Points Based System of the Isle of Man Immigration Rules

Please complete in BLOCK CAPITALS and in black ink.

This form is a specified application form in accordance with paragraph 34 of the Immigration Rules. It must be used for all applications made on or after 6 April 2017.

The Fee

"small or charitable sponsor" means a sponsor with 50 or fewer employees or a sponsor which is registered as an Isle of Man registered charity in accordance with the Charities Registration Act 1989;

Tier 2 Sponsor Licence - where the applicant is not a small or charitable organization	£1,476
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Tier 2 Sponsor Licence - where the applicant is a small or charitable organization	£536
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Tier 5 Sponsor Licence	£536
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SPONSOR LICENCE CATEGORIES –

Under which category is your organisation applying to become a Sponsor?
You may choose multiple categories.

Tier 2 Migrants –(skilled workers with a job offer)

Tier 2 (General)	<input type="checkbox"/>
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Tier 2 (Intra-Company Transfers)	<input type="checkbox"/>
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Tier 2 (Sportsperson)	<input type="checkbox"/>
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Tier 2 (Ministers of Religion)	<input type="checkbox"/>
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Tier 5- Temporary workers

Tier 5 (Youth Mobility Scheme)	<input type="checkbox"/>
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Tier 5 (Creative and Sporting)	<input type="checkbox"/>
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Tier 5 (Government Authorised Exchange)	<input type="checkbox"/>
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Tier 5 (International Agreement)	<input type="checkbox"/>
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Tier 5 (Religious Worker)	<input type="checkbox"/>
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Tier 5 (Charity Worker)	<input type="checkbox"/>
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**Tier 2
and
Tier 5
Sponsor
Licence
Application**

**Form valid
for use
from
6th April
2017**

The applicant is the organisation or entity which will be entered in the Register of Licenced Sponsors as the holder of a Sponsor Licence (a "Sponsor").

Please complete all sections of the form. Where something is not appropriate please write N/A beside the question. The application form must be signed on behalf of the applicant and dated.

Please read the Immigration Sponsor Licensing Policy before making this application.

Please note that:

- the preparation and submission of an application for a Sponsor Licence is the responsibility of the applicant;
- the decision whether or not to issue a Sponsor Licence is the responsibility of Immigration Officers acting on behalf of the Lieutenant Governor; and
- if in any doubt, applicants are advised that they must seek their own legal advice.

If an application is incomplete or does not disclose all relevant information this may affect its consideration or cause delays in processing. No responsibility is accepted for any loss caused to the applicant by any delay.

It should be noted that under section 26-(c) of the Immigration Act 1971 (as extended to the Isle of Man) a person commits an offence, if on any such examination or otherwise he makes or causes to be made to an Immigration Officer or other person lawfully acting in the execution of a relevant enactment a return, statement or representation which he knows to be false or does not believe to be true. Any person guilty of an offence under the Act shall be liable to conviction by a fine or with custody for a period of not more than six months or with both.

SECTION 1: ABOUT THE APPLICANT

The applicant is the organisation or entity that will be entered in the Register of Licensed Sponsors as holder of a Sponsor Licence in the relevant tier of the Points Based System.

Full name of Applicant	
Business/Trading name (if different)	
Registered address including postcode	
Business address in the Isle of Man (if different from above)	
Website	
Name of primary contact in the applicant's organisation	
E-mail address of primary contact	
Telephone number of primary contact	
Company or other registration number	
Place of incorporation	

Will the business operate from multiple addresses? (If yes please insert details)	
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Has the applicant had any previous trading names? If so, please list all previous trading names starting with the most recent. Continue on a separate sheet if necessary.	
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Has the applicant ever applied for or held a Sponsor Licence in the Isle of Man or the United Kingdom?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, insert the Sponsor Licence number here		

Is there any outstanding litigation against the applicant or has the applicant issued any current proceedings? If yes, provide details on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Have there been any convictions or civil judgments against the applicant? If yes, provide details on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Has the applicant or any entity or person related to the applicant at any time within the last 6 years received an indication from the Department of Economic Development that is has not operated its Sponsor Licence in a satisfactory manner or been refused a licence or had a licence revoked or suspended? If yes, explain the circumstances on a separate sheet.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Is the applicant aware of any reason why it should not be issued with a Sponsor Licence including any adverse immigration history of the applicant (if an individual) or any beneficial owner, authorising officer or key contact of the applicant or person involved in the day to day running of the applicant?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Has a representative helped the applicant complete this application? The, name and address of the applicant's advocates, including the contact person should be inserted in section 7	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: APPLICANT'S STRUCTURE

Please indicate the applicant's current organisation size

Small organisation (0-50 employees)

Medium (51-250 employees)

Large (251+ employees)

Type of Organisation (please see the Policy). If the applicant is part of a group structure please include a structure chart showing parent entity and subsidiaries or head office and branches.

If the application is to cover migrants working at different sites other than the main or registered office of the entity then please provide further information. Please note this is an application for a Sponsor Licence to cover migrants working in the Isle of Man only.

Single entity

Parent company with subsidiaries

Subsidiary of a Parent company

Franchise

Head office with branches

Other – please provide details

Has the group structure chart been enclosed?

Yes/No

The structure chart should show full legal ownership of the applicant including the name and place of incorporation of any parent companies.

The controllers of the applicant, including beneficial owner, and percentage of shares/interests held should be shown. If the applicant is not a corporate entity such as a foundation, trust, association, charity, sports organisation, diplomatic mission etc then the ownership structure and key parties and ultimate beneficial owners should be shown ie the Trustees, Charity Trustees, Partners, etc.

The location of any branches, subsidiaries or parent companies of the applicant and details of any regulatory authority to which any group company or entity reports should also be included.

How long has the applicant been trading in the Isle of Man?

Does the applicant or any related business/company of the applicant carry out any form of business which is regulated? If so please list the details below

Name of business entity	Regulatory Authority	Type of business or class of licence held

Please describe the applicant's main activity

How long has the applicant been trading in the Isle of Man?

0-6 months

6-12 months

12-18 months

+18 months. Please state:

How long has the applicant been trading outside the Isle of Man? Please state where the applicant has been trading?

0-6 months

6-12 months

12-18 months

+18 months. Please state:

Isle of Man Government registrations. Please give the applicant's registration number (if any):

Employer's registration for ITIP and NI	<input type="checkbox"/>
Tax registration number	<input type="checkbox"/>
VAT registration number	<input type="checkbox"/>

Is the Applicant a charity registered in the Isle of Man?		If
yes, please state charity registration number below.		
Charity Registration Number		
Does the applicant currently employ any workers who are Non EEA nationals?		
YES/NO (Please see the Policy)		
Insert details:		

Please indicate the number of Certificates of Sponsorship (CoS) which the applicant requires in the first year of registration together with reasons.

TIER 2	
Tier 2 General	Number:
Reasons required	
Tier 2 (Intra-Company Transfers). Indicate the specific sub-category.	Number:
Reasons required	
Tier 2 (Sportspersons)	Number:
Reasons required:	
State Endorsing Sports Body:	
Tier 2 (Minister of Religion)	Number: <input type="checkbox"/>
Reasons required:	
State Faith Body:	
	<input type="checkbox"/>

TIER 5	
Tier 5 (Youth Mobility Scheme)	Number: <input type="checkbox"/>
Reasons required:	
Tier 5 (Creative and sporting)	Number: <input type="checkbox"/>
Reasons required:	
State Sports Body or Creative Body and category:	
Tier 5 (Government Authorised Exchange)	Number: <input type="checkbox"/>
Reasons required:	
State Endorsing Body which has been approved by the Department of Economic Development:	
Tier 5 (International Agreement)	Number: <input type="checkbox"/>
Reasons required:	
State Relevant International Body:	
Tier 5 (Religious Worker)	Number: <input type="checkbox"/>
Reasons required:	
State Faith Body:	
Tier 5 (Charity Worker)	Number: <input type="checkbox"/>
Reasons required:	
State Registered Charity:	

SECTION 4: SUPPORTING DOCUMENTS

To prove that the applicant organisation is genuine and has an established trading or operating presence in the Isle of Man, supporting documents must be submitted with this application.

Please refer to **Appendix A** of the Immigration Sponsor Licensing Policy which specifies the most up-to-date list of documents which must accompany this application. The type of documents depends on both the organisation type and sponsorship category.

Mandatory documents	Please list the mandatory documents supplied.
Primary documents – (See table 3 and 4 in Appendix A of the policy)	Please list the primary documents supplied
Secondary documents (optional)	Please list the secondary documents supplied

Section 5: KEY PERSONNEL

The applicant must appoint an Authorising Officer who is responsible for registering the applicant on the Register of Licensed Sponsors. The Authorising Officer must be based in the Isle of Man and be the most senior member of the applicant's organisation with responsibility for compliance with employment and immigration legislation and recruitment.

Name of Authorising Officer	
Authorising Officer's information:	
residential address	
Position in organisation/Job Title	
Does the Authorising Officer own or control any shares/interests in the applicant?	
Authorising Officer's Business address	
Telephone number	
E-mail address	
Date of birth	
Nationality	
National Insurance Number	
If the Authorising Officer is not a British Citizen or an EEA National Immigration Status Expiry of current leave: Passport number: Passport issuing state:	

The applicant must also appoint a Key Contact who is the main point of contact with Immigration Officers. The Key Contact must be based in the Isle of Man. Only the Authorising Officer or the Key Contact can request the issue of Certificates of Sponsorship.

Name of Key Contact	
Will the Authorising Officer also be the Key Contact?	Yes/No
Key Contact's information:	
Residential address	
Position in Organisation/Job Title	
Business address	
Telephone number	
E-mail address	
Date of birth	
Nationality	
National Insurance Number	
If the Key Contact is not a British Citizen or an EEA National: Immigration Status Expiry of current leave: Passport number: Passport issuing state:	

SECTION 6 - CONVICTIONS OR PENALTIES

You must tell us if the Authorising Officer or Key Contact in your application have any convictions or penalties (either in the Isle of Man, the United Kingdom or elsewhere).

Has the Authorising Officer or Key Contact ever been:

convicted of an offence in the list of immigration offences which undermine immigration control? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account	Yes/No If yes, please supply details
convicted of any unspent conviction? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account	Yes/No If yes, please supply details
issued with a fixed or civil penalty (a fine), five years before the date of this application, in the list of civil penalties unless that penalty was withdrawn or cancelled on appeal?	Yes/No If yes, please supply details
an undischarged bankrupt or subject to a similar sanction in any other jurisdiction or is legally prevented from becoming or acting as a company director?	Yes/No If yes, please supply details

SECTION 7: APPLICANT'S REPRESENTATIVE

A third party who is helping an applicant with this application should complete this section.

Representative's organisation	
Name of adviser	
Address	
Telephone Number	
Email address	
Name of professional body and adviser's registration number:	
Have you helped a sponsor with an application to join any register of sponsors before held in the Isle of Man or United Kingdom. Please provide further information.	Yes/No

Are you registered with the Isle of Man Law Society to practice as an Advocate in the Isle of Man?

Give your Isle of Man Law Society membership number (if applicable):

SECTION 7: REPRESENTATIVE'S DECLARATION

If you are a representative helping an applicant with this application, you must read the declaration and tick the box if you agree with all the following statements.

I have been appointed by the applicant to assist with this application	<input type="checkbox"/>
I confirm that the applicant has completed and verified the application	<input type="checkbox"/>
The information contained within the application is, to the best of my knowledge and belief, accurate, true and correct.	<input type="checkbox"/>
I am aware that it is an offence under section 25 of the Immigration Act 1971 (as extended to the Isle of Man) 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.	<input type="checkbox"/>
Signed:	
Date:	
Name:	
Representative organisation	
Position within representative organisation	

SECTION 8: SPONSOR DUTIES

(please see page 12 to 16 of the Policy which highlights the duties)

A Sponsor must fulfil certain duties to make sure immigration controls stay effective. The duties are set out in the "Sponsor Duties" section of the Immigration Sponsor Licensing Policy. Some of the objectives of these duties include to:

- prevent abuse of assessment procedures;
- capture early any patterns of migrant behaviour which cause concern;
- address possible weaknesses in your processes which cause those patterns; and
- monitor compliance with Immigration Rules.

This is not an exhaustive list and key personnel should familiarise themselves with their duties and be mindful that the Immigration Sponsor Licensing Policy is subject to change from time to time.

By signing this application, the named key personnel agree to comply with the sponsor duties as set out in the Immigration Sponsor Licensing Policy on behalf of the Sponsor which can be viewed at www.gov.im/immigration.

SPONSOR DECLARATION

The Authorising Officer must complete this section on behalf of the applicant. The Authorising Office must read the declaration, and tick the boxes to confirm he/she has understood and agreed with all of the statements.

I confirm I have read the Immigration Sponsor Licence Policy and will comply with my duties as Authorising Officer and ensure that the applicant will comply with its duties as a Sponsor.	<input type="checkbox"/> Agreed
I confirm that the information contained in this application and any supporting document is complete and accurate to the best of my knowledge and belief.	<input type="checkbox"/> Agreed
I understand that if I do not comply with my duties as Authorising Officer and the applicant fails to comply with the sponsor licensing system then the Sponsor Licence may be revoked and that the applicant will no longer be able to sponsor migrants and the leave of such migrants may be curtailed.	<input type="checkbox"/> Agreed
I agree to notify Immigration Officers in writing of any other information which is material to this application and to notify without delay of any material changes in the information provided in this application or changes in the applicant's circumstances or new information relevant to this application becomes available before this application is decided.	<input type="checkbox"/> Agreed
I am aware that it is an offence under section 25 of the Immigration Act 1971, as extended to the Isle of Man, to assist in the unlawful immigration of an individual who is not a citizen of the European Union.	<input type="checkbox"/> Agreed

<p>I understand and accept that Immigration Officers may wish to make enquiries and carry out compliance checks and visits- both now and on a continuing basis - to satisfy themselves as to the initial and continuing fitness and propriety of the applicant to carry out its sponsor duties. Accordingly, I agree to co-operate with Immigration Officers when they are carrying out compliance checks and authorise the Key Personnel named in this application, together with any other person, body or institution (including the Police) that the Immigration Officers may approach, to provide such information, as Immigration Officers believe may be relevant to such assessment.</p>	<input type="checkbox"/> Agreed
<p>I understand that if I on behalf of the applicant knowingly make any false representations or submit any false documents the application will be refused and I may be prosecuted.</p>	<input type="checkbox"/> Agreed
<p>The information provided will be processed in accordance with the Isle of Man Immigration Service Fair Processing Notice which can be found on our website www.gov.im/immigration</p>	<input type="checkbox"/> Agreed
<p>The applicant hereby applies to be entered on the Register of Licensed Sponsors for Tiers 2 and 5 of the Points Based System of the Isle of Man Immigration Rules.</p>	<input type="checkbox"/> Agreed
<p>I HAVE READ AND UNDERSTOOD THE SPONSOR DECLARATION AND AGREE TO COMPLY WITH THE SPONSOR DECLARATION AND SPONSOR DUTIES.</p>	
<p>Signed on behalf of the Sponsor by the Authorising Officer:</p> <p>Date: Name of Authorising Officer: Position within applicant organisation:</p>	<p>Signature</p>
<p>Signed on behalf of the Sponsor by the Key Contact :</p> <p>Date: Name of Key Contact : Position within applicant organisation:</p>	<p>Signature</p>

SECTION 9: PAYMENT DETAILS

The completed application form, supporting documents and the appropriate fee should be submitted, in person or by post, to:

Immigration Office, Government Offices, Bucks Road
Douglas, Isle of Man IM1 3PN.

The fee for a Sponsor Licence depends upon: (a) the category of Sponsor Licence; b) the size of the Sponsor's organisation; and (c) if the Sponsor is registered as a charity in the Isle of Man. The Sponsor Licence application fees change from time to time. Please check our website for the most up to date fees.

BY BACS Transfer

Payments can be made by BACS payment to the following account

Isle of Man Bank
Sort code: 559100
Account: 12638773

The sponsor should instruct their Bank to quote the name of the CoS applicant, name of the CAS applicant or in the case of a sponsor licence, the name of the company.

That will enable the payment to be easily identified. Delays to applications will occur where the relevant applicant name is omitted or not clear for which the Isle of Man Immigration Service does not accept responsibility.

BY Cash (in person only at the Immigration Office) Amount:-

OR

BY Cheque Enclose a cheque for the required amount making the cheque payable to "Isle of Man Government". Please complete in the following:

Account No:

Sort Code:

Cheque No: