

**Tier 2, Tier 4 and Tier 5 of the Points Based System – Sponsor Guidance**  
**APPENDIX A – LIST OF DOCUMENTS**

Table 1 below states 13 different organisation types. You should look at each group and decide which one best matches your organisation. Once you have found the correct group for your organisation type, you can then work out from Table 2, which documents you must send to validate your licence application.

Please note that although ‘Intra Company Transfer’ isn’t a type of organisation, we have listed it in this table because there are specific documents that you must send to us if you are applying for Tier 2 (ICT), in addition to any that apply to your organisation type.

You may find that your organisation matches more than one group, for example, if you are a Public Limited Company and you are applying for Tier 2 (Sportsperson) or Tier 5 (Creative and Sporting). In this example you would use Group 2: Public Limited Companies and Group 11: Sport when working out what documents you need to supply with your licence application.

**Table 1**

<b>Type of Organisation</b>	<b>Guidance on Documents Required [to be used in conjunction with the Table of Documents]</b>
<p><b><u>Group 1: Start-Up Companies</u></b></p>	<p>If you have been trading or operating in the UK for less than 18 months at the time of your application, the following must be provided:</p> <ul style="list-style-type: none"> <li>• <b>All</b> documents marked A; plus</li> <li>• The primary documents marked B applicable to the type of organisation; plus</li> <li>• Any of the documents marked C that the organisation is able to provide.</li> </ul> <p>This will bring the total number of documents to be provided to a minimum of 4.</p>

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**Table 1**

<b>Type of Organisation</b>	<b>Guidance on Documents Required [to be used in conjunction with the Table of Documents]</b>
<b>Group 2: Public Limited Companies</b>	<p>If you are a Public Limited Company, the following must be provided:</p> <p>1. If you are <b>registered</b> on the London Stock Exchange or one of the Financial Conduct Authority (FCA) approved stock exchanges, you must provide</p> <ul style="list-style-type: none"> <li>• Proof of registration with the stock exchange as marked B; and</li> <li>• Any of the primary documents marked B applicable to your type of organisation, (for example nursing home – CQC certificate); and</li> <li>• One other document marked B or C.</li> </ul> <p>2. If you are not registered on one of the approved stock exchanges, a <b>minimum of four</b> documents, as described below, must be provided:</p> <ul style="list-style-type: none"> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<b>Group 3: Public Bodies</b>	<p>A <b>public body</b> will automatically be accepted as a bona fide organisation. 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/about/resources/ndpb">www.civilservice.gov.uk/about/resources/ndpb</a>. if you are a local authority you must appear on the list of such authorities published at <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>;</p> <p><b>If you are a public body or a local authority that appears on either of these websites, no documentation is required.</b></p> <p>If you do not appear on either of the above websites, but are a public body, you must provide:</p> <ul style="list-style-type: none"> <li>• a link to your sponsor Department’s website that clearly sets out that you are a public body; or</li> <li>• a document produced by your sponsor Department that states the same; and</li> <li>• where applicable documents marked B.</li> </ul>

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**Table 1**

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<p><b><u>Group 4:</u> Overseas Governments or International Organisations or Diplomatic Missions</b></p>	<p>You must provide any documents marked A, and those marked B that are applicable.</p>
<p><b><u>Group 5:</u> 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 you are one of these types of organisation you must provide a <b><u>minimum of four</u></b> documents, as follows:</p> <ul style="list-style-type: none"> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>

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**Table 1**

<b>Type of Organisation</b>	<b>Guidance on Documents Required [to be used in conjunction with the Table of Documents]</b>
<p><b><u>Group 6:</u> Self Employment – Partnership, Sole Trader, Franchise</b></p>	<p>If you are one of these types of organisation you must provide a <b><u>minimum of four</u></b> documents, as follows:</p> <ul style="list-style-type: none"> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<p><b><u>Group 7:</u> Nursing Homes / Care Homes</b></p>	<p>If you are a nursing or care home you must provide a <b><u>minimum of four</u></b> documents as follows:</p> <ul style="list-style-type: none"> <li>• <b>All</b> documents marked A; and</li> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<p><b><u>Group 8:</u> Hotel / Catering Establishments</b></p>	<p>If you are a hotel or catering establishment you must provide a <b><u>minimum of four</u></b> documents as follows:</p> <ul style="list-style-type: none"> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4</li> </ul>
<p><b><u>Group 9:</u> Charities</b></p>	<p>If you are a charity you must provide a <b><u>minimum of four</u></b> documents as follows:</p> <ul style="list-style-type: none"> <li>• <b>All</b> documents marked A; plus</li> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>

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<b>Type of Organisation</b>	<b>Guidance on Documents Required [to be used in conjunction with the Table of Documents]</b>
<b><u>Group 10: Religious / Faith Bodies</u></b>	<p>If you are a religious or faith organisation or body you must provide a <b><u>minimum of four</u></b> documents as follows:</p> <ul style="list-style-type: none"> <li>• <b>All</b> documents marked A</li> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<b><u>Group 11: Sport</u></b>	<p>If you are a sporting organisation and you are applying for Tier 2 (Sportsperson) and/or Tier 5 (Creative and sporting) you must provide a <b><u>minimum of four</u></b> documents as follows</p> <ul style="list-style-type: none"> <li>• <b>All</b> documents marked A; plus</li> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<b><u>Group 12: Intra Company Transfers (ICT's)</u></b>	<p>If you are applying for a sponsor licence under Tier 2 (Intra Company Transfer) you must provide a <b><u>minimum of four</u></b> documents, as follows:</p> <ul style="list-style-type: none"> <li>• <b>A minimum of one</b> document marked A; plus</li> <li>• The primary documents marked B applicable to your type of organisation; and/or</li> <li>• Any of the documents marked C that you are able to provide. This will bring the total number of documents to be provided to a minimum of 4.</li> </ul>
<b><u>Group 13: Universities/ Education Providers</u></b>	<p>If you are an education provider and you are applying for any category of Tier 4, please see the section “For Education Providers” at the end of this document which provides detailed information on the documents you must submit.</p> <p>If you are an education provider and you are only applying for Tier 2 and/or Tier 5 you do not have to provide the above documents. For your required documents, please refer to the relevant section within this appendix for your type of business, for example „private limited company”.</p>

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**Group 14:**  
**Private Individuals**

If you are a private individual, you can only apply for a sponsor licence under Tier 5 (International Agreement) to sponsor contractual service suppliers or independent professionals. Please read the Tier 5 (International Agreement) section of the full policy guidance for sponsors before you apply, to make sure that any contract you have entered into meets our requirements. To validate your application, you must send us evidence to show that you have awarded a services contract for a period of 12 months or less, through an open tendering (or other procedure) which guarantees the bona fide character of the contract under an international trade agreement, as described in this guidance. This is a mandatory requirement and is the only evidence you need to provide.

**Documents marked A are Mandatory Documents**

**Documents marked B are Primary Documents with Exceptions**

**Documents marked C are Secondary Documents**

Please note – documents submitted must be originals or certified copies, unless otherwise stated. For the purpose of submitting documents, PDF printouts will be considered to be copies. PDF printouts must be certified in line with the guidelines below. The certifier must confirm that they have seen the original e-mail containing the PDF document.

A certified copy is one that includes a signed statement, either by the issuing authority or by a practicing barrister, solicitor or notary. The certifier must confirm that it is an accurate copy of the original document. Please note that for certified copies, each page of a document submitted must be certified, clearly detailing the certifier's name, signature and the organisation he/she represents. Sometimes, when a document has more than one page, the certifier does not want to certify every page. We will accept the document if the pages are all attached together (such as stapling) and the top page is certified as described. The certification must also clearly state how many pages have been certified.

If a certifier's details cannot be verified, the document will be rejected.

Once you have submitted your online application, you must then send in all of the following to validate your application; A valid application must contain all of the following :

- All pages of the original submission sheet (not certified copies), signed and dated by the Authorising Officer; and
- all of the documents listed on the submission sheet as mandatory documents (originals or certified copies); and
- be sent in within 14 calendar days of completion of the electronic application.

You must send all of the above items together for your application to be valid. If any of the items are missing or incorrect, your application will be invalid. Invalid applications will be rejected and the application fee refunded. If there are any documents specified in Appendix A (other than mandatory documents) missing from your application, or if we require any additional documents, we will contact you by email. We will give you seven calendar days to send those documents to us. If we do not receive them within seven calendar days we will refuse your application and your fee will not be refunded.

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Evidence demonstrating that you have a current, corporate bank account with a bank registered by the Financial Conduct Authority in the UK.	A												
Employers Liability Insurance Certificate 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 Conduct Authority (FCA) maintains a register of authorised insurers). This option does not apply if you are based in Northern Ireland. A certified copy of this document may be provided if the original is legally required to be displayed at your premises. The certificate must state the cover amount, or be accompanied by a certified copy of the schedule, displaying the cover amount. PDF printouts must be certified. Please note that an insurance broker cannot certify any copies.	A	C			C	C	C	C	C	C	C	C	C

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<p>A signed letter from the Head of the Mission (or international organisation or overseas government) confirming that:</p> <ul style="list-style-type: none"> <li>a) they agree to the application being made: and</li> <li>b) they wish to sponsor migrants under Tier 5 (IA); and</li> <li>c) they accept the sponsorship requirements and give us express consent to enter your premises, and waiver of diplomatic immunity and privileges to allow us carry out any compliance activity as set out in this guidance.</li> </ul>				<b>A</b>									



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<p>CQC or an Ofsted Certificate, clearly showing your ratings received from the Local Authority.</p> <p>All care homes and certain other types of business, for example GP Surgeries and dental practises in England, must be registered with the Care Quality Commission or Ofsted. In Scotland, depending on the nature of your business, you must be registered with either the Social Care &amp; Social Work Improvement Scotland (SCSWIS), or with Healthcare improvement Scotland. In Wales you must be registered with the Care and Social Services Inspectorate for Wales and in Northern Ireland with the Regulation and Quality Improvement Authority (RQIA).</p> <p>One or more of the above documents is mandatory if your business includes the running of a Nursing or Care home or other activity/service which requires you to be registered with the CQC in England or a similar body in Wales, Scotland or Northern Ireland.</p>	<b>B</b>	<b>B</b>			<b>B</b>	<b>B</b>	<b>A</b>		<b>B</b>				

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<p>Proof of Registration with the Register of Charities – verifiable by viewing either:</p> <p><b>1)</b> The Register on <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a> or</p> <p><b>2)</b> 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><b>3)</b> If you are 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><b>4)</b> Proof that you are an ecclesiastical corporation (either corporation sole or body corporate) established for charitable purposes.</p> <p><b>5)</b> If you are a charity but you are not registered according to the relevant charity legislation, you must explain the reason for non-registration along with your application.</p> <p>In all cases, the relevant document from the above list is mandatory if you have already registered as a charity. For 1 and 2 above, documentary evidence must be provided in the form of a confirmation letter from the commission or the regulator and/or a certified copy of a web printout confirming your details and registration number. An uncertified copy will only be accepted where the details are verifiable by viewing online.</p> <p>If you are a school with Academy status and receive public funding, we know that there is no physical document that you can send to us to prove your charitable status. We will still check your status but you do not need to send us anything by way of proof.</p>	B	B			B	B	B	B	A	A	B	B	B

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<p>Background information about you, including details of your parent organisation, and which faith/religion you belong to. This must include:</p> <ul style="list-style-type: none"> <li>• how you are connected to your parent organisation (where applicable) within your faith/religion; and</li> <li>• the size of your adult congregation; and</li> <li>• the number of clergy you employ where applicable; and</li> <li>• addresses of your regular meeting places; and</li> <li>• your scheduled days and hours of worship.</li> </ul> <p>You must also provide a hierarchy chart, where applicable, to show where you are placed in the hierarchy.</p>										A			
<p>An endorsement from the governing body for your particular sport, which has been approved by the Home Office. This document is mandatory if the nature of your main activity is sport and you are applying under Tier 2 (Sportsperson) and/or Tier 5 (Creative and sporting). The document must include the governing body endorsement unique reference number.</p>											A	B	

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<p>The following are not <b>all</b> 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 <b>a minimum of one document from this list</b>:</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 FCA approved international stock exchanges, a notarised statement by the company secretary of the organisation, setting out the global corporate structure with ownership percentages of each related corporate entity detailed.</li> <li>• Certified copy of the share register or equivalent of one or other of the entities showing ownership by the entity or a copy of the share registers of both entities showing the common parent company.</li> <li>• Certified copy 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 agreement naming both entities as parties or one entity as a party and the other entity as the entity formed by that agreement.</li> <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> </ul>												<b>A</b>	

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<ul style="list-style-type: none"> <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 country of operation. (This is only applicable to Accountancy or Law firms).</li> <li>• An affidavit, signed by a senior partner/executive within the UK entity, identifying all of the connected entities both in the UK and overseas.</li> <li>• Articles of Association.</li> </ul>													
<p>Registration with a Governing Body. This is a mandatory document if you are required to be registered under UK legislation in order to operate legally. You must provide evidence of your registration. Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• a certificate of registration;</li> <li>• a letter from the governing body confirming registration; or</li> <li>• an accreditation report that confirms registration.</li> </ul> <p>Documentary evidence must be provided in the form of a confirmation letter from the governing body and/or a certified copy of a web printout confirming your details and registration number. An uncertified copy will only be accepted where the details are verifiable by viewing online.</p> <p>Please note that Companies House is not considered a Governing Body for this purpose.</p>	B	B			B	B	B	B	B	B	B	B	B
<p>Franchise Agreement signed by both parties. This document is mandatory if you are running a franchise.</p>	B	B			B	B	B	B	B		B	B	B

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<p>The letter from the Director for Immigration Operations, UK Visas and Immigration Service, confirming the acceptance of the government authorised exchange scheme. This document is mandatory if you are applying for a Licence under Tier 5 (Government Authorised Exchange) sub-category.</p> <p>Although this is a mandatory document, we will already have seen this letter by the time you apply for a licence, so you do not need to send it to us. If you have not already been through the process of establishing a scheme you must read the relevant sections of the sponsor guidance to find out how to do this before you make an application under Tier 5 (Government Authorise Exchange).</p>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
<p>Evidence to show that a services contract was awarded for a period of 12 months or less, through an open tendering or other procedure under an international trade agreement as set out in this guidance. You must send the contract to us. This document is mandatory if you are applying for a licence under the Tier 5 (International Agreement) sub-category to sponsor contractual service suppliers.</p>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
<p>Evidence to show that you have the appropriate planning permission or Local Planning Authority consent to operate your type/class of business at your trading address (where this is a Local Authority requirement).</p>	<b>B</b>	<b>B</b>	<b>B</b>		<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
<p>Proof of your 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>		<b>B</b>					<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
<p>Proof of your listing on one of the FCA approved international stock exchanges.</p>		<b>B</b>					<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>

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Your 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). If you are legally obliged to submit audited accounts, one of the four documents must be your most recent set of audited accounts.		<b>B</b>			<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
Where there is a set hierarchy within your faith, a letter of support from the head of your faith body organisation (or their nominated legal representative) to confirm that you are part of that organisation. Where there is such a hierarchy, this document is mandatory if you are applying for Tier 2 (Minister of religion) or Tier 5 (Religious worker).										<b>B</b>			
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>B</b>			
A copy of Form 78 which gives authorisation from the General Register Office (GRO) for marriages to be performed at a place of worship.										<b>B</b>			
Certificate of VAT Registration.	<b>C</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). [Proof of registration must be original or certified copies of documentation issued by HMRC only].						<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
A letter from UK Trade and Investment, setting out the involvement it has had with you in helping you to establish a business in the UK. (See Appendix E)	<b>C</b>												
A letter from your bank providing your corporate banking facility, setting out the dealings it has had with you, including the nature and duration of its dealings.	<b>C</b>												
Latest Annual self-assessment tax return to HM Revenue & Customs (HMRC) - Statement of Account (SA300 or SA302).		<b>C</b>			<b>C</b>	<b>C</b>		<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>

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**Table 2**

<b>Table of Documents</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>	<b>Group 7</b>	<b>Group 8</b>	<b>Group 9</b>	<b>Group 10</b>	<b>Group 11</b>	<b>Group 12</b>	<b>Group 13</b>
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).		C			C								
Certificate of VAT registration; and latest VAT return confirming VAT registration number if turnover in excess of £64,000.		C			C	C	C	C	C	C	C	C	C
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. [Evidence of registration must be original or certified copies of documentation issued by HMRC only].	C	C			C	C	C	C	C	C	C	C	C
Latest Corporate/Business Bank Statement and/or a letter from your Bank setting out the dealings it has had with you, including the nature and duration of its dealings. [Please note that if both documents are submitted, this will only count as 1 document towards the minimum document total of 4].		C			C	C	C	C	C	C	C	C	C
Latest Notice to file a Company Tax Return - CT603 & Company Tax Return -CT600. <b>[Both parts must be supplied].</b>		C			C		C	C	C	C	C	C	C
Proof of ownership or lease of your business premises. If you send a copy of your lease agreement it must be signed by all parties concerned		C			C	C	C	C	C	C	C	C	C
Evidence of submitting returns to HM Revenue & Customs (HMRC) – Foreign Entertainers Unit.	C	C			C	C	C	C	C	C	C	C	C



**Tier 2, Tier 4 and Tier 5 of the Points Based System – Sponsor Guidance  
APPENDIX A – LIST OF DOCUMENTS**

**Table 2**

Table of Documents	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
<p>Evidence of planning permission;</p> <ul style="list-style-type: none"> <li>• A3 (Restaurants/Café) A4 (Pubs/Bars)/A5 (Hot Food/Takeaways) C1 (Hotels) - Planning Certificate Issued by the Local Authority in England; or</li> <li>• equivalent certification which pre-dates the current licensing system in England; or</li> <li>• equivalent certification if the organisation is based in the rest of the UK.</li> </ul>								<b>C</b>					
<p>For food businesses, registration with (or approval from) the relevant food authority for example, your Scores on the Doors rating or a letter from the relevant Local Authority approving the registration of your food business. This is mandatory if your business is required to register with the relevant food authority.</p>								<b>B</b>					
<p>Licence for Premises to serve Alcohol issued by the Local Authority/Court.</p>								<b>C</b>					

### **Group 13**

#### **For all education providers:**

1. You must provide proof that you have been inspected, audited or reviewed by one of the appropriate bodies listed below:

- Quality Assurance Agency for Higher Education
- Ofsted
- The Bridge Schools Inspectorate
- Schools Inspection Service
- Education Scotland
- Estyn
- Education and Training Inspectorate
- Independent Schools Inspectorate

**NOTE** – if you are a new independent school you will not have an ISI report. Instead, you must send evidence that you have been formally registered by the relevant Government Department in your country as follows:

**England** – your School Number, issued by the Department for Education (DfE)

**Scotland** – your Scottish Executive Education Department (SEED) code.

**Northern Ireland** – your confirmation of registration letter from the Department of Education Northern Ireland (DENI), School Governance Team.

**Wales** - your confirmation of registration letter from the Welsh Assembly Government (WAG), School Governance Team, which will include your unique school reference number.

If you directly offer short-term “study abroad” programmes in your own premises in the UK to students who are enrolled in their home country, you must provide the following:

- Overseas accreditation, which can be confirmed by NARIC, that your programmes are UK Higher Education equivalents. This overseas accreditation must be from a nationally recognised accrediting body clearly stating their name and be accompanied by a certified copy of the appropriate web page for the institution showing that accreditation; and

**APPENDIX A – LIST OF DOCUMENTS**

- Proof that you only teach part of your programmes in the UK. The information you submit should verify that students are studying in the UK for no more than 50% of the total length of the course and must include:
  - a) Original letter from the home campus confirming the above; or
  - b) Original brochure/leaflet/catalogue confirming the above; or
  - c) Certified copy of appropriate information from the institutional web site confirming the above; **and**
- Proof that you have full legal control of the premises you use. For example, original or certified copy of licence, lease, or proof of ownership.
- **NB:** If you offer study abroad programmes on a franchise basis via a third party in the UK you will need to provide proof that your contractor is inspected, audited or reviewed in the UK (please see 1 or 2 above).

**In all cases, the relevant document from the above list is mandatory for any organisation who is an education provider.**

2. You must also provide evidence to show that you have appropriate planning permission or Local Planning Authority consent to operate your type/class of business at your trading address (where this is a Local Authority requirement).