



# Application For Indefinite Leave To Remain In The UK as a Retired Person of Independent Means or Representative of an Overseas Business and a Biometric Immigration Document

In accordance with paragraph 34 of the Immigration Rules, this is a specified form for the purpose of the Immigration Rules as of 28 October 2013 and must be used for all applications made on or after that date for the purposes stated on this page and listed in section 3.

You also need the separate guidance documents listed below, which you should read before making your application:

- SET(BUS) guidance notes
- UK Visas & Immigration photograph guidance

If you do not already have these documents, you can get them from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Applications on this form may be made by post using the address below.

**Home Office**  
Indefinite Leave to Remain  
PO Box 591  
Durham  
DH1 9FS

Retired person  
of independent  
means

Representative  
of an overseas  
business

Biometric immi-  
gration docu-  
ment (Biometric  
Residence Permit  
(BRP))

This form is valid  
only for applica-  
tions made on or  
after 28 October  
2013

# PAYMENT GUIDANCE

## THE FEE

If you are a single applicant on form SET(BUS) and no dependants are applying with you, there is a fee of £1051 for applications made by post or courier.

The premium service at our Public Enquiry Offices is not available for applications on form SET(BUS).

If one or more dependants are applying with you, the fee increases by £788 for each dependant applying as shown in the table below.

Number of applicants	Fee
Yourself and 1 dependant	£1839
Yourself and 2 dependants	£2627
Yourself and 3 dependants	£3415
Yourself and more than 3 dependants	Add £788 to the amount above for each additional dependant

Please note that your application will be rejected as invalid if you do not pay the specified fee.

## Biometric enrolment fee

As part of your application you are required to enrol your biometric information. You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. **Do not send the biometric enrolment fee with your application.**

Applicants on some immigration routes are exempt from paying an enrolment fee at the Post Office Ltd. If you are in one of these categories you will be informed of this when we send you a biometric notification letter.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website:

<http://www.homeoffice.gov.uk/aboutus/contact/enrol-biometric/>

## WHO MAY APPLY WITH YOU?

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. But they must pay the specified fee if they apply separately.

Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

## HOW CAN YOU PAY?

You must pay by one of the methods specified below. Please note that your application will be rejected as invalid if you pay by any other method.

- Cheque
- Postal Order
- Credit card<sup>1</sup> - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro\* (including Solo)
- Banker's draft (payable to the Home Office)

\* Maestro - we will only accept Maestro cards issued in the UK.

## CHEQUES AND POSTAL ORDERS

You must make the cheque or postal order payable to Home Office Leave to Remain and cross the cheque or postal order(s) A/C Payee only.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or each postal order and keep the postal order stub(s).

Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Attach your cheque or postal order(s) to the front of the application form.

## COMPLETING THE PAYMENT DETAILS PAGE

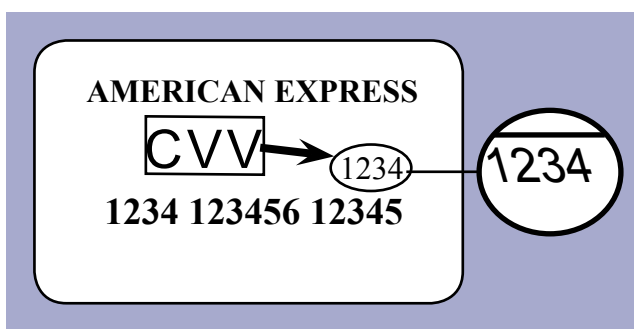
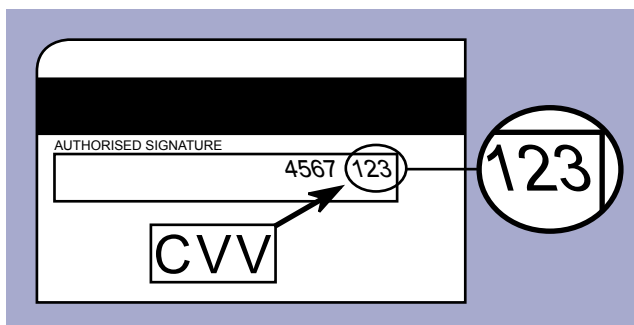
To ensure that your payment is processed without any delay, please note the points below when completing the payment details.

- 1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.
- 3 This should be the full name of the main applicant as given in his or her passport or travel document.
- 4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 5 If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

**1 Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.**

8-12 Complete only if paying by card.

11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below



If you do not provide the CVV number, we cannot take the payment and your application will be rejected as invalid.

12 It is the cardholder as named on the credit or debit card who must sign and date.

# PAYMENT DETAILS: SET(BUS)

Please complete this page in block capitals and black ink after first reading the payment guidance.

1 Contact address in the UK for correspondence

	Postcode

2 Contact name in the UK if different from that of the applicant


3 Applicant's full name


4 Date of birth

Day	Month	Year

## PAYMENT DETAILS

5 Amount - please tick the amount you are paying. If no fee is ticked we cannot take a payment and your application will be rejected as invalid.

Single applicant - no dependants	£1051	Main applicant and two dependants	£2627
Main applicant and one dependant	£1839	Main applicant and three dependants	£3415

If more than 3 dependants are applying with you, please state the number in the space below and enter the correct amount specified in the payment guidance in the appropriate box.

Main applicant and ..... dependants     £

6 How are you paying? Please tick a box.

Postal order	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Debit or credit card	<input type="checkbox"/>	Banker's draft	<input type="checkbox"/>
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7 Paying by cheque - please give cheque details below

Cheque number	Account number	Sort code

Paying by card - please complete 8-12 below

8 Which card are you using for payment? Please tick a box.

Visa / Electron	<input type="checkbox"/>	MasterCard / Amex	<input type="checkbox"/>	Delta	<input type="checkbox"/>	Maestro / Solo	<input type="checkbox"/>
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9 Name on card

10 Card number

11 Card details

Valid from	Expiry date	Card security number - CVV <small>(3 digit number or 4 digit number for Amex)</small>	Issue No. <small>(where available)</small>

12 Cardholder's signature

Date

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it's important that the rest of the form begins with Section 1 - Applicant's Details facing upwards.



# SECTION 2 - DEPENDANTS WHO ARE ALSO APPLYING

If you have a partner and/or any children under 18 who are living with you in the UK and who are applying for indefinite leave to remain as your dependants, this is where you give their details. "Partner" means your spouse, civil partner, unmarried or same-sex partner.

If more than 2 children are applying, please give their details on a photocopy of this page, enclose it with this form and place the photographs in a sealed envelope attached to section 1 as instructed there. Children aged 18 or over must apply separately.

**Photographs**

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in an envelope attached to section 1 as instructed there.

Your partner's full name


Place of birth - town or city and country


Nationality

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BRP Reference Number

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Date of birth

Day																				

Gender  
- please tick

Male	Female
------	--------

Relationship to you  
- please tick

Spouse	Civil partner
Unmarried partner	Same-sex partner

**Photographs**

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in an envelope attached to section 1 as instructed there.

Child's full name


Place of birth - town or city and country


Nationality

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BRP Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of birth

Day																				

Gender  
- please tick

Male	Female
------	--------

Relationship to you  
- please tick

Son	Daughter
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**Photographs**

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose both photographs in an envelope attached to section 1 as instructed there.

Child's full name


Place of birth - town or city and country


Nationality

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BRP Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of birth

Day																				

Gender  
- please tick

Male	Female
------	--------

Relationship to you  
- please tick

Son	Daughter
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## SECTION 3 - WHICH CATEGORY?

Please tick a box to show us the category in which you are applying for indefinite leave to remain and to confirm that you are also applying for a biometric immigration document.

Retired person of independent means

Representative of an overseas business

## SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

To qualify for indefinite leave to remain, applicants aged 18-64 must show that they have a sufficient knowledge of language and life in the UK. The separate guidance notes provide detailed information about this requirement.

4.1 Are you aged 18-64? Yes  No

4.2 If your partner is applying with you, is he or she aged 18-64? Yes  No

If you have answered yes to 4.1 and/or 4.2, continue below. If you answered no to 4.1 and 4.2, or your partner is not applying with you, go to section 5.

4.3 Have you and/or your partner obtained the following to show that you have met the Knowledge of Language and Life in the UK requirement.

### You

Life in the UK test pass;

**and one of the following English language qualifications**

English language speaking and listening qualification, **or**

A degree taught or researched in English, **or**

Are you a national of a majority English-speaking country?

### Your partner

Life in the UK test pass;

**and one of the following English language qualifications**

English language speaking and listening qualification, **or**

A degree taught or researched in English, **or**

Is he/she a national of a majority English-speaking country?

Note 1 Relevant qualifications are:

- a pass in the test known as the "Life in the UK" test

**and one of the following English language qualifications;**

- a speaking and listening qualification at level B1 or above from the Secure English Language Test (SELT) list;
- an ESOL qualification at Entry level 3, level 1 or level 2, that includes speaking and listening which has been regulated by the Office of Qualifications and Examinations Regulation (Ofqual). It must be listed as an ESOL qualification on the Ofqual Register and taken in England, Wales or Northern Ireland;
- a National Qualification in ESOL at Scottish Qualifications Framework (SCFQ) levels 4, 5 or 6, awarded by the Scottish Qualifications Authority (SQA).

4.4 If you and/or your partner have not obtained one of the relevant qualifications, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing a speaking and listening qualification in English? See note 2.

You  
Yes  No

Your partner  
Yes  No

Note 2 If you and/or your partner are claiming exemption, you must provide a doctor's letter or similar evidence confirming that you and/or your partner are unable to take the test or pass a speaking and listening qualification. An exemption will only be agreed exceptionally.



## SECTION 5 - YOUR HOME AND FINANCES

- 5.1 Is your home in the UK:   
 a) owned by you?    
 b) rented from a local authority or housing association by you?    
 c) privately rented by you?    
 d) owned or rented by a relative or friend?    
 e) other?  Give details below.

- 5.2 Do you or your partner, or both, pay any rent or mortgage for your home?   
 Yes  No  If so, how much do you pay each month? £

- 5.3 Are you working in the UK?   
 Yes  No  If so, what is your pay each month after income tax and other deductions? £

- 5.4 Is your partner working in the UK?   
 Yes  No  If so, what is his/her pay each month after income tax and other deductions? £

- 5.5 Are you receiving any public funds?   
 Yes  No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.5, you must tick the relevant box(es) to show which of these are being received.

- |                      |                          |                                    |                          |   |                          |                      |                          |
|----------------------|--------------------------|------------------------------------|--------------------------|---|--------------------------|----------------------|--------------------------|
| Attendance Allowance | <input type="checkbox"/> | Council Tax Reduction              | <input type="checkbox"/> | Income-based Jobseeker's Allowance              | <input type="checkbox"/> | Social Fund Payment  | <input type="checkbox"/> |
| Carer's Allowance    | <input type="checkbox"/> | Disability Living Allowance        | <input type="checkbox"/> | Income Related Employment and Support Allowance | <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> |
| Child Benefit        | <input type="checkbox"/> | Housing Benefit                    | <input type="checkbox"/> | Personal Independence Support                   | <input type="checkbox"/> | Working Tax Credit   | <input type="checkbox"/> |
| Child Tax Credit     | <input type="checkbox"/> | Housing or Homelessness assistance | <input type="checkbox"/> | Severe Disablement Allowance                    | <input type="checkbox"/> | Universal Credit     | <input type="checkbox"/> |
| Council Tax Benefit  | <input type="checkbox"/> | Income Support                     | <input type="checkbox"/> |   |                          |                      |                          |

## SECTION 6 - ABSENCES FROM THE UK

- 6.1 When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the 5-year period of stay on which this application is based.
- |   |   |   |
|---|---|---|
| Day                                       | Month                                     | Year                                      |
| <input style="width: 30px;" type="text"/> | <input style="width: 30px;" type="text"/> | <input style="width: 30px;" type="text"/> |

- 6.2 Since then have you had any absences from the UK? If yes, give the dates you left and returned to the UK and the reason for the absence in the spaces below. List all absences however short and in date order. If you need more space, continue on a separate sheet and enclose it with your application.
- Yes  No

Date left the UK	Date returned to the UK	Reason for absence

### Personal History (criminal convictions, war crimes, etc.)

It is mandatory to complete section 7. If it is not complete the application will be invalid and will be returned to the applicant.

This section asks about any criminal convictions, any civil judgements or civil penalties made against you or any dependants who are applying with you and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

**7.1. Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country?**

Yes  - go to question 7.2

No  - go to question 7.3

**7.2. Please give details below for each criminal conviction, starting with the most recent one. If you or any dependants who are applying with you have received more than two convictions, please photocopy this page and enclose it with this form.**

**Note: We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.**

#### Criminal conviction 1

Country where convicted


Nature of the offence

Sentence given

Date sentenced

D	D
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M	M
---	---

Y	Y	Y	Y
---	---	---	---

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

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months

#### Criminal conviction 2

Country where convicted


# SECTION 7 - PERSONAL HISTORY

Nature of the offence

Sentence given

Date sentenced

 D  D M  M Y  Y  Y  Y

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

**7.3. Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes  go to 7.4

No  go to 7.5

**7.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.**

**If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.**

Details of judgment or civil penalty 1

Date of judgment or civil penalty

 D  D M  M Y  Y  Y  Y

**Country where judgment made**

Details of judgment or civil penalty 2

Date of judgment or civil penalty

 D  D M  M Y  Y  Y  Y

**Country where judgment made**

You must answer questions 7.5 to 7.10 below even if you have answered no to question 7.1.

For help in answering these questions, please see the definitions at the end of this section.

7.5. Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes  No

7.6. In times of either peace or war have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes  No

7.7. Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

7.8. Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

7.9. Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Yes  No

7.10. Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

7.11. How long have you lived in the UK?  Years  Months

Please provide details of any periods of absence of more than 6 months during that time.

Date you left the UK	Date you returned to the UK	Reason for absence

**7.12.** Please state what ties you have with;

- The country where you were born
- Any other country whose nationality you hold
- Any country where you have lived for more than 5 years

You should tell us about any family, friends, or other connections with that country.

Country	Social cultural or family ties

**7.13. If you have answered yes to question 7.5, 7.6, 7.7, 7.8, 7.9 or 7.10, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.**

## SECTION 7 - PERSONAL HISTORY

### DEFINITIONS

For the purposes of answering questions 7.5 to 7.10, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017](http://www.opsi.gov.uk/acts/acts2001/20010017) or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants applying with you.

#### War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### Organisations concerned in terrorism

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.



3. If the required Biometric Residence Permit has been returned to the Home Office, please give details of the reason and the date that it was sent to us


D	D		M	M		Y	Y	Y	Y
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4. If the BRP was lost, please give the date this was reported to the Home Office Card Management Service

D	D		M	M		Y	Y	Y	Y
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5. If the the BRP was stolen, please give the police report number, crime reference number, the police station and the date reported to the police

Police report number

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Crime reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Police station

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date reported to the Police

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

6. If the required BRP is not enclosed then please give details why you are unable to provide it


7. Have you had your fingerprints taken as part of a previous United Kingdom immigration application made in the United Kingdom or abroad?

Yes - go to question 8

No - go to question 11



8. Give details when your fingerprints were taken


9. Give details where your fingerprints were taken, including the town or city and country


10. Give details of the British diplomatic post(s) involved if the application(s) was/were made abroad


11. Do you have a medical or physical condition which may require special arrangements for your biometric features to be recorded?

Yes - go to question 12

No - go to question 13

12. Please provide us with the following documents:

A letter from a treating clinician registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

**Dependants and applicants under the age of 16**

If the applicant or any dependant included on this application is under the age of 16 please complete questions 13, 14, 15 and 16. If not please go to question 17

13. Is the applicant/dependant

16 years old or more - go to question 17

Less than 16 years old - go to question 14

14. Give details of the person who will be accompanying the applicant/dependant when he/she attends their Biometric Residence Permit appointment

14.1 Name of responsible adult


14.2 Date of birth

D	D		M	M		Y	Y	Y	Y
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### 14.3 Place of birth


### 14.4 Relationship to child


15. Is this person the applicant/dependant's parent/legal guardian

Yes - go to question 17

No - go to question 16

16. Please explain why a person other than the applicant/dependant's parent/legal guardian will be accompanying the applicant/dependant


## 17. DECLARATION

As required by the Immigration (Biometric Registration) Regulations 2008 (as amended) I confirm that I also apply for a biometric immigration document for myself and any dependants applying with me. If I am a sole applicant under the age of 16, or if any dependant child under the age of 16 is applying with me, I understand that the Home Office may make enquiries about any responsible adult nominated to be present when my/their fingerprints and/ or a photograph are taken.

Signature

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Date

D	D		M	M		Y	Y	Y	Y
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## SECTION 9 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below, and for each photograph to comply with the mandatory format requirements specified in the separate photograph guidance provided with this form.

Please note that this application will be invalid if you do not provide the photographs or if they do not comply with the specified mandatory format requirements.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Two recent identical passport-size photographs of each dependant included in section 2 and applying for indefinite leave to remain in the UK with you, with their full name written on the back of each photograph.

## SECTION 10 - DOCUMENTS

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals. You should photocopy each of these documents and provide the copies in addition to the originals. You should also provide passport/s along with photocopies of any pages that contain personal details, visas or immigration stamps (foreign or UK).

All applicants must provide the relevant documents specified in 10A. You must also provide the relevant documents specified in 10B or 10C for the category in which you are applying.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form

### **10A All applicants Passports and immigration documents**

- Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- The current passport(s) or travel document(s) for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your Biometric Residence Permit if you have been issued with one since entering the UK. See Note 4.
- The Biometric Residence Permit for each dependant included in section 2 and applying for indefinite leave to remain in the UK with you if they have been issued with them since entering the UK. See Note 4.

Note 4 Residence Permits have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.

Your police registration certificate if you have been asked to register with the police.

The police registration certificate(s) of each dependant included in section 2 and applying for indefinite leave to remain in the UK with you if they have been asked to register with the police.

### **Your finances**

Evidence of your finances. Bank statements, building society savings books, pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds (see Note 5).

Note 5 The documents showing the finances available to you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

### **Knowledge of language and life in the UK**

If you have to complete section 4 and you and/or a partner applying with you are aged 18-64, you must provide the following for each of you:

A Life in the UK test pass notification letter; and

A relevant speaking and listening qualification, as described in the guidance on our website. <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/knowledge-of-life/kol.pdf?view=Binary>

### **10B Retired persons of independent means**

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a retired person of independent means, in addition to the relevant documents in 10A, you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain as a retired person of independent means. This is best provided in the form of all the passports you have held during this period. You should also provide a list of your movements in and out of the country during this period (see section 6 of this form on page 8).

Evidence that you have had an income of your own of not less than £25,000 each year for a continuous period of 5 years which has been under your control and disposable in the UK.

## 10C Representative of an overseas business

If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a representative of an overseas business (or in the categories mentioned in Note 6), in addition to the relevant documents in 10A, you must provide the documents listed below after Note 6.

**Note 6** The representative of an overseas business category was introduced in the Immigration Rules on 1 October 2009. However, anyone completing 5 years' stay as a sole representative, or as the representative of an overseas newspaper, news agency or broadcasting organisation is eligible to apply for indefinite leave to remain under the new rules.

- Confirmation from the overseas business that its headquarters and principal place of business remain outside the UK and that it wishes to continue to employ you as previously.
  
- Evidence that a registered branch or a wholly-owned subsidiary has been established in the UK and is still in existence. This is best provided in the form of a letter or documents from Companies House confirming that the structure of the UK operation has not changed.
  
- Evidence that you have been employed full-time as a representative of an overseas business, a sole representative, or a representative of an overseas newspaper, news agency or broadcasting organisation for a continuous period of 5 years. This is best provided in the form of documents such as P60s for the past 5 years and pay slips for the last 3 months.
  
- All the passports you have held during the five year period, together with a list of your movements in and out of the UK since you first entered as a representative of an overseas business, sole representative or representative of an overseas newspaper, news agency or broadcasting organisation.
  
- Evidence that the UK operation is active. Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.



## SECTION 11 - CONSENT FOR THE HOME OFFICE TO REQUEST VERIFICATION CHECKS

**If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person\* should sign the following declaration :**

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The Home Office is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to the Home Office or to the applicant.

I agree to the company giving the Home Office relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give the Home Office details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to the Home Office the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party


Postcode

Signature

Date

\*If the account is a joint account, all customers should sign.

## SECTION 12 - DECLARATION

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for indefinite leave to remain in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants who are applying with me, as named on the back of each photograph and that I have had the opportunity to see the UK Visas and Immigration photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

Signature

Date



# PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A" tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals. You should photocopy each of these documents and provide the copies in addition to the originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports	
Travel documents	
Biometric Residence Permits	
Police registration certificates	
Life in the UK pass notification letter	
English language speaking and listening qualification	
Bank statements	
Building society savings books	
Pay slips (representative of an overseas business only)	

B. Other documents	How many?

**Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.**

## FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

Is SET(BUS) the right form for you and is it valid for use? See date and notes on front page.

Have you completed the payment details page and made the correct payment?

Have you ticked a box in section 3 to show the category in which you are applying?

Have you completed section 7 and the rest of the form as specified?

Have you provided the photographs specified in section 9 and are they in the approved format?

Have you provided your current passport or travel document and all other relevant documents specified in section 10 and are they originals? (we also require photocopies of the same).

If you are unable to send us any of the documents specified in section 10 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you signed and dated the declaration in section 12?

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below.

**Home Office**  
 SET(BUS)  
 Indefinite Leave to Remain  
 PO Box 591  
 Durham  
 DH1 9FS